# Corporate Trade Finance Islamic User Manual Oracle Banking Digital Experience Patchset Release 21.1.4.0.0

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Corporate Trade Finance User Manual

February 2022

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# 1. Preface

# 1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

# 1.2 **Documentation Accessibility**

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

# 1.3 Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit

http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit

http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs\_if you are hearing impaired.

# 1.4 Structure

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# 1.5 Structure

This manual is organized into the following categories:

*Preface* gives information on the intended audience. It also describes the overall structure of the User Manual.

Introduction provides brief information on the overall functionality covered in the User Manual.

The subsequent chapters provide information on transactions covered in the User Manual.

Each transaction is explained in the following manner:

- Introduction to the transaction
- Screenshots of the transaction
- The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.
- Procedure containing steps to complete the transaction- The mandatory and conditional fields
  of the transaction are explained in the procedure. If a transaction contains multiple



procedures, each procedure is explained. If some functionality is present in many transactions, this functionality is explained separately.

# 1.6 Related Information Sources

For more information on Oracle Banking Digital Experience Patchset Release 21.1.4.0.0, refer to the following documents:

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



# 2. Transaction Host Integration Matrix

## Legends

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

Sr No	Transaction / Function Name	Oracle Banking Trade Finance 14.5.0.0.0	Oracle Trade Finance Process Management 14.5.0.0.0*
1	Initiate LC	×	<b>√</b>
2	Initiate Import LC Amendment	×	✓
3	View Import LC	<b>✓</b>	×
4	View Import Bill	<b>✓</b>	×
5	Bill Discrepancy Acceptance	×	✓
6	Modify Bills	×	✓
7	Settlement of Bills	×	✓
8	View Export LC	<b>✓</b>	×
9	LC Amendment Acceptance	×	✓
10	Initiate Bills	×	✓
11	View Export Bill	<b>✓</b>	×
12	View Import Collection	<b>✓</b>	×
13	Initiate Collection	×	✓
14	View Export Collection	✓	×
15	View Inward Guarantee	<b>✓</b>	×
16	Settlement of Collections	×	✓
17	Modify Collection	×	✓



Sr No	Transaction / Function Name	Oracle Banking Trade Finance 14.5.0.0.0	Oracle Trade Finance Process Management 14.5.0.0.0*
18	Guarantee Amendment Acceptance	×	<b>✓</b>
19	Initiate Bank Guarantee	×	✓
20	Amend Bank Guarantee	×	✓
21	View Outward Guarantee	✓	×
22	Initiate Shipping Guarantee	×	✓
23	View Shipping Guarantee	✓	×
24	Other Party Maintenance	NH	NH
25	Additional Condition Maintenance	NH	NH
26	Application Tracker	×	✓
27	Document and Clause Maintenance	NH	NH
28	Assignee Maintenance	NH	NH
29	Initiate Transfer LC	×	✓
30	Amend Transfer LC	×	✓
31	View Transfer LC	<b>√</b>	×
32	Assignment of proceeds	×	✓
33	Claim Lodgement	×	✓
34	Initiate Back to Back LC	×	✓
35	View Back to Back LC	✓	×

**Home** 



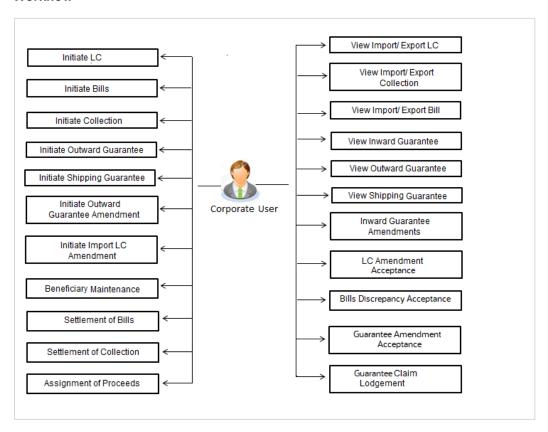
# 3. Trade Finance

Trade finance is process of financing commerce, i.e. both domestic and international trade based transactions. It comprises a seller, a buyer along with other service providing institutions to facilitate transactions such as banks, insurers, credit rating agencies etc. This may be considered as a tool to safeguard against the distinct risks present in doing international trade viz. fluctuations in currency conversions, political conditions, creditworthiness of the buyer etc. Some of the majorly used tools are Letter of Credits, Import and Export Bills, Outward Guarantees.

In the Trade Finance module, you can initiate, amend and view Letter of Credits (LC). You can also view details of Import and Export Bills, and Export Bills under LC, and Outward Guarantees raised. User can initiate Collection and outward Guarantees. User can initiate standalone shipping Guarantee and also Shipping Guarantee under LC.

Note: This module is not supported on mobile devices.

### Workflow





# 3.1 Letter of Credit

Letter of credit is a financial tool which acts as an obligation of the issuing bank to pay the agreed amount to the seller on behalf of the buyer, if buyer provides compliant documents about those goods as specifically mentioned in the sales contract or purchase agreement to the advising bank. They are governed by rules set by International Chamber of Commerce known as Uniform Customs and Practice for Documentary Credits (UCP 600).

These are of different types; most commonly used ones are irrevocable LC, transferable LC. Mostly they are used in situations where both parties i.e. seller and buyer are new to each other and are operating in different countries and seller thinks to safeguard his interests against multiple risks involved in the trade.

Bill is a trade transaction, in which the Exporter forwards the required commercial documents to the Importer's bank, against which the payment is to be done. Banks facilitates documents movement, makes the required checks and then process payments to the Exporter against the Bill.

There occurs some situations where the sales contract goes for some modification, and in order to replicate the same over Bills and Letter of Credits, acceptance from other party is also required. Using this option, user can accept or reject, the discrepancies raised in Import Bills or amendments under Export Letter of Credit. It is then forwarded for further approval from bank. A search facility is also provided to easily locate the discrepancy or amendment raised.

# 3.2 Collection

Import Collection offers a view about the Collection from the point of view of an Importer and Export Collection offers the same from the point of view of an Exporter.

# 3.3 **Guarantees**

It is a contract released by bank for its customer, who has signed an agreement to purchase goods from a supplier and agrees to fulfil any financial obligations to the supplier in case of default. In other words, if the debtor fails to settle a debt, the bank will cover it. Using this option, user can apply for an Outward Bank Guarantee. For the BG application, user must enter the details in the four tabs available in this option viz. Parties, Commitment Details, Bank Instructions and Guarantee. Any amendment raised by the counterparty can also be accepted or declined by customer.

# 3.4 Other Party Maintenance

To ease the user from filling up the details of beneficiary, a facility to maintain beneficiary is added. User can create add, edit or delete beneficiary details and also have different access type, if he wants to share the same beneficiary with other users. Also, it can be defined as in which transactions, user will be able to use the beneficiaries viz. LC, BG or Collection. This enables user to directly choose a beneficiary from the maintained list and save time of filling up the detail every time he is initiating a new transaction.



# 3.5 Shipping Guarantee

Shipping Guarantee refers to a written guarantee, issued by the bank which will bear joint liability, and is presented by the Importer to the goods carrier or its agent for picking up the goods in the case of arrival of cargo prior to the receipt of shipping documents. Shipping Guarantee is commonly used under L/C with full set of documents of title to goods. This helps Importer to pick up the goods in time to avoid port demurrage.

# 3.6 Application Tracker

User gets a simple tracking tool for all his applications which are either saved and can be fetched further for retrieval or which are submitted for further processing. He can also look for the pending clarifications received from bank, and reply to them. For the detailed section, refer User Manual Oracle Banking Digital Experience Corporate Trade Finance

# 3.7 Documents and Clause Maintenance

A corporate user can save the clauses under documents, so that it can use the same as and when required while initiating an LC. User also have an option to mark it to be available to other users of corporate. For the detailed section, refer User Manual Oracle Banking Digital Experience Corporate Trade Finance

# 3.8 Additional Conditions Maintenance

Additional Condition is required while creating Letter of Credits. A user can create (if maintenance is not already there), view and edit the additional conditions. User will have the facility to save his custom conditions and use as and when required. Each Condition is saved with the help of an identifier which is unique for the customer, and all identifiers needs to be mapped to codes of additional conditions as maintained by bank. For the detailed section, refer User Manual Oracle Banking Digital Experience Corporate Trade Finance

# 3.9 Assignee Maintenance

Assignee Maintenance allows the user to create (if maintenance is not already there), view and edit the assignee. For the detailed section, refer User Manual Oracle Banking Digital Experience Corporate Trade Finance

Home



# 4. Initiate a Letter of Credit - Islamic

Using this option, a user can initiate an Islamic Import Letter of Credit (LC) transaction as per the Sharia laws in the application. A Letter of Credit is a bank document which undertakes that the seller will receive payment against the stipulated documents, provided the terms and conditions have been satisfied.

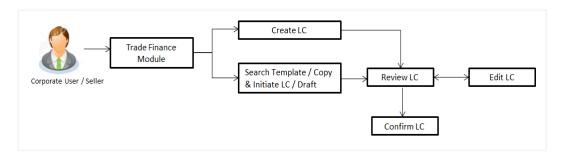
On login to the application, the user can see the list of products for transaction which are meant for Islamic LC Creation as maintained at back office. The user can see only the Sharia permissible goods as maintained in back office.

An Import Letter of Credit provides the credit worthiness of the Importer, with the involvement of financial institutions such as banks.

### **Pre-Requisites**

User must be having a valid corporate login credentials to get into the system. This will be under a maker – approver system, or as per user's access. User must be having a sanctioned limit /credit available for his perusal.

### Workflow



### How to reach here:

Dashboard > Toggle menu > Trade Finance > Letter of Credit > Import Letter of Credit > Initiate Letter of Credit - Islamic

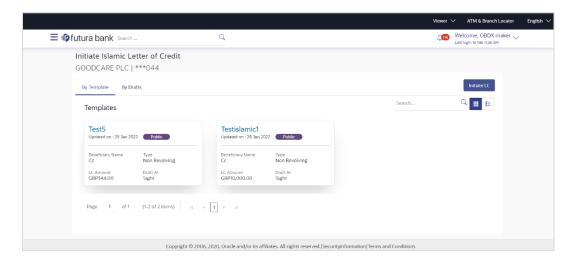
### User has four options to initiate LC

- a. Using existing Templates
- b. Using existing Drafts
- c. Initiating LC ( New Application)

### Using existing Templates - Initiate LC Template Summarized View

This is a default view; the user is landed on this screen on accessing 'Initiate Letter of Credit - Islamic' menu option. The summary of all the Initiated Islamic LC template of a corporate are listed with basic information of each LC. User can choose to check the complete details of a specific template by clicking on a card.





### **Field Description**

Field Name	Description
Party Name	The name of the applicant is displayed.
Party ID	The party Id of the Islamic LC product is displayed in a masked format.
Search	Enter the name of the Islamic LC template to search and view its details.  Partial search is allowed.
Initiate Letter of Credit Template Card	The Initiate Letter of Credit template card displays the name of the Initiate Islamic Letter of Credit template along with the other details like date of update, name of the beneficiary, type of LC, LC amount and draft at.

### **Initiate Letter of Credit Template Card Details**

Following details are present on each Islamic Letter of Credit Template card.

Template Name	The name using which template is stored and can be used to initiate an Islamic LC application.
Updated On	The latest updated date of the template.
Access Type	The access type assigned to the Islamic LC, that is 'Private' or "Public'.
Beneficiary Name	The beneficiary name against whom LC is to be created.
Туре	The corresponding LC product type and as supported by Host.
LC Amount	The amount of LC.
Draft at	The LC draft type i.e. 'Sight' or 'Usance'.



Field Name	Description
Views	The user can select the view type.
	Card
	Tabular

1. Select and click the Letter of Credit template card whose details you want to view.

OR

In the **Search By** field, enter the name of the specific Letter of Credit Template whose details you want to view.

The specific Letter of Credit Template detail record appears.

OR

Click **Create LC** to create a new Letter of Credit template.

OR

Click or to view the initiate LC template as Summarized or Tabular view.

Click to delete the initiated LC template card.

### Initiate Islamic LC Template - Tabular View

The Initiating Islamic LC Template - Tabular View allows the corporate user to view the Islamic LC Template in table format.

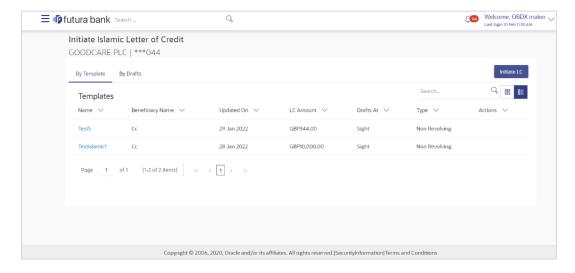
### To view the Initiate Islamic Letter of Credit in tabular form:

1. In the Initiate Islamic Letter of Credit - Summary page, click to view the initiate LC template as Tabular view.

The Initiate Islamic Letter of Credit tabular view page appears.



### Initiate Islamic Letter of Credit - Tabular View



# 4.1 Search Islamic LC template

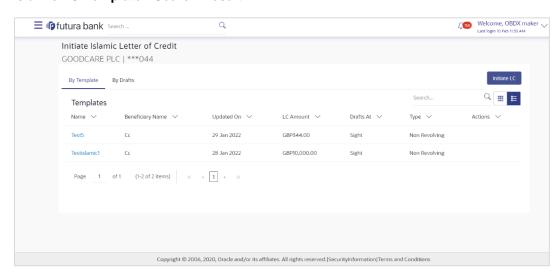
User can save Islamic LC application as a Template so that same can be used for creation of similar kind of LCs, if required in future. User can search the saved Islamic LC template using Template Name.

**Note**: LC Application saved as **Template** can be re-used any number of times for Islamic LC Initiation.

### To search the Islamic LC template:

- 1. In the **Search** field, enter the template name/ Beneficiary Name.
- 2. Click . The saved LC template appears based on search criteria.

### Islamic LC Template - Search Result





### **Field Description**

Field Name	Description
Party Name	The name of the Islamic LC product is displayed.
Party ID	The account number of the Islamic LC product is displayed.
Search Result	
Name	The name using which template is stored and can be used to initiate an Islamic LC application.
Beneficiary Name	The beneficiary name against whom Islamic LC is to be created.
Updated On	The latest updated date of the template.
LC Amount	The amount of Islamic LC.
Draft at	The Islamic LC draft type i.e. 'Sight' or 'Usance'.
Туре	The corresponding Islamic LC product type and as supported by Host.
Action	Click to delete the initiate LC template record.

Click the Name link to view the Islamic LC details. The Islamic LC Details screen appears. OR

Click Cancel to cancel the transaction. The Dashboard appears.

# 4.2 **Search LC Drafts**

User can save LC application as a Draft so that it can be used if required in future. User can search the saved LC draft using Draft Name.

The summary of all the Initiated LC draft of a corporate are listed with basic information of each LC in a card form. User can choose to check the complete details of a specific draft template by clicking on a card. User can click the tabular icon to view the draft in tabular form.

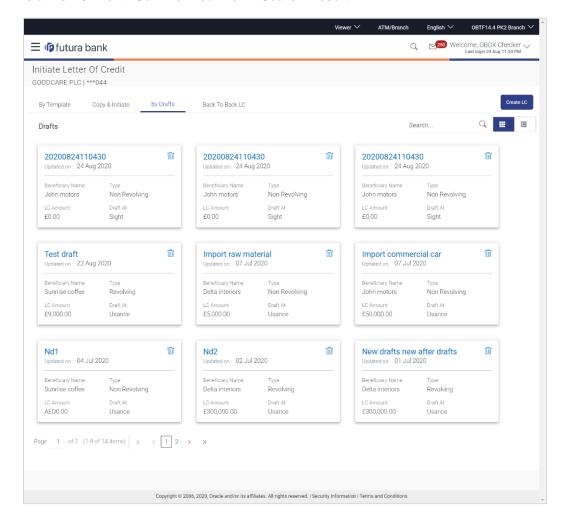
Note: LC Application saved as Draft can be used only once for LC Application initiation.

### To search the Islamic LC draft:

- 1. In the **Search** field, enter the draft name.
  - 2. Click  $\mathbb{Q}$ . The saved LC draft appears based on search criteria.



### Islamic LC Draft - Summarized View - Search Result



### **Field Description**

Field Name	Description
Search By	Enter the name of the LC draft to search and view its details.
	Partial search is allowed.

### Search Result - Summarized View card form

Initiate Islamic	The Initiate Islamic Letter of Credit draft card displays the name of the Initiated
Letter of Credit	Islamic Letter of Credit draft name along with the other details like date of update,
draft Card	name of the beneficiary, type of LC, LC amount and draft at.

### Initiate Letter of Credit draft Card Details

Following details are present on each Islamic Letter of Credit Template card.

<b>Draft Name</b> The name of the	<ul> <li>LC application saved</li> </ul>	d as draft.
-----------------------------------	--	-------------



Field Name	Description
Updated On	The latest updated date of the template.
Beneficiary Name	The beneficiary name against whom LC is to be created.
Туре	The corresponding LC product type and as supported by Host.
LC Amount	The amount of LC.
Draft at	The LC draft type i.e. 'Sight' or 'Usance'.
Views	The user can select the view type.  Card Tabular

3. Select and click the Islamic Letter of Credit draft card whose details you want to view.

OR.

In the **Search** field, enter the name of the specific Islamic LC draft whose details you want to view.

The specific Letter of Credit draft detail record appears.

OR

Click Initiate LC to create a new Letter of Credit draft.

OR

Click or to view the initiate Islamic LC draft as Card or Tabular view.

OR

Click to delete the Islamic LC draft card.



### 4.2.1 Initiate Islamic LC - By Draft - Tabular View

The Initiating Islamic LC Draft - Tabular View allows the corporate user to view the Islamic LC Draft in table format.

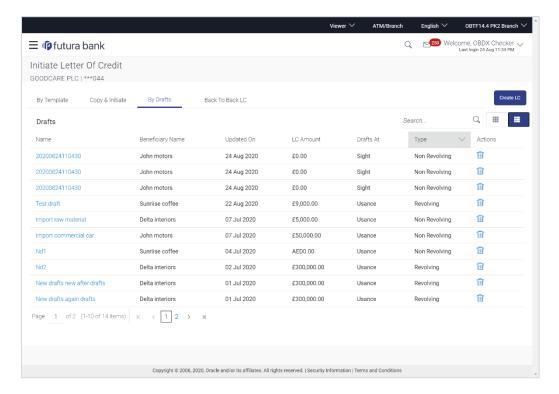
### To view the Initiate Islamic Letter of Credit - By Draft in tabular form:

1. In the Initiate Islamic Letter of Credit - Summary page, click By Draft tab and then click

to view the initiate LC template as Tabular view.

The Initiate Islamic Letter of Credit tabular view page appears.

### Islamic LC Draft - Search Result - Tabular form



### **Field Description**

Field Name	Description
Search Result	
Draft Name	The name of the Islamic LC application saved as draft.
Beneficiary Name	The beneficiary name against whom Islamic LC draft is created.
Updated On	The latest updated date of the draft.
LC Amount	The amount of Islamic LC.



Field Name	Description
Draft at	The Islamic LC draft type i.e. 'Sight' or 'Usance'.
Туре	The corresponding Islamic LC product type and as supported by Host.
Action	Click to delete the initiate Islamic LC draft record.

2. Select and click the Islamic Letter of Credit draft card whose details you want to view.

OR

In the **Search** field, enter the name of the specific Islamic Letter of Credit draft whose details you want to view.

The specific Islamic Letter of Credit draft detail record appears.

OR

Click **Initiate LC** to create a new Islamic Letter of Credit application which can be saved as a new template.

OR
Click or to view the initiate Islamic LC draft as Card or Tabular view.
OR

Click to delete the initiate LC draft card.

3. Click Cancel to cancel the transaction. The Dashboard appears.

# 4.3 Initiate an Islamic Letter of Credit

Using this option, you can initiate an Import Letter of Credit (LC) in the application. To initiate an LC in the application, you must enter details such as your Customer ID, Product, shipment period, and applicable charges etc. You can also give specific instructions to bank.

### 4.3.1 Letter of Credit Details tab

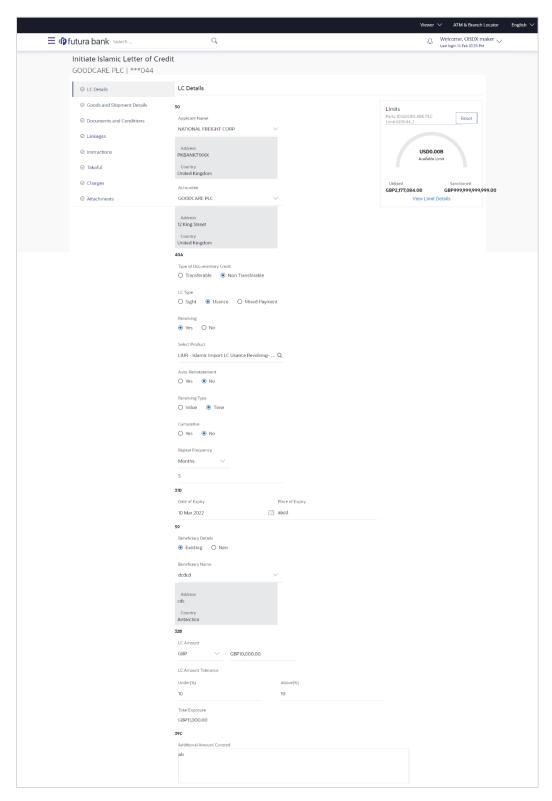
Letter of Credit Details tab this tab captures the general details of the LC application process.

### To initiate the LC:

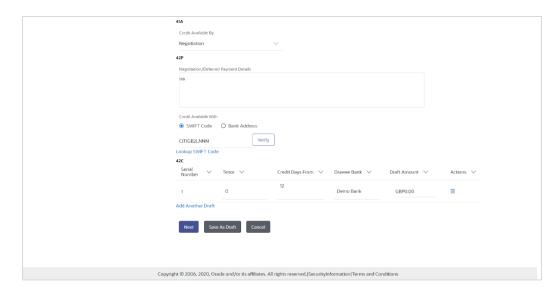
1. Click Create LC on Letter of Credit Initiation screen.



### **Initiate Islamic Letter of Credit**







### **Field Description**

Field Name	Description
Applicant Name	The Islamic LC applicant name based on the selected party ID.
Address	Displays the Islamic LC applicant address.
Limits	Indicates the available limits for applicant under the selected Line.  The limit details are also represented in a graphical manner with available, sanctioned and utilized limit details for the users.
View Limit Details	Click the link to open the Facility Summary screen.
Country	Displays the country of the Islamic LC applicant.
Accountee	The list of all accountees mapped to a party.
Address	Displays the accountee's address.
Country	Displays the country of the accountee.
Type of Documentary Credit	Move the slider to select the type of documentary credit.  The type of documentary credit are:  Transferable  Non Transferable



Field Name	Description
LC Type	The type of LC.
	The options are:
	Sight
	• Usance
	Mixed Payment
Revolving	Indicate whether the product is revolving or not.
	The options are:
	• Yes
	• No
Select Product	The LC product to be selected.
Auto Reinstatement	This states that reinstatement will happen automatically, if not chosen it has to be done manually if required.
	The options are:
	• Yes
	• No
	This field is enabled if <b>Yes</b> option is selected in the <b>Revolving</b> field.
Revolving Type	The Indicates revolving type.
	The options are:
	<ul> <li>Value: LC revolves in value.</li> </ul>
	Time : LC revolves in time
	This field is enabled if <b>Yes</b> option is selected in the <b>Revolving</b> field.
Date of Expiry	The expiry date of the LC.
	The expiry date must be later than the application date.
Place of Expiry	The place where LC would expire.
Cumulative	Displays whether the frequency is cumulative for the LC. If it is cumulative then unused amount of previous LC would be added and available for the new LCs.
	The options are:
	• Yes
	• No
	This field is enabled if <b>Time</b> option is selected in the <b>Revolving Type</b> field.



Field Name	Description
Repeat Frequency	The time duration of revolving frequency
	The values can be entered in terms of:
	• Days
	Month
	Years
	This field is enabled if the <b>Time</b> option is selected in <b>Revolving Type</b> list.
Beneficiary Details	The beneficiary type.
	The options are:
	Existing
	• New
Beneficiary Name	The name of the LC beneficiary.
	This field allows the user to select the beneficiary name from drop-down, if <b>Existing</b> option is selected in the <b>Beneficiary Details</b> field.
	This field allows the user to enter the beneficiary name if <b>New</b> option is selected in the <b>Beneficiary Details</b> field.
Address	The address of the LC beneficiary.
	This field is enabled to enter the address details, if <b>New</b> option is selected in the <b>Beneficiary Details</b> field.
Country	The country of the LC beneficiary.
	This field is enabled to enter the country name, if <b>New</b> option is selected in the <b>Beneficiary Details</b> field.
LC Amount	The currency under which the LC can be issued. Indicates the amount for the Letter of Credit.
	The user can see the equivalent amount in the local currency, if the application is in foreign currency.
LC Amount Tolerance	The tolerance relative to the documentary credit amount as a percentage plus and/or minus that amount. Enter the values for:
	• Under (-) %
	• Above (+) %
Total Exposure	Displays the total LC amount including the positive tolerance, with the currency.
Additional Amounts Covered	This field specifies any additional amounts available to the beneficiary under the terms of the credit, such as insurance, freight, interest, etc.



Field Name	Description
Credit Available By	Indicates the manner in which credit is available when the bank is authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit.
	The options are:
	Acceptance
	<ul> <li>Deferred Payment</li> </ul>
	Mixed Payment
	<ul> <li>Negotiation</li> </ul>
	Sight Payment
Negotiation/ Deferred	Indicates the details of Negotiation/ Deferred Payment.
Payment Details	This field is enabled if the <b>Negotiation/ Deferred Payment</b> option is selected in the <b>Credit Available By</b> field.
Mixed Payment Details	Indicates the details of mixed payment.
	This field is enabled if the <b>Mixed Payment</b> option is selected in the <b>Credit Available By</b> field.
Credit Available With	Indicates the details of Bank where credit would become available. It is captured by Bank's SWIFT code.
	The options are:
	SWIFT Code
	Bank Address
Lookup SWIFT Code	Select the SWIFT code of the issuing bank.
	This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Credit Available With</b> field.
SWIFT code Look up	
The following fields appear or	a pop up window if the <b>Lookup SWIFT Code</b> link is clicked.
Swift Code	The facility to lookup bank details based on SWIFT code.
Bank Name	The facility to search for the SWIFT code based on the bank name.
Country	The facility to search for the SWIFT code based on the country.
City	The facility to search for the SWIFT code based on city.
SWIFT Code Lookup - Searc	ch Result



Field Name	Description
Bank Name	The names of banks as fetched on the basis of the search criteria specified.
Address	The complete address of each bank as fetched on the basis of the search criteria specified.
SWIFT Code	The list of SWIFT codes as fetched on the basis of the search criteria specified.
Bank Details	Name and Address of the bank where credit would be available.
	This field is enabled if the <b>Bank Address</b> option is selected in the <b>Credit Available With</b> field.
Drafts section	
Note: Click to remove to add new draft.	ve any draft added earlier to the LC application. Click Add Another Draft
Serial Number	The serial number of drafts to be drawn under the documentary credit.
Tenor (In Days)	The tenor of drafts to be drawn under the documentary credit.
Credit Days From	The date from which the draft tenor is to be counted. Indicates the date type from which the draft tenor is to be counted.
	The options are:
	Invoice Date
	B/L Date
	Others
Drawee Bank	The drawee bank of the LC.
Draft Amount	The various drafts amount for the LC application.
Action	Click to delete the record.

- 2. From the **Accountee** list, select the appropriate option. The accountee address and country field appears.
- 3. From the **Type of Documentary Credit** field, select the appropriate option.
- 4. From the **Limits** list, select the appropriate limit.

OR

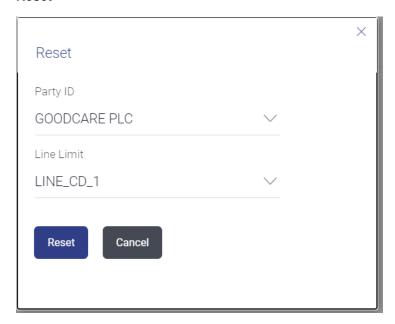
Click the View Limit Details link to open the Facility Summary screen.

OR

Click **Reset** to reset the limit details. The Reset popup appears.



### Reset



### **Field Description**

Field Name	Description
Party ID	The party Id of the Islamic LC product.
Line Limit	Indicates the available limits for Accountee under the selected Line.

- a. From the Party ID list, select the appropriate party Id.
- b. From the **Line Limit** list, select the appropriate limit.
- c. Click **Reset** to reset the limit details.
  OR
  - Click **Cancel** to cancel the limit reset process.
- 5. In the **LC Type** field, select the appropriate option.
- 6. If you enable **Revolving** option:
  - a. Select the appropriate option in Auto Reinstatement field.
  - b. In the **Revolving Type** field, select the appropriate option.
    - If you have selected **Time** option, select the appropriate option in the **Cumulative** field.
    - ii. From the **Repeat Frequency** list, select the appropriate option and enter the value. OR
      - Select Value in the Revolving Type field.
- 7. From the **Select Product** list, select the appropriate product.
- 8. In the **Date of Expiry** field, select the expiry date of the LC.
- 9. In the **Place of Expiry** field, enter the place of LC expiry.



- 10. In the **Beneficiary Details** field, select the appropriate option.
  - a. If you select **Existing** option:
    - i. From the **Beneficiary Name** list, select the appropriate option.
  - b. If you enable **New** option:
    - i. In the **Beneficiary Name**, enter the name of the Islamic LC beneficiary.
    - In the Address field in the Beneficiary section, enter the address of the Islamic LC beneficiary.
    - iii. From the **Country** list in the Beneficiary section, select the appropriate country.
- 11. In the **LC Amount**, select the appropriate currency and, enter the amount for which the Islamic LC is needed.
- 12. In the **LC Amount Tolerance**, enter the **Under** and **Above** values in percentage by which the amount of LC can vary.

In the **Total Exposure** field, the Islamic LC amount along with tolerance would be displayed automatically.

- 1. In the **Additional Amounts Covered** field, enter the amount details.
- 2. From the **Credit Available By** list, select the appropriate option.
- 3. In the Credit Available With field:
  - a.If you select SWIFT Code option,
    - i. In the **SWIFT code** field, enter the SWIFT code or select it from the lookup.
    - ii. Click Verify to fetch bank details based on Bank Code (BIC).
  - b. If you select **Bank Address** option:
    - i. In the **Bank Name** field, enter the name of the issuing bank.
    - ii. In the **Address** field, enter the address of the issuing bank.
- 4. Click Add Another Draft to add new draft details if required.

OR

Click to remove already added draft.

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Click **Continue** to save the details entered and proceeds to next level of details.

- a. If you click Add Another Draft;
  - i. In the **Tenor** field, enter the appropriate value.
  - ii. From the **Credit Days From** list, select the appropriate option.
  - iii. In the Drawee Bank field, enter the bank name.
  - iv. In the **Draft Amount** field, enter the appropriate value.



5. Click Next or click the Goods and Shipment Details tab.

The **Goods and Shipment Details** tab appears in the **Letter of Credit Initiation** screen. OR

Click **Initiate LC**. The transaction is saved and the **Letter of Credit Initiation – Verify** screen appears.

OR

Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** sections.)

OR

Click Back to go back to previous screen.

OR

Click Cancel to cancel the transaction. The Dashboard appears.

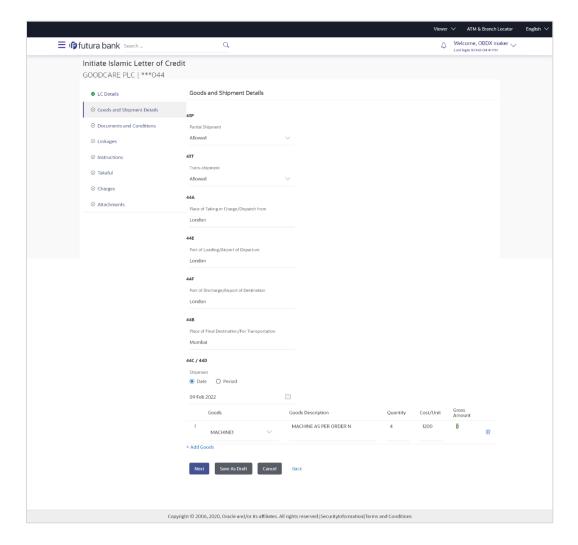
6. Click Letter of Credit Initiation - Shipment Details tab.

### 4.3.2 <u>Letter of Credit Initiation - Goods and Shipment Details tab</u>

This tab captures the Shipment details of the Islamic LC application process.



### Initiate Islamic Letter of Credit - Goods and Shipment Details tab



### **Field Description**

**Field Name** 

# Partial Shipment Indicates whether partial shipments are allowed under the Islamic LC. The options are: • Allowed - Allowed under the documentary credit • Not Allowed - Not allowed under the documentary credit • Conditional - Conditional based on conditions specified elsewhere in



the message

Description

Field Name	Description
Trans-shipment	Indicates whether trans-shipments are allowed under the Islamic LC.  The options are:  • Allowed - Allowed under the documentary credit
	Not Allowed - Not allowed under the documentary credit
	<ul> <li>Conditional - Conditional based on conditions specified elsewhere in the message</li> </ul>
Place of Taking in Charge/ Dispatch From	The place of receipt from where shipment will be done.
Port of Loading/ Airport of Departure	The port of loading or airport of departure to be indicated on the transport document.
Port of Discharge/ Airport of Destination	The port of discharge or airport of destination to be indicated on the transport document.
Place of Final Destination/ For Transportation	The place of dispatch or taking in charge of the goods or loading on board.
Shipment Period	The period of shipment during which the goods are to be loaded on board /dispatched /taken in charge.
Shipment Date	The latest date for shipment loading goods on board/ dispatch/ taking in charge.
	The Latest Date for Shipment should not be later than the Islamic LC Expiry Date.
	Note: It is mandatory to enter the values either in the Latest Shipment Date or Shipment Period field.

# Goods

Section to add or remove the goods traded under the Islamic LC.

Sr No	Serial Number.
Goods	The type of good being shipped has to be chosen.
Description	The description about the goods.
Quantity	The quantity of goods.
Cost/Unit	The number of units of the good covered under the Islamic LC.



Field Name	Description
Gross Amount	The gross amount under the Islamic LC.

- 7. From the **Partial Shipment** list, select the appropriate option.
- 8. From the **Trans-shipment** list, select the appropriate option.
- 9. In the **Place of Taking in Charge/ Dispatch From** field, enter the name of the place where the goods are to be received.
- 10. In the **Port of Loading/ Airport of Departure** field, enter the name of the place for delivery of goods.
- 11. In the **Port of Loading** field, enter the port of dispatch or taking in charge of the goods or loading on board.
- 12. In the **Port of Discharge/ Airport of Destination** field, enter the port of discharge of the goods.
- 13. In the **Place of Final Destination/ For Transportation** field, enter the place of dispatch of the goods.
- 14. In the **Shipment Date** field, enter the latest shipment date for loading goods on board/ dispatch/ taking in charge.

OR

In the **Shipment Period** field, enter the period of shipment during which the goods are to be loaded on board.

- 15. In the Goods section,
  - a. From the **Goods** list, select the goods being shipped.
  - b. In the **Description of Goods** field, enter the description of the goods traded under the LC.
  - c. In the Quantity field, enter the number of units of the goods traded under the Islamic LC.
  - d. In the Cost/Unit field, enter the price per unit of the goods traded under the Islamic LC.
  - e. In the Gross Amount field, enter the gross amount traded under the Islamic LC.
  - f. Click **Add Goods** to add new good if required.

OR

Click to remove goods that are already added.

OR

16. Click **Next** to save the entered details and proceed to the next level.

OR

Click Save As Draft, system allows transaction details to be saved as a template or draft.

(For more details, refer Save As Template or Save As Draft sections.)

OR

Click the **Documents and Conditions** tab.

OR

Click **Back** to go back to previous screen.

OR

Click Cancel to cancel the transaction. The Dashboard appears.

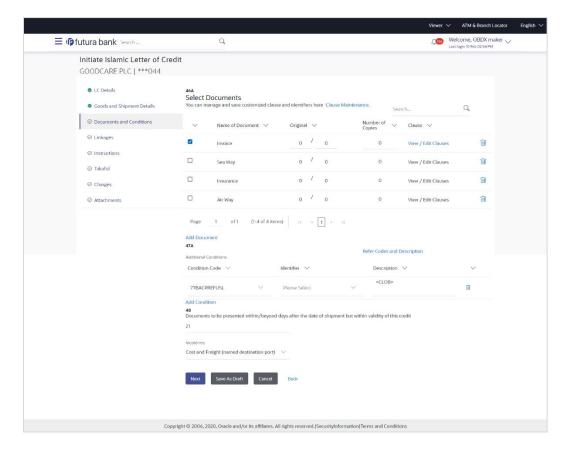
17. Click Initiate Islamic Letter of Credit - Documents and Conditions tab.



### 4.3.3 Initiate Islamic Letter of Credit - Documents and Conditions tab

This tab includes the INCO terms (International Commercial Terms) and required document details along with the clauses list related to the documents. The document list on this tab are populated based on the default LC product(s) mapped which is conventional as well as Islamic. It also provides an option to add a additional conditions in which corporate user can enter the details to have a clause customized to his/her requirement.

### Initiate Islamic Letter of Credit - Documents and Conditions tab



### **Field Description**

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

### **Select Documents**

Documents list have the list of documents with check boxes to choose along with the number of original or copies submitted and clauses they cater too.

Checkbox	Displays the documents that you have selected from the list.

The selected documents are to be a part of the initiated Islamic LC. It needs to be

checked in order to select it.

### Name of Document

Name of the document to be sent along with the Islamic LC.



Field Name	Description
Original	The required number of original documents required for the selected document.
	It is provided as $\mathbf{m/n}$ , where $\mathbf{m}$ out of n available documents would be submitted to bank.
Number of Copies	The required number of copies required for the selected document.
Clause	The clauses maintained in the bank application for each of the conventional as well as Islamic document. A document can have multiple clauses.
View Clause	The link to view the clause maintained in the bank application for each of the document or to modify as per needs.

### **View Clause**

This section appears if you select a document and click the **View Clause** link. In this section a user can view already maintained clause or can modify them as per his needs. User can select the pre-maintained clause using the identifiers under each clause.

In a blank clause, corporate user can enter the details to have a clause customized to his/her requirement.

Selected	The clauses that you have selected from the Clause List.
	The selected clauses related documents are to be attached to the selected document.

Clause The name of the clause.

Clause Description The description and number of the selected clause.

### **Additional Conditions**

Condition Code	The additional condition code of the documentary credit.
Identifier	The maintained identifier of the conditions of the documentary credit.
Description	The description of further conditions of the documentary credit.

### Reference

This section appears if you select a document and click the **Refer Codes and Description** link.

Name of Condition	The name of the condition of the documentary credit.
Description of Condition	The description of the documentary credit.



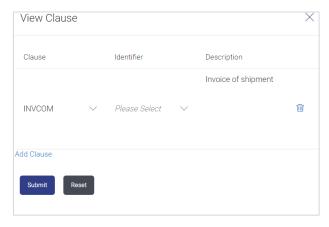
Field Name	Description
Documents to be presented within /beyond days after	The number of days after the date of shipment when the documents will be presented to bank.
the date of shipment but	Note: On adding these days to the date of application, it should be within validity period.
within validity of this credit	

#### Incoterm

Indicates the INCO terms for the LC application.

- 18. Select the **Document List** check box to choose the number of original or copies submitted and clauses.
  - In the **Document List** section, select the required document to be a part of the Initiated LC.
- 19. In the **Original** field, enter the number of originals required for the selected document.
- 20. In the **Number of Copies** field, enter the number of copies required for the selected document.
- 21. In the Clauses section, list of clauses for each document will be listed and a check box is available against various clauses, user can choose amongst various clauses. Select the required clauses for each selected document and click the <u>View/ Edit Clauses</u> link. The View Clause overlay screen appears, if the clause is already maintained. OR
  - Click the icon to delete the clause.

#### **View Clause**



- a. From the **Clause** list, select the appropriate clause.
- b. From the **Identifier** list, select the identifiers maintained under the clause.
- c. In the Clause Description field, view and modify the description of the clause, if required.
- d. Click **Submit**. The clause description are saved.

OR

Click **Reset** to reset and discard the changes.

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Click the Add Clause link to add a new clause.



Click Add Document link to add more document details.
 OR

Click the icon to delete the document details.

- 23. In the **Additional Conditions** section, select the code from the **Condition Code** list. The description mapped to the condition code appears in the Description field. You can also edit the description as required.
- 24. From the Identifier list, select the appropriate option.
- 25. Click Refer Codes and Description link to view the list of codes and their descriptions.
- 26. In the **Documents to be presented within/ beyond days after the date of shipment but within validity of this credit** field, enter the number of days.
- 27. From the **Incoterm** list, select the appropriate option.
- 28. Click **Next** to save the entered details and proceed to the next level. OR

Click Save As Draft, system allows transaction details to be saved as a template or draft.

(For more details, refer Save As Template or Save As Draft sections.)

OR

Click **Back** to go back to previous screen.

OR

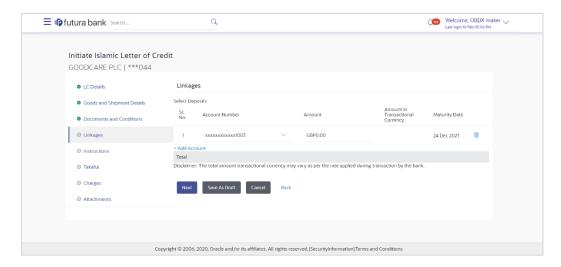
Click Cancel to cancel the transaction. The Dashboard appears.

29. Click Linkage tab. The Linkage tab appears in the Letter of Credit Initiation screen.

### 4.3.4 Initiate Islamic Letter of Credit - Linkages tab

This tab allows the user to link a deposit account while initiating a transaction.

#### Letter of Credit Initiation - Linkages tab



### **Field Description**

Field Name	Description
Sr. No.	The serial number of the schedule record.



Field Name	Description
Account Number	The deposit account that has to be mapped to the transaction.
Amount	The amount that is to be linked for the transaction, and partial linkages to be supported.
Amount in Transactional Currency	The tentative equivalent amount in transactional currency.
Maturity Date	The maturity date of the deposit.

- 30. From the **Account Number** list, select the appropriate deposit account that has to be mapped to the transaction.
- 31. In the **Amount** field, enter the amount that is to be linked for the transaction.
- 32. Click **Next** to save the entered details and proceed to the next level.

OR

Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer Save As Template or Save As Draft sections.)

OR

Click **Back** to go back to previous screen.

OR

Click Cancel to cancel the transaction. The Dashboard appears.

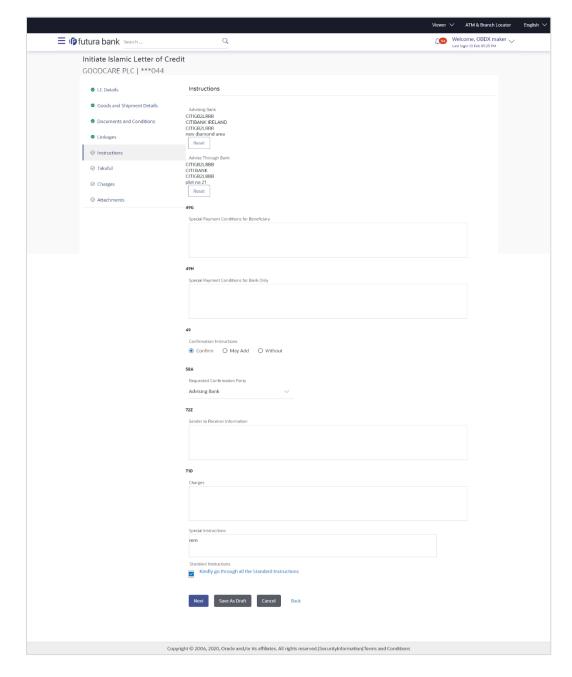
33. Click the **Instructions** tab. The **Instructions** tab appears in the **Islamic Letter of Credit Initiation** screen.

### 4.3.5 Initiate Islamic Letter of Credit - Instructions tab

This tab includes the miscellaneous information such as Advising Bank SWIFT ID, Charges Borne By, and Instructions to the bank (not forming part of Islamic LC).



### **Initiate Islamic Letter of Credit - Instructions tab**





### **Field Description**

Field Name	Description
Advising Bank	The option to select the mode of advising bank.
	The options are:
	SWIFT Code
	Name and Address
Lookup SWIFT Code	Search and select the SWIFT code of the advising bank, available in the application.
	This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Advising Bank</b> field.
SWIFT code Look up	

The following fields appear on a pop up window if the **Lookup SWIFT Code** link is clicked.

**Swift Code** The facility to lookup bank details based on SWIFT code. **Bank Name** The facility to search for the SWIFT code based on the bank name. Country The facility to search for the SWIFT code based on the country. City The facility to search for the SWIFT code based on city.

### **SWIFT Code Lookup - Search Result**

Bank Name	The names of banks as fetched on the basis of the search criteria specified.
Address	The complete address of each bank as fetched on the basis of the search criteria specified.
SWIFT Code	The list of SWIFT codes as fetched on the basis of the search criteria specified.
Name and Address	Name and address of the advising bank.
	This field is enabled if the <b>Name and Address</b> option is selected in the <b>Advising Bank</b> field.
Bank Name	Enter the name of the advising bank.
Bank Name Bank address	Enter the name of the advising bank.  Enter the complete address of the advising bank.
Bank address Advising Through	•
Bank address	Enter the complete address of the advising bank.
Bank address Advising Through	Enter the complete address of the advising bank.  The option to select the mode of advising through bank.



Field Name	Description
Lookup SWIFT Code	Search and select the SWIFT code of the advising bank, available in the application.  This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Advising Through Bank</b> field.
Bank Name	Enter the name of the advising bank.  This field is enabled if the <b>Name and Address</b> option is selected in the <b>Advising Through Bank</b> field.
Bank address	Enter the complete address of the advising bank.  This field is enabled if the <b>Name and Address</b> option is selected in the <b>Advising Through Bank</b> field.
Special Payment Conditions for Beneficiary	User can input special payment conditions applicable to the beneficiary, for example, post financing request/ conditions.
Special Payment Conditions for Bank Only	User can input special payment conditions applicable to bank without disclosure to the beneficiary, for example, post-financing request /conditions.
Confirmation Instruction	<ul> <li>The confirmation instructions for the requested confirmation party.</li> <li>The options are: <ul> <li>May Confirm - The requested confirmation party may add its confirmation to the credit</li> <li>Confirm - The requested confirmation party is requested to confirm the credit</li> <li>Without - No confirmation is requested</li> </ul> </li> </ul>
Requested Confirmation Party	Bank which is requested to add its confirmation or may add its confirmation.  The options are:      Advising Bank     Advise Through Bank     Confirming Bank  This field is enabled if the May Confirm or Confirm option is selected in the Confirmation Instruction list.



Field Name	Description
Confirming Bank	Indicates the confirming party is the Confirming bank.
	The options are:
	Swift Code
	Bank Address
	This field is enabled if the <b>Advise Through Bank</b> or <b>Confirming Bank</b> option is selected.
Swift Code	The Swift code of the confirming bank or Advise through Bank.
	This field is enabled if the <b>Swift Code</b> option is selected.
Bank Name	Name of the confirming bank or Advise through Bank.
	This field is enabled if the <b>Bank Address</b> option is selected.
Bank Address	Address of the confirming bank or Advise through Bank.
	This field is enabled if the <b>Bank Address</b> option is selected.
Sender to Receiver Information	The additional information for the receiver.
Charges	Specify charges to be borne by the beneficiary.
Special Instructions	Specify the special instructions for the bank users.
Standard Instructions	View the maintained standard terms and conditions by bank.

- 34. In the Advising Bank field, select the appropriate option.
- 35. If you select **Swift Code** option, use the lookup and select the right swift code. OR

If you select Name and Address option:

- i. In the **Name** field, enter the name of the advising bank.
- ii. In the Address (1-3) field, enter the address of the advising bank
- 36. In the **Advising Through Bank** field, select the appropriate option.
- 37. If you select **Swift Code** option, use the lookup and select the right swift code. OR

If you select Name and Address option:

- i. In the Name field, enter the name of the advising bank.
- ii. In the Address (1-3) field, enter the address of the advising bank
- 38. In the **Special Payment Conditions for Beneficiary** field, enter the special payment conditions applicable to beneficiary.



- 39. In the **Special Payment Conditions for Bank Only** field, enter the special payment conditions applicable to bank.
- 40. In the **Confirmation Instructions** field, select the appropriate option.
  - a. If you select **Confirm** or **May Confirm** option; From the **Requested Confirmation Party** list, select the appropriate option.
    - i. In the Requested Confirmation Party list; if you select Advise Through Bank or Confirming Bank option:
    - ii. If you select Swift Code option, use the lookup and select the right swift code. OR
      - If you select **Bank Address** option, enter the bank name and address.
- 41. In the **Sender to Receiver Information** field, enter the additional information for the receiver.
- 42. In the Charges field, enter the charges details.
- 43. In the **Special Instructions** field, enter the special instructions, if any.
- 44. Select the **Kindly Go through all the Standard Instructions**, check box. This is a mandatory check for proceeding with the application.
- 45. Click the **Standard Instructions** link to view the customer instructions maintained by bank from back office.
- 46. Click **Next** to save the entered details and proceed to the next level.

OR

Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer Save As Template or Save As Draft sections.)

Click Back to go back to previous screen.

OR

- Click **Cancel** to cancel the transaction. The **Dashboard** appears.
- 47. Click the **Insurance** tab. The **Insurance** tab appears in the **Initiate Islamic Letter of Credit** screen.

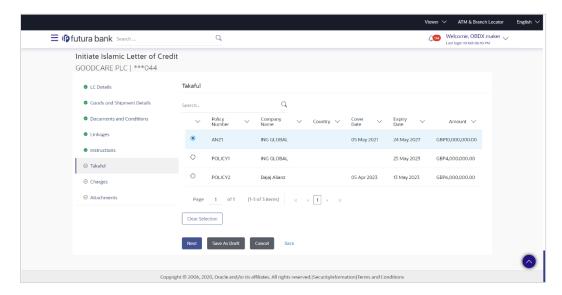
### 4.3.6 Initiate Islamic Letter of Credit - Insurance tab

This tab provides the insurance detail to the users. User can view the name of the Insurance Company by searching one of the listed companies. Further he can search the policy number and view the details such as cover date and expiry date along with the amount covered. The policy should be shared with back office for maintenance prior to this.

As part of the initiation, he will have an option to upload any insurance related document with the application as part of general attachments.



### Initiate Islamic Letter of Credit - Takaful tab



### **Field Description**

Field Name	Description
Search	The option to search the insurance.
Select	The option to select the insurance record.
Policy Number	The policy number of the insurance.
Company Name	The name of the insurance company.
Country	The country for the insurance.
Cover Date	The date up to which the insurance is covered.
Expiry Date	The expiry date of the insurance policy.
Amount	The insurance amount.

- 48. In the **Search** field, enter the search phrase to search the insurance policy.
- Click **Select** to select the desired insurance record. OR

Click Clear Selection to clear the selection.

- 50. Click **Next** to save the entered details and proceed to the next level.
- 51. Click the **Charges** tab.

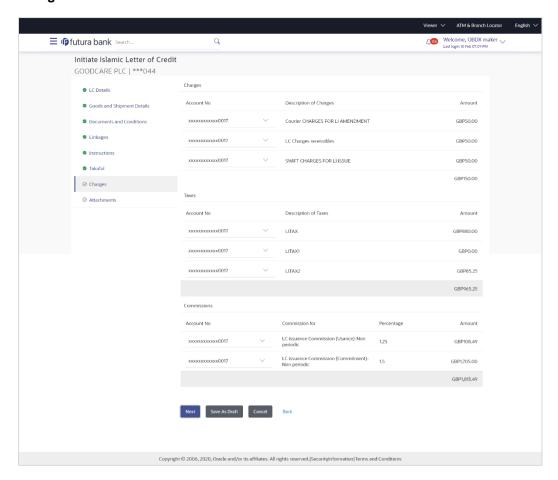
Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer Save As Template or Save As Draft sections.)



## 4.3.7 Initiate Islamic Letter of Credit - Charges Tab

This tab defaults the charges details, if charges, commissions and taxes are available under the product.

### Charges



### **Field Description**

Field Name	Description
Charges	
Account No	The account which will be charged for the specific charge.
Description of Charges	The description of the charges.
Amount	The amount that is maintained under the charge.
Total Amount	Displays the total charge that will be levied in the transaction.



Field Name	Description
Taxes	
Account No.	The account to be earmarked for taking the Taxes.
Description of Taxes	Displays the description charges applicable.
Amount	Displays the amount of taxes.
Total Amount	Displays the total tax amount.
Commissions	
Account No.	The account from which the commission will be taken.
Commissions for	The commission component.
Percentage	The percentage of commission.
Amount	The commission amount.
Total Amount	Displays the total commission amount.

- 52. In the **Charges**, **Taxes**, and **Commissions** section, select the appropriate account, from the **Account No**. list
- 53. Click **Next** to save the entered details and proceed to the next level.

OR

Click Save As Draft, system allows transaction details to be saved as a template or draft.

(For more details, refer **Save As Template** or **Save As Draft** sections.)

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Click the Attachments tab.

OR

Click Back to go back to previous screen.

OR

Click Cancel to cancel the transaction. The Dashboard appears

54. Click the **Attachments** tab. The Attachments tab appears in the **Initiate Islamic Letter of Credit** screen.

**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

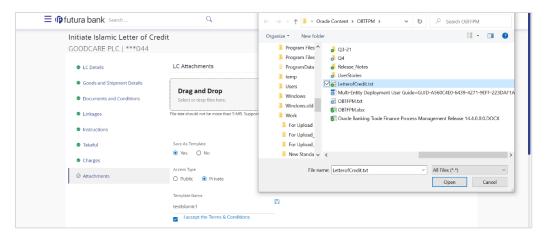
### 4.3.8 Initiate Islamic Letter of Credit - Attachments tab

Displays the list of documents presented to initiate the Islamic LC. The document list on this tab are populated based on the default Islamic LC product mapped.

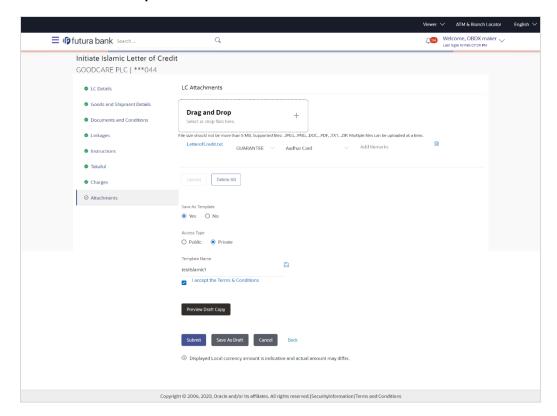


#### To Attach Documents:

### **Attachments tab - Upload Document**



### **Attachments tab - Uploaded Document**





### **Field Description**

Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
Document Name	Displays the name of the attached documents.
	Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Add Remarks	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document-
Save as Template	Options to save the transaction as template.
	The options are:
	• Yes
	• No
Access Type	Indicates the type of access for the template.
	The options are:
	Public
	Private
	This field is enabled if the <b>Yes</b> option is selected in Save as Template.
Template Name	The name using which template is stored and can be used in future.
0"   -	

55. Click **Drag and Drop** to browse and select the required document present on your computer.

The **Attach Document** popup window appears.

- 56. Select the required document present on your computer to upload.
- 57. Click **Upload** to upload document. The Attach Documents tab appears along with list of attached documents.

OR

Click to remove the attached document.

OR

Click Delete All to delete all the attachments.

- a. In the Save as Template field, select Yes, if you want to save the transaction as template.
- b. If you select Yes,



- i. In the **Access Type** field, select the appropriate option.
- ii. In the **Template Name** field, enter the name of the template.
- 58. Select the **Terms and Conditions** check box to accept the Terms and Conditions.
- 59. Click **Preview Draft Copy** to have a preview of draft.
- 60. Click **Submit**. The transaction is saved and the **Initiate Islamic Letter of Credit Review** screen appears.

OR

Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** section.)

OR

Click Back to go back to previous screen.

OR

Click Cancel to cancel the transaction, The Dashboard appears.

61. The review screen appears. It displays all the 4 sections with their respective fields namely Letter of Credit details, Shipment Details, Documents, Instructions, and Attachments with an option to edit them individually.

Verify the details, and click Submit.

OR

Click **Back** to go back to previous screen.

ΛR

Click Cancel to cancel the transaction. The Dashboard appears.

62. The success message initiation of LC creation appears along with the reference number. Click **OK** to complete the transaction.

# 4.4 Save As Draft

User can save LC application as a Draft so that it can be used if required in future. It can be re used only one time for LC Application initiation. User can search the saved LC draft using the draft name in search box. The saved drafts can be accessed from the **Draft** tab. The LC applications, which were saved as draft can also be saved as template after adding all other necessary fields.

Note: User cannot save application with attached document as Draft.

#### To save LC application as draft:

- 1. Enter the required details in LC application.
  - 2. Click Save As Draft, and then select Draft option.



#### Save as Draft



#### **Field Description**

Field Name	Description
Draft Name	Name of the draft.

- 3. In the **Draft Name** field, enter the desired name for the draft.
- 4. Click Save to save the draft.

The transaction details are saved as a draft which can be accessed from the **Draft** tab. OR

Click Cancel to cancel the transaction.

### **FAQs**

### 1. Can I create a Letter of Credit without providing Advising Bank Details?

Yes, you can, but you will need to give the same later.

#### 2. What if I do not want to have any tolerance?

Please put 0 in the fields under % and above %. By default application will take 10% tolerance, if no value has been provided which is in accordance to SWIFT guidelines.

### 3. When should I create a draft and when should I create a Template?

When you want to use the LC application again and again having the same, save it as template. While if you are leaving your create LC application to be filled at a later stage or usage on a later date, you can save it as draft.

### 4. Can I initiate LC from my mobile device?

Currently, you cannot perform any Trade Finance related transaction from mobile devices.

**Home** 



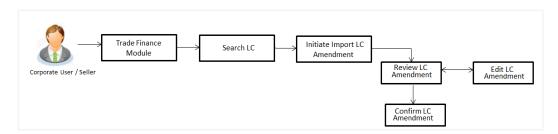
# 5. Initiate Islamic Import LC Amendment

Using this option, you can apply for amendment of an existing Islamic Letter of Credit (LC) in the application. You can reopen a closed LC using this screen too. You can also attach the scanned copies of the supporting documents for the amendment, file size should not be more than 5 MB. Supported file types: .jpeg, .png, .doc, .pdf, .txt, .zip. Multiple files can be uploaded at a time.

#### **Pre-Requisites**

- User must have a valid corporate party Id and login credentials in place
- At least a single Islamic Import LC should exist for the party ID and party must having view rights for it

#### Workflow



#### How to reach here:

Dashboard > Toggle menu > Trade Finance > Letter of Credit > Import Letter of Credit > Amend Letter of Credit - Islamic

# 5.1 **Search Islamic Import LC Amendments**

User can search the list existing Islamic LC application using LC Number, Applicant Name, and Beneficiary Name and apply for amendments.

### To search the LC Amendments:

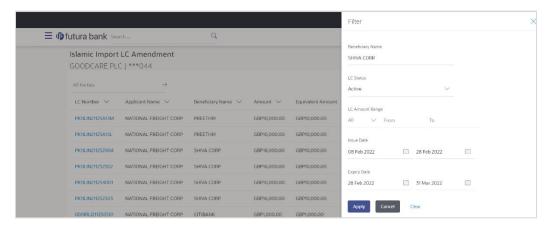
1. From the **All Parties** list, select the appropriate option.

In the **Search** field, enter the LC Number/ Applicant Name/ Beneficiary Name/ LC Status/ LC Amount and click . Based on search criteria the list of existing LC appears.

Click to filter the Letter of Credit based on following criteria.



### **Filter Import Letter Of Credit**



### **Field Description**

Field Name	Description
Beneficiary Name	The name of beneficiary party.
LC Status	The status of LC currently.
	The options are:
	<ul> <li>Active</li> </ul>
	Closed
LC Currency	The currency for the LC.
LC Amount Range	The start and end value of the amount range used for searching the Islamic LC.
Issue Date From	The start date of the issue date range used for searching the Islamic LC.
Issue Date To	The end date of the issue date range used for searching the Islamic LC.
Expiry Date From	The start date of the expiry date range used for searching the Islamic LC.
Expiry Date To	The end date of the expiry date range used for searching the Islamic LC.

2. Enter the required filter parameters, and then click Apply.

The searched results are shown based on the parameters provided.

OR

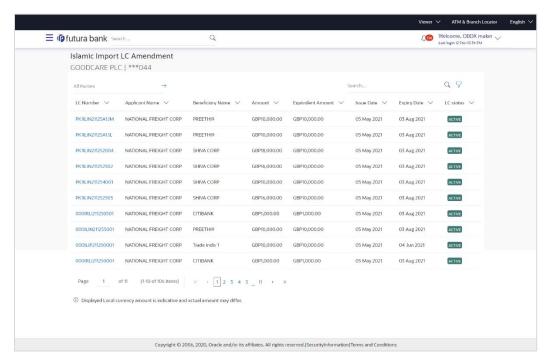
Click Clear to reset the search criteria.

OR

Click Cancel to cancel the close the filter overlay screen.



### Islamic Import LC Amendments - Search Result



### **Field Description**

Field Name	Description
Search	
All Parties	Select the specific party to filter the search result based on specific party.
Search	Specify the LC Number/ Applicant Name/ Beneficiary Name of LC for whom amendments to be made.
Search Result	
LC Number	The LC reference number generated while creating Islamic LC.
Applicant Name	The Islamic LC applicant name based on the selected party ID.
Beneficiary Name	The name of the beneficiary of the Islamic LC.
Amount	The amount for the Letter of Credit along with the currency under which the Islamic LC issued.
Equivalent Amount	The equivalent amount for the Letter of Credit along with the currency under which the Islamic LC issued.



Field Name	Description
Issue Date	The date of the issue date of the Islamic LC.
Expiry Date	The date of the expiry date for the Islamic LC.
LC Status	The status of LC.

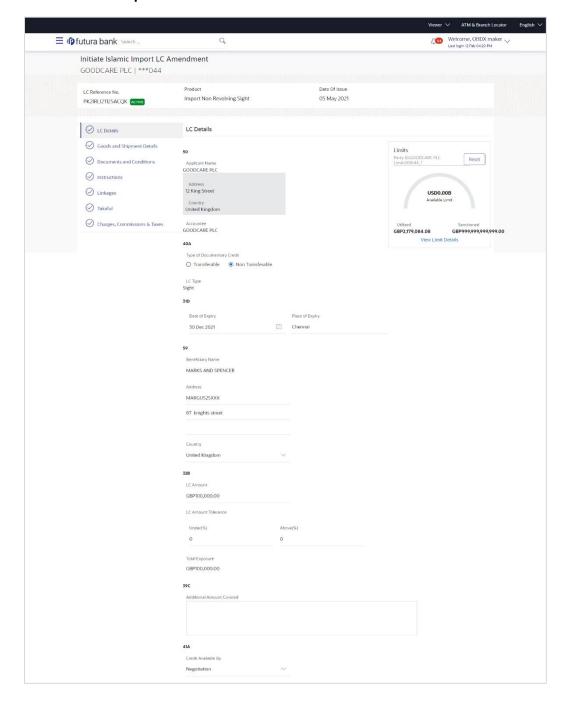
3. Click on the desired <u>LC Number</u> for whom amendments to be made. The Initiate Import LC Amendment screen appears.

**Note**: 1. When the user clicks LC Number link, a warning message 'You are going to amend a Back to Back LC", if the LC is a back to back LC.

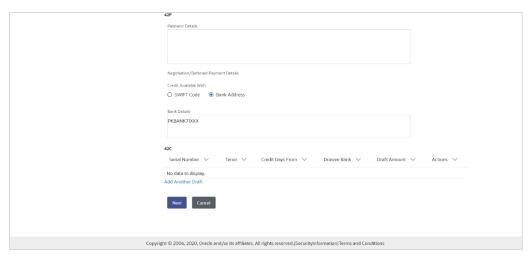
2. If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.



### **Initiate Islamic Import LC Amendment**







- 4. Update the LC details in editable field.
- 5. Select the Terms and Conditions check box to accept the Terms and Conditions.
- 6. Click **Submit** to initiate the LC Amendment.

OR

Click Back.

The Initiate Import LC Amendment – Search screen appears.

OR

Click Cancel to cancel the transaction, The Dashboard appears.

7. The review screen appears. It displays all the sections with their respective fields with an option to edit them individually.

Verify the details, and click Confirm.

OR

Click Back to go to previous screen.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

- 8. The success message initiation of LC Amendment appears along with the reference number.
- 9. Click **Go To Dashboard** to go to dashboard.

Note: Following are the fields which can be amended: Type of Documentary Credit, Date of Expiry, Place of Expiry, Beneficiary Address, LC Amount, LC Amount Tolerance, Additional Amount Covered, Credit Available By, Credit Available With, Bank Details, Draft Details, Partial Shipment, Transshipment, Place of Taking in Charge/ Dispatch From, Port of Loading/ Airport of Departure, Port of Discharge/ Airport of Destination, Place of Final Destination/ For Transportation, Shipment Date, Shipment Period, Goods, Description, Quantity, Cost/Unit, Gross/Amount, Original, Number of Copies, View/Edit Clause, Additional Conditions, Documents to be presented within /beyond days after the date of shipment but within validity of this credit, Incoterm, Special Payment Conditions for Beneficiary, Special Payment Conditions for Bank Only, Confirmation Instruction, Requested Confirmation Party, Sender to Receiver Information, Charges, Charges Borne by and Incoterms. For the description of above fields refer **Initiate Letter of Credit** section.

# 5.2 Re-Open Closed LC

The application has a facility for user to re-open a closed LC. The user can search the specific LC by providing the LC no directly, or by doing an advanced lookup to find the correct LC with the filters available.

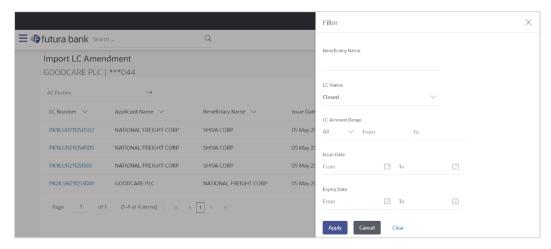


The user can search the LC which are in 'Closed' status.

### To Re-Open the closed LC:

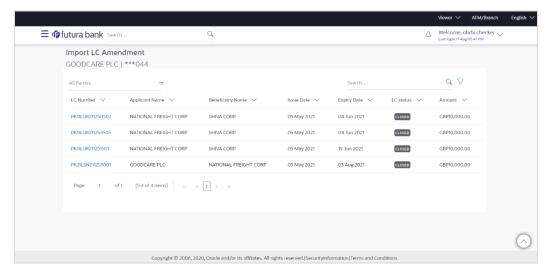
10. Click search the LC based on the filter criteria. The **Filter** overlay screen appears.

#### Import LC Amendments - Filter



11. From the LC Status list, select the **Closed** option. The list of all the closed LC appear.

### Import LC Amendments - Search Result



- Click on the desired LC Number for whom amendments to be made. The warning message of amendment of closed LC appears.
- Click Continue to continue the amendment of closed LC. The Initiate Import LC Amendment - LC Details screen appears.
   OR
  - Click Cancel to cancel the amendment process.
- 14. Repeat step 4 to 8 of **Initiate Import LC Amendments** section.

Home



# 6. View Islamic Import Letter of Credit

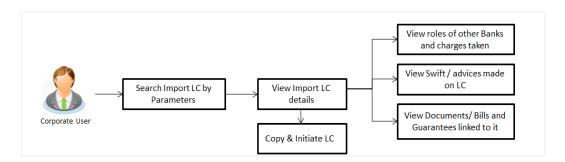
Using this option, you can view the details of existing Islamic Import Letters of Credit (LC) in the application. You can search the required Islamic LC using different search criteria.

The Islamic LC details include LC amount, outstanding, date of issue, date of expiry, parties to the LC, bank details, payment terms, and shipment/goods/documents details. You can also view the Bills presented under the Islamic LC and Guarantees issued against Islamic LC.

### **Pre-Requisites**

- User must have a valid corporate party Id and login credentials in place
- At least a single Import Islamic LC should exist for the party ID and party must having view rights for it

#### Workflow



#### How to reach here:

Dashboard > Toggle menu > Trade Finance > Letter of Credit > Import Letter of Credit > View Letter of Credit Islamic

#### To view Islamic Import LC:

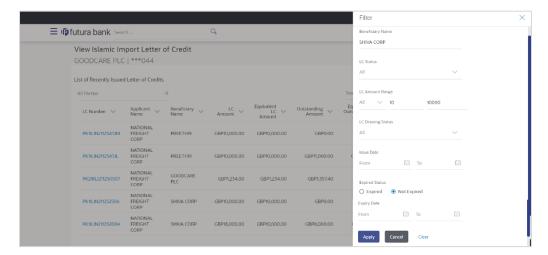
- 1. The View Islamic Import LC screen appears.
- 2. From the **All Parties** list, select the appropriate option.

In the **Search** field, enter the LC Number/ Beneficiary Name/ LC Status/ LC Amount and click Q. Based on search criteria the list of existing LC appears.

Click to filter the Letter of Credit based on following criteria.



### **Filter Islamic Import Letter Of Credit**



### **Field Description**

**Issue Date To** 

Field Name	Description
Beneficiary Name	The name of beneficiary party.
LC Status	The status of Islamic LC currently.  The options are:  • Hold • Active
	<ul><li>Cancelled</li><li>Closed</li><li>Reversed</li></ul>
LC Currency	The currency for the Islamic LC.
LC Amount Range	The start and end value of the amount range used for searching the Islamic LC.
LC Drawing Status	The Islamic LC amount drawing status.  The options are:  Partial Full Undrawn Expired
Issue Date From	The start date of the issue date range used for searching the LC.

The end date of the issue date range used for searching the Islamic LC.



Field Name	Description
Expired Status	To select whether LC being searched is expired or not.  The options are:  • Expired  • Not Expired
Expiry Date From	The start date of the expiry date range used for searching the Islamic LC.
Expiry Date To	The end date of the expiry date range used for searching the Islamic LC.

3. Enter the required filter parameters, and then click Apply.

The searched results are shown based on the parameters provided.

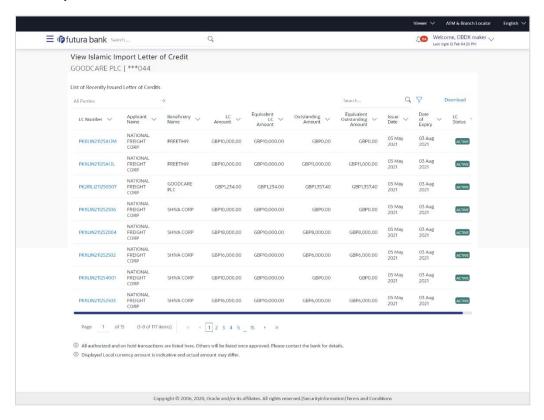
OR

Click Clear to reset the search criteria.

OR

Click Cancel to cancel the close the filter overlay screen.

### View Import Letter Of Credit - Search Result





### **Field Description**

Field Name Description

**List of Recently Issued Letter Of Credit** 

**LC Number** This is the LC number of the Islamic LC application.

**Applicant Name** The name of the applicant.

**Beneficiary Name** The name of the Islamic LC beneficiary.

**LC Amount** The amount for which Islamic LC is created.

Equivalent LC Amount The equivalent Islamic LC amount.

Outstanding Amount The remaining amount to be given to the beneficiary.

Equivalent Outstanding Amount

The equivalent outstanding amount to be given to the beneficiary.

**Issue Date** The issue date of the Islamic Import LC.

**Date of Expiry** The date when the Islamic LC expires and holds no more valid.

LC Status The Islamic Islamic Import LC status i.e. whether is active/closed etc.

Outstanding Amount The remaining amount to be given to the beneficiary.

- 4. Click on the **LC Number** link to view the records under a selected LC. The **View Islamic Import Letter Of Credit LC Details** screen appears.
- 5. Click the **Download** link to download all or selected columns in the Islamic Import LC details list. You can download the list in PDF formats.

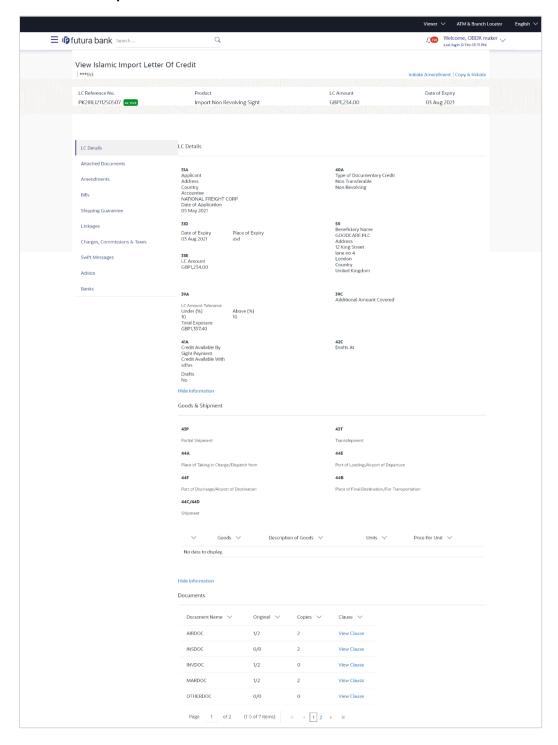
**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

# 6.1 View Islamic Import Letter Of Credit - LC Details

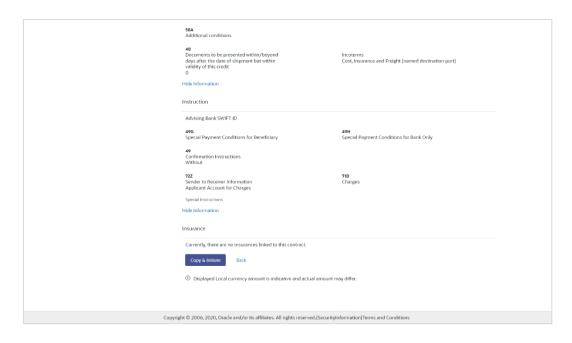
6. Click **LC Details** tab. The **View Islamic Import Letter Of Credit - LC Details** screen appears.



### View Islamic Import Letter Of Credit - LC Details







### **Field Description**

Field Name	Description
Party Name and ID	The name and ID of LC applying party.
LC Reference No.	Displays the reference number of the Islamic LC.
Product	The Islamic Import LC product name under which the LC is created.
LC Amount	The amount availed against the Islamic LC.
Date of Expiry	The date when the Islamic LC expires and holds no more valid.
LC Details	
Applicant	Displays the Islamic LC applicant name based on the selected party ID.
Address	Displays the Islamic LC applicant address.
Country	Displays the country of the Islamic LC applicant.
Date of Application	The LC issue date.
Date of Expiry	The expiry date of the Islamic LC.  The expiry date must be later than the application date.
Place of Expiry	The place where Islamic LC would expire.



Field Name	Description
LC Amount	The amount availed against the Islamic LC.
Type of Documentary Credit	The type of documentary credit are:  Transferable Revolving
Revolving Type	Indicates revolving type.  This field appears if the <b>SWIFT Code</b> option is selected in the <b>Credit Available With</b> field.
Auto Reinstatement	Under a revolving Islamic LC, the amount is reinstated or renewed without any specific amendments to the LC. The credit becomes available for use again automatically.
Cumulative	Displays whether the frequency is cumulative for the LC.
Beneficiary Name	The name of the LC beneficiary.
Address	The address of the LC beneficiary.
Country	The country of the LC beneficiary.
Drafts section The number of drafts available.	
Tenor (In Days)	The number of days of its validity.
Credit Days From	Displays the date from which the Draft tenure shall be counted.
Drawee Bank	The name of drawee bank, which would represent draft for claiming money against LC.
Draft Amount	The amount which is seeked by beneficiary on representation of draft.
More Information	
Following fields appear if you click the More Information link.	
Click the <b>Hide Information</b> link to hide the fields.	
LC Amount Tolerance Under %	The tolerance relative to the documentary credit amount as a percentage plus and/or minus that amount.
Total Exposure	Displays the total LC amount including the positive tolerance, with the



currency.

Field Name	Description
Credit Available By	Indicates the manner in which credit is available when the bank is authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit.
Credit Available With	Indicates the details of Bank where credit would become available. It is captured by Bank's SWIFT code.
Mixed Payment Details	Indicates the details of mixed payment.
	This field is appears if the <b>Mixed Payment</b> option was selected in the <b>Credit Available By</b> field.
Additional Amounts Covered	This field specifies any additional amounts available to the beneficiary under the terms of the credit, such as insurance, freight, interest, etc.
Drafts At	The number of drafts available.
Goods & Shipment	
Partial Shipment	Displays whether partial shipments is allowed or not or is conditional.
Place of Taking in Charge/ Dispatch From	The place of receipt from where shipment will be done.
Port of Discharge/ Airport of Destination	The port of discharge or airport of destination to be indicated on the transport document.
Shipment	The period of shipment during which the goods are to be loaded on board /dispatched /taken in charge.
Transshipment	Displays whether transshipment is allowed or not or is conditional.
Port of Loading/ Airport of Departure	The port of loading or airport of departure to be indicated on the transport document.
Place of Final Destination/ For Transportation	The place of dispatch or taking in charge of the goods or loading on board.
Documents	
Document Name	Displays the lists of all the documents required to be represented.
Original	Displays the number "n" out of "m" original documents will be provided to bank.
Copies	Displays the number of copies that will be submitted as a set of documents for LC.



Field Name	Description
Clause	Displays the default description of clauses, however user can modify the same.
More Information	
Following fields appear if you cli	ck the More Information link.
Click the <b>Hide Information</b> link	to hide the fields.
Additional Conditions	The description of further conditions of the documentary credit.
Documents to be presented within /beyond days after the date of shipment but within validity of this credit	The number of days after the date of shipment when the documents will be presented to bank.
Instructions	
Advising Bank SWIFT ID	Displays the SWIFT ID and address of the Advising Bank.
Special Payment Conditions for Beneficiary	User can input special payment conditions applicable to the beneficiary, for example, post financing request/ conditions.
Confirmation Instructions	The confirmation instructions for the requested confirmation party.
Special Payment Conditions for Bank Only	User can input special payment conditions applicable to bank without disclosure to the beneficiary, for example, post-financing request /conditions.
More Information	
Following fields appear if you cli	ck the More Information link.
Click the <b>Hide Information</b> link	to hide the fields.
Sender to Receiver Information	The additional information for the receiver.

7. Click the required link in the  ${f LC}$  Number column.

**Applicant Account for** 

Charges

Charges

The **View Import LC** screen appears with the details of the selected Import LC. By default, the **LC Details** tab appears.

The applicant account for charges.

The details specify charges to be borne by the beneficiary.



8. Click **Copy and Initiate** to copy details of LC, and initiate a new LC. The **Initiate Letter of Credit** screen appears.

OR

Click Cancel to cancel the transaction. The Dashboard appears.

OR

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

9. Click the **Attached Documents** tab to attach the document.

OR

Click the **Initiate Amendment** link to initiate the amendment.

OR

Click the **Copy and Initiate** link to copy details of LC, and initiate a new LC. The **Initiate** Letter of Credit screen

**Note**: 1) Repeat frequency and cumulative will come only in case of revolving LC. 2) When the user clicks Initiate Amendment link, a warning message 'You are going to amend a Back to Back LC", if the LC is a back to back LC.

### 6.1.1 View Islamic Import Letter Of Credit - Attached Documents

This tab displays the list of all documents uploaded by user. It allows the user to download the attachments done under the selected Import LC. It also has a provision to attach a new document to the Import LC.

10. Click **Attached Documents** tab to view the attached documents.

OR

Click Back.

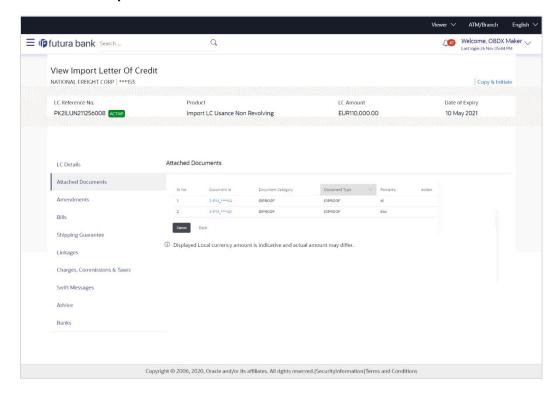
The View Import Letter Of Credit screen appears.

OR

Click **Cancel** to cancel the transaction. The **Dashboard** appears.



### **View Islamic Import Letter Of Credit – Attached Documents**



### **Field Description**

Field Name	Description
Sr No	The serial number of the attached document record.
Document ID	Displays the unique identification number for the attached document.
	Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.
Action	Action to be taken that is to delete the attached document.

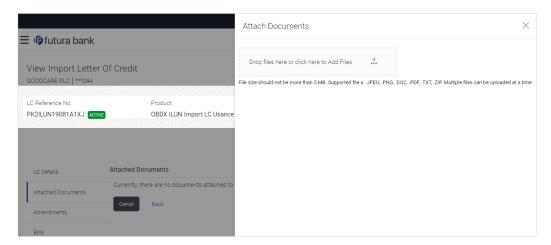
Click the required link in the **Document ID** column to download the attached document.
 OR

Click Attach More Documents link to attach more document. The Attach Document overlay screen appears
OR

Click to delete the attached document record.



### **View Islamic Import Letter Of Credit – Attached Documents**



### **Field Description**

Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded.
Attached Document	The document to be uploaded.
Document Category	The category of the document to be uploaded.
Document Type	The type of the document to be uploaded.
Remarks	The notes added, if any for attaching the document.
Choose File to attach	Browse the file to be attached.  Note: File size should not be more than 5 MB. Supported file types: .jpeg, .png, .doc, .pdf, .txt, .zip. Multiple files can be uploaded at a time.
Action	Action to be taken that is delete the attached document.

12. Click **Drag and Drop** to browse and select the required document present on your computer.

The **Attach Document** popup window appears.

13. Select the required document present on your computer to upload. A row with the attached document and its details appear.



14. Click **Upload** to attach the document. The attached document is uploaded and row appears with the attached document details.

OR

Click Cancel to cancel the transaction.

OR

Click Clear the selection.

OR

Click to delete the attached document record.

Click Submit to submit the newly attached document. This is getting displayed in case of new attached document.

OR

Click Cancel to cancel the transaction.

OR

Click Back.

The View Import LC screen appears.

OR

Click the **Amendments** tab to view the amendment.

OR

Click the Initiate Amendment link to initiate the amendment.

OR

Click the Copy and Initiate link to copy details of LC, and initiate a new LC. The **Initiate** Letter of Credit screen

Note: Attached documents section is not qualified with Oracle TFPM in this release.

### 6.1.2 **Amendments**

### 6.1.2.1 Initiate Amendment

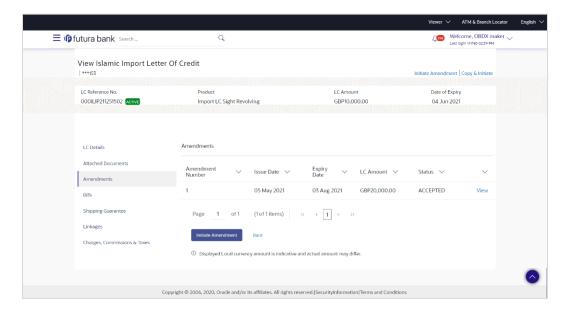
For more information on Initiate LC Amendment, refer Initiate Import LC Amendment transaction.

### 6.1.2.2 View Amendment

This tab displays the amendments done to the LC such as shipment date, LC amount etc.



### **Amendments**



### **Field Description**

Field Name	Description
Amendment	Displays the amendment number of the LC.
Number	Displays the link to view the details of the LC Amendment.
Issue Date	Displays the issue date of the LC Amendment.
Expiry Date	Displays the new expiry date of the LC.
LC Amount	Displays the new LC amount.
Status	Displays the status of raised amendment.

16. Click the required link in the **View** column. The **Import LC Amendment** screen with detailed Issued Amendments appears.

OR

Click the View link to view the export LC Amendment.

17. Click Initiate Amendment to initiate an amendment.

OR

Click Cancel to cancel the transaction. The Dashboard appears.

ΟR

Click Back to navigate back to previous screen.

18. Click the Bills tab to attach the document.

OR

Click the Initiate Amendment link to initiate the amendment.

OR

Click the Copy and Initiate link to copy details of LC, and initiate a new LC. The **Initiate Letter of Credit** screen.



# 6.1.3 **Bills**

This tab displays the list of Bills raised by the beneficiary.

19. Click Bill tab. The summary of all the Inward Bills appears.

OR

Click Back.

The View Import LC screen appears.

OR

Click **Cancel** to cancel the transaction. The **Dashboard** appears.

20. Click the **Shipping Guarantee** tab to view the shipping guarantee details.

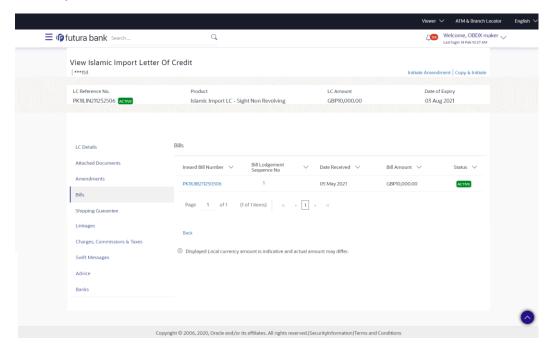
OR

Click the Initiate Amendment link to initiate the amendment.

OR

Click the Copy and Initiate link to copy details of LC, and initiate a new LC. The **Initiate Letter of Credit** screen.

## **View Import Letter of Credit - Bills**



Field Name	Description
Inward Bill Number	Displays the Inward Bill number.
	Click on Inward Bill Number link to view the Bill details.
Bill Lodgement Sequence No	Indicates the sequence in which bill was lodged.
Date Received	Displays the date on which the Bill is received.



Field Name	Description
Bill Amount	Displays the Bill amount with currency for the LC.
Status	Displays the status of the Bill is received.

21. Click on **Inward Bill Number** to view the Bill details. The **View Import Bill- General Bill** details linked to the LC number screen appears. Refer View Import Bill.

ΩR

Click **Cancel** to cancel the transaction. The **Dashboard** appears.

OR

Click Back.

The View Import LC screen appears.

22. Click the **Shipping Guarantee** tab to view Shipping Guarantee details.

OR

Click the Initiate Amendment link to initiate the amendment.

OR

Click the Copy and Initiate link to copy details of LC, and initiate a new LC. The **Initiate** Letter of Credit screen.

# 6.1.4 **Shipping Guarantee**

This tab displays the details of shipping guarantees attached to the Import LC. You can also initiate a shipment guarantee in the application.

23. Click **Shipping Guarantee** tab to view the shipping guarantee details.

OR

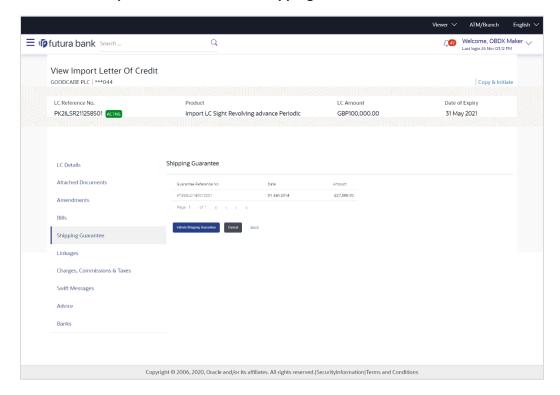
Click Back.

The View Import LC screen appears.

OR



# View Islamic Import Letter of Credit - Shipping Guarantee



# **Field Description**

Field Name	Description
Guarantee Reference No	Displays the reference number of shipping guarantees linked to LC.
Date	Displays the date when guarantee was created.
Amount	Displays the amount and currency of the guarantee.

- 24. Click the required link in the **Guarantee Reference Number** column. The view guarantee page appears.
- 25. Click the **Initiate Shipping Guarantee** link to initiate the Shipping Guarantee. The **Initiate Shipping Guarantee** page appears.

OR

Click Cancel to cancel the transaction. The Dashboard appears.

OR

Click Back.

The View Import LC screen appears.

OR



26. Click the Linkages tab to view the charge details.

OR

Click the Initiate Shipping Guarantee link to initiate the Shipping Guarantee.

OR

Click the <u>Copy and Initiate</u> link to copy details of LC, and initiate a new LC. The **Initiate** Letter of Credit screen.

# 6.1.5 Linkages tab

This tab allows the user to view the linked deposit account.

27. Click **Linkages** tab to view the linked deposit account.

OR

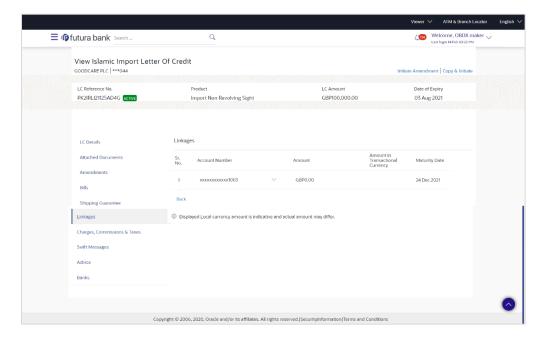
Click Back.

The View Import LC screen appears.

OR

Click Cancel to cancel the transaction. The Dashboard appears.

### View Islamic Import Letter of Credit - Linkages tab





#### **Field Description**

Field Name	Description
Sr. No.	The serial number of the schedule record.
Account Number	The deposit account that has to be mapped to the transaction.
Amount	The amount that is to be linked for the transaction, and partial linkages to be supported.
Amount in Transactional Currency	The tentative equivalent amount in transactional currency.
Maturity Date	The maturity date of the deposit.

28. Click the **Initiate Shipping Guarantee** link to initiate the Shipping Guarantee. The **Initiate Shipping Guarantee** page appears.

OR

Click Cancel to cancel the transaction. The Dashboard appears.

OR

Click Back.

The View Import LC screen appears.

ΩR

Click Cancel to cancel the transaction. The Dashboard appears.

29. Click the Charges tab to view the charge details.

OR

Click the Initiate Shipping Guarantee link to initiate the Shipping Guarantee.

OR

Click the <u>Copy and Initiate</u> link to copy details of LC, and initiate a new LC. The **Initiate** Letter of Credit screen.

# 6.1.6 Charges Commissions & Taxes

This tab lists charges, Commission and Taxes against LC such as LC making, SWIFT or Amendment charges.

30. Click **Charges Commissions & Taxes** tab to view the charges, commissions and taxes against LC.

OR

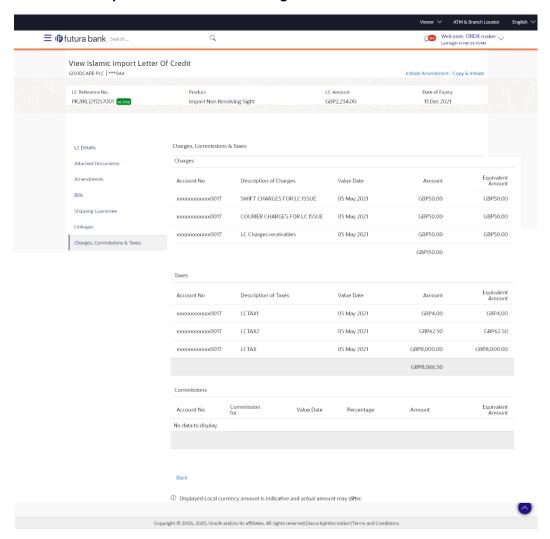
Click Back.

The View Import LC screen appears.

OR



#### **View Islamic Import Letter of Credit - Charges Commissions & Taxes**



#### **Field Description**

Field Name Description

Charges

**Account No.** Debit account number of the applicant.

Description of Charges

Displays the description charges applicable.

**Value Date** Displays the date on which charges are applicable.

**Amount** Displays the amount of charges.

Equivalent Amount Displays the equivalent charge amount.



Field Name	Description
Total Charge Amount	Displays the total charge amount.
Taxes	
Account No.	Debit account number of the applicant.
Description of Charges	Displays the description charges applicable.
Value Date	Displays the value date of the taxes.
Amount	Displays the amount of taxes.
Equivalent Amount	Displays the equivalent tax amount.
Total Tax Amount	Displays the total tax amount.
Commissions	
Account No.	Debit account number of the applicant.
Commission for	Displays the all commissions charged by bank.
Value Date	Displays the value date of the taxes.
Percentage	Displays the percentage of Islamic LC charged as commission.
Amount	Displays the amount of commission.
Equivalent Amount	Displays the equivalent commission amount.
Total Tax Amount	Displays the total commission amount.

**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

24. Click the **Swift Messages** tab to view the swift message details.

OR

Click the Initiate Amendment link to initiate the amendment.

OR

Click the Copy and Initiate link to copy details of Islamic LC, and initiate a new Islamic LC. The **Initiate Islamic Letter of Credit** screen.



# 6.1.7 **SWIFT Messages**

This tab lists and displays list of all SWIFT messages between both the parties. It allows the user to download the SWIFT messages generated for the selected Import LC.

25. Click **SWIFT Messages** tab. The summary of all the all SWIFT messages between both the parties appears.

OR

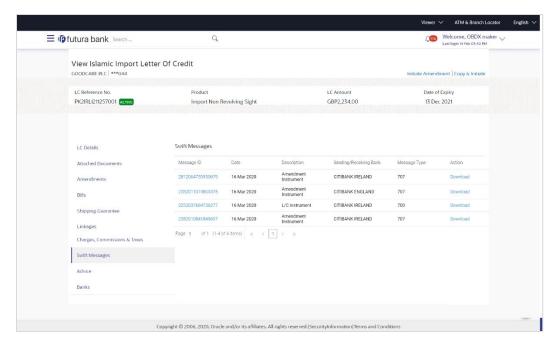
Click Back.

The View Import LC screen appears.

OR

Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## **View Islamic Import Letter of Credit - SWIFT Messages**



Field Name	Description
Message ID	Unique identification number for the message.
Date	Date of sending advice.
Description	The SWIFT message detailed description.
Sending/ Receiving Bank	This displays the name of bank who has sent/received the message.
Message Type	This shows the type of message sent/received such as MT 700, MT 707 etc.



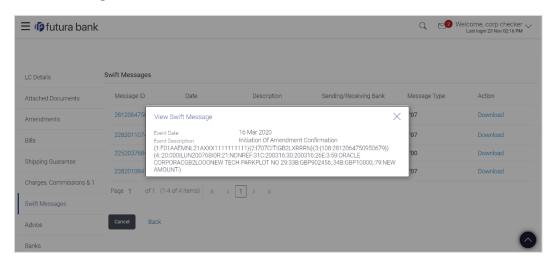
Field Name	Description
Action	The action to be taken that is to download the SWIFT details.

26. Click on the desired Message ID to view the respective SWIFT details.

The SWIFT detail appears in popup window along with the event date and description. OR

Click the Download link in the Action column of the SWIFT record to download the SWIFT messages in selected format, like PDF, if required. This is a password protected document.

#### **SWIFT Messages Details**



#### **Field Description**

Field Name	Description
Event Date	Displays the event date.
<b>Event Description</b>	Displays the description of the event.
Description	The details of the SWIFT message.

c. Click to close the window.

Note: Only SWIFT messages in which ACK has been received by bank is being displayed.

# 6.1.8 Advices

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected Import LC.

27. Click **Advices** tab. The summary of all the Advices being exchanged.

OR

Click Back.

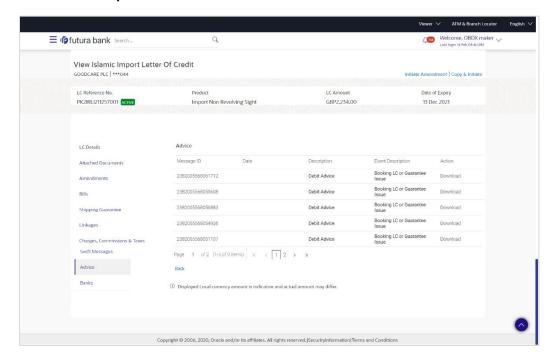
The **View Import LC** screen appears.



#### OR

Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## **View Islamic Import Letter of Credit - Advices**



#### **Field Description**

Field Name	Description
Message ID	Unique identification number for the message.
Date	Date of sending advice.
Description	The detail description of advice.
<b>Event Description</b>	The detail description of the event of the advice.
Action	The action to be taken that is to download the SWIFT details.

- 28. Click on the desired Message ID to view the respective advice details.

  The advice detail appears in popup window along with the event date and description.
- 29. From the **Advice** list, select the appropriate option.
- 30. Click **OK**. The advice detail appears in popup window along with the event date and description.
  - d. Click the **Download** link to download the advice in selected format like PDF formats, if required.
- 31. Click Back.

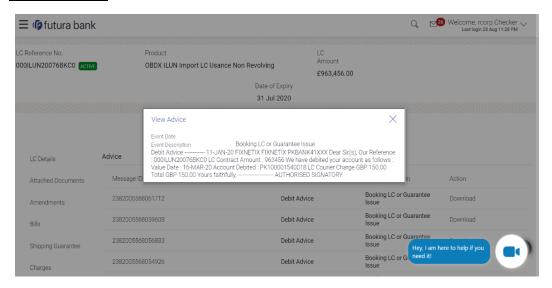
The View Import LC screen appears.



OR

Click Cancel to cancel the transaction. The Dashboard appears.

## 6.1.8.1 Advices Details



# **Field Description**

Field Name	Description
Event Date	Displays the event date.
<b>Event Description</b>	Displays the description of the event.
Description	The details of the advice.

e. Click to close the window.

# 6.1.9 **Banks**

This tab provide the details of all the banks which are involved for other than issuing purpose like reimbursing, confirming, advise through bank etc.

32. Click **Bank** tab. The summary of all the banks which are involved transactions other than issuing purpose.

OR

Click Back.

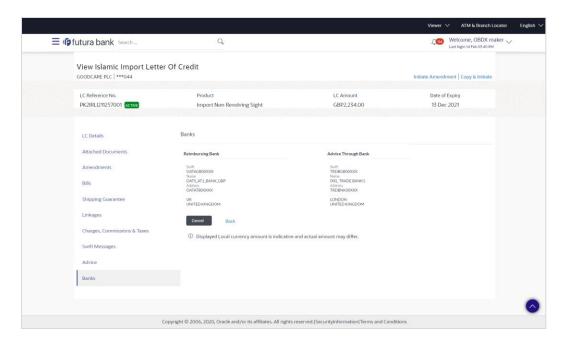
The View Import LC screen appears.

OR

Click Cancel to cancel the transaction. The Dashboard appears.

View Islamic Import Letter of Credit - Banks tab





# **Field Description**

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

## **Reimbursing Bank**

**SWIFT** Displays the SWIFT Id of the Reimbursing Bank.

Name Displays the name of the Reimbursing Bank.

**Address** Displays the address of the Reimbursing Bank.

**Country** Displays the country of the Reimbursing Bank.

#### **Confirming Bank**

**SWIFT** Displays the SWIFT Id of the Confirming Bank.

**Name** Displays the name of the Confirming Bank.

**Address** Displays the address of the Confirming Bank.

**Country** Displays the country of the Confirming Bank.

#### **Advise Through Bank**

**SWIFT** Displays the SWIFT Id of the Advise Through Bank.

**Name** Displays the name of the Advise Through Bank.



Field Name	Description
Address	Displays the address of the Advise Through Bank.
Country	Displays the country of the Advise Through Bank.

33. Click Cancel to cancel the transaction. Click Back.

The View Import LC screen appears.

OR

Click Cancel to cancel the transaction. The Dashboard appears.

# **FAQs**

1. Why are Bills showing attached to the LC?

These are those Bills which are linked to your Import LC and here you have the facility to view all such Bills.

2. Where can I see details of Bills and Guarantees linked to my LC?

You can click on the reference number of Bills or Shipping Guarantees and get the detailed view.

**Home** 



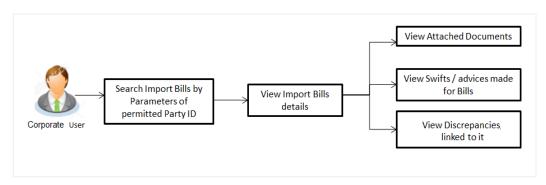
# 7. View Import Bill - Islamic

Using this option, you can view the details of existing Islamic Import Bills in the application. You can search the required Import Bills using different search criteria and download the Islamic Import Bill list in different file formats.

## **Pre-Requisites**

- User must have a valid corporate party Id and login credentials in place
- At least a single Import Bill should exist for the party ID and party must having view rights for it

#### Workflow



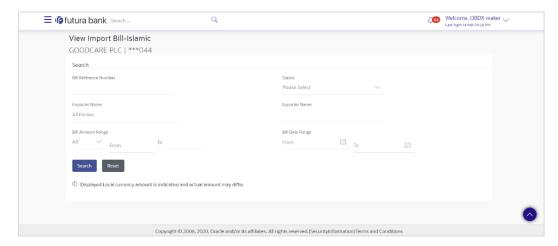
#### How to reach here:

Dashboard > Toggle menu > Trade Finance > Import Letter of Credit > View Bills - Islamic

#### To view Import Bill:

1. The View Import Bill - Islamic screen appears.

#### **View Import Bill - Islamic**





# **Field Description**

Field Name	Description
Bill Reference Number	The Import Bill reference number.
Status	The current status of the Bill.
	The options are:
	Active
	Hold
	Cancelled
	Reversed
	Closed
	Liquidated
Importer Name	The name of the Importer who needs to pay the Bill.
Exporter Name	The name of Exporter who has uploaded the Bill.
Bill Amount From	The start of the Bill amount range used for searching the Bill.
Bill Amount To	The end of the Bill amount range used for searching the Bill.
Bill Date From	The start date of the Bill date range used for searching the Bill.
Bill Date To	The end date of the Bill date range used for searching the Bill.

- 2. From the **Importer Name** list, select the appropriate option. Displays the party name mapped to user.
- 3. Click Search.

The View Import Bills - Islamic screen appears with the search results.

OR

Click Reset to reset the search criteria.

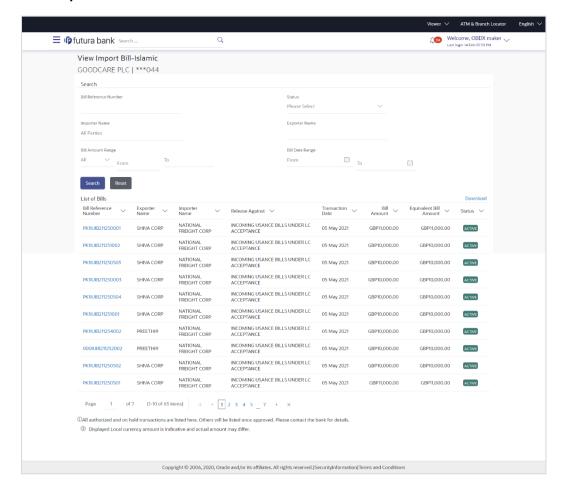
OR

Click Cancel to cancel the transaction. The Dashboard appears.

4. Click the **Download** link to download all or selected columns in the Import Bill details list. You can download the list in PDF formats.



#### View Import Bill - Islamic - Search Result



Field Name	Description
Bill Reference Number	The Bill reference number.  Displays the link to view the Import Bill details.
Exporter Name	The name of the Exporter of the Import Bill.
Importer Name	The name of the Importer of the Import Bill.
Release Against	The product name of the Import Bill.
Transaction Date	The transaction date of the Import Bill.
Bill Amount	The Import Bill amount.
Status	The status of the Import Bill.



- 5. Click the required link in the **Bill Reference Number** column. The **View Import Bills** screen appears with the details of the selected Import Bill. By default, the **View Bill Details General Bill Details** tab appears.
- 6. Click the **Download** link to download all or selected columns in the Import Bill details list. You can download the list in PDF formats.

**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

# 7.1 View Bill Details

7. The General Bill Details tab appears.

ΟR

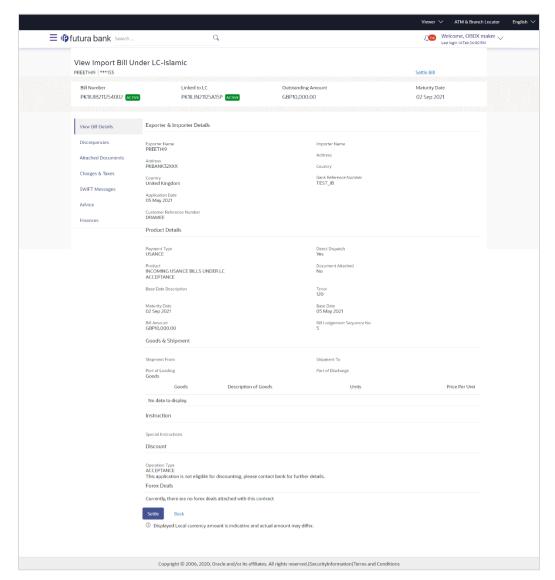
Click **Settle** to initiate a settlement of Bill. For more details refer **Settlement of Bills** OR

Click the <u>Settle Bill</u> link to settle the bills. The **Settlement of Bills** screen appears.

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



# View Import Bill Under LC - Islamic - View Bill Details



Field Name	Description
Bill Number	Displays the bill number of the LC.
Linked to LC	Displays the reference number of the LC.
Outstanding Amount	The outstanding amount of the Import Bill.
Maturity Date	The maturity date of the Import Bill.
Exporter Details	



Field Name	Description
Exporter Name	The name of the Exporter of the Import Bill. He is the one who uploads Bills.
Address	The address of the Exporter of the Import Bill.
Country	The country of the Exporter of the Import Bill.
Application Date	The date of application of the Import Bill.
Customer Reference Number	The user provided customer reference number for the transaction.
Importer Details	
Importer Name	The name of person who is receiving Bills to be settled.
Address	The address of the Importer of the Import Bill.
Country	The country of the Importer of the Import Bill.
Bank Reference Number	The user provided bank reference number for the transaction.
Product Details	
Payment Type	The type of payment associated with the Bill. it can be:  • Sight  • Usance
Product	The product of the Import Bill.
Base Date Description	It is the description of the chosen base date.
Document Attached	It asks user if any documents a part of Bill.  It can be:  • Yes (Documentary)  • No (Clean)
Tenor	The tenor of the Bill.
Base Date	The date to be considered as base date for Bill application.  It is number of days for the tenor from the base date.



Field Name	Description
Bill Amount Details	
Negotiating Bank	The name of the negotiating bank of the Import Bill.
Address	The address of the negotiating bank of the Import Bill.
Country	The country of the negotiating bank of the Import Bill.
Bill Amount	Displays the amount of the Import Bill.
Bill Lodgement Seque No	ence Indicates the sequence in which bill was lodged.
Outstanding Amount	The outstanding amount of the Import Bill.
Goods & Shipment	
Shipment From	The Place of Receipt from where shipment will be done.
Shipment To	The place of delivery of goods.
Port of Loading	The place of dispatch of the goods or loading on board.
Port of Discharge	The port of discharge.
Goods Section to view the goo	ds for shipment.
Sr No	The serial number for different lines of goods.
Goods	The type of good being shipped has to be chosen.
Description of Goods	The description of goods.
Units	The number of units of the goods
Documents	
Document Name	Displays the lists of all the documents required to be represented.
Original (First Mail)	Displays the number "n" out of "m" original documents of the first mail that will be provided to bank.



as a set of documents for LC.

Displays the number of copies of the first mail, that will be submitted

**Copies (First Mail)** 

Field Name	Description
Original (Second Mail)	Displays the number "n" out of "m" original documents of the second mail that will be provided to bank.
Copies (Second Mail)	Displays the number of copies of the first mail, that will be submitted as a set of documents for LC.
Clause	Displays the default description of clauses, however user can modify the same.
Incoterm	Displays the INCO terms for the LC application
Price Per Unit	The price per unit of the goods.
Instructions	
Remarks	Any instructions provided to bank for creation of LC is mentioned here.

# 7.2 <u>Discrepancies</u>

Displays the list of discrepancies identified by the bank in the Bill. It is available only for Bills under LC.

8. Click **Discrepancies** tab

The **Discrepancies** details appears in the **View Import Bill Under LC - Islamic** screen.

OR

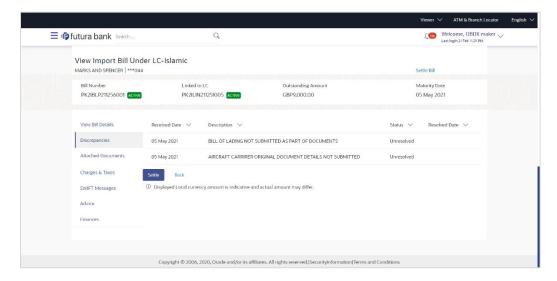
Click Back.

The View Import Bill screen appears.

OR



#### View Import Bill Under LC - Islamic - Discrepancies tab



# **Field Description**

Field Name	Description
Received Date	Displays the date on which the discrepancy has been identified and received by the host.
Description	Displays the description of discrepancy like name.
Status	Displays the whether the discrepancy is resolved or not as on current date.
Resolved Date	Displays the resolved date if the discrepancy is resolved.
Approved Date	Displays the approved date of the discrepancy.

# 7.3 Charges & Taxes

This tab lists charges, Commission and Taxes against bill.

9. Click Charges, & Taxes tab.

The **Charges, & Taxes** tab appears in the **View Import Bill Under LC - Islamic** screen. OR

Click Back.

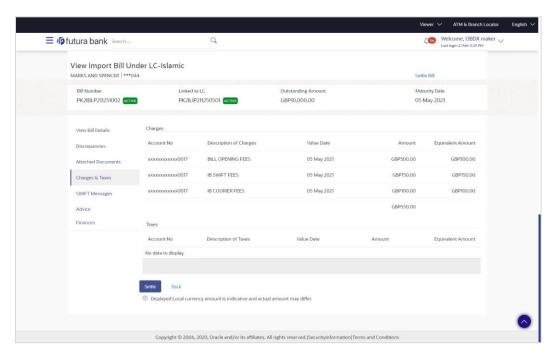
The View Import Bill screen appears.

OR

Click Cancel to cancel the transaction.



# **Charges & Taxes**



Field Name	Description
Charges	
Account No.	Debit account number of the applicant.
Description of Charges	Displays the description charges applicable.
Value Date	Displays the date on which charges are applicable.
Amount	Displays the amount of charges.
Equivalent Amount	Displays the equivalent charge amount.
Total Charge Amount	Displays the total charge amount.
Taxes	
Account No.	Debit account number of the applicant.
Description of Taxes	Displays the description taxes applicable.



Field Name	Description
Value Date	Displays the value date of the taxes.
Amount	Displays the amount of taxes.
Equivalent Amount	Displays the equivalent tax amount.
Total Tax Amount	Displays the total charge amount.
Commissions	
Account No.	Debit account number of the applicant.
Commission for	Displays the all commissions charged by bank.
Percentage	Displays the percentage of LC charged as commission.
Amount	Displays the amount of commission.
Equivalent Amount	Displays the equivalent commission amount.
Total Tax Amount	Displays the total commission amount.

**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

# 7.4 **SWIFT Messages**

This lists and displays list of all SWIFT messages between both the parties.

10. Click **SWIFT Messages** tab.

The SWIFT Messages tab appears in the View Import Bill screen.

OR

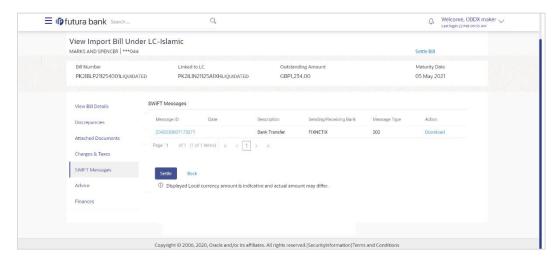
Click Back.

The View Import Bill screen appears.

OR



# View Import Bill Under LC - Islamic - SWIFT Messages tab



Field Name	Description
Message ID	Unique identification number for the message.
Date	Date of sending advice.
Description	The SWIFT message detailed description.
Sending/Receiving Bank	This displays the name of bank who has sent/received the message
Message Type	This shows the type of message sent/received such as MT 740 etc.
Action	The action to be taken that is to download the SWIFT details.

- 11. Click on the desired Message ID to view the respective SWIFT details.

  The SWIFT detail appears in popup window along with the event date and description.
- 12. Click the **Download** link against the SWIFT message to download the message in selected format like PDF formats, if required.



# 1.1.2 **SWIFT Messages Details**



# **Field Description**

Field Name	Description
Event Date	Displays the event date.
<b>Event Description</b>	Displays the description of the event.
Description	The details of the SWIFT message.
V	

a. Click to close the window.

Note: Only SWIFT messages in which ACK has been received by bank is being displayed.

# 7.5 Advices

This denotes all the Advices being exchanged.

6. Click **Advices** tab. The summary of all the Advices being exchanged.

OR

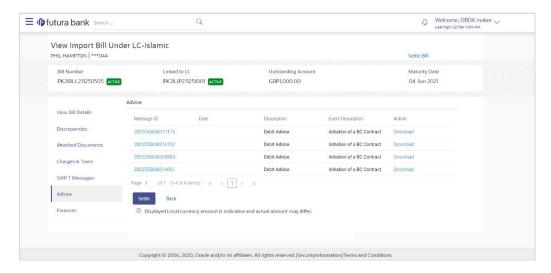
Click Back.

The View Import Bill screen appears.

OR



#### **View Import Bill - Advices**



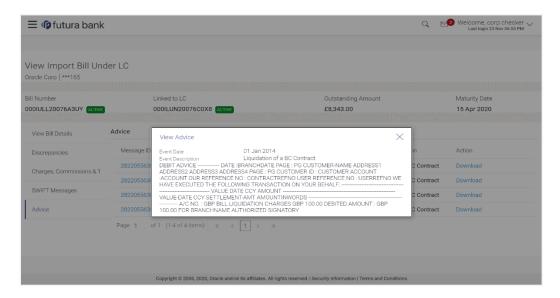
Field Name	Description
Message ID	Unique identification number for the message.
Date	Date of sending advice.
Description	The detail description of advice.
<b>Event Description</b>	Displays the description of the event.
Action	The action to be taken that is to download the SWIFT details.

- 7. Click on the desired Message ID to view the respective advice details.

  The advice detail appears in popup window along with the event date and description.
- 8. Click the **Download** link against the advice to download the advice in selected format like PDF formats, if required.



# 7.5.1 Advices Details



# **Field Description**

Field Name	Description
Event Date	Displays the event date.
<b>Event Description</b>	Displays the description of the event.
Description	The details of the advice.

f. Click to close the window.

# 7.6 Finances

This denotes all the see all the linked finance account with the corresponding Finance amount.

9. Click **Finances** tab. The summary of all the linked finances account along with the amount appears.

OR

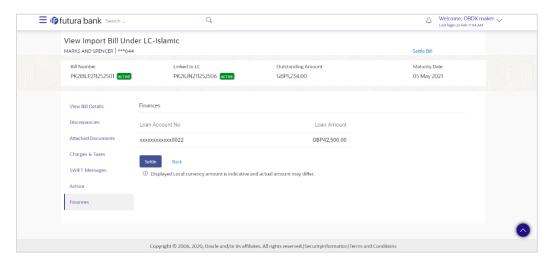
Click Back.

The View Import Bill screen appears.

OR



# View Import Bill Under LC - Islamic - Finances



# **Field Description**

Field Name	Description
Finance Account No.	The linked finances account.
Finance Amount	The finance amount of the linked finance account.

# **FAQs**

#### 1. Does this module cater to both DA and DP?

Yes, you can view your Bills in either of the cases, and when the condition is fulfilled, the changes are updated.

**Home** 



# 8. Islamic Bill Discrepancies Acceptance

User can search amendments under Islamic Export Bills using various parameters like Beneficiary Name, Bill Number, Exporter Name and Importer Name.

#### **Pre-Requisites**

User must have a valid corporate party Id and login credentials in place

#### How to reach here:

Dashboard > Toggle menu > Trade Finance > Letter of Credit > Import Letter of Credit > Bill Discrepancies Acceptance - Islamic

#### To search discrepancies in Import Bills:

- 1. Select the Bill Discrepancy option.
- 2. Enter the search criteria, if required
- 3. Click Search.

The **Bill Discrepancy Acceptance** screen appears with the search results.

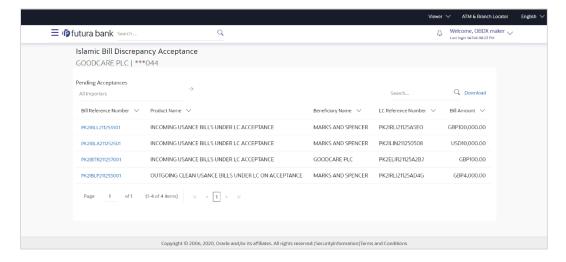
OR

Click **Reset** to reset the search criteria.

OR

Click Cancel to cancel the transaction. The Dashboard appears.

## Islamic Bill Discrepancy Acceptance - Search Result



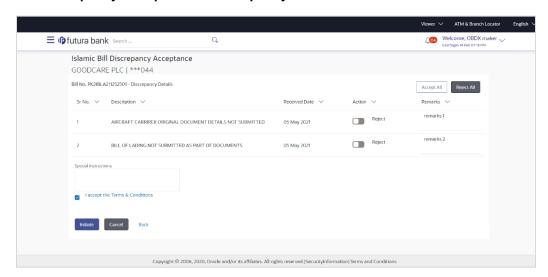


# **Field Description**

Field Name	Description
Search	
All Importers	The filter criteria to search the record on the basis of Importer Name.
Search Result	
Bill Reference Number	The Import Bill reference number.  Displays the link to view the Import Bill details.
Product Name	The product of the Import Bill.
Beneficiary Name	The name of the beneficiary of the Import Bill.
LC Reference Number	The LC which is linked to the Bill.
Bill Amount	The Import Bill amount.

- 4. Click on the desired **Bill Reference Number** to view the Import Bill details. The discrepancy details appears.
- Click the **Download** link to download the Acceptance record in selected format like PDF formats, if required.

# **Bill Discrepancy Acceptance - Discrepancy Details**

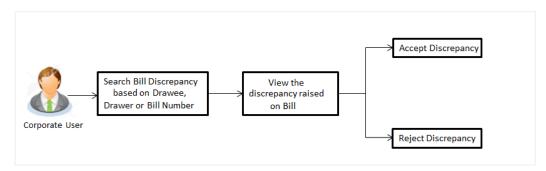




# 8.1 <u>Initiate customer acceptance for Islamic Bill</u> <u>Discrepancy</u>

Using this option, you can accept discrepancies in Import Islamic Bills for further action from Bank or reject it.

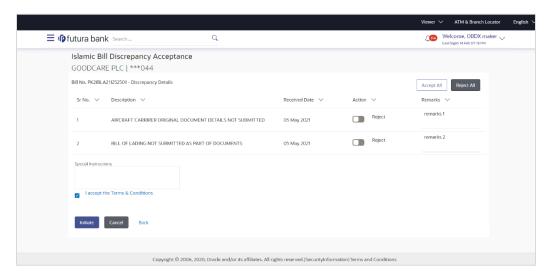
#### Workflow



#### To initiate customer acceptance for Bill discrepancy:

- 1. Enter the search criteria, if required.
- Click Search.
   The Islamic Bill Discrepancy Acceptance screen appears with the search result.
- Click the required link in the Bill Reference Number column.
   The Bill Discrepancy Acceptance screen appears with the discrepancy details.

## Islamic Bill Discrepancy Acceptance - Discrepancy Details



Field Name	Description
Sr No.	The serial number of the discrepancy records.



Field Name	Description
Description	The reason for raising the discrepancy.
Received Date	Displays date on which the discrepancy has been identified and received.
Action	The resolution status of the discrepancy.  The options are:
Remarks	The remarks if any.
Special Instructions	The instruction which is provided by user to Bank to be taken care of while generating bill.

- 4. From the **Action** list, enable/disable the option.
- 5. In the **Remarks** field, enter the remarks, if any.
- 6. In the **Special Instructions** field, enter the remarks/special instructions.
- 7. Click **Initiate**. The transaction accepted / rejected based on input.
  - Click **Accept All** to accept all discrepancies or click **Reject All** to reject the discrepancies. OR
  - Click **Back**. The **Bill Discrepancy Acceptance** screen with search result appears. OR
  - Click Cancel to cancel the transaction, The Dashboard appears.
- 8. The success message initiation of Bill Discrepancy Acceptance appears. Click **Go to Dashboard**, to navigate to the dashboard.

**Home** 



# 9. Settlement of Bills - Islamic

Once the goods are shipped and the Importer receives the trade documents, the Exporter draws out the Bills to be paid by the Importer. With the introduction of the 'Settlement of Bill' transaction, the Importer can now liquidate the Bills he has received under his Import LC, i.e. he can instruct the bank to pay the Bills he has received, from one of his accounts. The user can also use one of his booked forward deals while settling the Bill.

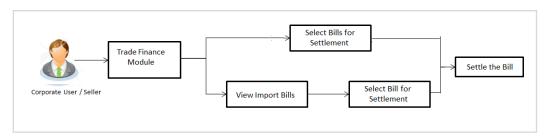
The user can settle either multiple bills from his account, with or without a forex deal, or apply for a finance to settle the bills.

Using this option, user can settle single as well as multiple Islamic Export Bills from the channel, as per the Sharia laws.

## **Pre-Requisites**

- User must have a valid corporate party Id and login credentials in place
- At least a single Import Bill should exist for the party ID and party must having view rights for it

#### Workflow



These are explained in detail underneath.

#### How to reach here:

Dashboard > Toggle menu > Trade Finance > Letter Of Credit > Import Letter of Credit > Settlement of Bills - Islamic

# 9.1 Single Bill Detailed Settlement Instruction - Islamic

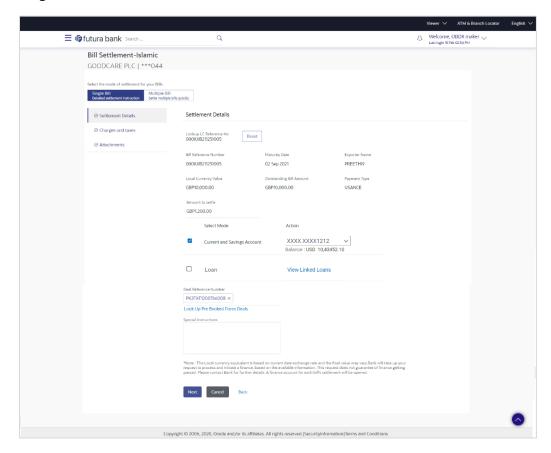
This facility allow the corporate users, to settle single Islamic Import Bills so that transaction can be initiated directly from channel as per the laws.

#### To settle a single Bill:

1. Navigate to **Settlement of Bills - Islamic** transaction.



# Single Bill Detailed Settlement Instruction - Islamic



Field Name	Description
Party ID	The party ID of applying party.
Lookup LC Reference	The option to select LC reference number, which is attached to the Bill.
Bill Reference Number	The import bill reference number, which is attached to the Bill.
Maturity Date	The maturity date of the export Bill.
Exporter Name	The name of Exporter party.
Local Currency Value	The Bill value in local currency.
Outstanding Bill Amount	The outstanding amount for the settlement of Bill.

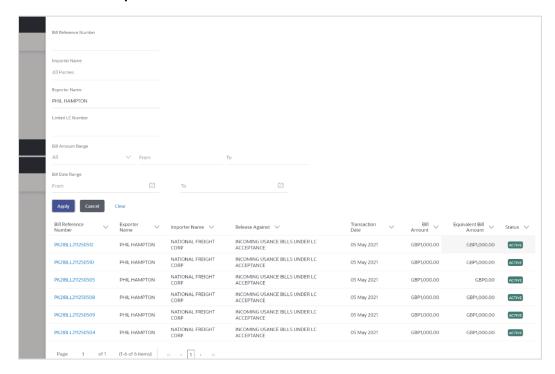


Field Name	Description
Payment Type	The type of payment associated with the Bill.
	The options are:
	• Sight
	Usance
Amount to Settle	The bill settlement amount.
Select Mode	Option to select a CASA account or Finance account.
	<ul> <li>CASA Account: The user can select the CASA account that he wishes to use for settlement of bill.</li> </ul>
	<b>Note</b> : The balance in CASA account should be equal or more than the equivalent amount of bill in bill's currency, which is being settled, in case of single bill being liquidated.
	<ul> <li>Finance Account: The user can select this option to apply for a finance directly from the page. Bank would be informed that the corporate user is looking for a finance.</li> </ul>
	<ul> <li>Custom Account: The user can select this option to apply for custom finance.</li> </ul>
Action	The action to view the collateral details (in case the user selects 'Collateral' option), select the CASA account which user wishes to use for settlement (in case user selects 'Current and Savings' option), view the linked finance details settlement (in case user selects Finance' option .
	The available balance in the casa account is also displayed so that he can take an informed decision.
Deal Reference Number	The deal reference number of the forex deal.
Special Instructions	The special instructions that is to be passed to the bank.

- 2. Select the Single Bill Detailed settlement instruction tab.
- 3. From the **Lookup Bill Reference No** list, select the appropriate export bill reference number. OR
  - Click the **Advanced Lookup** link. The Advanced Lookup overlay screen appears.



### **Advanced Lookup**



Field Name	Description
Bill Reference Number	The bill reference number, which is attached to the Bill.
Importer Name	The name of Importer party.
Exporter Name	The name of Exporter party.
Linked LC Number	The LC number to whom the Bill is linked.
Bill Amount Range	The Bill amount range.
Currency	The currency of the bill.
Bill Date Range	The bill start date and end date.
List of Bills	
Bill Reference Number	The bill reference number.
Exporter Name	The name of Exporter party.



Field Name	Description
Importer Name	The name of Importer party.
Release Against	The type of LC against which the bill is released.
Transaction Date	The date of the transaction.
Bill Amount	The Bill amount.
Equivalent Bill Amount	The equivalent Bill amount.
Status	The status of the bill.

- 4. Enter the filter criteria to search the bill.
- 5. Click **Apply**. The **Advanced Lookup** screen appears with the search results.

OR

Click Cancel to cancel the transaction.

OR

Click Clear to clear the filter criteria.

- 6. Click on the desired **Bill Reference Number** link.
- 7. Click Verify. The parent Import LC details appear.

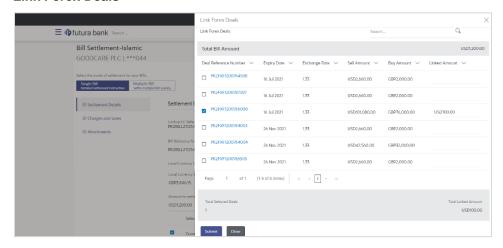
OR

Click Reset to clear the search.

- 8. In the Amount to Settle field, enter the bill settlement amount.
- 9. In the **Select Mode** field, select the option for mode of settlement.
  - a. Select the CASA Account option, if he wishes to use it for settlement of bill.
  - b. From the **Account** list, select the account from which the transfer needs to be made for settlement of Bill.
  - c. Select this **Finance Account** option to apply for a finance directly from the page.
- 10. Click the **Look Up Pre Booked Forex Deal**s link. The **Link Forex Deals** overlay screen appears.



## **Link Forex Deals**



## **Field Description**

Field Name	Description
Total Bill Amount	Displays the total bill amount.
Deal Reference Number	The deal reference number of the forex deal.
Expiry Date	The expiry date of the forex deal.
Exchange Rate	The exchange rate for the forex deal.
Sell Amount	The selling amount of the deal.
Buy Amount	The buying amount of the deal.
Linked Amount	The amount to be linked in the forex deal.
Total Selected Deals	Displays the total selected deals.
Total Linked Amount	Displays the total Linked Amount.

a. Enter the **Deal Reference Number** in the search field and click . The searched **Deal Reference Number** record details appear.
 OR

Click the check box to select the required searched **Deal Reference Number record**.



- b. In the Linked Amount field, enter the linked amount.
- c. Click **Submit**. The selected deal reference number appears. OR

Click **Close** to close the **Link Forex Deals** overlay screen.

11. Click **Next** to save the details entered and proceeds to next level of details.

OR

Click Cancel to cancel the transaction, The Dashboard appears.

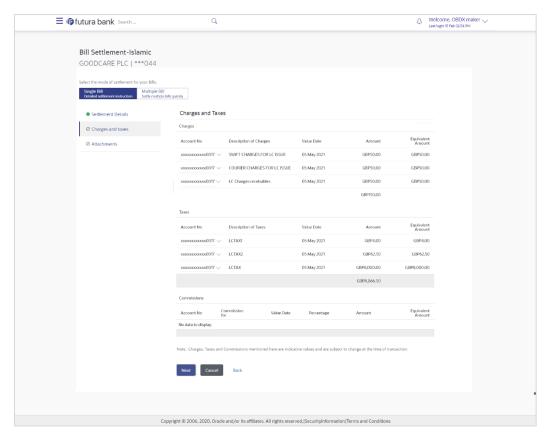
OR

Click Back to go back to previous screen.

## 9.1.1 Charges and Taxes tab

This tab captures the charges and taxes for the single bill settlement Instruction application process.

## **Charges and Taxes tab**





## **Field Description**

Field Name	Description
Charges	
Account No	The account which will be charged for the specific charge.
Description of Charges	The description of the charges.
Amount	The amount that is maintained under the charge.
Total Amount	Displays the total charge that will be levied in the transaction.
Taxes	
Account No.	The account to be earmarked for taking the Taxes.
Description of Taxes	Displays the description charges applicable.
Amount	Displays the amount of taxes.
Total Amount	Displays the total tax amount.
Commissions	
Account No.	The account from which the commission will be taken.
Commissions for	The commission component.
Percentage	The percentage of commission.
Amount	The commission amount.
Total Amount	Displays the total commission amount.

- 12. In the **Charges**, **Taxes**, and **Commissions** section, select the appropriate account, from the **Account No**. list
- 13. Click **Next** to save the entered details and proceed to the next level.

OR

Click the Attachments tab.

OR

Click Back to go back to previous screen.

OR

Click Cancel to cancel the transaction. The Dashboard appears

**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

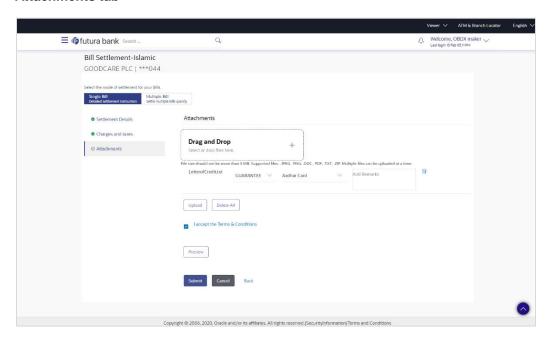


## 9.1.2 Attachments tab

The user can attach documents to the application in this tab.

### **To Attach Documents:**

#### **Attachments tab**



Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
Document Name	Displays the name of the attached documents.
	Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Add Remarks	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document-

<sup>14.</sup> Click **Drag and Drop** to browse and select the required document present on your computer. The **Attach Document** popup window appears.



- 15. Select the required document present on your computer to upload.
- Click **Upload** to upload document. The Attach Documents tab appears along with list of attached documents.

OR

Click to remove the attached document.

OR

Click **Delete All** to delete all the attachments.

- 17. Select the I accept the Terms and Conditions check box to accept the Terms and Conditions.
- 18. Click Preview to have a preview of draft.
- 19. Click Submit.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

OR

Click **Back** to go back to previous screen.

20. The review screen appears. Verify the details, and click **Confirm**.

OF

Click Cancel to cancel the transaction. The Dashboard appears.

OR

Click **Back** to go back to previous screen.

21. The success message bill settlement appears. Click **OK** to complete the transaction.

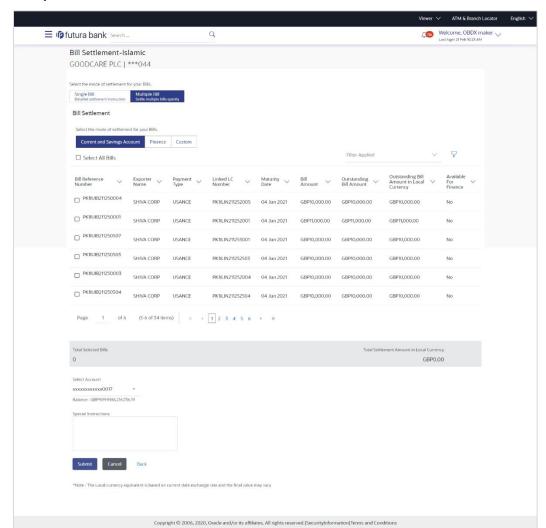
## 9.2 Multiple Bill Detailed Settlement Instruction - Islamic

This facility allow the corporate users, to settle multiple Islamic Bills so that transaction can be initiated directly from channel as per the laws.

#### To settle multiple Bills:

- 1. Navigate to **Settlement of Bills Islamic** transaction.
- 2. Select the Multiple Bill Settlement multiple bills quickly tab.





## Multiple Bill Detailed Settlement Instruction - Islamic

3. Select the checkbox against the **Bill Reference Number** which is to be settled.

Select the Select All Bills check box to select multiple bills to apply for the settlement.



Field Name	Description	
Current and Savings Account / Finance/Custom	<ul> <li>Option to select a CASA account or Finance account.</li> <li>Current and Savings Account: The user can select the Current and Savings account that he wishes to use for settlement of bill.         Note: The balance in CASA account should be equal or more than the equivalent amount of bill in bill's currency, which is being settled, in case of single bill being liquidated.     </li> <li>Finance: The user can select this option to apply for a finance directly from the page. Bank would be informed that the corporate user is looking for a finance.</li> <li>Custom: The user can select this option to apply for custom finance.</li> </ul>	
Select All Bills	The option to select multiple bills to apply for the settlement.	
Check Box (Account Selection)	The option against each bill, to select a CASA account which he wishes to use. The available balance in the casa account is also displayed so that he can take an informed decision.	
Bill Reference Number	The Bill reference number.  Displays the link to view the Islamic Import Bill details.	
Exporter Name	The beneficiary name against whom Bill is to be created.	
Payment Type	The type of payment associated with the Bill.  It can be:  Sight Usance	
Linked LC Number	The LC number to whom the Bill is linked.	
Maturity Date	The date on which the Bill will gets matured.	
Bill Amount	Displays the amount of the Import Bill.	
Outstanding Bill Amount	The outstanding amount for the settlement of Islamic Bill.	
Outstanding Bill Amount in Local Currency	The outstanding amount for the settlement of Islamic Bill in local currency.	



Field Name	Description	
Available for Finance	Displays whether the bill is available for finance or not.	
Total Selected Bills	Displays the total selected bill.	
Total Settlement Amount in Local Currency	Displays the total settlement amount in local currency.	
Input Payment Details		
Select Account	Source account from which the funds are to be transferred for settlement of Bill.	
Balance	Net balance in the selected source account.	

 Select the Current and Savings Account option, if he wishes to use it for settlement of bill. OR

The special instructions that is to be provided against the shipment.

Select the **Finance** option to apply for a finance directly from the page.

- From the Select Account list, select the account from which the transfer needs to be made for settlement of Bill.
- Click Submit to initiate the selected Bills settlement. The Bill Settlement Islamic Review screen appears.

OR

Special

Instructions

Click Cancel to cancel the transaction.

OR

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

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

OR

Click Cancel to cancel the transaction.

OR

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

8. The success message initiation of Bill settlement appears.

OR

Click View Bill Settlement Details to view the Bill settlement details.

OR

Click Trade Finance Overview to go to the Trade Dashboard screen.

#### Note:

- 1) Corporate user can select multiple Bills for settlement.
- 2) Click on **Show More** to view more Bills under selected LC.

Home



# 10. View Islamic Export Letter of Credit

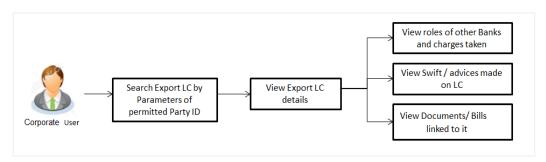
Using this option, you can view the details of existing Islamic Export Letters of Credit (LC) in the application. You can search the required Islamic LC using different search criteria and download the LC list in pdf.

The Islamic LC details include LC amount, outstanding amount, date of issue, date of expiry, parties to the LC, bank details, payment terms, and shipment/goods/documents details. You can also view the Amendment details and the Bills presented under the LC. You can also download the Export Islamic LC list in pdf formats.

### **Pre-Requisites**

- User must have a valid login credentials
- User must have certain Export LCs received by his bank under his party ID

#### Workflow



### How to reach here:

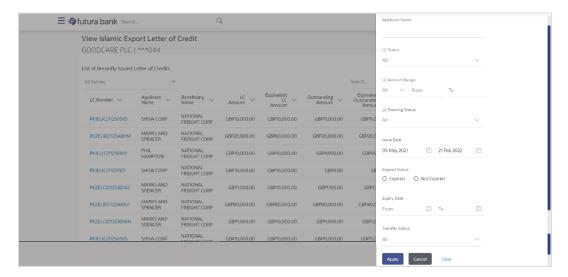
Dashboard > Toggle menu > Trade Finance > Letter of Credit > Export Letter of Credit > View Islamic Export Letter of Credit

#### To view Islamic Export Letter of Credit:

1. The View Islamic Export Letter of Credit screen appears.



## **View Islamic Export Letter of Credit**



#### **Field Description**

rieid Description		
Field Name	Description	
Applicant Name	The name of applying party.	
LC Status	The status of Islamic LC currently.	
	The options are:	
	• Hold	
	Active	
	Cancelled	
	Closed	
	Reversed	
LC Amount From	The start of the amount range used for searching the Islamic LC. Select the currency for the Islamic LC.	
LC Amount To	The end of the amount range used for searching the Islamic LC.	
LC Drawing	The Islamic LC drawing status.	
Status	The ontions are:	

The options are:

- Partial
- Full
- Undrawn
- Expired

**Issue Date From** The start date of the issue date range used for searching the Islamic LC.



Field Name	Description	
Issue Date To	The end date of the issue date range used for searching the Islamic LC.	
Expiry Status	Select whether Islamic LC being searched is expired or not.	
	The options are:	
	Expired	
	Non Expired	
Expiry Date From	The start date of the expiry date range used for searching the Islamic LC.	
Expiry Date To	The end date of the expiry date range used for searching the Islamic LC.	
Transfer Status	The transfer status.	
	The options are:	
	• All	
	Transferable	
	Transferred	

- 2. From the **All Parties** list, select the appropriate option.
- Click Search.

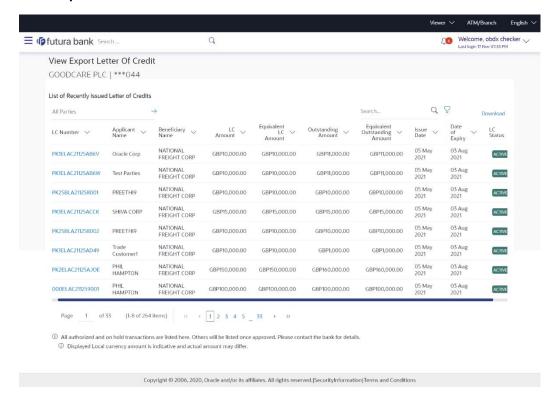
The **View Islamic Export Letter of Credit screen** appears with the search results. OR

Click  $\overline{\ \ }$  to filter based on the above criteria.

4. Click the **Download** link to download all or selected columns in the Islamic Export LC details list. You can download the list in PDF format.



### View Export Letter of Credit - Search Result



Field Name	Description
LC Number	The Islamic LC number.  Displays the link to details of the Export LC.
Applicant Name	The name of the Islamic LC applicant.
Beneficiary Name	The name of the Islamic LC beneficiary.
LC Amount	The Export Islamic LC amount.
Equivalent LC Amount	The equivalent Islamic export LC amount.
Outstanding Amount	The Islamic Export LC outstanding amount.
Equivalent Outstanding Amount	The equivalent Islamic Export LC outstanding amount.
Issue Date	The issue date of the Islamic Export LC.
Date of Expiry	The Islamic Export LC expiry date.



Field Name	Description
LC Status	The Islamic Export LC status.

5. Click the required link in the **LC Number** column.

The **View Islamic Export Letter of Credit** screen appears with the details of the selected LC.

By default, the LC Details tab appears.

6. Click LC Details tab.

**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

## 10.1 LC Details

7. Click **LC Details** tab.

The LC Details tab appears in the View Islamic Export Letter of Credit screen.

OR

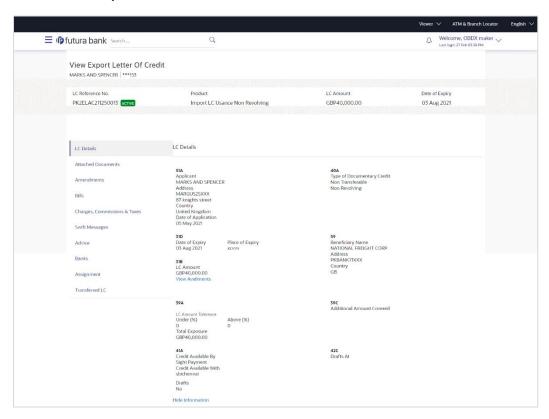
Click Back.

The View Islamic Export Letter of Credit screen appears.

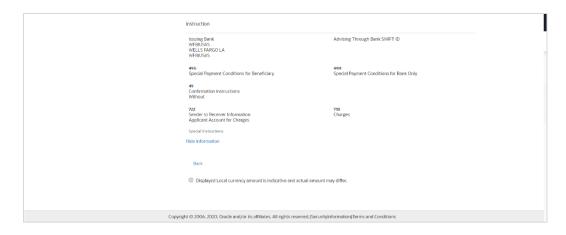
OR

Click Cancel to cancel the transaction, The Dashboard appears.

### View Islamic Export Letter of Credit - LC Details







Field Name	Description
Party Name and ID	The name and ID of LC applying party.
LC Reference No.	Displays the reference number of the LC.
Product	The export LC product name under which the LC is created.
LC Amount	The amount availed against the LC.
Date of Expiry	The date when the LC expires and holds no more valid.
Applicant	The name of LC applicant.
Address	Displays the LC applicant address.
Country	Displays the country of the LC applicant.
Date of Application	The date of LC application.
Date of Expiry	Displays the expiry date of the LC.
Place of Expiry	Displays the place of LC expiry.
LC Amount	Displays the amount and currency of the LC.
Type of Documentary Credit	The type of documentary credit are:  Transferable/ Non Transferable Revolving/Non Revolving
Revolving Type	Indicates revolving type.



Field Name	Description	
Auto Reinstatement	Under a revolving LC, the amount is reinstated or renewed without any specific amendments to the LC. The credit becomes available for use again automatically.	
Cumulative	Displays whether the frequency is cumulative for the LC. The unused amount would be used in the new LC in case of cumulative LC.	
	The options are:	
	• Yes	
	• No	
Transferable	Displays the form of the LC, either transferable/ non-transferable.	
Beneficiary Details		
Beneficiary Name	The name of the LC beneficiary.	
Address	The address of the LC beneficiary.	
Country	The country of the LC beneficiary.	
Product Details		
Product	The Export LC product under which the LC is created.	
More Information		
Following fields appear if you click the More Information link.		
Click the <b>Hide Information</b> link to hide the fields.		
LC Amount Tolerance Under %	Displays the tolerance of the LC, if tolerance is allowed.	
Total Exposure	Displays the total LC amount including the positive tolerance, with the currency.	



Field Name	Description
Credit Available By	Indicates the manner in which credit is available when the bank is authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit.
	The options are:
	Acceptance
	Def Payment
	Mixed Payment
	<ul> <li>Negotiation</li> </ul>
Credit Available With	Indicates the bank where credit is currently available with.
Negotiation/ Deferred	Indicates the details of mixed payment.
Payment Details	This field is appears if the Mixed Payment option was selected in the Credit Available By field.
Additional Amounts Covered	This field specifies any additional amounts available to the beneficiary under the terms of the credit, such as insurance, freight, interest, etc.
Drafts At	The number of drafts available.
Drafts section	
The number of drafts available	ilable.
Tenor (In Days)	The number of days of its validity.
Credit Days From	Displays the date from which the Draft tenure shall be counted.
Draft Amount	The amount which is seeked by beneficiary on representation of draft.
Drawee Bank	The name of drawee bank, which would represent draft for claiming money against LC.
Partial Shipment	Displays whether or not partial shipments are allowed under the documentary credit.
Transshipment	Displays whether or not transshipment is allowed under the documentary credit.
Place of Taking in Charge/ Dispatch From	The place of receipt from where shipment will be done.



Field Name	Description
Port of Discharge/ Airport of Destination	The port of discharge or airport of destination to be indicated on the transport document.
Port of Loading/ Airport of Departure	The port of loading or airport of departure to be indicated on the transport document.
Place of Final Destination/ For Transportation	The place of dispatch or taking in charge of the goods or loading on board.
Shipment	Displays the latest date for loading on board/ dispatch/ taken in charge.

#### **More Information**

Following fields appear if you click the More Information link.

Click the **Hide Information** link to hide the fields.

**Sr No** Serial Number.

**Goods** The type of good being shipped has to be chosen.

**Description of Goods** The description of goods.

**Units** The number of units of the goods

**Price Per Unit** The price per unit of the goods.

#### **Documents List**

Documents list have the list of documents along with the number of original or copies submitted and clauses they cater too.

Document Name

Original

Copies

Copies

Document Name

Original

Clause Clause

## **More Information**

Following fields appear if you click the More Information link.

Click the **Hide Information** link to hide the fields.

Additional Conditions Additional Conditions



Field Name	Description	
Documents to be presented within /beyond days after the date of shipment but within validity of this credit	The number of days after the date of shipment when the documents will be presented to bank.	
	On adding these days to the date of application, it should be within validity period.	
Instructions		
Issuing Bank	The name of the issuing bank.	
Issuing Bank Address	The address of the issuing bank.	
Advising Through Bank SWIFT ID	Displays the SWIFT ID and address of the Advising Bank.	
Special Payment Conditions for Beneficiary	User can input special payment conditions applicable to the beneficiary, for example, post financing request/ conditions.	
Special Payment Conditions for Bank Only	User can input special payment conditions applicable to bank without disclosure to the beneficiary, for example, post-financing request /conditions.	
Confirmation Instructions	The confirmation instructions for the requested confirmation party.	
Confirmation Expiry Date	The updated confirmation expiry date for the LC.	
More Information		
Following fields appear if yo	u click the <b>More Information</b> link.	
Click the <b>Hide Information</b> link to hide the fields.		
Sender to Receiver Information	The additional information for the receiver.	
Applicant Account for Charges	The applicant account for charges.	
Charges, Commissions & Taxes	The details of charges.	

8. Click the View Clause link to view the already maintained clause.

# **10.2 Attached Documents**

This tab displays the list of all documents uploaded by user. It allows the user to download the attachments done under the selected Islamic Export LC.



9. Click Attached Documents tab to view the attached documents.

OR

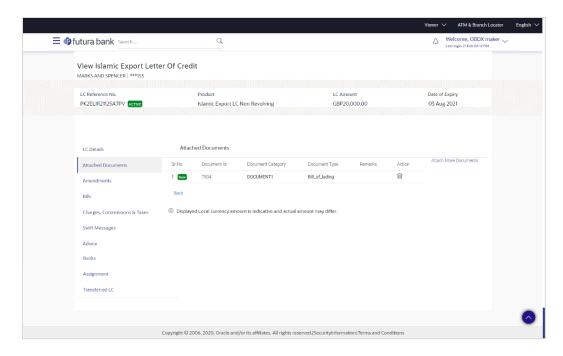
Click Back.

The View Islamic Export Letter of Credit screen appears.

OR

Click Cancel to cancel the transaction. The Dashboard appears.

### **Attached Documents**



### **Field Description**

Field Name	Description
Sr No	The serial number of the attached document record.
Document ID	Displays the unique identification number for the attached document.  Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.
Action	Action to be taken that is delete the attached document.

Click the required link in the **Document ID** column to download the attached document.
 OR

Click Attach More Documents link to attach more document. The Attach Document overlay



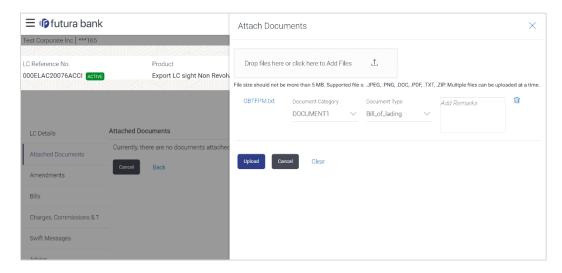
# screen appears

OR

Click to delete the attached document record.



### **Attach Documents**



### **Field Description**

Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded.
Attached Documen	t The document uploaded.
Document Category	The category of the document uploaded.
Document Type	The type of the document to uploaded.
Remarks	The notes added, if any for attaching the document.
Choose File to attach	Browse the file to be attached.  Note: File size should not be more than 5 MB. Supported file types: .jpeg, .png, .doc, .pdf, .txt, .zip. Multiple files can be uploaded at a time.
Action	Action to be taken that is delete the attached document.

- 11. Click **Drag and Drop** to browse and select the required document present on your computer. The **Attach Document** popup window appears.
- 12. Select the required document present on your computer to upload. A row with the attached document and its details appear.
- 13. Click **Upload** to attach the document. The attached document is uploaded and row appears with the attached document details.

OR

Click Cancel to cancel the transaction.

OR

Click Clear the selection.



OR

Click to delete the attached document record.

14. Click **Submit** to submit the newly attached document. This is getting displayed in case of new attached document.

OR

Click Cancel to cancel the transaction.

OR

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

## 10.3 **Amendments**

This tab displays the amendments done to the LC such as shipment Date, LC value etc.

15. Click **Amendments** tab. The amendments detail appears.

OR

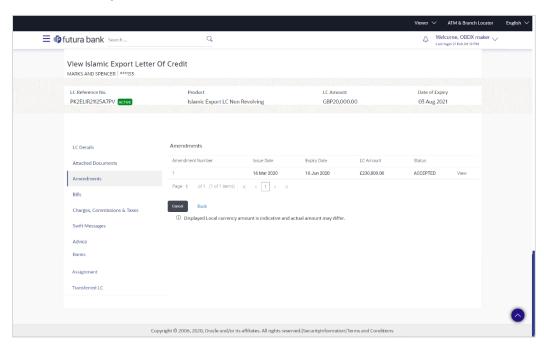
Click Back.

The View Islamic Export Letter of Credit screen appears.

OR

Click Cancel to cancel the transaction, The Dashboard appears.

### **View Islamic Export Letter of Credit – Amendments**





## **Field Description**

Field Name	Description
Amendment Number	Displays the amendment number of the LC.
	Displays the link to view the details of the LC Amendment.
Issue Date	Displays the issue date of the LC Amendment.
Expiry Date	Displays the new expiry date of the LC.
LC Amount	Displays the new LC amount.
Status	Displays the Status of LC Amendment.

<sup>16.</sup> Click the required link in the **View** column. The **Export LC Amendment** screen with detailed Issued Amendments appears.

OR

Click Back.

The View Export LC screen appears.

OR

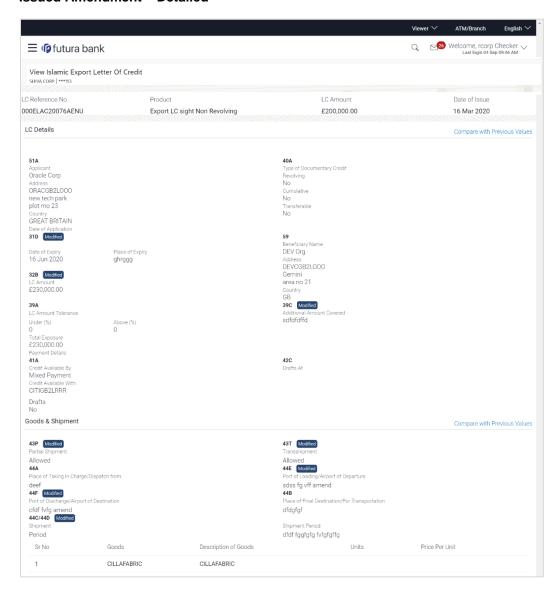
Click Cancel to cancel the transaction, The Dashboard appears.

## 10.3.1 View Amendment Details

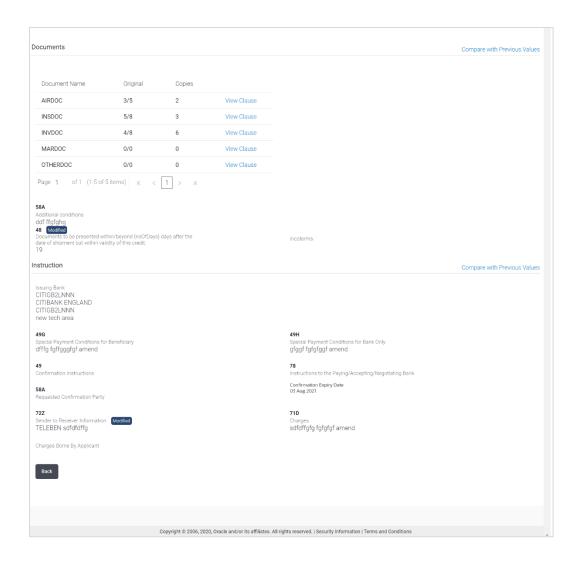
This screen allows the user to view the details of the amendment done under selected amendment number.



## Issued Amendment - Detailed







**Note**: The previous values of LC are displayed in Red so that user knows what has been changed.

# 10.4 Bills

This tab displays the list of Bills raised by the beneficiary.

17. Click Bill tab. The summary of all the Export Bills appears.

OR

Click Back.

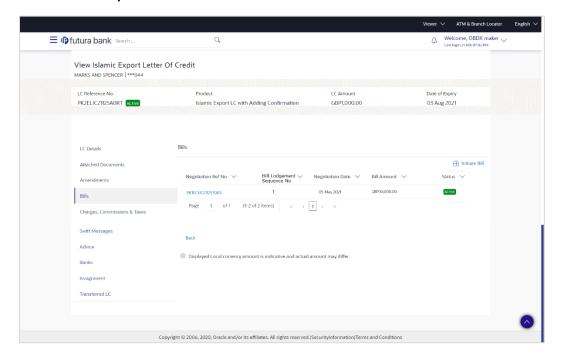
The View Islamic Export Letter of Credit screen appears.

OR

Click Cancel to cancel the transaction, The Dashboard appears.



### **View Islamic Export Letter of Credit - Bills**



## **Field Description**

Field Name	Description
Initiate Bill	Displays the link to initiate a new Bill linked to the Islamic Export LC.
Negotiation Reference No.	Displays the negotiation reference number of the Export Bill.  Displays the link to view the Export Bill details. Refer View Export Bill.
Bill Lodgement Sequence No	Indicates the sequence in which bill was lodged.
Negotiation Date	Displays the date on which the Bill is negotiated.
Status	Displays the status of the Bill.
Bill Amount	Displays the Bill amount with currency for the LC.

<sup>18.</sup> Click on Negotiation Reference No. to view the Inward Bill details The View Export Bill-General Bill details linked to the LC number screen appears. Refer View Export Bill. OR

Click **Initiate Bill** to initiate a new Bill linked to the Export LC. OR

Click Cancel to cancel the transaction, The Dashboard appears.



# 10.5 Charges Commission & Taxes

This tab lists Charges, Commission and Taxes against LC such as LC making, SWIFT or amendment charges.

19. Click Charges Commission & Taxes tab to view the charges against LC.

OR

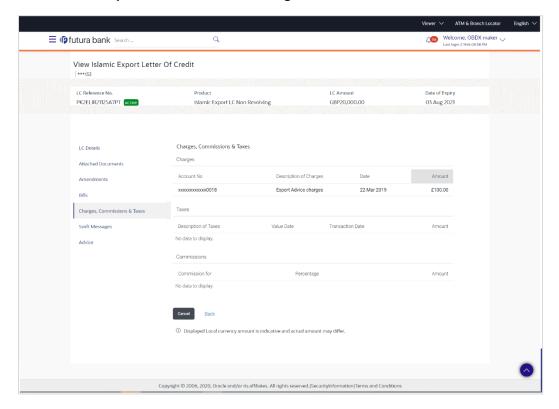
Click Back.

The Islamic Export Letter of Credit screen appears.

 $\cap R$ 

Click Cancel to cancel the transaction, The Dashboard appears.

### **View Islamic Export Letter of Credit - Charges**



Field Name	Description
Charges	
Account No.	Displays the account number for levying Cancellation Charges / Export Advice Charges.
Description of Charges	Displays the reason/ narration of charges levied for various LC processes.
Date	Displays the date on which charges were levied.



Field Name	Description
Amount	Displays the amount charged for the process.
Taxes	
Description of Taxes	Displays the description taxes applicable.
Value Date	Displays the value date of the taxes.
Transaction Date	Displays the date on which the transaction is done.
Amount	Displays the amount of taxes.
Commission	
Commission for	Displays the commission charges in terms of percentage for the issued LC.
Percentage	Displays the percentage of LC charged as commission.
Amount	Displays the amount charged as commission.

**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

# 10.6 **SWIFT Messages**

This tab lists and displays list of all SWIFT messages between both the parties. It allows the user to view and download the SWIFT messages generated for the selected Export LC.

20. Click **SWIFT Messages** tab. The summary of all the all SWIFT messages between both the parties appears.

OR

Click Back.

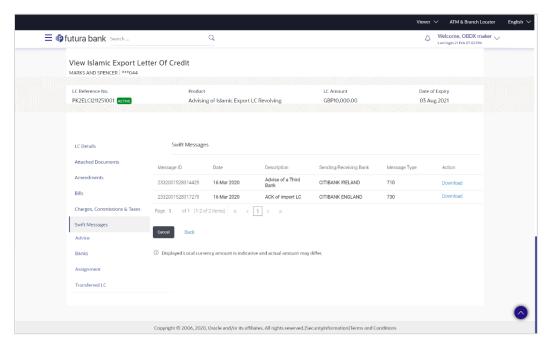
The View Islamic Export Letter of Credit screen appears.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.



## **View Islamic Export Letter of Credit - SWIFT Messages**



## **Field Description**

Field Name	Description
Message ID	Unique identification number for the message.
Date	Date of sending advice.
Description	The SWIFT message detailed description.
Sending/Receiving Bank	This displays the name of bank who has sent/received the message.
Message Type	This shows the type of message sent/received such as MT700, MT 707 etc.
Action	The action to be taken that is to download the SWIFT details.

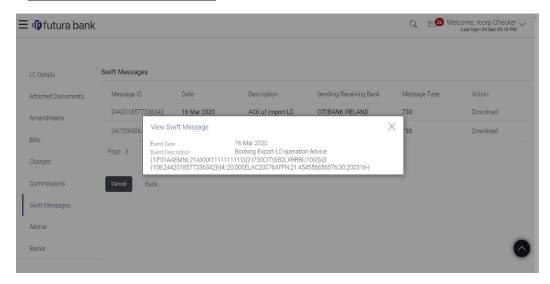
21. Click on the desired **Message ID** to view the respective SWIFT details.

The SWIFT detail appears in popup window along with the event date and description. OR

Click the Download link in the Action column of the SWIFT record to download the SWIFT messages in selected format, like PDF, if required. This is a password protected document.



## 10.6.1 **SWIFT Messages Details**



## **Field Description**

Field Name	Description
Event Date	Displays the event date.
<b>Event Description</b>	Displays the description of the event.
Description	The details of the SWIFT message.
a. Click to close the window.	

Note: Only SWIFT messages in which ACK has been received by bank is being displayed.

# 10.7 Advices

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected Export LC.

25. Click Advices tab. The summary of all the Advices being exchanged.

OR

Click Back.

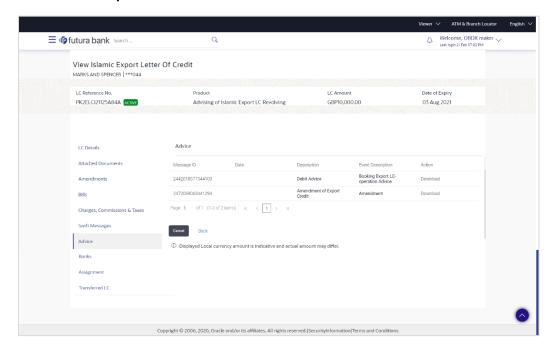
The View Export LC screen appears.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.



### **View Islamic Export Letter of Credit - Advices**



## **Field Description**

Field Name	Description
Message ID	Unique identification number for the message.
Date	Date of sending advice.
Description	The detail description of advice.
<b>Event Description</b>	Displays the description of the event.

26. Click on the desired Message ID to view the respective advice details.

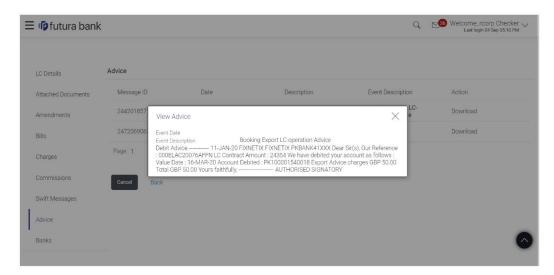
The advice detail appears in popup window along with the event date and description. OR

Click the **Download** link in the **Action** column of the SWIFT record to download the SWIFT messages in selected format, like PDF, if required.

This is a password protected document.



## 10.7.1 Advices Details



### **Field Description**

Field Name	Description
Event Date	Displays the event date.
<b>Event Description</b>	Displays the description of the event.
Description	The details of the advice.
~	

a. Click to close the window.

# 10.8 **Banks**

This tab denotes the banks which are involved for other than for issuing purpose like Negotiating Bank, Confirming Bank, Advising through Bank etc. Only the details of banks involved in transaction will appear here.

27. Click **Bank** tab. The summary of all the banks which are involved in transactions other than issuing purpose.

OR

Click Back.

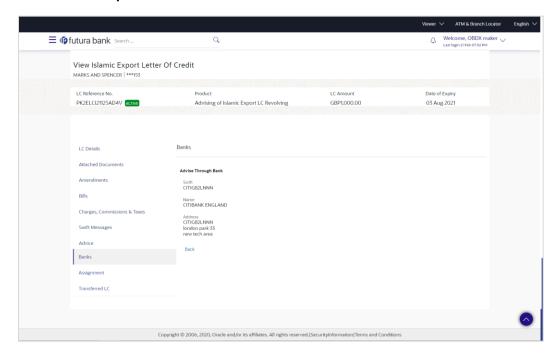
The View Islamic Export Letter of Credit screen appears.

OR

Click Cancel to cancel the transaction, The Dashboard appears.



## View Islamic Export Letter of Credit - Banks tab



Field Name	Description
Reimbursing Bank	
SWIFT	Displays the SWIFT Id of the Reimbursing Bank.
Name	Displays the name of the Reimbursing Bank.
Address	Displays the address of the Reimbursing Bank.
Country	Displays the country of the Reimbursing Bank.
Confirming Bank	
SWIFT	Displays the SWIFT Id of the Confirming Bank.
Name	Displays the name of the Confirming Bank.
Address	Displays the address of the Confirming Bank.
Country	Displays the country of the Confirming Bank.
Advise Through Ba	nk



Field Name	Description
SWIFT	Displays the SWIFT Id of the Advise Through Bank.
Name	Displays the name of the Advise Through Bank.
Address	Displays the address of the Advise Through Bank.
Country	Displays the country of the Advise Through Bank.

28. Click Back.

The View Export LC screen appears.

OR

Click Cancel to cancel the transaction, The Dashboard appears.

# 10.9 Assignment

This tab denotes the assignee which receives proceeds from the issuing or confirming bank.

29. Click **Assignment** tab. The summary of all the banks which are involved in transactions other than issuing purpose.

OR

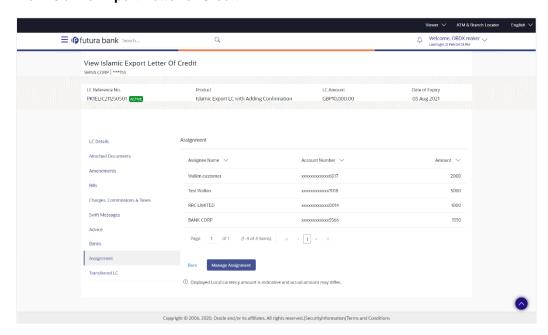
Click Back.

The View Islamic Export Letter of Credit screen appears.

OR

Click Cancel to cancel the transaction, The Dashboard appears

#### **View Islamic Export Letter of Credit**





## **Field Description**

Field Name	Description
Assignee Name	The name of the assignee to whom the proceeds is to be assigned.
Account Number	The account number of the assignee.
Amount	The amount that was proceeds to the assignee.

30. Click Manage Assignments to manage the assignees.

# 10.10 Transferred LC

This tab denotes the list of transferred Islamic lc.

31. Click **Transferred LC** tab. The summary of all the banks which are involved in transactions other than issuing purpose.

OR

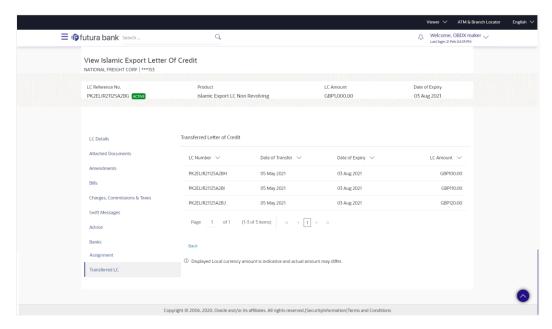
Click Back.

The View Islamic Export Letter of Credit screen appears.

OR

Click Cancel to cancel the transaction, The Dashboard appears.

# View Islamic Export Letter of Credit - Transferred LC





## **Field Description**

Field Name	Description
LC Number	The parent LC number.
Date of Transfer	The date of transfer of the LC.
Expiry Date	The expiry date of the LC.
LC Amount	The currency under which the LC can be issued.  Indicates the amount for the Letter of Credit.

#### 32. Click Back.

The View Islamic Export Letter of Credit screen appears.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

# **FAQs**

#### 1. Can I see LCs which has expired?

Yes, you can look details of LCs which are expired, active, closed or on hold.

## 2. Can I see Bills linked to my LC?

Yes, on clicking Bills section, you will have a summary and link to attach Bills under the LC.

#### 3. Why only certain Incoterms, documents or clauses coming, not the others?

It depends on the LC product chosen while creating; all these are dependent on the LC product.

## 4. How many amendments are possible and how to keep track?

Application will show you all the fields with their values and the amendments done to it. The details of amendments are displayed in the amendment section.

**Home** 







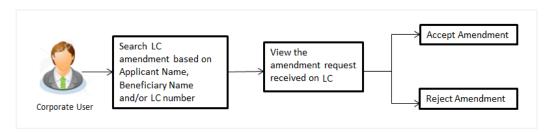
# 11. Islamic LC Customer Acceptance

User can search amendments under Islamic Export Letter of Credits using various parameters like Beneficiary Name, LC Number, and Applicant Name etc. The user can accept / reject LC Amendments. The amended value comes on the screen and the previous value is shown beneath the same field in red.

#### **Pre-Requisites**

User must have a valid corporate party Id and login credentials in place

#### Workflow



#### How to reach here:

Dashboard > Toggle menu > Trade Finance > Letter of Credit > Export Letter of Credit > LC Amendment Acceptance - Islamic > Islamic LC Customer Acceptance

#### To search Islamic LC Amendments:

- 1. Select the **LC Amendment** option.
- 2. Enter the search criteria, if required
- 3. Click Search.

The Islamic LC Customer Acceptance screen appears with the search results.

OR

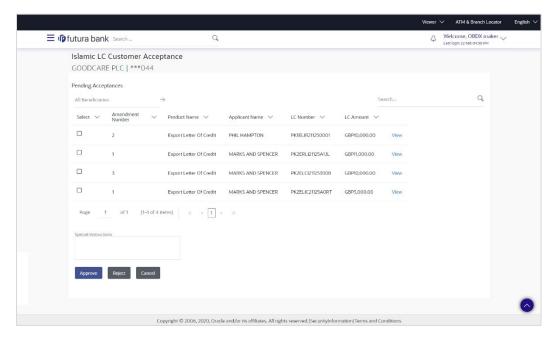
Click Reset to reset the search criteria.

OR

Click Cancel to cancel the transaction. The Dashboard appears.



# **Islamic LC Customer Acceptance**



Field Name	Description
Search	
All Beneficiaries	The name of the beneficiary of the Export LC.
Search Result	
Amendment Number	The amendment number of the LC.
Product Name	The product of the LC for which amendment acceptance is required.
Applicant Name	The name of the LC applicant.
LC Number	The LC number against which amendment acceptance is required.
LC Amount	The amount of Export LC.

- 4. Select the desired Amendment Number record.
- 5. In the **Special Instructions** field, enter the remarks/special instructions.
- 6. Click on the desired <u>View</u> link to view the amendment number of the LC. The amendment details appear.
- 7. Click **Approve** to accept the amendment. OR



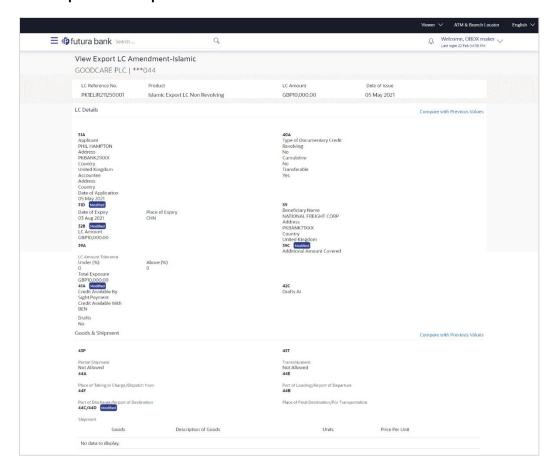
Click Reject to reject the amendment.

OR

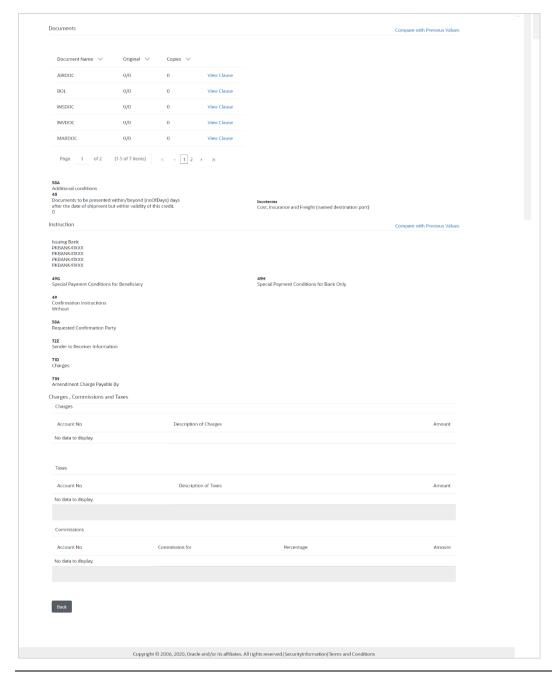
Click Cancel to cancel the transaction. The Dashboard appears.

- 8. The success message initiation of LC Amendment Acceptance appears along with the reference number.
- 9. Click **Go to Dashboard**, to navigate to the dashboard.

#### View Export LC Acceptance Islamic - Amendment Details







Note: For field details, refer section Initiate Islamic Letter of Credit tab.

10. Click Back. The Islamic LC Customer Acceptance screen with search result appears.

**Home** 



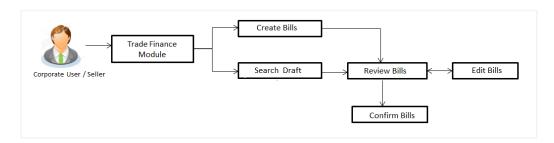
# 12. Initiate Bills - Islamic

Using this option, user can initiate Islamic Bill in the application. It will be linked to a Letter of Credit.

#### **Pre-Requisites**

User must have a valid corporate party Id and login credentials in place

#### Workflow



#### User has two options to initiate Bills

- a. Using existing Drafts
- b. Initiating Bills ( New Application)

These are explained in detail underneath.

#### How to reach here:

Dashboard > Toggle menu > Trade Finance > Export Letter of Credit > Initiate Bills- Islamic

# 12.1 Search Bills Drafts

User can save Bills application as a Draft so that it can be used if required in future. User can search the saved Bill draft using Draft Name.

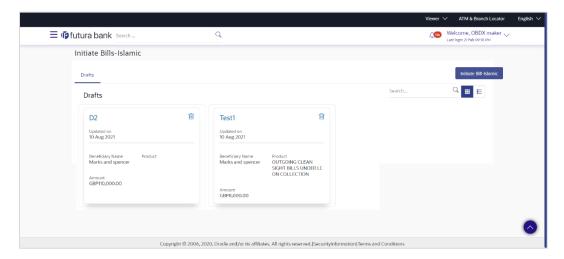
Note: Bill Application saved as Draft can be used only one time for Bill Application initiation.

#### To search the Islamic Bill draft:

- 1. In the **Search** field, enter the draft name.
- 2. Click . The saved Bill draft appears based on search criteria.



#### Bills Draft - Search Result



#### **Field Description**

Field Name	Description
Search Result	
Draft Name	The name of the Bill application saved as draft.
Updated On	The date on which the draft was saved.
Beneficiary Name	Displays the name of the beneficiary of the bill.
Product	Displays the product type as coming from Host.
Amount	Displays the bill amount.

3. Click Initiate Bills to initiate the bill transaction.

Click or to view the initiate LC draft as Card or Tabular view.

# 12.2 Initiate an Islamic Bill

Using this option, the user can initiate a Bill in the application. To initiate a Bill in the application, the user has to enter details such as LC number, Parties details, and Bill details etc. The user can also give specific instructions to bank.

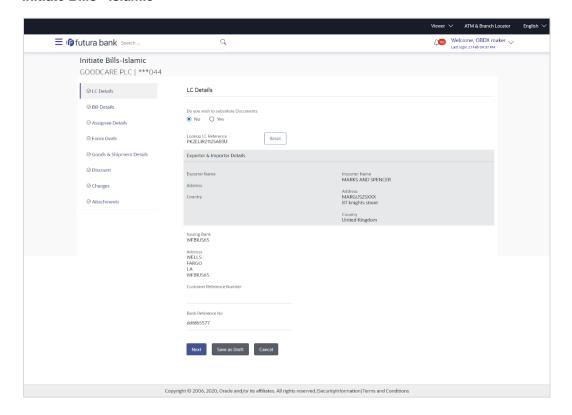
There also an option to allow substitution of documents while initiating Bill. The user, who is the first beneficiary of Transferable LC, and has received a drawing under the transferred LC wishes to initiate a drawing under parent LC with substitution of the received documents.

#### To initiate an Islamic Bill:

1. Click Initiate Bills on Initiate Bills - Islamic screen.



## **Initiate Bills - Islamic**



Field Name	Description
Party ID	The party ID of applying party.
Branch	The bank branch where the Bills contract is to be created.
Do you wish to substitute Documents	The option, whether to allow the substitution of documents under Transferred LC or not.
	The options are:
	• No
	• Yes
Lookup Import Bill Reference No.	The option to select import bill reference number, which is attached to the Bill.
	This field appears, if the user selects <b>Yes</b> option <b>in Do you</b> wish to substitute <b>Documents</b> field.



Field Name	Description
Parent Export LC No.	The parent export LC number, from which the user wishes to initiate a drawing with substitution of the received documents.
	This field appears, if the user selects <b>Yes</b> option in <b>Do you</b> wish to substitute <b>Documents</b> field.
Outstanding LC Amount	The outstanding LC amount.
	This field appears, if the user selects <b>Yes</b> option in <b>Do you wish to substitute Documents</b> field.
Lookup LC Reference	The option to select LC reference number, which is attached to the Bill.
	This field appears, if the user selects <b>No</b> option in <b>Do you wish</b> to substitute <b>Documents</b> field.
Exporter & Importer Detail	le .

#### **Exporter & Importer Details**

Exporter Name	The name of Exporter party.
Address	The address of Exporter party.
Country	The country of Exporter party.
Importer Name	The name of Importer party.
Address	The address of Importer party.
Country	The country of Importer party.
SWIFT Code	The SWIFT code of issuing Bank.
Issuing Bank Name	The name of Bank who acts on behalf of Drawee.
Address	The address of Issuing Bank.
Country	The name of Issuing Bank's country.
Customer Reference Number	The user provided customer reference number for the transaction.
Bank Reference No	The user provided bank reference number for the transaction.

- 2. In the **Do you wish to substitute Documents** field, select the appropriate option.
- 3. If you select **Yes**;

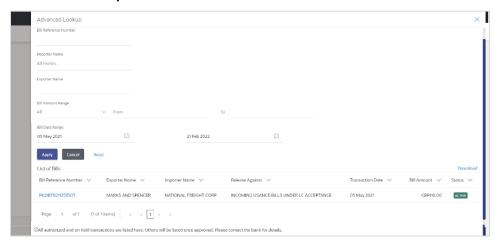


d. From the **Lookup Import Bill Reference No** list, select the appropriate import bill reference number.

OR

Click the **Advanced Lookup** link. The Advanced Lookup overlay screen appears.

## **Advanced Lookup**



Field Name	Description
Bill Reference Number	The import bill reference number, which is attached to the Bill.
Importer Name	The name of Importer party.
Exporter Name	The name of Exporter party.
Bill Amount Range	The Bill amount range.
Currency	The currency of the bill.
Bill Date Range	The bill start date and end date.
List of Bills	
Bill Reference Number	The import bill reference number.
Exporter Name	The name of Exporter party.
Importer Name	The name of Importer party.
Release Against	The LC against which the bill is released.



Field Name	Description
Transaction Date	The date of the transaction.
Bill Amount	The Bill amount.
Status	The status of the bill.

- v. Enter the filter criteria to search the bill.
- vi. Click **Apply**. The **Advanced Lookup** screen appears with the search results.

OR

Click **Cancel** to cancel the transaction.

OR

Click Clear to clear the filter criteria.

- vii. Click on the desired Bill Reference Number link.
- 4. Click Verify. The parent Islamic Export LC details appear.

OR

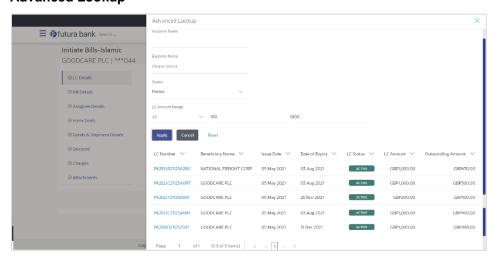
Click Reset to clear the search.

- 5. In the **Do you wish to substitute Documents** field, if you select **No** option;
  - e. From the **Lookup Import Bill Reference No**. list, select the appropriate import bill reference number.

OR

Click the Advanced Lookup link. The Advanced Lookup overlay screen appears.

#### **Advanced Lookup**



Field Name	Description
Importer Name	The name of Importer party.
<b>Exporter Name</b>	The name of Exporter party.



Field Name	Description
Status	The status of the LC.
	The options are:
	Partial
	• Full
	Undrawn
Currency	The currency of the bill.
LC Amount Range	The LC amount range.
Search Results	
LC Number	The LC reference number.
Beneficiary Name	The name of the beneficiary of the LC.
Issue Date	The issue date of the LC.
Date of Expiry	The expiry date for the LC.
Exporter Name	The name of Exporter party.
Importer Name	The name of Importer party.
LC Status	The status of the LC.
LC Amount	The LC amount.
Outstanding Amount	The outstanding amount against LC.

viii. Enter the filter criteria to search the bill.

ix. Click **Apply**. The **Advanced Lookup** screen appears with the search results.

OR

Click  $\underline{\textbf{Cancel}}$  to cancel the transaction.

OR

Click Clear to clear the filter criteria.

- x. Click on the desired **LC Number** link.
- 6. Click **Verify**. The exporter and importer details appear.

JR

Click Reset to clear the search.

7. In the **Issuing Bank** field, enter SWIFT code of Issuing Bank.



8. Click **Verify** to verify the details.

The Issuing bank details appears.

OR

Click Reset to cancel entered details.

- 9. In the **Customer Reference Number** field, enter the user provided customer reference number.
- 10. In the **Bank Reference Number** field, enter the user provided bank reference number.
- 11. Click Next or click the Bill Details tab.

The Bill Details tab appears in the Initiate Bills screen.

OR

Click **Save As Draft**, system allows transaction details to be saved as a draft. (For more details, refer **Save As Draft** section.)

OR

Click **Back** to go back to previous screen.

OR

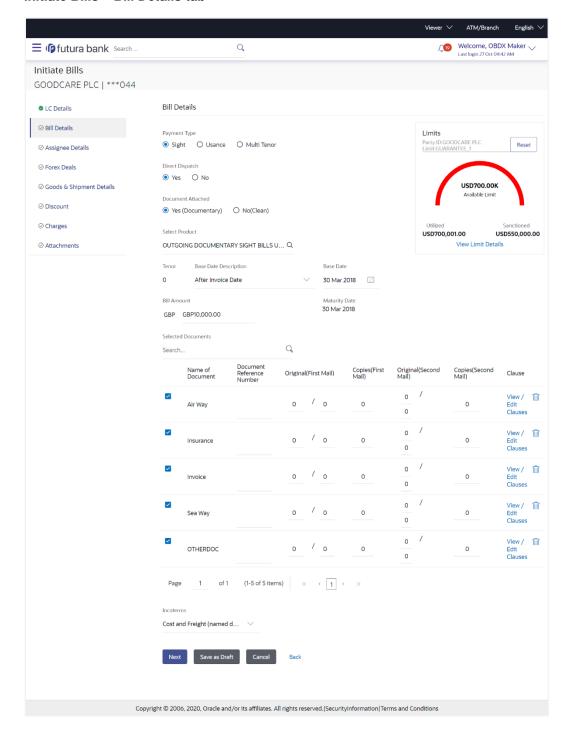
Click Cancel to cancel the transaction, The Dashboard appears.

# 12.2.1 Initiate Bills - Bill Details tab

This tab captures the bill details of the initiate Bills application process.



## Initiate Bills - Bill Details tab





# **Field Description**

Field Name	Description
Payment Type	The type of payment associated with the Bill.
	The options are:
	Sight
	• Usance
	Multi Tenor
Limits	Indicates the available limits for applicant under the selected Line.
	The limit details are also represented in a graphical manner with available, sanctioned and utilized limit details for the users.
View Limit Details	Click the link to open the Facility Summary screen.
Direct Dispatch	The option allows the user to select whether the bills to be dispatched directly or not.
	The options are:
	• Yes
	• No
Document	It asks user if any document is a part of Bill.
Attached	The options are:
	Yes (Documentary)
	No (Clean)
Select Product	Indicates the product type as coming from Host based on the input parameters (Payment/ LC linkage /Customer ID).
Below fields appe	ear if the user selects <b>Sight</b> and <b>Usance</b> option in Payment Type field.

Below fields appear if the user selects **Sight** and **Usance** option in Payment Type field.

Tenor	The tenor of the Bill.
Base Date Description	This depicts the base code and its description. It describes what the chosen base date for application is.
Base Date	The date to be considered as base date for Bill application.
Bill Amount	The Bill amount.
Bill Currency	The base currency in which Bill is originated.
Maturity Date	The tenor added to the base date, when the Bill ceases to exist.



Field Name Description

Below Tenor related fields appear if the user selects Multi Tenor option in Payment Type

field.

**Serial No.** The serial number of the tenor record.

Base Description This depicts the base code and its description. It describes what

the chosen base date for application is.

**Base Date** The date to be considered as base date for Bill application.

**Tenor Days** The tenor days of the Bill.

**Transit Days** The transit days of the Bill.

**Maturity Date** The tenor added to the base date, when the Bill ceases to exist.

**Currency** The base currency in which Bill is originated.

Bill Amount The Bill amount.

In Local Currency Equivalent

The Bill amount in local currency.

Below Document related fields appear if the user selects Yes (Documentary) option in Document Attached field.

**Selected Documents** Documents list have the list of documents with check boxes to

choose along with the number of original or copies submitted and

clauses they cater too.

**Checkbox** Displays the documents that you have selected from the list.

Name of Document Name of the document to be sent along with the LC.

**Document Reference** 

Number

Reference number of the document.

Original (First Mail) The required number of original documents required for the

selected document from first mail.

It is provided as m/n, where m out of n available documents would

be submitted to bank.

Copies (First Mail) The required number of copies required for the selected

document from first mail.



Field Name Description

Original (Second Mail) The required number of original documents required for the

selected document from second mail.

It is provided as m/n, where m out of n available documents would

be submitted to bank.

Copies (Second Mail) The required number of copies required for the selected

document from second mail.

Clause The clauses maintained in the bank application for each of the

document. A document can have multiple clauses.

View Clause The link to view the clause maintained in the bank application for

each of the document or to modify as per needs.

#### **View Clause**

This section appears if you select a document and click the **View Clause** link. In this section a user can view already maintained clause or can modify them as per his needs. User can select the pre-maintained clause using the identifiers under each clause.

In a blank clause, corporate user can enter the details to have a clause customized to his/her requirement.

Selected The clauses that you have selected from the Clause List. The

selected clauses related documents are to be attached to the

selected document.

Clause The name of the clause.

**Clause Description** The description and number of the selected clause.

**Incoterm** Indicates the INCO terms for the LC application.

12. Select the appropriate option from Payment Type field.

13. From the **Limits** list, select the appropriate limit.

OR

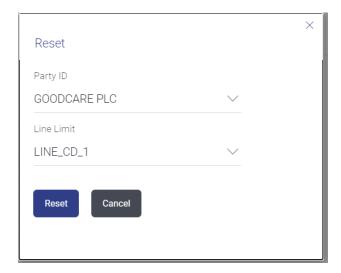
Click the View Limit Details link to open the Facility Summary screen.

OR

Click **Reset** to reset the limit details. The Reset popup appears.



#### Reset



Field Name	Description
Party ID	The party Id of the LC product.
Line Limit	Indicates the available limits for Accountee under the selected Line.

- f. From the **Party ID** list, select the appropriate party Id.
- g. From the Line Limit list, select the appropriate limit.
- h. Click **Reset** to reset the limit details.
  - OR
  - Click **Cancel** to cancel the limit reset process.
- 14. Select the appropriate option from **Direct Dispatch** field.
- 15. Select the appropriate option from **Document Attached** field to confirm any documents a part of a Bill.
- 16. From the **Select Product** list, select the appropriate option.
- 17. If you select **Sight** and **Usance** option in Payment Type field;
  - i. From the **Base Date Description** list, select the appropriate option.
  - j. From the Base Date field, select the appropriate date.
  - k. In the Bill Amount field, enter the bill amount.
- 18. If you select Multi Tenor option in Payment Type field;
  - I. Click the Add Tenor link to add the tenor record.
  - m. From the **Base Date Description** list, select the appropriate option.
  - n. From the **Base Date** field, select the appropriate date.
  - o. In the **Tenor Days** field, enter the tenor days. The Maturity Date appears.
  - p. In the **Transit Days** field, enter the transit days.



- q. In the Bill Amount field, enter the bill amount.
- r. Click it to delete the record.

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Click the Add Tenor link to add the tenor record.

- 19. Select the **Document List** check box to choose the number of original or copies submitted and clauses.
  - In the **Document List** section, select the required document to be a part of the Initiated LC.
- 20. In the **Document Reference Number** field, enter the reference number of the document.
- 21. In the **Original (First Mail)** (**Second Mail)** fields, enter the number of originals required for the selected document.
- 22. In the **Copies (First Mail)/ (Second Mail)** fields, enter the number of copies required for the selected document.
- 23. In the **Clauses** section, list of clauses for each document will be listed and a checkbox is available against various clauses, user can choose amongst various clauses. Select the required clauses for each selected document.
  - s. In the Clause Description field, enter/ modify the description of the clause, if required.
  - t. Click **OK**. The clause description are saved.

Click Reset to reset and discard the changes.

- 24. From the **Incoterm** list, select the appropriate option.
- 25. Click **Next** to save the details entered and proceeds to next level of details.

OR

Click **Save As Draft**, system allows transaction details to be saved as draft.

(For more details, refer Save As Draft section.)

OR

Click **Cancel** to cancel the transaction, The Dashboard appears.

OR

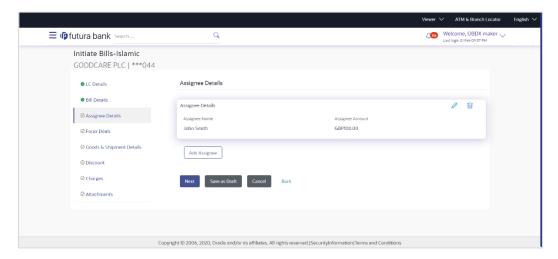
Click Back to go back to previous screen.

## 12.2.2 Initiate Bills - Assignee Details tab

This tab includes the assignee information. This will come as maintained in the parent LC.



# **Assignee Details tab**

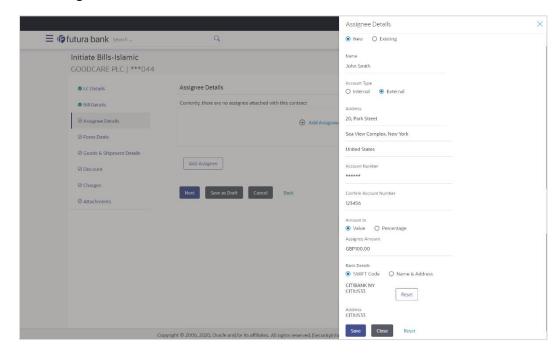


Field Name	Description
Bill Amount	The Bill amount.
Assignee Details	
Assignee Name	The name of assignee.
Assignee Amount	The assignee amount.
Below fields appear if th	ne user click the <u>View More</u> link.
Address	The address of assignee.
Country	The country of assignee.
Assignee Account	The account number of the assignee.



26. Click Add Assignee, to add the assignee details. The Add Assignee overlay screen appears.

## **Add Assignee Details**



## **Field Description**

Field Name	Description
Assignee	Indicates assignee type.
	The options are:
	<ul><li>Existing</li></ul>
	• New

Following fields appear if you select **Existing** option from **Assignee** field.

Assignee Name	The name of assignee. This field allows you to select the assignee name.
Name	The name is displayed according to the selected assignee.
Account Type	The assignee account type is displayed as Internal or External.
Account Number	The account number of the assignee is displayed.
Currency	The currency of the assignee account.
Address	The address of assignee is displayed.



Field Name	Description
SWIFT Code	The SWIFT code of assignee Bank is displayed.
Bank Name	The assignee bank name is displayed.
Bank Address	The bank address of the assignee Bank is displayed.
Following fields appear	if you select <b>New</b> option from <b>Assignee</b> field.
Name	The name the assignee.
Account Type	The assignee account type.
	The options are:
	<ul><li>Internal</li></ul>
	External
Address	The bank address of the assignee Bank.
	This field appears if you select <b>External</b> option from Account <b>Type</b> field.
Country	The country of assignee.
	This field appears if you select <b>External</b> option from Account <b>Type</b> field.
Account Number	The account number of the assignee.
Confirm Account Number	Re-enter the account number to confirm the account.
Address	The address of assignee.
	This field is displayed, if you select <b>Existing</b> option from <b>Assignee</b> field.
	This field appears if you select <b>New</b> option from <b>Assignee</b> field.
Country	The country of assignee.
SWIFT Code	The SWIFT code of assignee Bank.
Bank Address	The bank address of the assignee Bank.
Account Number	The account number of the assignee.
	This field is displayed, if you select <b>Existing</b> option from <b>Assignee</b> field.



Field Name	Description
Amount In	The amount in assignee account.
	The options are:
	• Value
	Percentage
Assignee Amount	The user can enter the amount.
	This field is appears if <b>Value</b> option is selected in the <b>Amount In</b> field.
Percentage	The percentage of assignee amount.
	This field appears if <b>Percentage</b> option is selected in the <b>Amount</b> field.
Bank Details	The option to select the bank details.
	The options are:
	SWIFT Code
	Name and Address
	This field appears if you select <b>External</b> option from <b>Account Type</b> field.
Name & Address	The bank address of the assignee Bank.
SWIFT Code	The SWIFT code of assignee Bank.
Lookup SWIFT Code	Search and select the SWIFT code of the assignee bank, available in the application.
	This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Bank Details</b> field.
SWIFT code Look up	
The following fields app	pear on a pop up window if the <b>Lookup SWIFT Code</b> link is clicked.
Swift Code	The facility to lookup bank details based on SWIFT code.
City	The facility to search for the SWIFT code based on city.
Bank Name	The facility to search for the SWIFT code based on the bank name.
SWIFT Code Lookup	Search Result
Bank Name	The names of banks as fetched on the basis of the search criteria specified.



Field Name	Description
Address	The complete address of each bank as fetched on the basis of the search criteria specified.
SWIFT Code	The list of SWIFT codes as fetched on the basis of the search criteria specified.
Name	The name of Bank who acts on behalf of Assignee.
	This field is enabled if the <b>Name &amp; Address</b> option is selected in the <b>Bank Details</b> field.
Address	The address of Assignee Bank.
	This field is enabled if the <b>Name &amp; Address</b> option is selected in the <b>Bank Details</b> field.
Country	The name of Assignee Bank's country.
	This field is enabled if the <b>Name &amp; Address</b> option is selected in the <b>Bank Details</b> field.

- 27. In the **Assignee** field, select the appropriate option.
  - u. If you select **Existing** option:
    - xi. From the **Assignee Name**, select the appropriate option.
  - v. If you select **New** option:
    - xii. In the **Name** list, enter the name of the assignee.
    - xiii. From the **Account Type** list, select the appropriate option, if you select **External** option enter the **Address** and **Country** and **Bank Details/ SWIFT Code** of the assignee.
    - xiv. In the **Account Number** field, enter the account number.
    - xv. Re-enter the account number to confirm the account.
- 28. In the Amount In field, select the appropriate option:
  - xvi. If you have selected **Values** option, enter the value in Assignee Amount field.
  - xvii. If you have selected **Percentage** option, enter the value in Percentage field.
- 29. Click **Next** to save the details entered and proceeds to next level of details.

OF

Click Save As Draft, system allows transaction details to be saved as draft.

(For more details, refer Save As Draft section.)

OR

Click Cancel to cancel the transaction, The Dashboard appears.

OR

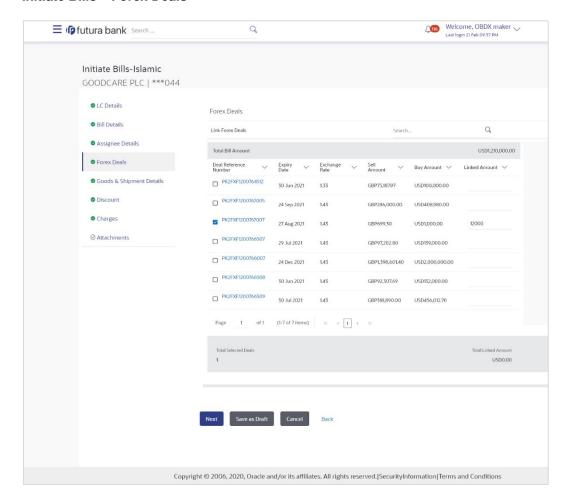
Click **Back** to go back to previous screen.

## 12.2.3 Initiate Bills - Forex Deals

This tab allows the user to link forex deals.



## **Initiate Bills - Forex Deals**



Field Name	Description
Total Bill Amount	Displays the total bill amount.
Deal Reference Number	The deal reference number of the forex deal.
Expiry Date	The expiry date of the forex deal.
Exchange Rate	The exchange rate for the forex deal.
Sell Amount	The selling amount of the deal.
Buy Amount	The buying amount of the deal.
Linked Amount	The amount to be linked in the forex deal.



Field Name	Description
Total Selected Deals	Displays the total selected deals.
Total Linked Amount	Displays the total Linked Amount.

30. Enter the **Deal Reference Number** in the search field and click . The searched **Deal Reference Number** record details appear.

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Click the check box to select the required searched **Deal Reference Number record**.

- 31. In the Linked Amount field, enter the linked amount.
- Click Next to save the details entered and proceeds to next level of details.
   OR

Click Save As Draft, system allows transaction details to be saved as draft.

(For more details, refer Save As Draft section.)

OR

Click Cancel to cancel the transaction, The Dashboard appears.

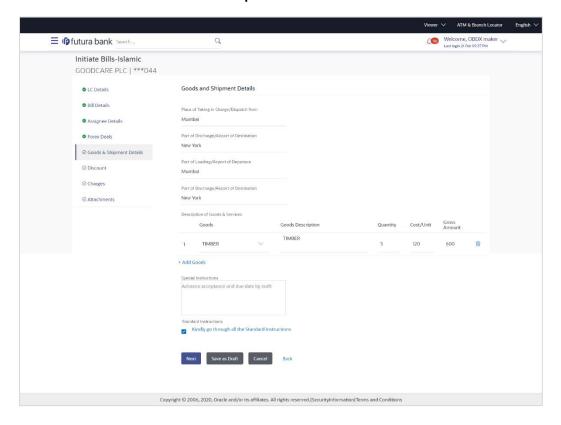
OR

Click **Back** to go back to previous screen.

# 12.2.4 Initiate Bills - Islamic - Goods & Shipment Details tab

This tab captures the **Goods & Shipment** details of the initiate Bills application process.

#### Initiate Bills - Islamic - Goods & Shipment Details tab





#### **Field Description**

Field Name	Description
Place of Taking in Charge/ Dispatch from	The place from where shipment will be done.
Port of Discharge/ Airport of Destination	The place where goods will be offloaded from ship.
Port of Loading/ Airport of Departure	The place of dispatch or loading on board of the goods.
Port of Discharge/ Airport of Destination	The port of discharge of goods.

#### **Description of Goods & Services**

Section to add or remove the goods for shipment.

<b>Sr No</b> The serial number of goods
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**Goods** The type of good being shipped has to be chosen.

**Goods Description** The description of goods.

**Quantity** The number of units of the goods

**Cost/ Unit** The price per unit of the goods.

**Gross Amount** The total price of the goods.

**Special Instructions** The special instructions that is to be provided against the shipment.

- 33. In the **Place of Taking Charge/ Dispatch From** field, enter the name of the place where the goods are to be received.
- 34. In the **Port of Discharge/ Airport of Destination** field, enter the name of the place for delivery of goods.
- 35. In the **Port of Loading/ Airport of Departure** field, enter the place of dispatch or taking in charge of the goods or loading on board.
- 36. In the **Port of Discharge / Airport of Destination** field, enter the name of the place for delivery of goods.
- 37. In the **Description of Goods & Services** section,
  - w. From the **Goods** list, choose the desire goods being shipped.
  - x. In the Goods Description field, enter the description of the goods traded under the LC.
  - y. In the Quantity field, enter the number of units of the selected good.
  - z. In the **Cost/ Unit** field, enter the price per unit of the selected good.



aa. Click the Add Goods link if you want to add more goods.

OR

Click delete the goods record.

- 38. In the **Special Instructions** field, enter special instructions if any.
- 39. Select the Kindly Go through all the Standard Instructions, check box.
- 40. Click the Standard <u>Instructions</u> link to view the customer instructions maintained by bank from back office.
- 41. Click **Next** to save the details entered and proceeds to next level of details.
  - Click Save As Draft, system allows transaction details to be saved as draft.

(For more details, refer Save As Draft section.)

OR

Click **Cancel** to cancel the transaction, The Dashboard appears.

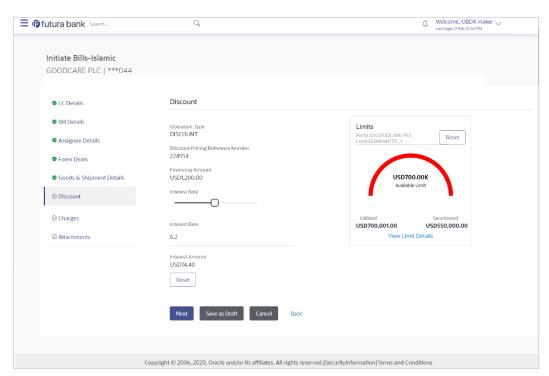
OR

Click Back to go back to previous screen.

# 12.2.5 Initiate Bills - Islamic - Discount tab

This tab allows the corporate user to request for Confirmation and Discounting Pricing details.

#### Initiate Bills - Islamic - Discount tab





## **Field Description**

Field Name	Description	
Operation Type	Indicates the operation type required in the contract.	
Discounting Reference Number	The discount reference number.  This field appears, if the operation type is "Discount".	
Financing Amount	The financing amount.	
Below fields appear, if you click the Fetch Profit button.		
Profit Rate	The slider to increase or decrease profit rate.  This field appears, if the operation type is "Discount".	
Profit Rate	The profit rate	
Profit Amount	Displays the amount of Profit.	

- 42. In the **Discounting Reference Number** field, enter the discounting reference number.
- 43. In the Financing Amount field, enter the financing amount.
- 44. Click **Fetch Profit**. The Profit Rate and Profit Amount field appears. OR

Click Reset to clear the entered details.

- 45. Move the **Profit Rate** slider to increase or decrease the profit rate.
- 46. Click **Next** to save the details entered and proceeds to next level of details. OR

Click Save As Draft, system allows transaction details to be saved as draft.

47. (For more details, refer Save As Draft section.)

OR

Click Cancel to cancel the transaction, The Dashboard appears.

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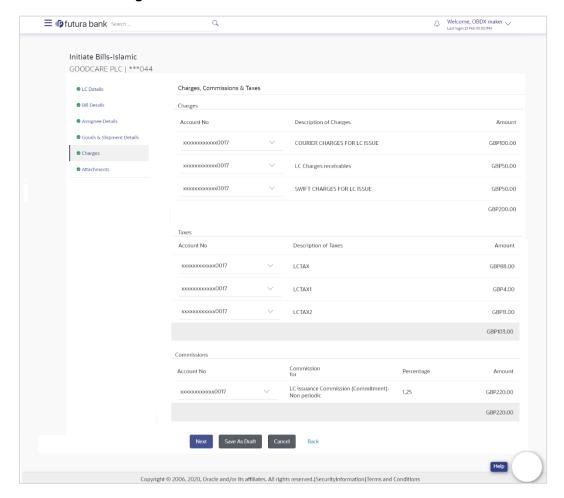
Click **Back** to go back to previous screen.

# 12.2.6 Initiate Bills - Charges tab

This tab includes the miscellaneous information such as Charges Borne By, and Remarks.



# Initiate Bills - Charges tab



Field Name	Description
Charges	
Account No.	The applicant charge account.
Description of Charges	The description of the charges.
Amount	The amount that is maintained under the charge.
Total Amount	Displays the total amount of charges.
Taxes	
Account No.	The applicant tax account.



Field Name	Description
Description of Charges	Displays the description charges applicable.
Value Date	Displays the value date of the taxes.
Transaction Date	Displays the date on which the transaction is done.
Amount	Displays the amount of taxes.
<b>Total Amount</b>	Displays the total amount of taxes.
Commissions	
Account No.	The applicant commission account.
Commissions for	The commission component.
Percentage	The percentage of commission.
Amount	The commission amount.
Total Amount	Displays the total amount of commission.

48. From the **Account No.** list, select the applicant account.

49. Click **Next** to save the details entered and proceeds to next level of details.

OR

Click Save As Draft, system allows transaction details to be saved as draft.

(For more details, refer Save As Draft section.)

OR

Click Cancel to cancel the transaction, The Dashboard appears.

OR

Click Back to go back to previous screen.

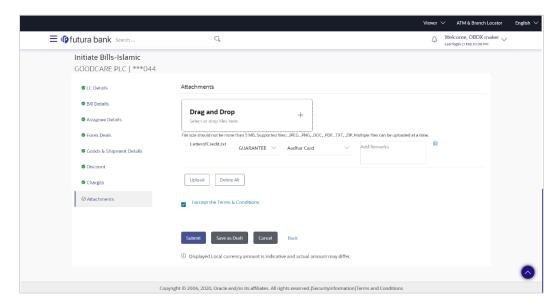
**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

# 12.2.7 Initiate Bills - Attachments tab

Displays the list of documents presented under the Import Bill. The lists on this tab are populated as per the chosen product from the Product list on the **Initiate Bills** tab.



#### **Initiate Bills - Attachments tab**



## **Field Description**

Field Name	Description
Attachments	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
	<b>Note</b> : File size should not be more than 5 MB. Supported file types: .jpeg, .png, .doc, .pdf, .txt, .zip. Multiple files can be uploaded at a time.

#### **Documents List**

Documents list have the list of documents.

Sr No	The serial number of the document attached record list.
Document	The uploaded document. Displays the link to view the attached document.
<b>Document Category</b>	The category of the document to be uploaded.
Document Type	The type of the document to be uploaded.
Add Remarks	Displays the notes added, if any, for attaching the document.

- 50. Click **Drop Files** to browse and select the required document present on your computer. The Attach Document popup window appears.
- 51. Select the required document present on your computer to upload.
- 52. From the **Document Category** select the appropriate option.



- 53. From the **Document Type** select the appropriate option.
- 54. In the **Add Remarks** field add notes for attaching documents.
- 55. Select and click **Delete** to remove the required attached document.
- 56. Select the I accept the Terms and Conditions check box to accept the Terms and Conditions.
- 57. Click **Submit**. The transaction is saved and the Review Bills screen appears. It displays all the sections with their respective fields with an option to edit them individually.

OR

Click Save As Draft, system allows transaction details to be saved as draft.

(For more details, refer Save As Draft section.)

OR

Click Cancel to cancel the transaction, The Dashboard appears.

OR

Click **Back** to go back to previous screen.

58. The success message initiation of Bills appears along with the reference number. Click **OK** to complete the transaction.



# 13. Modify Islamic Bills

Using this option, you can modify the details of existing bills. You can search the required bill using different search criteria and download the bill list in different file formats.

### **Pre-Requisites**

User must have a valid corporate party Id and login credentials in place

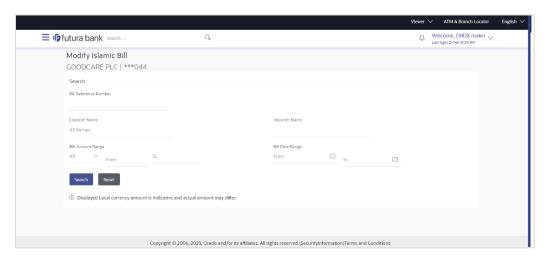
### How to reach here:

Dashboard > Toggle menu > Trade Finance > Letter of Credit > Export Letter of Credit > Modify Bills - Islamic > Modify Islamic Bill

### To modify the Islamic Bill:

The Modify Islamic Bill screen appears.

### **Modify Islamic Bill**



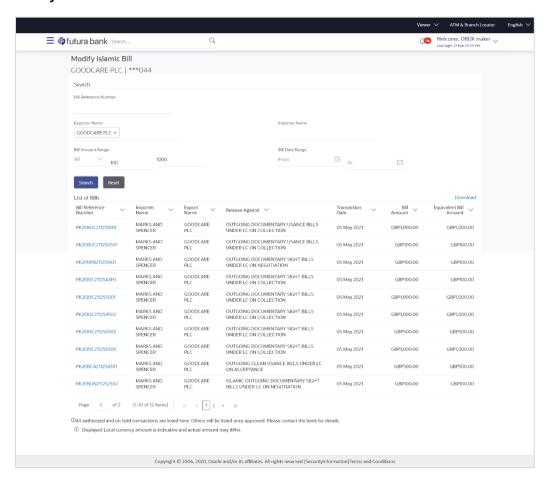
Field Name	Description
Bill Reference Number	The export bill reference number, which is attached to the Bill.
Exporter Name	The name of Exporter party.
Importer Name	The name of Importer party.
Currency	The currency of the bill.



Field Name	Description
Bill Amount Range From	The start of the bill amount range used for searching the bill.
Bill Amount Range To	The end of the bill amount range used for searching the bill.
Bill Date Range From	The start date of the bill date range used for searching the bill.
Collection Date To	The end date of the bill date range used for searching the bill.

- 2. Enter the search criteria.
- Click Search.
   The Modify Islamic Bill screen appears with the search results.
   OR
   Click Reset to reset the search criteria.

### Modify Islamic Bill - Search Result





### **Field Description**

Field Name	Description
List of Islamic Bills	
Bill Reference Number	The export bill reference number.
Importer Name	The name of Importer party.
Exporter Name	The name of Exporter party.
Release Against	The LC against which the bill is released.
Transaction Date	The date of the transaction.
Bill Amount	The Bill amount.
Equivalent Bill Amount	The equivalent bill amount.
Status	The status of the bill.

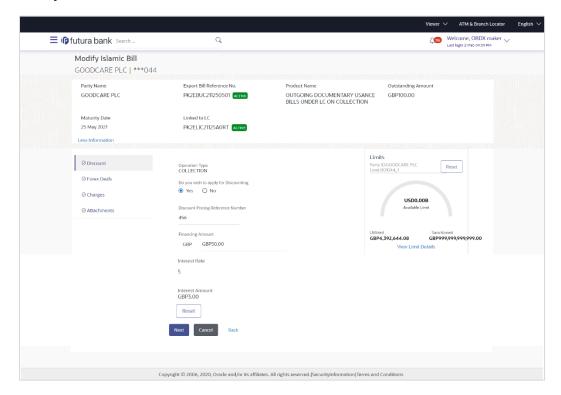
- 4. Click the **Download** link to download the bill list. You can download the list in PDF formats.
- 5. Click the required link in the **Bill Reference Number** column. The **Modify Islamic Bill** details screen appears with the details of the selected Export Bill. By default, **Discount** tab appears.

**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

# 13.1 Modify Islamic Bills - Discount



## **Modify Islamic Bills - Discount**



Field Name	Description
Party Name	The name of the applicant is displayed.
Export Bill Reference No.	The export bill reference number.
<b>Product Name</b>	The export bill product name under which the LC is created.
Outstanding Amount	Displays the outstanding amount of the export bill.
Maturity Date	The maturity date of the export Bill.  This field appears if the user click on More Information link.
Linked to LC	Displays the reference number of the LC.  This field appears if the user click on <b>More Information</b> link.
Operation Type	Indicates the operation type required in the contract.
Do you wish to apply for Discounting	Indicates the option, whether to apply for discounting or not.



Field Name	Description	
Discounting Reference Number	The discount reference number.  This field appears, if the operation type is "Discount".	
Financing Amount	The financing amount.	
Below fields appear, if you click the <b>Fetch Profit</b> button.		
Profit Rate	The slider to increase or decrease profit rate.  This field appears, if the operation type is "Discount".	
Profit Rate	The profit rate	
Profit Amount	Displays the Profit Amount applicable.	

- 6. In the **Do you wish to apply for Discounting** field, select the appropriate option.
- 7. If you select **Yes** option:
  - a. In the Discounting Reference Number field, enter the discounting reference number.
  - b. In the **Financing Amount** field, enter the financing amount.
  - c. Click **Fetch Profit**. The Profit Rate and Profit Amount field appears. OR
    - Click **Reset** to clear the entered details.
- 8. Click Next to save the details entered and proceeds to next level of details.

OR

Click **Cancel** to cancel the transaction, The Dashboard appears.

OR

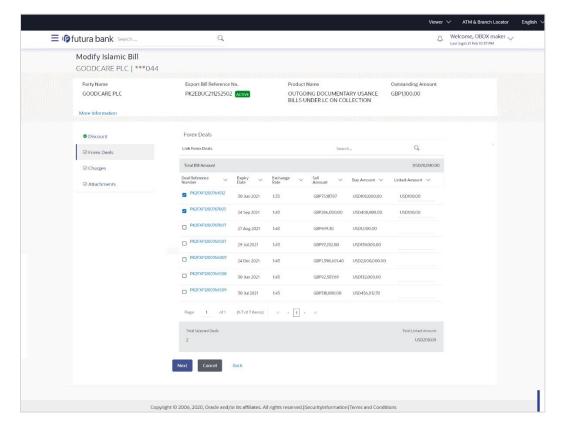
Click **Back** to go back to previous screen.

## 13.1.1 Modify Islamic Bills - Forex Deals

This tab allows the user to link forex deals.



# Modify Islamic Bills - Forex Deals



Field Name	Description
Total Bill Amount	Displays the total bill amount.
Deal Reference Number	The deal reference number of the bill.
Expiry Date	The expiry date of the forex deal.
Exchange Rate	The exchange rate of the forex deal.
Sell Amount	The selling amount of the forex deal.
Buy Amount	The buying amount of the forex deal.
Linked Amount	The amount to be linked in the forex deal.
<b>Total Selected Deals</b>	Displays the total selected deals.
Total Linked Amount	Displays the total Linked Amount linked in the forex deal.



9. Enter the **Deal Reference Number** in the search field and click . The searched **Deal Reference Number** record details appear.

OR

Click the check box to select the required searched **Deal Reference Number record**.

- 10. In the **Linked Amount** field, enter the linked amount.
- 11. Click Next to save the details entered and proceeds to next level of details.

OR

Click Cancel to cancel the transaction, The Dashboard appears.

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Click **Back** to go back to previous screen.

# 13.1.2 Modify Islamic Bills - Charges

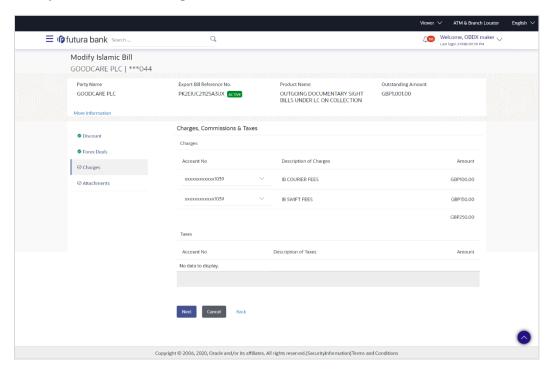
This tab lists charges and Taxes against bills.

12. Click **Charges** tab. The **charges**, **Commissions** and **taxes** in the **Modify Islamic Bills** screen.

OR

Click Back. The Modify Islamic Bills screen appears.

### Modify Islamic Bills - Charges





### **Field Description**

Field Name	Description
Charges	
Account Number	Debit account number of the applicant.
Description of Charges	Displays the description charges applicable.
Amount	Displays the amount of charges.
Taxes	
Account Number	Debit account number of the applicant.
Description of Taxes	Displays the description taxes applicable.
Amount	Displays the amount of taxes.
Commissions	
Commission for	Displays the all commissions charged by bank.
Percentage	Displays the percentage of collection charged as commission.
Amount	Displays the amount of commission.

- 13. From the **Account No.** list, select the applicant account.
- 14. Click **Next** to save the details entered and proceeds to next level of details.

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Click **Cancel** to cancel the transaction, The Dashboard appears.

OR

Click **Back** to go back to previous screen.

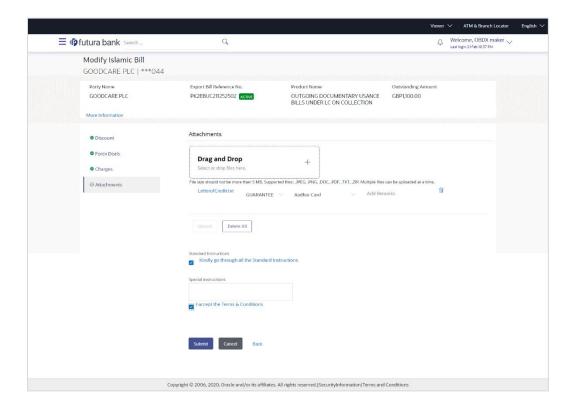
**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

## 13.1.3 Modify Bills - Attachments tab

Displays the list of documents attached under the Export bills application. User can add multiple documents though it should be under the specified limits and supported formats.



## **Modify Islamic Bills - Attachments tab**



Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
Document	Displays the attached documents.
Attached	Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Add Remarks	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document-
Special Instructions	Any instructions provided to bank for bills is mentioned here.



63. Click **Drag and Drop** to browse and select the required document present on your computer.

The **Attach Document** popup window appears.

- 64. Select the required document present on your computer to upload.
- 65. Click **Upload** to upload document. The Attach Documents tab appears along with list of attached documents.

OR

Click to remove the attached document.

OR

Click **Delete All** to delete all the attachments.

- 66. Select the Kindly Go through all the Standard Instructions, check box.
- 67. Click the **Kindly Go through all the Standard Instructions** link to view the customer instructions maintained by bank from back office.
- 68. Select the I accept Terms and Conditions check box to accept the Terms and Conditions.
- 69. Click **Submit**. The transaction is saved and the **Letter of Credit Initiation Review** screen appears.

OR

Click Back to go back to previous screen.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

70. The review screen appears.

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

OR

Click Back to go back to previous screen.

OR

Click Cancel to cancel the transaction. The Dashboard appears.

71. The success message appears along with the reference number. Click **OK** to complete the transaction.

<u>Home</u>



# 14. View Export Bill - Islamic

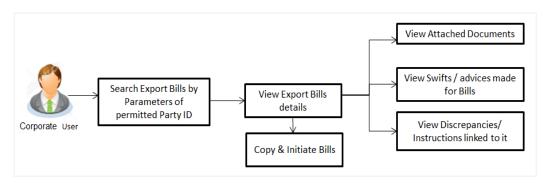
Using this option, you can search, view and download the details of the Export Bills presented under LC (Advised / Non - Advised by Bank).

You can perform search on the Bill reference number, Exporter name, Importer name, Bill amount, etc. and view the details of an individual Export Bill. The individual Export Bill details are shown under various tabs. The system provides Export Bill details such as Bill amount, Bill documents, status, discrepancies, parties to the Bill, bank details, bank instructions, etc. You can also download the Export Bill list in pdf format.

### **Pre-Requisites**

- User must have a valid login credentials
- User must have certain Export Bills presented under LC

### Workflow



### How to reach here:

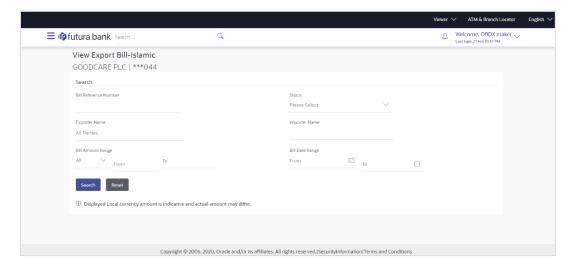
Dashboard > Toggle menu > Trade Finance > Export Letter of Credit > View Bills - Islamic

### To view Export Bill - Islamic:

1. The View Export Bill - Islamic screen appears.



## **View Export Bill - Islamic**



## **Field Description**

Field Name	Description
Bill Reference Number	The name of Exporter party.
Exporter	The name of the Exporter under the Bill.
Importer	The name of party who is Importer.
Bill Amount From	The start of the Bill amount range used for searching the Bill.
Bill Amount To	The end of the Bill amount range used for searching the Bill.
Bill Date From	The start date of the Bill date range used for searching the Bill.
Bill Date To	The end date of the Bill date range used for searching the Bill.
Status	The current status of the Bill. The options are:

2. From the **Exporter Name** list, select the appropriate option.



3. Click Search.

The **View Export Bills** screen appears with the search results.

OR

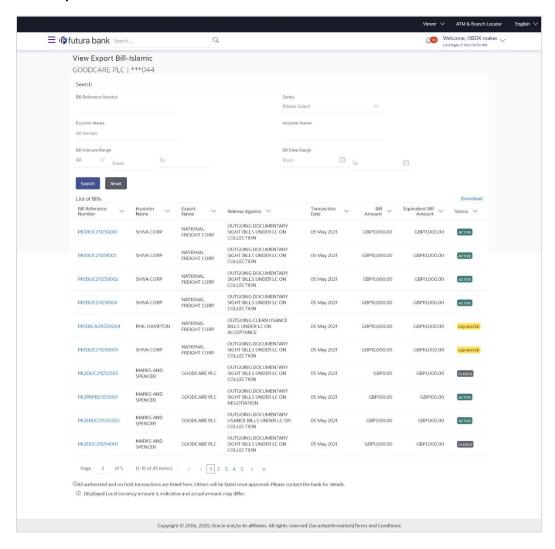
Click Reset to reset the search criteria.

OR

Click Cancel to cancel the transaction.

Click the **Download** link to download all or selected columns in the Export Bill details list. You
can download the list in PDF formats.

### View Export Bill - Search Result





### **Field Description**

Field Name	Description
Bill Reference Number	The Bill reference number.  Displays the link to view the Export Bill details.
Importer Name	The name of the Importer of the Export Bill.
Exporter Name	The name of the exporter of the Export Bill.
Release Against	The product name of the Export Bill.
Transaction Date	The transaction date of the Export Bill.
Bill Amount	The Export Bill amount.
Equivalent Bill Amount	The equivalent Export Bill amount.
Status	The status of the Export Bill.

Click the required link in the Bill Reference Number column. The View Export Bills Under LC – Islamic screen appears with the details of the selected Export Bill. By default, the View Bill Details tab appears.

**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

# 14.1 View Islamic Bill Details

It shows linked to a LC with the LC number if the Bill is linked to LC, and also suggests the status of Bill (viz. Active)

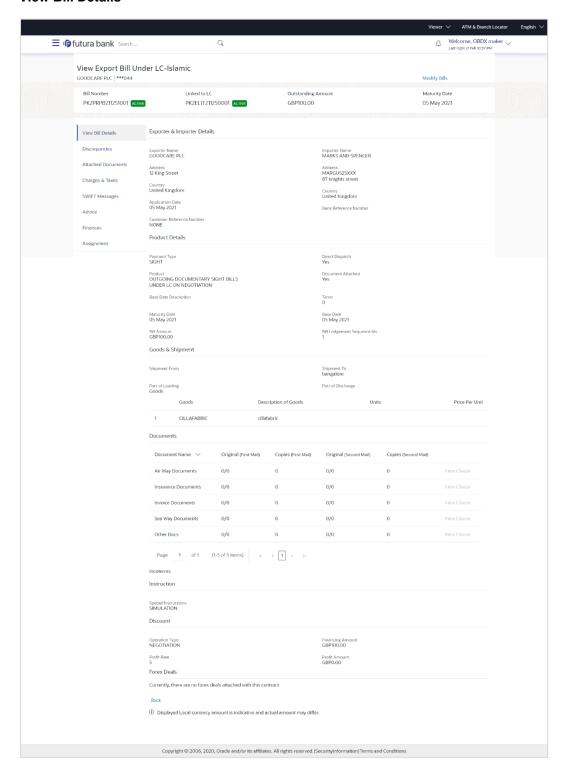
6. Click View Bill Details tab.

OR

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



### **View Bill Details**





Field Name	Description
Party ID	The party ID of customer which is sending Export Bill.
Branch	The bank branch where your Export Bill was raised and LC was created.
Bill Number	Displays the bill number of the LC.
Linked to LC	Displays the reference number of the LC.
Outstanding Amount	The outstanding amount of the Import Bill.
Maturity Date	The maturity date of the Import Bill.
Exporter Name	The name of the Exporter of the Export Bill. He is the creator of Bill.
Address	The address of the Exporter of the Export Bill.
Country	The country of the Exporter of the Export Bill.
Customer Reference Number	The user provided customer reference number for the transaction.
Importer Name	The name of the Importer of Bill.
Address	The address of the Importer of the Export Bill.
Country	The country of the Importer of the Export Bill.
Bank Reference Number	The user provided bank reference number for the transaction.
Product Details	
Payment Type	The type of payment associated with the Bill. it can be:  Sight Usance
Document Attached	It asks user if documents are a part of Bill.  It can be:  • Yes (Documentary)  • No (Clean)



Field Name	Description
Product	The product of the Export Bill.
Product Operation	The name of the product operation.
Bill Amount Details	
Issuing Bank	
SWIFT Code	The SWIFT code of issuing Bank.
Issuing Bank Name	The name of Bank who acts on behalf of Drawee.
Address	The address of Issuing Bank.
Country	The name of Issuing Bank's country.
Bill Amount	The Bill amount with base currency in which Bill is originated.
Bill Lodgement Seque No	nce Indicates the sequence in which bill was lodged.
Goods & Shipment	
Shipment From	The place from where shipment will be done.
Shipment To	The place of delivery of goods.
Port of Loading	The place of dispatch or loading on board of the goods.
Port of Discharge	The port of discharge of goods.
Goods	The types of good which are sent and whose Bill are getting linked.
Goods Section to add or remove	e the goods for shipment.
Goods	The type of good being shipped has to be chosen.
Description of Goods	The description of goods.
Units	The number of units of the goods
Price Per Unit	The price per unit of the goods.



Field Name	Description
Instructions	
Remarks	Any instructions provided to bank is mentioned here.

# 14.2 **Discrepancies**

Displays the list of the list of identified discrepancies. It is applicable only if it is linked to an Islamic LC.

7. Click **Discrepancies** tab.

The **Discrepancies** tab appears in the **View Export Bills Under LC – Islamic** screen. OR

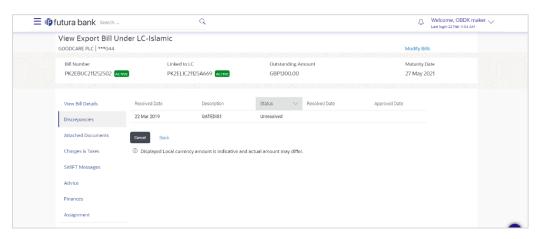
Click Back.

The View Export Bills Under LC – Islamic screen appears.

OR

Click Cancel to cancel the transaction.

### View Export Bills Under LC - Islamic - Discrepancies tab



Field Name	Description
Received Date	Displays the date on which the discrepancy has been identified and received by the host.
Description	Displays the description of discrepancy in the Bill.
Status	Displays the whether the discrepancy is resolved or not as on date.
Resolved Date	Displays the resolved date if the discrepancy is resolved.



Field Name	Description
Approved Date	Displays the approved date of the discrepancy.

# 14.3 Attached Documents

This tab displays the list of all documents uploaded by user. It allows the user to download the attachments done under the selected Islamic Export LC.

8. Click Attached Documents tab to view the attached documents.

OR

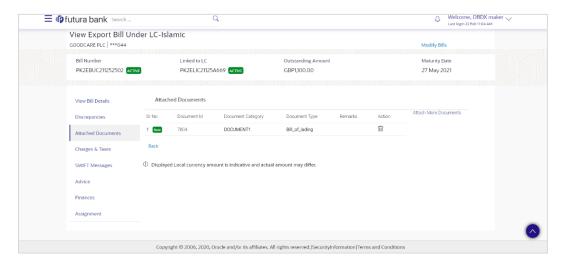
Click Back.

The View Export Bills Under LC - Islamic screen appears.

OR

Click Cancel to cancel the transaction. The Dashboard appears.

#### **Attached Documents**



Field Name	Description
Sr No	The serial number of the attached document record.
Document ID	Displays the unique identification number for the attached document.  Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.



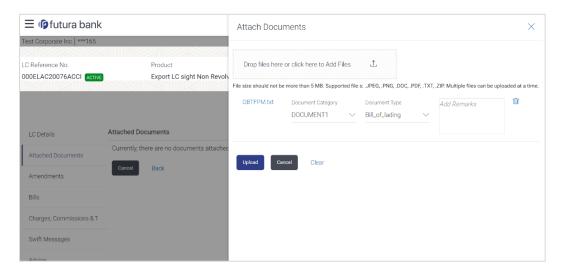
Field Name	Description
Action	Action to be taken that is delete the attached document.

9. Click the required link in the **Document ID** column to download the attached document.

Click Attach More Documents link to attach more document. The Attach Document overlay screen appears OR

Click to delete the attached document record.

### **Attach Documents**



Field Name	Description	
Drag and Drop	Click to browse and select the file to be uploaded.	
Attached Document The document uploaded.		
Document Category The category of the document uploaded.		
Document Type	The type of the document to uploaded.	
Remarks	The notes added, if any for attaching the document.	
Choose File to	Browse the file to be attached.	
attach	<b>Note</b> : File size should not be more than 5 MB. Supported file types: .jpeg, .png, .doc, .pdf, .txt, .zip. Multiple files can be uploaded at a time.	



Field Name	Description
Action	Action to be taken that is delete the attached document.

- 10. Click **Drag and Drop** to browse and select the required document present on your computer. The **Attach Document** popup window appears.
- 11. Select the required document present on your computer to upload. A row with the attached document and its details appear.
- 12. Click **Upload** to attach the document. The attached document is uploaded and row appears with the attached document details.

OR

Click Cancel to cancel the transaction.

OR

Click Clear the selection.

OR

Click to delete the attached document record.

13. Click **Submit** to submit the newly attached document. This is getting displayed in case of new attached document.

OR

Click Cancel to cancel the transaction.

OR

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

# 14.4 Charges, Commission & Taxes

This tab lists charges, Commission and Taxes against bill.

14. Click Charges, Commissions & Taxes tab.

The Charges, Commissions & Taxes tab appears in the View Export Bills Under LC – Islamic screen.

OR

Click Back.

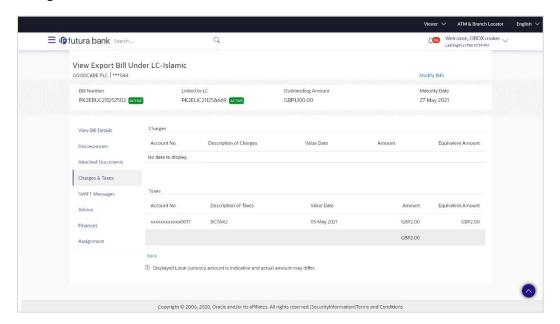
The View Export Bills Under LC – Islamic screen appears.

OR

Click Cancel to cancel the transaction.



# Charges. Commission &Taxes



Field Name	Description
Charges	
Account No.	Debit account number of the applicant.
Description of Charges	Displays the description charges applicable.
Value Date	Displays the date on which charges are applicable.
Amount	Displays the amount of charges.
Equivalent Amount	t Displays the equivalent amount of charges.
Total Amount	Displays the total amount of charges.
Taxes	
Account No.	Debit account number of the applicant.
Description of Charges	Displays the description charges applicable.
Value Date	Displays the value date of the taxes.



Field Name	Description
Amount	Displays the amount of taxes.
Equivalent Amount	Displays the equivalent tax amount.
Total Amount	Displays the total amount of tax.
Commissions	
Account No.	Debit account number of the applicant.
Commission for	Displays the all commissions charged by bank.
Percentage	Displays the percentage of LC charged as commission.
Amount	Displays the amount of commission.
Equivalent Amount	Displays the equivalent commission amount.
Total Amount	Displays the total amount of commission.

**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

# 14.5 **SWIFT Messages**

These lists and displays list of all SWIFT messages between both the parties.

15. Click **SWIFT Messages** tab.

The **SWIFT Messages** tab appears in the **View Export Bills Under LC – Islamic** screen.

OR

Click Back

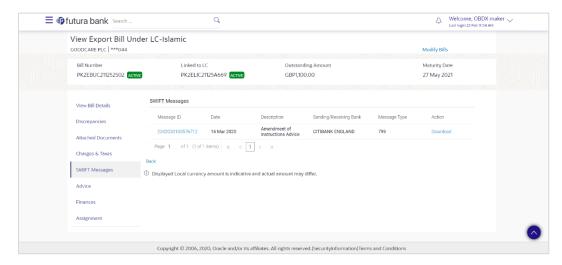
The View Export Bill screen appears.

OR

Click Cancel to cancel the transaction.



### View Export Bills Under LC - Islamic - SWIFT Messages tab



Field Name	Description
Message ID	Unique identification number for the message.
Date	Date of sending advice.
Description	The SWIFT message detailed description.
Sending/Receiving Bank	This displays the name of bank who has sent/received the message
Message Type	This shows the type of message sent/received such as MT 740etc
Action	The action to be taken that is to download the SWIFT details.

- 16. Click on the desired Message ID to view the respective SWIFT details.

  The SWIFT detail appears in popup window along with the event date and description.
- 17. Click the **Download** link against the advice to download the advice in selected format like PDF formats, if required.



## 14.5.1 SWIFT Messages Details



### **Field Description**

Field Name	Description
Event Date	Displays the event date.
<b>Event Description</b>	Displays the description of the event.
Description	The details of the SWIFT message.
a. Click to close the window.	

Note: Only SWIFT messages in which ACK has been received by bank is being displayed.

# 14.6 Advices

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected Export Bill.

18. Click **Advices** tab. The summary of all the Advices being exchanged.

OR

Click Back.

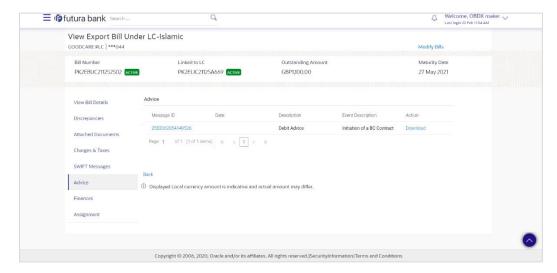
The View Export Bills Under LC – Islamic screen appears.

OR

Click Cancel to cancel the transaction.



### View Export Bills Under LC - Islamic - Advices



Field Name	Description
Message ID	Unique identification number for the message.
Date	Date of sending advice.
Description	The detail description of advice.
Event Date	Displays the event date.
Action	The action to be taken that is to download the SWIFT details.

- 19. Click on the desired Message ID to view the respective advice details.

  The advice detail appears in popup window along with the event date and description.
- 20. Click the **Download** link against the advice to download the advice in selected format like PDF formats, if required.



## 14.6.1 Advices Details



### **Field Description**

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the event.
Description	The details of the advice.

d. Click to close the window.

# 14.7 Finances

This denotes all the linked finances account with the corresponding Finance amount.

21. Click **Finances** tab. The summary of all the linked finances account along with the amount appears.

OR

Click Back.

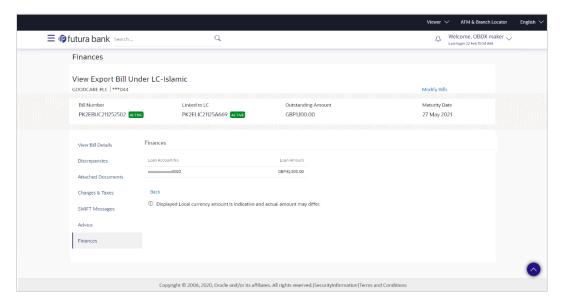
The View Export Bills Under LC – Islamic screen appears.

OR

Click Cancel to cancel the transaction. The Dashboard appears.



## View Export Bills Under LC - Islamic - Finances



## **Field Description**

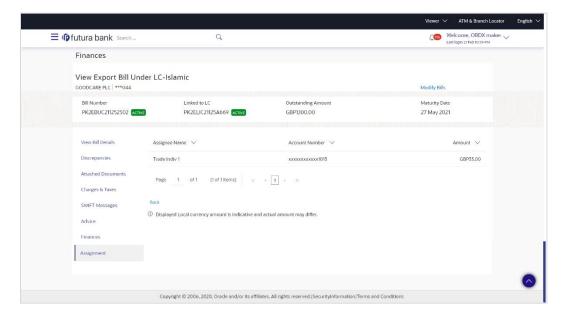
Field Name	Description
Finance Account No.	The linked finances account.
Finance Amount	The finance amount of the linked finance account.

# 14.8 Assignment tab

This tab includes the assignee information. This will come as maintained in the parent LC.



## **Assignment tab**



Field Name	Description
Assignee Name	The name of assignee.
Account Number	The account number of the assignee.
Amount	The assignee amount.



# **FAQs**

## 1. Where can I see if my Bill is linked to any LC?

On the top of the view screen, the linked LC number is provided. In case user wants to view more about LC, view LC module can be used.

## 2. Why is approved date blank in discrepancies?

In cases where approvals for discrepancies are yet to be received, they remain blank.

**Home** 



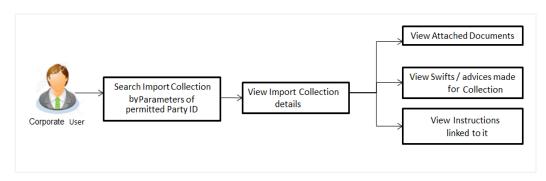
# 15. View Import Collection - Islamic

Using this option, you can view the details of existing Islamic Import Collection in the application. You can search the required Islamic Import Collection using different search criteria and download the Import Collection list in different file formats.

### **Pre-Requisites**

- User must have a valid corporate party Id and login credentials in place
- At least a single Import Collection should exist for the party ID and party must having view rights for it

### Workflow



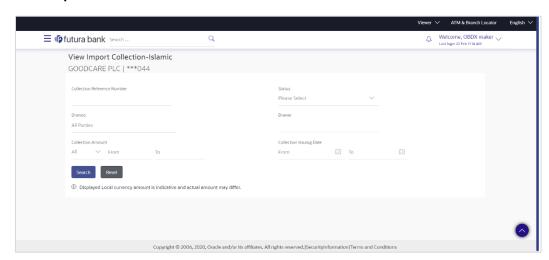
#### How to reach here:

Dashboard > Toggle menu > Trade Finance > Collection > Import Collection > View Import Collection - Islamic

### To view Islamic Import Collection:

1. The View Import Collection - Islamic screen appears.

### **View Import Collection - Islamic**





### **Field Description**

Field Name	Description
Collection Reference Number	The Import Collection reference number.
Status	The current status of the Collection.
	The options are:
	<ul> <li>Active</li> </ul>
	• Hold
	Cancelled
	Liquidated
	<ul> <li>Closed</li> </ul>
	Reversed
Drawee	The name of drawee. He is the receiver of Collection.
Drawer	The name of the drawer under the Collection.
Collection Amount From	The start of the Collection amount range used for searching the Collection.
Collection Amount To	The end of the Collection amount range used for searching the Collection.
Collection Date From	The start date of the Collection date range used for searching the Collection.
Collection Date To	The end date of the Collection date range used for searching the Collection.

- 2. From the **Drawee** list, select the appropriate option. Displays the all-party name mapped to user.
- 3. Click Search.

The View Import Collection screen appears with the search results.

OR

Click Clear to reset the search criteria.

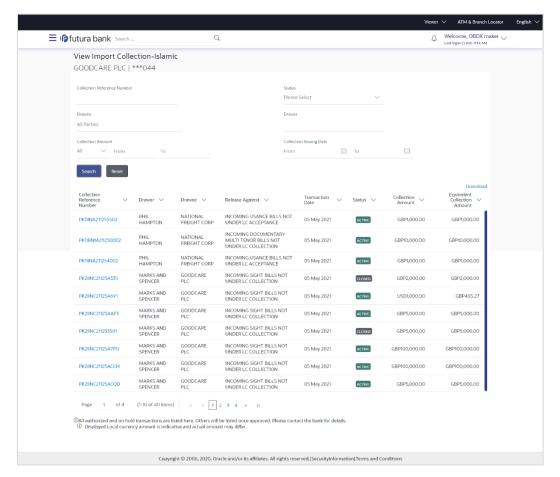
OR

Click Cancel to cancel the transaction. The Dashboard appears.

4. Click the **Download** link to download the Import Collection details list. You can download the list in PDF formats.



## View Import Collection - Search Result



Field Name	Description
Collection Reference Number	The Collection reference number.  Displays the link to view the Import Collection details.
Drawer	The name of the drawer of the Import Collection.
Drawee	The name of the drawee of the Import Collection.
Release Against	The product name of the Import Collection.
Transaction Date	The transaction date of the Import Collection.
Status	The status of the Import Collection.
Collection Amount	The Import Collection amount.



Field Name	Description
Equivalent Collection Amount	The equivalent Import Collection amount.

5. Click the required link in the Collection Reference Number column. The View Import Collection screen appears with the details of the selected Import Collection. By default, the View Collection Details—General Collection Details tab appears.

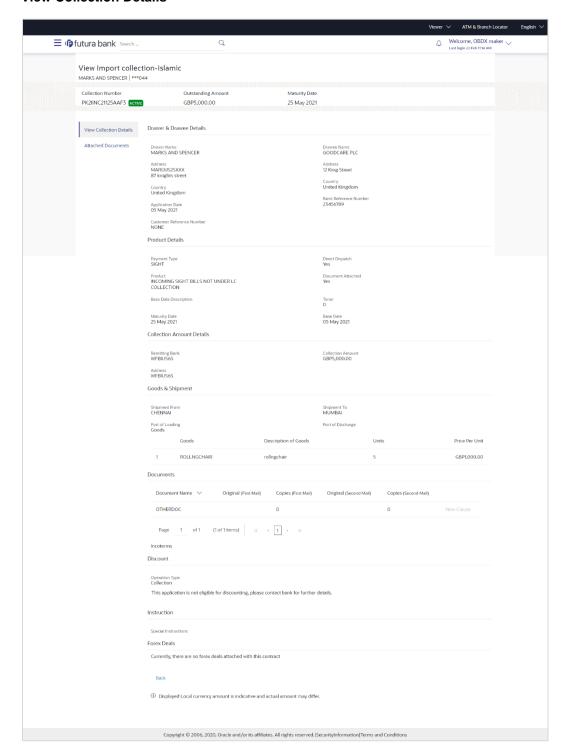
**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

# 15.1 View Collection Details

Click View Collection Details tab.
 OR
 Click Back to navigate back to previous screen.



### **View Collection Details**





Field Name	Description
Collection Number	The Import Collection number.
Outstanding Amount	The outstanding amount of the import collection.
Maturity Date	The maturity date of the import collection.
Drawer and Drawee Details	
Drawer Name	The name of the drawer of the Import Collection. He is the one who uploads Collection.
Address	The address of the drawer of the Import Collection.
Country	The country of the drawer of the Import Collection.
Customer Reference Number	The user provided customer reference number for the transaction.
Drawee Details	
Drawee Name	The name of person who is receiving Collection to be settled.
Address	The address of the drawee of the Import Collection.
Country	The country of the drawee of the Import Collection.
Bank Reference Number	The user provided bank reference number for the transaction.
Product Details	
Payment Type	The type of payment associated with the Collection. it can be:  Sight Usance
Document Attached	It asks user if any documents a part of Collection.  It can be:  • Yes (Documentary)  • No (Clean)
Product	The product of the Import Collection.



Field Name	Description
Tenor	The tenor of the Collection.
Base Date Description	It is the description of the chosen base date.
Base Date	The date to be considered as base date for Collection application.
	It is number of days for the tenor from the base date.
Maturity Date	The maturity date of the Import Collection.
Collection Amount Details	S
Remitting Bank	The name of the remitting bank of the Import Collection.
Address	The address of the remitting bank of the Import Collection.
Country	The country of the remitting bank of the Import Collection.
Collection Amount	Displays the amount of the Import Collection.
Outstanding Amount	The outstanding amount of the Import Collection.
Settlement Date	The settlement date of the Import Collection.
Acceptance Date	The acceptance date of the Import Collection.
Goods & Shipment	
Shipment From	The Place of Receipt from where shipment will be done.
Shipment To	The place of delivery of goods.
Port of Loading	The place of dispatch of the goods or loading on board.
Port of Discharge	The port of discharge.
Goods	The type of Good which is sent and whose Collection is getting linked.
Goods Section to view the goods for shipment.	
Goods	The type of good being shipped has to be chosen.
Description of Goods	The description of goods.



Field Name	Description
Units	The number of units of the goods.
Price Per Unit	The price per unit of the goods.
Documents	
Document Name	Displays the lists of all the documents required to be represented.
Original (First Mail)	Displays the number "n" out of "m" original documents of the first mail that will be provided to bank.
Copies (First Mail)	Displays the number of copies of the first mail, that will be submitted as a set of documents.
Original (Second Mail)	Displays the number "n" out of "m" original documents of the second mail that will be provided to bank.
Copies (Second Mail)	Displays the number of copies of the first mail, that will be submitted as a set of documents.
View Clause	Click the link to view the he clause maintained in the bank application for each of the document. \This link is enabled if the clause is already maintained in the system.
Incoterm	Displays the INCO terms for the application
Instructions	
Any instructions provided to bank for creation of Collection is mentioned here.	
Remarks	Any instructions provided to bank for creation of Collection is mentioned here.

# 15.2 Attached Documents

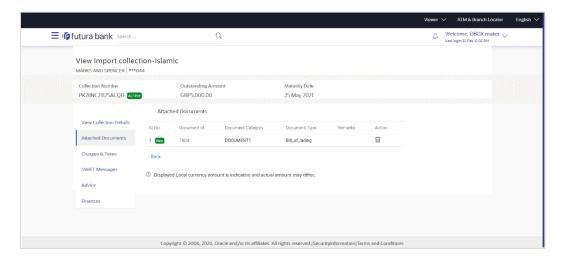
This tab displays the list of all documents uploaded by user. It allows the user to download the attachments done under the selected Islamic Export LC.

7. Click **Attached Documents** tab to view the attached documents.

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



#### **Attached Documents**



#### **Field Description**

Field Name	Description
Sr No	The serial number of the attached document record.
Document ID	Displays the unique identification number for the attached document.  Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.
Action	Action to be taken that is delete the attached document.

8. Click the required link in the **Document ID** column to download the attached document. OR

Click Attach More Documents link to attach more document. The Attach Document overlay screen appears
OR

Click to delete the attached document record.

# 15.3 Charges & Taxes

This tab lists charges and Taxes against bill.

 Click Charges & Taxes tab. The charges and taxes in the View Import Collection -Islamic screen.

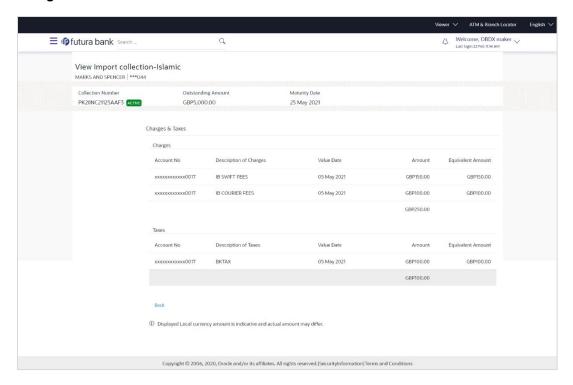


OR

Click Back.

The View Import Collection - Islamic screen appears.

# **Charges & Taxes**



Field Name	Description
Charges	
Account No.	Debit account number of the applicant.
Description of Charges	Displays the description charges applicable.
Date	Displays the date on which charges are applicable.
Amount	Displays the amount of charges.
Taxes	
Description of Charges	Displays the description charges applicable.
Value Date	Displays the value date of the taxes.



Field Name	Description
Transaction Date	Displays the date on which the transaction is done.
Amount	Displays the amount of taxes.
Commissions	
Commission for	Displays the all commissions charged by bank.
Percentage	Displays the percentage of collection charged as commission.
Amount	Displays the amount of commission.

**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

# 15.4 **SWIFT Messages**

These lists and displays list of all SWIFT messages between both the parties.

10. Click **SWIFT Messages** tab.

The **SWIFT Messages** tab appears in the **View Import Collection** screen.

OR

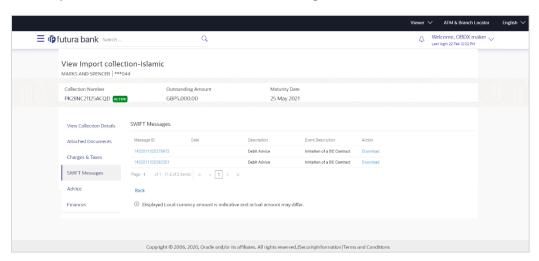
Click Back.

The View Import Collection - Islamic screen appears.

OR

Click Cancel to cancel the transaction. The Dashboard appears.

#### View Import Collection - Islamic - SWIFT Messages tab





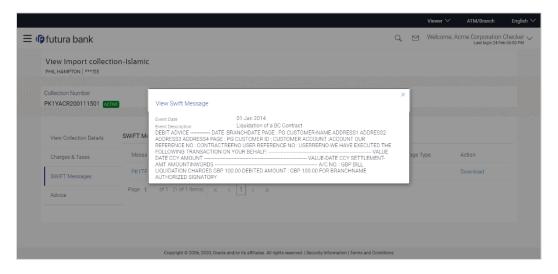
## **Field Description**

Field Name	Description
Message ID	Unique identification number for the message.
Date	Date of sending advice.
Description	The SWIFT message detailed description.
Sending/Receiving Bank	This displays the name of bank who has sent/received the message
Message Type	This shows the type of message sent/received such as MT 740etc
Action	The action to be taken that is to download the SWIFT details.

- 11. Click on the desired Message ID to view the respective SWIFT details.

  The SWIFT detail appears in popup window along with the event date and description.
- 12. Click the **Download** link against the SWIFT messages to download in selected format like PDF formats, if required.

# 15.4.1 SWIFT Messages Details



Field Name	Description
Event Date	Displays the event date.
<b>Event Description</b>	Displays the description of the event.



Field Name	Description
Description	The details of the SWIFT message.
e. Click X to clo	ose the window.

Note: Only SWIFT messages in which ACK has been received by bank is being displayed.

# 15.5 Advices

This denotes all the Advices being exchanged.

13. Click **Advices** tab. The summary of all the Advices being exchanged.

OR

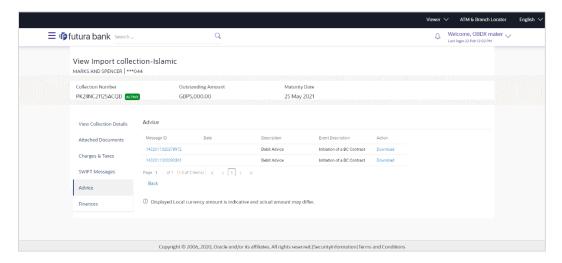
Click Back.

The View Import Collection – Islamic screen appears.

OR

Click Cancel to cancel the transaction. The Dashboard appears.

## **View Import Collection - Islamic - Advices**



Field Name	Description
Message ID	Unique identification number for the message.
Date	Date of sending advice.
Description	The detail description of advice.



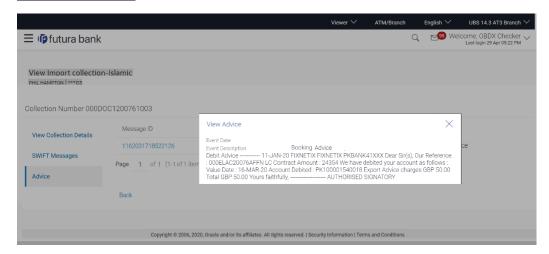
Field Name	Description
<b>Event Description</b>	Displays the description of the event.
Action	The action to be taken that is to download the advice details.

- 14. Click on the desired Message ID to view the respective advice details.

  The advice detail appears in popup window along with the event date and description.
- 15. Click the **Download** link against the advice to download in selected format like PDF formats, if required.



# 15.5.1 Advices Details



## **Field Description**

Field Name	Description
<b>Event Date</b>	Displays the event date.
Event Description	Displays the description of the event.

- f. Click to close the window.
- 16. Click Back.

The View Import Collection screen appears.

OR

Click Cancel to cancel the transaction. The Dashboard appears.

# 15.6 Finances

This denotes all the linked finances account with the corresponding Finance amount.

17. Click **Finances** tab. The summary of all the linked finances account along with the amount appears.

ÓŔ

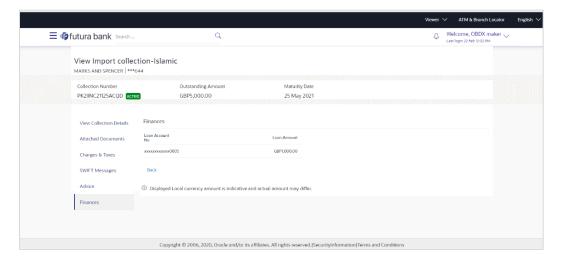
Click **Back**. The **View Import Collection – Islamic** screen appears.

OR

Click Cancel to cancel the transaction. The Dashboard appears.



# **View Import Collection – Islamic - Finances**



# **Field Description**

Field Name	Description
Finance Account No.	The linked finances account.
Finance Amount	The finance amount of the linked finance account.

**Home** 



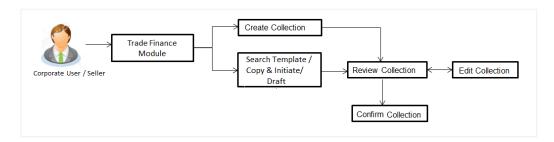
# 16. Islamic Export Collection Initiate

Using this option, user can initiate Collection in the application.

#### **Pre-Requisites**

User must have a valid corporate party Id and login credentials in place

#### Workflow



#### User has three options to initiate Islamic Collection

- g. Using existing Templates
- h. Using existing Drafts
- i. Initiating Collection ( New Application)

These are explained in detail underneath.

#### How to reach here:

Dashboard > Toggle menu > Trade Finance > Collection > Export Collection > Initiate Export Collection - Islamic

# 16.1 **Search Collection template**

User can save Collection application as a Template so that same can be used for creation of similar kind of Collections, if required in future. User can search the saved Collection template using Template Name.

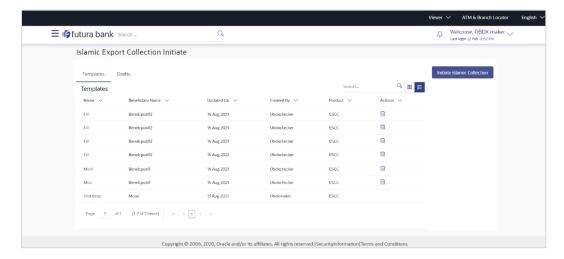
Note: Collection Application saved as **Template** can be re used any number of times for Collection Initiation.

#### To search the Islamic Collection template:

- 1. In the **Search** field, enter the template name.
- 2. Click . The saved Collection a template appears based on search criteria.



## Islamic Export Collection Initiate - Templates - Search Result



## **Field Description**

Field Name	Description
Search Result	
Name	The name using which template is stored and can be used to initiate a Collection application.
Beneficiary Name	The beneficiary name against whom Collection is to be created.
Updated On	The last updated date of the template.
Created by	The name of the maker who created the template.
Product	The name of product selected for Collection.
Access Type	The type of access granted to template whether it is public or private.
3. Click or to view the initiate Collection draft as Card or Tabular view.  OR	
Cliak IIII ta dalata t	half draft aard

Click to delete the LC draft card.

4. Click Initiate Collection to initiate the collection. The Initiate Collection screenappears.



# **16.2 Search Collection Drafts**

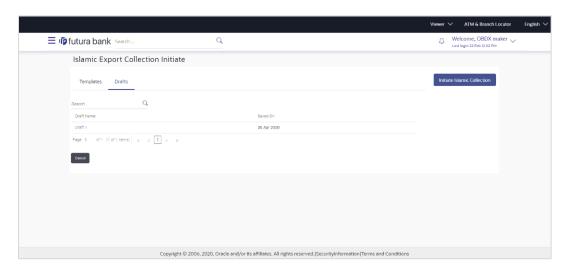
User can save Collection application as a Draft so that it can be used if required in future. User can search the saved Collection draft using Draft Name.

**Note:** Collection Application saved as **Draft** can be used only one time for Collection Application initiation.

#### To search the Collection draft:

- 5. In the **Search** field, enter the draft name.
- 6. Click . The saved Collection draft appears based on search criteria.

#### Collection Draft - Search Result



## **Field Description**

Field Name	Description
Search Result	
Draft Name	The name of the draft for Collection application saved.
Saved On	The date on which the draft was saved.

7. Click **Cancel** to cancel the transaction. The **Dashboard** appears.

# 16.3 Initiate an Islamic Collection

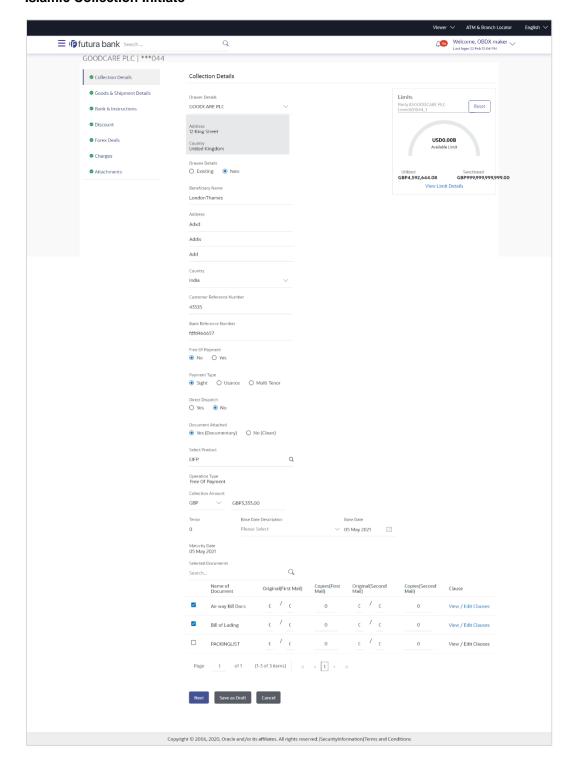
Using this option, you can initiate an Islamic Collection in the application. To initiate an Islamic Collection in the application, you must enter details such as your Parties details, and Collection details etc. You can also give specific instructions to bank.



#### To initiate an Islamic Collection:

Click Initiate Collection on an Islamic Collection Initiate screen.

#### **Islamic Collection Initiate**





Field Name	Description
Collection Details	
Party ID	The party ID of applying party.
Branch	The bank branch where the Collection contract is to be created.
Drawer Details	
Drawer Name	The name of applying party.
Address	The address of applying party.
Country	The country of applying party.
Application Date	Application date when Collection has to be initiated.  It is the current date of the system/base branch.
Drawee Details	The drawee type. The options are:     Existing     New
Limits	Indicates the available limits for applicant under the selected Line.  The limit details are also represented in a graphical manner with available, sanctioned and utilized limit details for the users.
View Limit Details	Click the link to open the Facility Summary screen.
Beneficiary Name	The name of beneficiary party. This can be existing beneficiary maintained earlier or a new one.
Address	The address of beneficiary party.  This field is enabled to enter the address details, if <b>New</b> option is selected in the <b>Beneficiary Details</b> field.
Country	The country of beneficiary party.  This field is enabled to enter the address details, if <b>New</b> option is selected in the <b>Beneficiary Details</b> field.



Field Name	Description
Customer Reference Number	The user provided customer reference number for the transaction.
Bank Reference Numbe	The user provided bank reference number for the transaction.
Free of Payment	Select this option if document will be released "Free of Payment" for the exports.
Payment Type	The type of payment associated with the Collection.
	The options are:
	• Sight
	• Usance
	Multi Tenor
	<ul> <li>This field appear if you select No option in Free of Payment field.</li> </ul>
Direct Dispatch	The option allows the user to select whether the bills to be dispatched directly or not.
	The options are:
	• Yes
	• No
Document Attached	It asks user if any document is a part of Collection.
	The options are:
	Yes (Documentary)
	No (Clean)
Select Product	Indicates the product type as coming from Host based on the input parameters (Payment etc).
Below Document related Document Attached field.	fields appear if the user selects Yes (Documentary) option in
Selected Documents	Documents list have the list of documents with check boxes to choose along with the number of original or copies submitted and clauses they cater too.
Checkbox	Displays the documents that you have selected from the list.
Name of Document	Name of the document to be sent along with the LCollectionC.
Document Reference Number	Reference number of the document.



Field Name	Description
Original (First Mail)	The required number of original documents required for the selected document from first mail.
	It is provided as m/n, where m out of n available documents would be submitted to bank.
Copies (First Mail)	The required number of copies required for the selected document from first mail.
Original (Second Mail)	The required number of original documents required for the selected document from second mail.
	It is provided as m/n, where m out of n available documents would be submitted to bank.
Copies (Second Mail)	The required number of copies required for the selected document from second mail.
Clause	The clauses maintained in the bank application for each of the document. A document can have multiple clauses.
View Clause	The link to view the clause maintained in the bank application for each of the document or to modify as per needs.

#### **View Clause**

This section appears if you select a document and click the **View Clause** link. In this section a user can view already maintained clause or can modify them as per his needs. User can select the pre-maintained clause using the identifiers under each clause.

In a blank clause, corporate user can enter the details to have a clause customized to his/her requirement.

The the

Below fields appear if the user selects **Sight** and **Usance** option in Payment Type field.

**Tenor** The tenor of the Collection.



Description
This depicts the base code and its description. It describes what the chosen base date for application is.
The date to be considered as base date for Collection application.
The tenor added to the base date, when the Collection ceases to exist.
s appear if the user selects Multi Tenor option in Payment Type
The serial number of the tenor record.
This depicts the base code and its description. It describes what the chosen base date for application is.
The date to be considered as base date for collection application.
The tenor days of the collection.
The transit days of the collection.
The tenor added to the base date, when the collection ceases to exist.
The base currency in which Bill is originated.
The collection amount.
The collection amount in local currency.

- 2. From the **Drawer Details** field, select the drawer.
- 3. From the **Limits** list, select the appropriate limit.

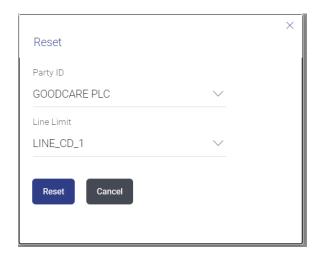
Click the View Limit Details link to open the Facility Summary screen.

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Click **Reset** to reset the limit details. The Reset popup appears.



#### Reset



Field Name	Description
Party ID	The party Id of the LC product.
Line Limit	Indicates the available limits for drawer under the selected Line.

- j. From the **Party ID** list, select the appropriate party ld.
- k. From the Line Limit list, select the appropriate limit.
- Click Reset to reset the limit details.
   OR
  - Click Cancel to cancel the limit reset process.
- 4. In the **Drawee Details** field, select the appropriate option to select the beneficiary.
  - m. If you select **Existing** option:
    - xviii. From the **Beneficiary Name**, select the appropriate option.
  - n. If you enable New option:
    - xix. In the **Beneficiary Name** list, enter the name of the beneficiary.
    - xx. In the **Address** field, enter the address of the beneficiary.
    - xxi. From the **Country** list, select the appropriate country.
- In the Customer Reference Number field in the Parties section, enter the user provided customer reference number.
- 6. In the **Bank Reference Number** field in the **Parties** section, enter the user provided bank reference number.
- 7. Select the appropriate option from Payment Type field.
- 8. Select the appropriate option from **Direct Dispatch** field.
- Select the appropriate option from **Document Attached** field to confirm any documents as a part of Collection.



- 10. From the **Product** list, select the appropriate option.
- 11. From the **Base Date Description** list, select the appropriate option.
- 12. From the **Base Date** field, select the appropriate date.
- Select the **Document List** check box to choose the number of original or copies submitted and clauses.
  - In the **Document List** section, select the required document to be a part of the Initiated LC.
- 14. In the **Original (First Mail)** (**Second Mail)** fields, enter the number of originals required for the selected document.
- In the Copies (First Mail)/ (Second Mail) fields, enter the number of copies required for the selected document.
- 16. In the Clause column, click the View/Edit link of the selected document.
  - o. In the Clause Description field, enter/ modify the description of the clause, if required.
  - p. Click **OK**. The clause description are saved.

OR

Click Reset to reset and discard the changes.

- 17. If you select Multi Tenor option in Payment Type field;
  - q. Click the Add Tenor link to add the tenor record.
  - r. From the **Base Description** list, select the appropriate option.
  - s. From the Base Date field, select the date.
  - t. In the **Tenor Days** field, enter the tenor days. The Maturity Date appears.
  - u. In the Transit Days field, enter the transit days.
  - v. From the **Currency** list, select the appropriate currency.
  - w. In the Collection Amount field, enter the bill amount.
  - x. Click it to delete the record.

OR

Click the Add Tenor link to add the tenor record.

- 18. If you select **Sight** or **Usance** option in **Payment Type** field;
  - y. From the **Base Date Description** list, select the appropriate option.
  - z. From the **Base Date** field, select the appropriate date.
  - aa. In the Bill Amount field, enter the bill amount.
- 19. Click Next or click the Goods & Shipment Details tab.

The **Shipment Details** tab appears in the **Initiate Collection** screen.

OR

Click **Initiate Collection**. The transaction is saved and the **Initiate Collection – Verify** screen appears.

OR

Click **Save As,** system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** section.)

OR

Click Back to go back to previous screen.

OR

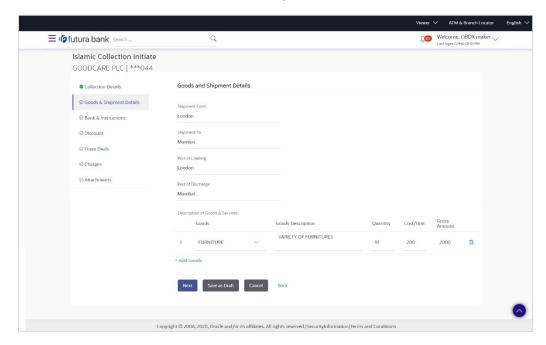
Click Cancel to cancel the transaction, The Dashboard appears.



# 16.3.1 Islamic Collection Initiate - Goods and Shipment Details tab

This tab captures the **Shipment** details of the initiate Collection application process.

## Islamic Collection Initiate - Goods and Shipment Details tab



## **Field Description**

**Price Per Unit** 

Field Name	Description	
Shipment From	The Place of Receipt from where shipment will be done.	
Shipment To	The place of delivery of goods.	
Port of Loading	The place of dispatch or loading on board of the goods.	
Port of Discharge	The port of discharge of goods.	
Goods		
Section to add or remove the goods for shipment.		
Goods	The type of good being shipped has to be chosen.	
Description of Go	ods The description of goods.	
Units	The number of units of the goods	



The price per unit of the goods.

Field Name	Description
Quantity	The number of units of the good covered under the Collection.
Cost/ Unit	The price per unit of the good covered under the Collection.
Gross Amount	The gross amount of goods.

- In the Shipment From field, enter the name of the place where the goods are to be received.
- 21. In the **Shipment To** field, enter the name of the place for delivery of goods.
- 22. In the **Port of Loading** field, enter the place of dispatch or taking in charge of the goods or loading on board.
- 23. In the Port of Discharge field, enter the name of the place for delivery of goods.
- 24. In the Goods section,
  - a. From the **Goods** list, choose the desire goods being shipped.
  - b. In the **Description of Goods** field, enter the description of the goods traded under the Collection.
  - c. In the Quantity field, enter the number of units of the goods traded under the Collection.
  - d. In the **Cost/ Unit** field, enter the price per unit of the goods traded under the Guarantee.
  - e. Click Add Goods to add new good if required.

OR

Click in to remove the already added goods.

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Click **Continue** to save the details entered and proceeds to next level of details. \In the Units field, enter the number of units of the selected good.

25. The **Instructions** tab appears in the **Initiate Collection** screen.

OR

Click Back to go back to previous screen.

OR

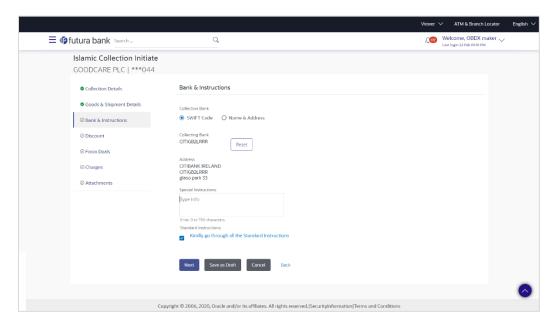
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

## 16.3.2 Initiate Islamic Collection – Bank & Instructions tab

This tab includes the miscellaneous information which has to be passed to Bank as an instruction while initiating the Collection.



## Islamic Collection Initiate - Bank & Instructions tab



Field Name	Description	
Collection Bank	The option to select the mode of collection bank.	
	The options are:	
	SWIFT Code	
	Name and Address	
SWIFT Code	The SWIFT code of collection Bank.	
	This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Collection Bank</b> field.	
Lookup SWIFT Code	Search and select the SWIFT code of the advising bank, available in the application.	
SWIFT code Look up		
The following fields appear on a pop up window if the <b>Lookup SWIFT Code</b> link is clicked.		
Swift Code	The facility to lookup bank details based on SWIFT code.	
City	The facility to search for the SWIFT code based on city.	
Bank Name	The facility to search for the SWIFT code based on the bank name.	
SWIFT Code Lookup - Search Result		



Field Name	Description
Bank Name	The names of banks as fetched on the basis of the search criteria specified.
Address	The complete address of each bank as fetched on the basis of the search criteria specified.
SWIFT Code	The list of SWIFT codes as fetched on the basis of the search criteria specified.
Collecting Bank Name	The name of Bank who acts on behalf of Drawee.
Address	The address of Issuing Bank.
Below fields are enabled if the <b>Name &amp; Address</b> option is selected in the <b>Collection Bank</b> field.	
Name	The name of Bank who acts on behalf of Collection.

Address The address of Collection Bank.

Country The name of Collection Bank's country.

Special Instructions Any instructions provided to bank for creation of Collection is mentioned here.

- 26. In the **Collection Bank** field, select the appropriate option.
- 27. If you select SWIFT Code option, enter the SWIFT code of Collection Bank in the SWIFT Code field.

OR

Click the Lookup SWIFT Code to search and select the SWIFT Code

28. Click **Verify** to verify the details.

The Issuing bank details appears.

OR

Click Reset to cancel entered details.

- 29. If you select Name and Address option:
  - i. In the **Name** field, enter the name of the collection bank.
  - ii. In the Address (1-3) field, enter the address of the collection bank
- 30. From the **Country** field, select the appropriate country.
- 31. In the Special Instructions field, enter the instructions provided to bank for creation of Collection.
- 32. Select the Kindly Go through all the Standard Instructions, check box.
- 33. Click the Standard Instructions link to view the customer instructions maintained by bank from back office. Click Next or click the Discount tab.



34. Click **Back** to go back to previous screen.

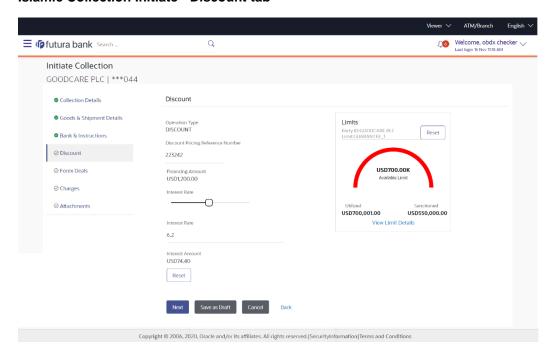
OR

Click Cancel to cancel the transaction, The Dashboard appears.

# 16.3.3 Islamic Collection Initiate - Discount tab

This tab allows the corporate user to request for Confirmation and Discounting Pricing details.

#### Islamic Collection Initiate - Discount tab



Field Name	Description	
Operation Type	Indicates the operation type required in the contract.	
Discounting Reference Number	The discount reference number.  This field appears, if the operation type is "Discount".	
Financing Amount	The financing amount.	
Below fields appear, if you click the <b>Fetch Profit</b> button.		
Profit Rate	The slider to increase or decrease profit rate.  This field appears, if the operation type is "Discount".	
Profit Rate	The profit rate	



Field Name	Description
Profit Amount	Displays the Profit AMount applicable.

- 35. In the **Discounting Reference Number** field, enter the discounting reference number.
- 36. In the **Financing Amount** field, enter the financing amount.
- 37. Click **Fetch Profit**. The Profit Rate and Profit Amount field appears. OR
  - Click **Reset** to clear the entered details.
- 38. Move the **Profit Rate** slider to increase or decrease the profit rate.
- 39. Click **Next** to save the details entered and proceeds to next level of details.

Click Save As Draft, system allows transaction details to be saved as draft.

(For more details, refer Save As Draft section.)

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Click Cancel to cancel the transaction, The Dashboard appears.

OR

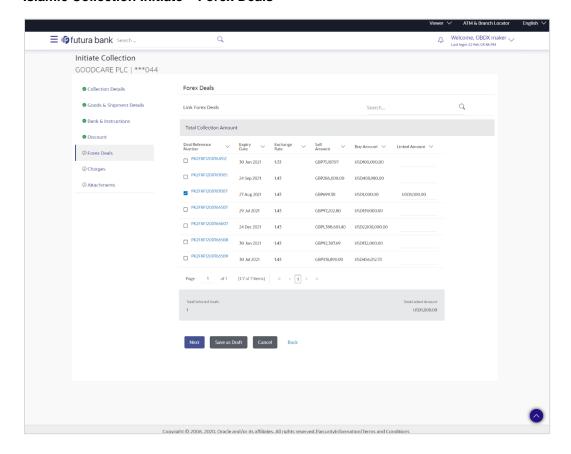
Click **Back** to go back to previous screen.

# 16.3.4 Islamic Collection Initiate - Forex Deals

This tab allows the user to link forex deals.



## Islamic Collection Initiate - Forex Deals



Field Name	Description
Total Collection Amount	Displays the total bill amount.
Deal Reference Number	The deal reference number for settlement of bill.
Expiry Date	The expiry date of the bill settlement
Exchange Rate	The exchange rate for the settlement of bill.
Sell Amount	The selling amount of the deal.
Buy Amount	The buying amount of the deal.
Linked Amount	The linked amount of the forex deal.
Total Selected Deals	Displays the total selected deals.



# Total Linked Amount Displays the total Linked Amount.

40. Enter the **Deal Reference Number** in the search field and click . The searched Deal Reference Number record details appear. OR

Click the check box to select the required searched Deal Reference Number record.

- 41. In the Linked Amount field, enter the linked amount.
- 42. Click **Next** to save the details entered and proceeds to next level of details.

Click Save As Draft, system allows transaction details to be saved as draft.

(For more details, refer Save As Draft section.)

OR

Click Cancel to cancel the transaction, The Dashboard appears.

OR

Click **Back** to go back to previous screen.

# 16.3.5 Islamic Collection Initiate - Charges, Commission & Taxes

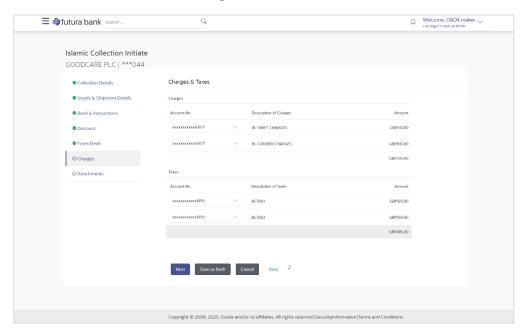
This tab lists charges and Taxes against collection.

43. Click **Charges & Taxes** tab. The **Charges Commission and Taxes** tab in the Islamic Collection Initiate screen appears.

OR

Click Back.

#### Islamic Collection Initiate - Charges, Commission & Taxes





## **Field Description**

Field Name	Description
Charges	
Account Number	Debit account number of the applicant.
Description of Charges	Displays the description charges applicable.
Amount	Displays the amount of charges.
Taxes	
Account Number	Debit account number of the applicant.
Description of Taxes	Displays the description taxes applicable.
Amount	Displays the amount of taxes.
Commissions	
Commission for	Displays the all commissions charged by bank.
Percentage	Displays the percentage of collection charged as commission.

- 44. From the **Account No**. list, select the applicant account.
- 45. Click Next to save the details entered and proceeds to next level of details.

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Amount

Click Save As Draft, system allows transaction details to be saved as draft.

(For more details, refer Save As Draft section.)

OR

Click Cancel to cancel the transaction, The Dashboard appears.

Displays the amount of commission.

OR

Click **Back** to go back to previous screen.

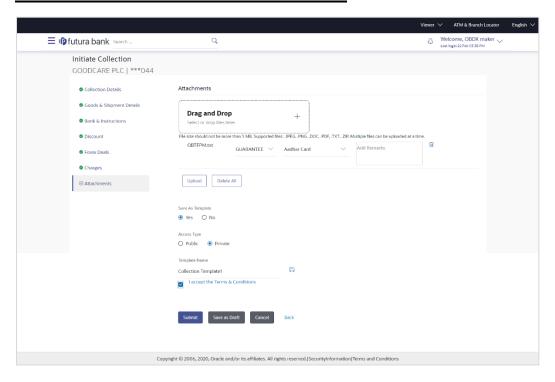
**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

# 16.3.6 Islamic Collection Initiate - Attachments tab

Displays the list of documents attached under the Import Collection application. User can add multiple documents though it should be under the specified limits and supported formats.



# 16.3.7 Islamic Collection Initiate - Attachments tab



Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
Document Attached	Displays the attached document.
	Displays the link to view the attached document
Document Category	The category of the document to be uploaded.
Document Type	The type of the document to be uploaded.
Add Remarks	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document-



Field Name	Description
Save as Template	Options to save the transaction as template.
	The options are:
	• Yes
	• No
Access Type	Indicates the type of access for the template.
	The options are:
	• Public
	Private
	This field is enabled if the <b>Yes</b> option is selected in Save as Template.
Template Name	The name using which template is stored and can be used in future.

46. Click **Drag and Drop** to browse and select the required document present on your computer. The **Attach Document** popup window appears.

- 47. Select the required document present on your computer to upload.
- 48. Click **Upload** to upload document. The Attach Documents tab appears along with list of attached documents.

OR

Click Cancel to cancel the transaction.

- f. In the Save as Template field, select Yes, if you want to save the transaction as template.
- g. If you select Yes,
  - i. In the **Access Type** field, select the appropriate option.
  - ii. In the **Template Name** field, enter the name of the template.
- 49. Select the Terms and Conditions checkbox to accept the Terms and Conditions.
- 50. Click **Initiate Collection**. The transaction is saved and the **Initiate Collection Verify** screen appears.

OR

Click **Save As,** system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** section.)

OR

Click **Back** to go back to previous screen.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

51. The verify screen appears. It displays all the sections with their respective fields with an option to edit them individually.

Verify the details, and click Confirm.

OR

Click **Back** to go back to previous screen.

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Click Cancel to cancel the transaction.



52. The success message initiation of Collection appears along with the reference number. Click **OK** to complete the transaction.

# 16.4 Save As Template

User can save Collection application as a Template so that same can be used for creation of similar Collections, if required in future. The application allows the template access as public or private if saved as template.

User can search the saved Collection template by template name in search tab. The Collection applications earlier saved as template can also be saved as draft while initiating a Collection.

#### To save Collection application as template:

- 1. Enter the required details in Collection application.
- 2. Click Save As and then select Template option.

#### Save as Template



## **Field Description**

#### Field Name Description

**Template Type** Indicates the type of access for the template.

The options are:

- Public: A template marked as 'Public' is visible to all the users mapped to the Party ID for which the user has created the template. All such users will only be able to view and use this template, however they will not be able to edit or delete the template. Only the creator of the template is allowed to edit or delete the template.
- Private: A template marked as 'Private' is available to only the creator of the template. Only creator of the template can use while initiating Collection and modify or delete such template.

## Template Name

Name of the template to be saved.

- 3. From the **Template Type** list, select the appropriate option.
- 4. In the **Template Name** field, enter the desired name for the template.



5. Click **Save** to save the template.

The transaction details are saved as a template which can be access from the **Template** tab. OR

Click Cancel to cancel the transaction.

# 16.5 Save As Draft

User can save Collection application as a Draft so that it can be completed in future. It can be re used only one time for Collection Application initiation. User can search the saved Collection draft using the draft name in search box. The saved drafts can be accessed from the **Draft** tab. The Collection applications, which were saved as draft can also be saved as template after adding all other necessary fields.

## To save Collection application as draft:

- 1. Enter the required details in Collection application.
- 2. Click Save As and then select Draft option.

#### Save as Draft



#### **Field Description**

Field Name	Description
Draft Name	Name of the draft.

- 3. In the **Draft Name** field, enter the desired name for the draft.
- 4. Click Save to save the draft.

The transaction details are saved as a draft which can be access from the **Draft** tab. OR

Click Cancel to cancel the transaction.

Note: You cannot save Draft or Template with an attached document.

Home





# 17. Settlement of Collection - Islamic

The user can settle either multiple collection from his account, with or without a forex deal, or apply for a finance to settle the collection.

Using this option, user can settle one or more collection in the application.

## **Pre-Requisites**

- User must have a valid corporate party Id and login credentials in place
- At least a single Collection should exist for the party ID and party must having view rights for it

#### How to reach here:

Dashboard > Toggle menu > Trade Finance > Collection > Import Collection > Settlement of Collection - Islamic > Settlement of Islamic Collection

# 17.1 Single Collection Detailed Settlement Instruction

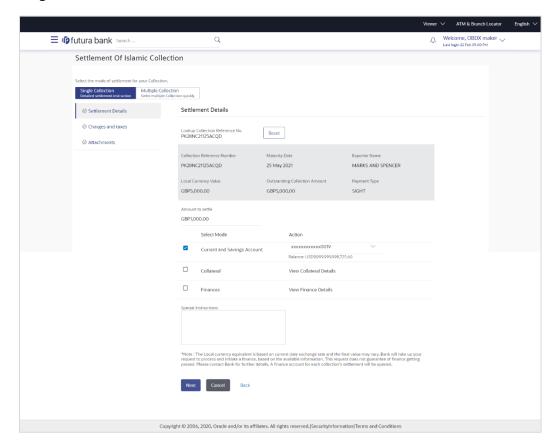
This facility allow the corporate users, to settle single Import Collection in detailed form, from the channel as per the Sharia laws.

#### To settle a single Bill:

 Navigate to Settlement of Islamic Collection transaction, by default Single collection is selected.



# **Single Collection Detailed Settlement Instruction**



Field Name	Description
Lookup Collection Reference	The option to select Collection reference number which user wants to settle, user can select from the list of Islamic Collections available for settlements.
Collection Reference Number	The export collection reference number.
Maturity Date	The maturity date of the export Collection.
Exporter Name	The name of Exporter party.
Local Currency Value	The Collection Transaction's value in local currency.
Outstanding Collection Amount	The outstanding amount for the settlement of Collection.
Amount to Settle	The collection settlement amount.



Field Name	Description
Select Mode	Option to select a Current and Savings Account account or Finances account.
	<ul> <li>Current and Savings Account: The user can select the CASA account that he wishes to use for settlement of bill.</li> </ul>
	<b>Note</b> : The balance in CASA account should be equal or more than the equivalent amount of bill in bill's currency, which is being settled, in case of single bill being liquidated.
	<ul> <li>Collateral: The user can select this option to settle the collection using Collaterals</li> </ul>
	<ul> <li>Finances: The user can select this option to apply for a finance directly from the page. Bank would be informed that the corporate user is looking for a finance.</li> </ul>
Action	The action to view the collateral details (in case the user selects 'Collateral' option), select the CASA account which user wishes to use for settlement (in case user selects 'Current and Savings' option), view the linked finance details settlement (in case user selects Finance' option .
	The available balance in the casa account is also displayed so that he can take an informed decision.
Special Instructions	The special instructions that is to be passed to the bank.

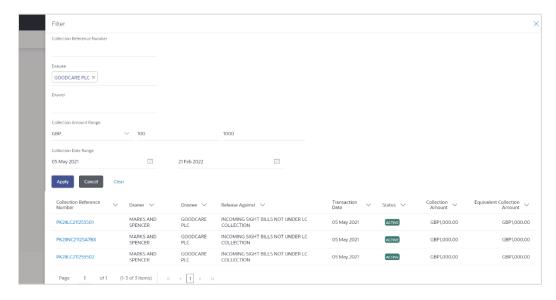
- 2. Select the Single Bill Detailed settlement instruction tab.
- 3. From the **Lookup Collection Reference No.** list, select the appropriate Islamic Collections reference number.

OR

Click the **Advanced Lookup** link. The Advanced Lookup overlay screen appears.



#### **Advanced Lookup**



Field Name	Description
Collection Reference Number	The collection reference number.
Drawee	The name of drawee party.
Drawer	The name of Drawer party.
Collection Amount Range	The Bill amount range.
Currency	The currency of the collection.
Collection Date Range	The collection start date and end date.
List of Collection	
Collection Reference Number	The collection reference number.
Drawee	The name of drawee party.
Drawer	The name of Drawer party.
Release Against	The LC against which the collection is released.



Field Name	Description
Transaction Date	The date of the transaction.
Status	The status of the bill.
Collection Amount	The collection amount.
Equivalent Collection Amount	The equivalent collection amount.

4. Enter the filter criteria to search the collection.

5. Click **Apply**. The **Advanced Lookup** screen appears with the search results.

OR

Click Cancel to cancel the transaction.

OR

Click Clear to clear the filter criteria.

- 6. Click on the desired Collection Reference Number link.
- 7. Click Verify. The parent Export LC details appear.

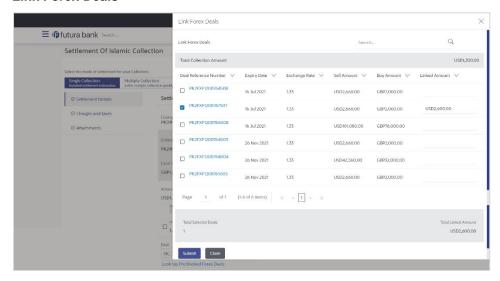
OR

Click Reset to clear the search.

- 8. In the **Amount to Settle** field, enter the bill settlement amount.
- 9. In the Select Mode field, select the option for mode of settlement.
- 10. Select the Current and Savings Account option, if he wishes to use it for settlement of bill.
  - a. From the **Account** list, select the account from which the transfer needs to be made for settlement of collection.
- 11. Select this **Collaterals** option to settle the collection using collaterals.
  - a. Click the View Collateral Details link. The Collateral Details overlay screen appears.
  - b. From the **Settlement Account** list, select the account from which the settlement of collection is to be done.
  - c. Enter the amount for settlement.
- 12. Select this **Finances** option to settle the collection using finance accout.
  - Click the <u>View Finance Details</u> link. The <u>Linked Finance Details</u> overlay screen appears.
  - b. From the **Finance Account** list, select the finance account from which the settlement of collection is to be done.
- 13. Click the **Look Up Pre Booked Forex Deals** link. The **Link Forex Deals** overlay screen appears.



#### **Link Forex Deals**



Field Name	Description
Total Collection Amount	Displays the total collection amount.
Deal Reference Number	The deal reference number of the forex deal.
Expiry Date	The expiry date of the forex deal.
Exchange Rate	The exchange rate for the forex deal.
Sell Amount	The selling amount of the deal.
Buy Amount	The buying amount of the deal.
Linked Amount	The amount to be linked in the forex deal.
Total Selected Deals	Displays the total selected deals.
Total Linked Amount	Displays the total Linked Amount.



a. Enter the **Deal Reference Number** in the search field and click . The searched **Deal Reference Number** record details appear.

OR

Click the check box to select the required searched **Deal Reference Number record**.

- b. In the Linked Amount field, enter the linked amount.
- c. Click **Submit**. The selected deal reference number appears.
   OR

Click Close to close the Link Forex Deals overlay screen.

6. Click **Next** to save the details entered and proceeds to next level of details.

OR

Click Cancel to cancel the transaction, The Dashboard appears.

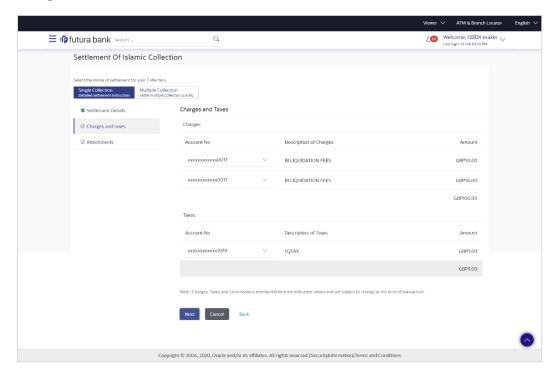
ΟR

Click Back to go back to previous screen.

## 17.1.1 Charges and Taxes tab

This tab captures the charges and taxes for the single collection settlement Instruction application process.

#### **Charges and Taxes tab**



#### **Field Description**

Field Name	Description
i iciu ivallic	Describition

Charges



Field Name	Description
Account No	The account which will be charged for the specific charge.
Description of Charges	The description of the charges.
Amount	The amount that is maintained under the charge.
Total Amount	Displays the total charge that will be levied in the transaction.
Taxes	
Account No.	The account to be earmarked for taking the Taxes.
Description of Taxes	Displays the description charges applicable.
Amount	Displays the amount of taxes.
Total Amount	Displays the total tax amount.
Commissions	
Account No.	The account from which the commission will be taken.
Commissions for	The commission component.
Percentage	The percentage of commission.
Amount	The commission amount.
Total Amount	Displays the total commission amount.

7. In the **Charges**, **Taxes**, and **Commissions** section, select the appropriate account, from the **Account No**. list

8. Click **Next** to save the entered details and proceed to the next level.

ΟR

Click the **Attachments** tab.

OR

Click **Back** to go back to previous screen.

ΟR

Click Cancel to cancel the transaction. The Dashboard appears

**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

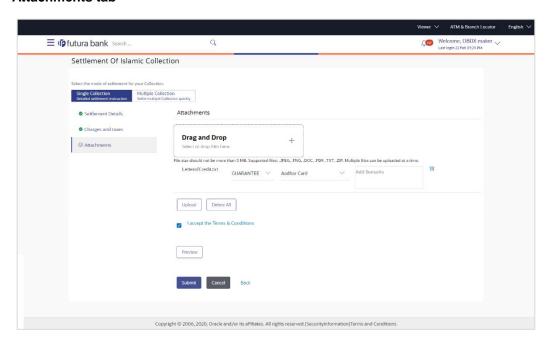


## 17.1.2 Attachments tab

The user can attach documents to the settlement in this tab.

#### **To Attach Documents:**

#### **Attachments tab**



Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
Document Name	Displays the name of the attached documents.
	Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Add Remarks	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document-

<sup>9.</sup> Click **Drag and Drop** to browse and select the required document present on your computer. The **Attach Document** popup window appears.



- 10. Select the required document present on your computer to upload.
- 11. Click **Upload** to upload document. The Attach Documents tab appears along with list of attached documents.

OR

Click to remove the attached document.

OR

Click **Delete All** to delete all the attachments.

- 12. Read the I accept the Terms and Conditions by clicking on the hyperlink and click on check box to accept the Terms and Conditions.
- 13. Click **Preview** to have a preview of draft.
- 14. Click Submit.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

Click **Back** to go back to previous screen.

15. The review screen appears. Verify the details, and click **Confirm**.

Click Cancel to cancel the transaction. The Dashboard appears.

OR

Click **Back** to go back to previous screen.

16. The success message bill settlement appears. Click **OK** to complete the transaction.

# 17.2 Multiple Bill Detailed Settlement Instruction - Islamic

This facility allow the corporate users, to settle multiple Islamic Export Bills so that transaction can be initiated directly from channel as per the laws.

#### To settle multiple Collection:

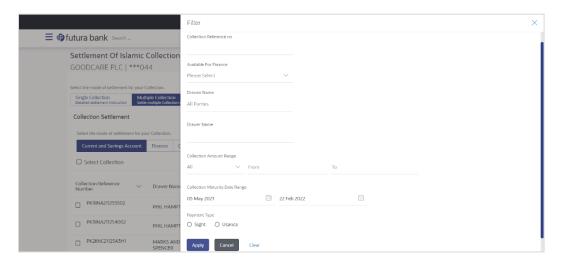
- 1. Navigate to **Settlement of Collection Islamic** transaction.
- 2. Select the Multiple Collection Settlement multiple bills quickly tab. By Default the screen displays list of the collection that needs to be settled today. OR



Click to filter based on the below criteria.



#### **Filter**



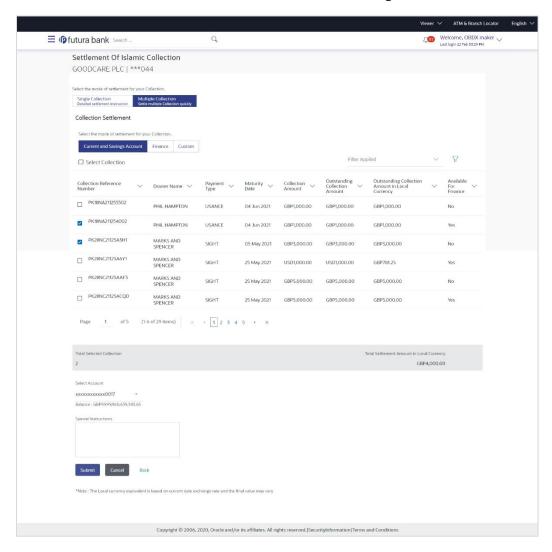
Field Name	Description	
Collection Reference Number	The collection reference number.	
Available for	Whether the collection is available for finance or not.	
Finance	The options are:	
	• Yes	
	• No	
Drawee Name	The drawee name against whom collection is to be created.	
Drawer Name	The name of the drawer.	
Collection Amount Range		
All	The currency in which collection is to be settled.	
From	The start of the amount range used for searching the collection.	
То	The end of the amount range used for searching the collection.	
Collection Maturity Date Range	The start date and end date on which the collection will gets matured.	



Field Name	Description
Payment Type	The type of payment.
	The options are:
	Sight
	• Usance

3. Click **Apply**. The search results appear based on the filter criteria. By Default the screen displays list of the collection in the Custom tab.

#### Search Result - Collection Settlement - Current and Savings Account





Field Name	Description
Current and Savings Account / Finance Account	Option to select a CASA account or Finance account.  • Current and Savings Account: The user can select the Current and Savings account that he wishes to use for settlement of collection.  Note: The balance in CASA account should be equal or more than the equivalent amount of collection in collection's currency, which
	<ul> <li>is being settled, in case of single collection being liquidated.</li> <li>Finance: The user can select this option to apply for a finance directly from the page. Bank would be informed that the corporate user is looking for a finance.</li> <li>Custom: The user can select this option for custom account</li> </ul>
Select Collection	The option to select multiple collection to apply for the settlement.
Check Box (Account Selection)	The option against each collection, to select a Current and Savings Account account which he wishes to use. The available balance in the casa account is also displayed so that he can take an informed decision.
Collection Reference Number	The collection reference number.
Drawer Name	The name of the drawer.
<b>Maturity Date</b>	The date on which the collection will gets matured.
Payment Type	The type of payment. The options are:  • Sight • Usance
Collection Amount	The collection amount.
Outstanding Collection Amount	Displays the outstanding Collection Amount for settlement.
Outstanding Collection Amount in Local Currency	Displays the outstanding Collection amount in local currency.



Field Name	Description
Available for Finance	Whether the collection is available for finance or not.  The options are:  • Yes • No
Total Selected Collection	Displays the total number of collection selected for settlement.
Total Settlement Amount in Local Currency	Displays the total settlement amount in local currency.
Special Instructions	Any remarks to be entered.

4. Select the check box against the **Collection Reference Number** which is to be settled.

Select the **Select Collection** check box to select multiple collection to apply for the settlement.

Select the Current and Savings Account option, if he wishes to use it for settlement of collection.

OR

Select this **Finances** option to apply for a finance directly from the page.

OR

Select the **Custom** option for custom account

- 6. From the **Select Account** list, select the account from which the transfer needs to be made for settlement of collection.
- 7. In the **Special Instructions** field, enter the remarks/special instructions.
- 8. Click **Submit** to initiate the selected Collection settlement. The **Settlement of Islamic Collection Review** screen appears.

OR

Click **Cancel** to cancel the transaction.

OR

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

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

OR

Click **Cancel** to cancel the transaction.

OF

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

10. The success message initiation of Collection settlement appears.

OR

Click Trade Finance Overview to go to the Trade Dashboard screen.



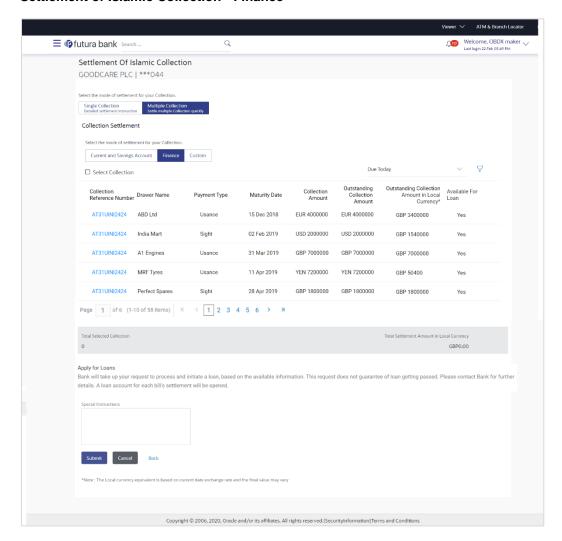
## 17.2.1 Settlement of Islamic Collection - Finance

The Finance tab allows to settle the collection using finance account.

#### To settle the Collection using finance account

 In the the Settlement of Islamic Collection screen, click the Finance tab. The Settlement of Collection - Finance tab.

#### **Settlement of Islamic Collection - Finance**



#### **Field Description**

Field Name Description

**Select Collection** The option to select multiple collection to apply for the settlement.



Field Name	Description
Collection Reference Number	The collection reference number.
Drawer Name	The name of the drawer.
Payment Type	The type of payment.  The options are:  Sight Usance
Maturity Date	The date on which the collection will gets matured.
Collection Amount	The collection amount.
Outstanding Collection Amount	Displays the outstanding Collection Amount for settlement.
Outstanding Collection Amount in Local Currency	Displays the outstanding Collection amount in local currency.
Available for Finance	Whether the collection is available for finance or not.  The options are:  • Yes  • No
Total Selected Collection	Displays the total number of collection selected for settlement.
Total Settlement Amount in Local Currency	Displays the total settlement amount in local currency.
Apply for Finances	Select this option to apply for finance.
Special Instructions	Any remarks to be entered.



- Select the check box against the Collection Reference Number which is to be settled. OR
  - Select the **Select Collection** check box to select multiple collection to apply for the settlement.
- 3. Select **Apply for Finance** check box, to apply for the finance to settle the collection.
- 4. Repeat steps 6 to 9 of **Settlement of Islamic Collection** section.

# 17.2.2 <u>Settlement of Islamic Collection – Custom</u>

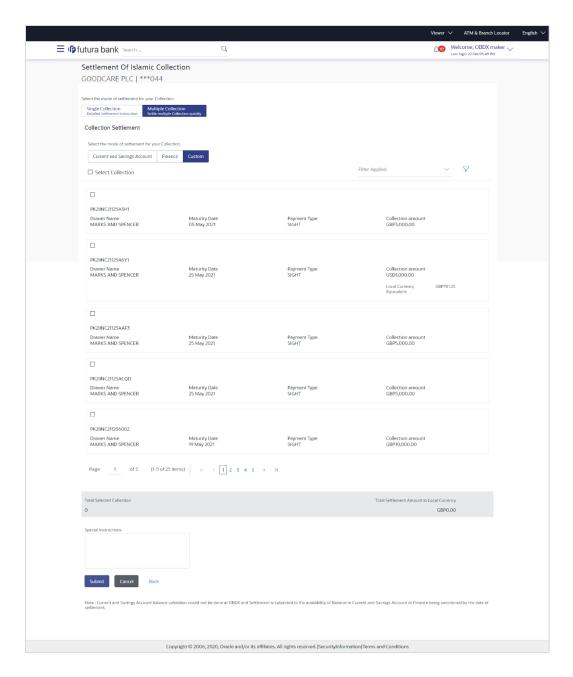
The Custom tab allows to settle the collection using custom account.

#### To settle the Collection using

1. In the the Settlement of Islamic Collection screen, click the Custom tab. The Settlement of Islamic Collection - Custom tab.

Search Result - Settlement of Islamic Collection - Custom





#### **Field Description**

#### Field Name Description

**Select Collection** The option to select multiple collection to apply for the settlement.

Check Box (Account Selection)

The option against each collection, to select a Current and Savings Account which he wishes to use. The available balance in the casa account is also displayed so that he can take an informed decision.



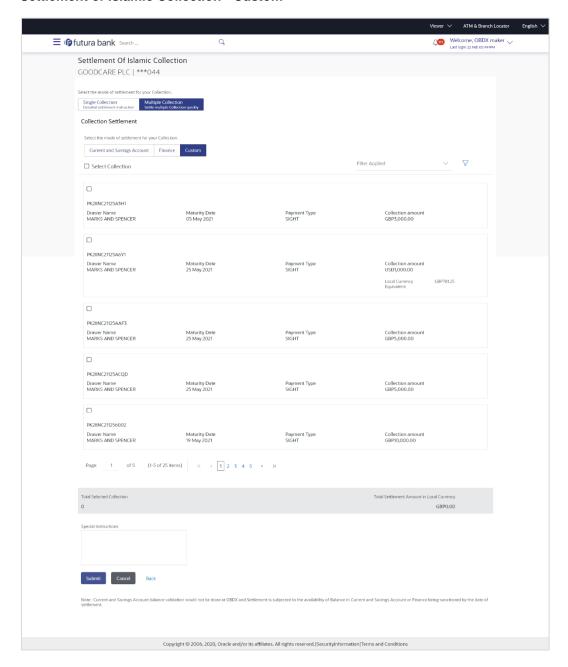
Field Name	Description
Collection Reference Number	The collection reference number.
Drawer Name	The name of the drawer.
Maturity Date	The date on which the collection will gets matured.
Payment Type	The type of payment.  The options are:  Sight Usance
Collection Amount	The collection amount.
Total Selected Collection	Displays the total number of collection selected for settlement.
Total Settlement Amount in Local Currency	Displays the total settlement amount in local currency.
Special Instructions	Any remarks to be entered.

2. Select the check box against the **Collection Reference Number** which is to be settled. OR

Select the **Select Collection** check box to select multiple bills to apply for the settlement.



#### **Settlement of Islamic Collection - Custom**



Field Name	Description
Select Collection	The option to select multiple collection to apply for the settlement.
Check Box (Account Selection)	The option against each collection, to select a CASA account which he wishes to use. The available balance in the casa account is also displayed so that he can take an informed decision.



Field Name	Description	
Collection Reference Number	The collection reference number.	
Drawer Name	The name of the drawer.	
Maturity Date	The date on which the collection will gets matured.	
Payment Type	The type of payment.  The options are:  Sight Usance	
Collection Amount	The collection amount.	
Input Payment Details		
CASA Account / Finance Account	· ·	
Pay From	Source account from which the funds are to be transferred for settlement of collection.	
Balance	Net balance in the selected source account.	
Forward Deal Reference Number	The forward deal reference number for settlement of collection.	
Total Selected Collection	Displays the total number of collection selected for settlement.	
Total Settlement Amount in Local Currency	Displays the total settlement amount in local currency.	



Field Name	Description
Special Instructions	Any remarks to be entered.

3. Select the **Current and Savings Account** option, if he wishes to use it for settlement of collection.

OR

Select this **Finances** option to apply for a finance directly from the page.

- From the Select Account list, select the account from which the transfer needs to be made for settlement of collection.
- 5. In the **Forward Reference Deal Number** field, enter the forward deal reference number for settlement of collection.

OR

Click the **Link Forex Deals** link, the Pre booked Deals overlay screen appears.

- a. Select the check box against the required **Deal Reference Number** and click submit, the selected Deal Reference Number appears in the **Forward Deal Reference Number** field.
- 6. In the **Special Instructions** field, enter the remarks/special instructions.
- 7. Click **Submit** to initiate the selected Collection settlement. **The Settlement of Islamic Collection Review** screen appears.

OR

Click Cancel to cancel the transaction.

OR

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

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

OR

Click Cancel to cancel the transaction.

OR

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

9. The success message initiation of Collection settlement appears.

OR

Click Trade Finance Overview to go to the Trade Dashboard screen

Home



# 18. View Export Collection - Islamic

Using this option, you can search, view and download the details of the Islamic Export Collection.

You can perform search on the Collection reference number, drawee name, drawer name, Collection amount etc. and view the details of an individual Export Collection. The individual Export Collection details are shown under various tabs. The system provides Export Collection details such as Collection amount, Collection documents, status, and parties to the Collection, bank details, bank instructions, etc. You can also download the Islamic Export Collection list in pdf format.

#### **Pre-Requisites**

- User must have a valid login credentials
- User must have certain Export Collection

#### Workflow



#### How to reach here:

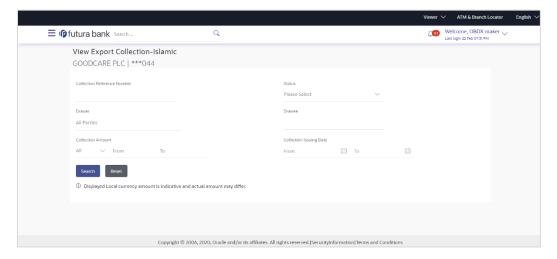
Dashboard > Toggle menu > Trade Finance > Collection > Export Collection > View Export Collection - Islamic

#### To view Islamic Export Collection:

1. The View Export Collection - Islamic screen appears.



## **View Export Collection - Islamic**



Field Name	Description
Collection Reference Number	The name of beneficiary party.
Status	The current status of the Collection.
	The options are:
	Active
	• Hold
	Cancelled
	Liquidated
	<ul> <li>Closed</li> </ul>
	Reversed
Drawer	The name of the drawer under the Collection.
Drawee	The name of party who is drawee of the Collection.
Collection Amount From	The start of the Collection amount range used for searching the Collection.
Collection Amount To	The end of the Collection amount range used for searching the Collection.
Collection Issuing Date From	The start date of the Collection date range used for searching the Collection.



Field Name	Description
Collection Issuing Date To	The end date of the Collection date range used for searching the Collection.

- 2. From the **Drawee** list, select the appropriate option.
- Click Search.

The View Export Collection screen appears with the search results.

 $\mathsf{OR}$ 

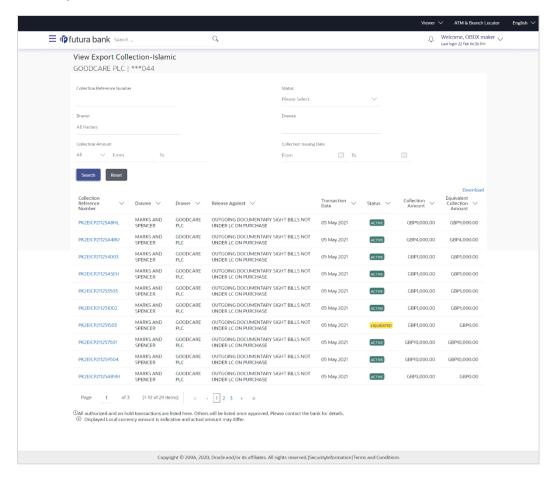
Click Reset to reset the search criteria.

OR

Click Cancel to cancel the transaction.

4. Click the **Download** link to download all or selected columns in the Export Collection details list. You can download the list in PDF formats.

#### View Export Collection - Islamic - Search Result





#### **Field Description**

Field Name	Description
Collection Reference Number	The Collection reference number.
	Displays the link to view the Export Collection details.
Drawee	The name of the drawee of the Export Collection.
Drawer	The name of the drawer of the Export Collection.
Release Against	The product name of the Export Collection.
Transaction Date	The transaction date of the Export Collection.
Status	The current status of the Collection.
	The options are:
	Active
	Hold
	Cancelled
	Liquidated
	Closed
	Reversed
Collection Amount	The Export Collection amount.
Equivalent Collection Amount	The equivalent Export Collection amount.

Click the required link in the Collection Reference Number column. The View Export
 Collection screen appears with the details of the selected Export Bill. By default, the View
 Collection Details General Collection Details tab appears.

**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

# 18.1 View Export Collection Islamic

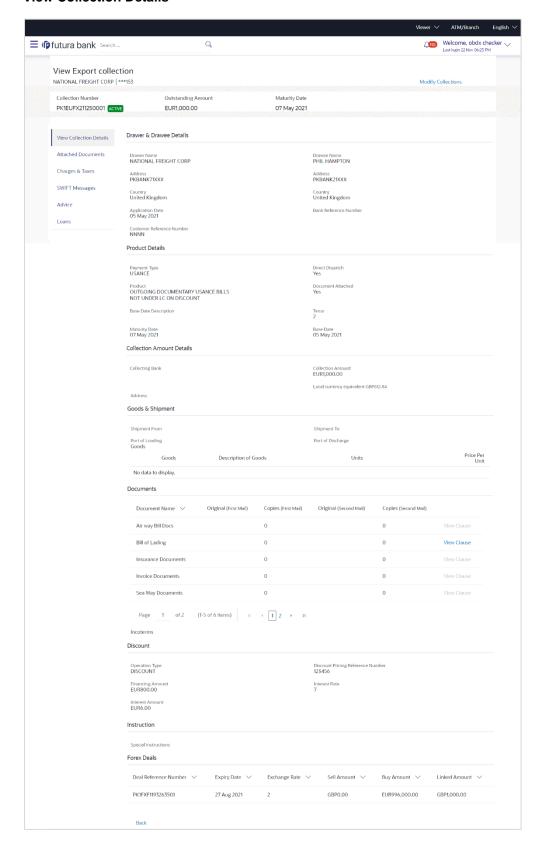
1. Click View Collection Details tab.

OR

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



#### **View Collection Details**





Field Name	Description
Collection Number	The Islamic export Collection number.
Outstanding Amount	The outstanding amount of the Islamic export collection.
Maturity Date	The maturity date of the Islamic export collection.
Drawer and Drawee Detail	ls .
Drawer Name	The name of the drawer of the Islamic Export Collection. He is the creator of Collection.
Address	The address of the drawer of the Islamic Export Collection.
Country	The country of the drawer of the Islamic Export Collection.
Application Date	The date of application of the Islamic Export Collection.
Customer Reference Number	The user provided customer reference number for the transaction.
Drawee Name	The name of the drawee of Collection.
Address	The address of the drawee of the Islamic Export Collection.
Country	The country of the drawee of the Islamic Export Collection.
Bank Reference Number	The user provided bank reference number for the transaction.
Product Details	
Payment Type	The type of payment associated with the Islamic Collection. it can be:  • Sight  • Usance
Direct Dispatch	Indicates whether the bills to be dispatched directly or not.
Product	The product of the Islamic Export Collection.



Field Name	Description		
Document Attached	It asks user if documents are a part of Islamic Collection.  It can be:  Yes (Documentary)  No (Clean)		
Tenor	The tenor of the Collection.		
Base Date Description	This depicts the base code and its description as fetched from host. It describes what the chosen base date for application is.		
Base Date	The date to be considered as base date for Collection application.		
Maturity Date	The maturity date of the Islamic Export Collection. It is number of days for the tenor from the base date.		
Collection Amount Detail	Collection Amount Details		
Collecting Bank	The name of the collecting bank.		
Address	The address of collecting Bank.		
Country	The name of collecting Bank's country.		
Collection Amount	The Collection amount with base currency in which Collection is originated.		
Goods and Shipment			
Shipment From	The place from where shipment will be done.		
Shipment To	The place of delivery of goods.		
Port of Loading	The place of dispatch or loading on board of the goods.		
Port of Discharge	The port of discharge of goods.		
Goods and Shipment Section to add or remove the	he goods for shipment.		
Sr No	The serial no of different goods.		
Goods	The type of good being shipped has to be chosen.		



Field Name	Description
Description of Goods	The description of goods.
Units	The number of units of the goods.
Price Per Unit	The price per unit of the goods.
Documents	
Document Name	Displays the lists of all the documents required to be represented.
Original (First Mail)	Displays the number "n" out of "m" original documents of the first mail that will be provided to bank.
Copies (First Mail)	Displays the number of copies of the first mail that will be submitted as a set of documents for LC.
Original (Second Mail)	Displays the number "n" out of "m" original documents of the second mail that will be provided to bank.
Copies (Second Mail)	Displays the number of copies of the second mail that will be submitted as a set of documents for LC.
Clause	User can view the default description of clauses by clicking View Clause link.
Discount	
Operation Type	Indicates the operation type required in the contract.
Discounting Reference Number	The discount reference number.  This field appears, if the operation type is "Discount".
Financing Amount	The financing amount.
Profit Rate	The profit rate
Profit Amount	Displays the description charges applicable.
Instructions	
Special Instructions	Any instructions provided to bank is mentioned here.
Deal Reference Number	
Expiry Date	The expiry date of the bill settlement



Field Name	Description
Exchange Rate	The exchange rate for the settlement of bill.
Sell Amount	The selling amount of the deal.
Buy Amount	The buying amount of the deal.
Linked Amount	The linked amount of the forex deal.
Deal Reference Number	The deal reference number for settlement of bill.

Click Attached Documents tab. The Attached Documents in the View Export Collection -Islamic screen.

OR

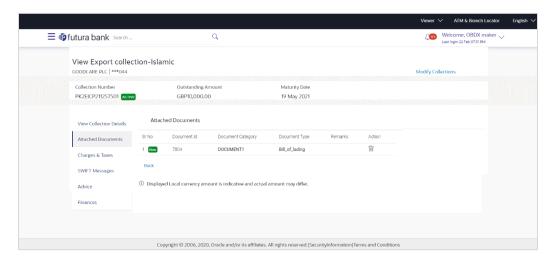
Click Back.

The View Export Collection screen appears.

# **18.2 Attached Documents**

This tab displays the list of all documents uploaded by user. It allows the user to download the attachments done under the selected Islamic Export Collection.

#### **Attached Documents**



Field Name	Description
Sr No	The serial number of the attached document record.



Field Name	Description
Document ID	Displays the unique identification number for the attached document.
	Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.
Action	Action to be taken that is delete the attached document.

 Click the required link in the **Document ID** column to download the attached document. OR

Click Attach More Documents link to attach more document. The Attach Document overlay screen appears OR

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Click to delete the attached document record.

4. Click Charges & Taxes tab. The charges and taxes in the View Export Collection - Islamic screen.

OR

Click Back.

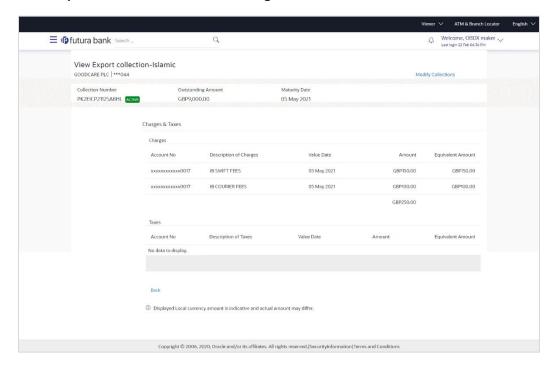
The View Export Collection - Islamic screen appears.

# 18.3 Charges & Taxes

This tab lists charges, Commission and Taxes against bill.



## **View Export Collection - Islamic - Charges & Taxes**



Field Name	Description
Charges	
Account No.	Debit account number of the applicant.
Description of Charges	Displays the description charges applicable.
Date	Displays the date on which charges are applicable.
Amount	Displays the amount of charges.
Taxes	
Description of Charges	Displays the description charges applicable.
Value Date	Displays the value date of the taxes.
Transaction Date	Displays the date on which the transaction is done.
Amount	Displays the amount of taxes.



Field Name	Description	
Commissions		
Commission for	Displays the all commissions charged by bank.	
Percentage	Displays the percentage of collection charged as commission.	
Amount	Displays the amount of commission.	

5. Click **SWIFT Messages** tab.

The SWIFT Messages tab appears in the View Export Collection - Islamic screen.

OR

Click Back.

The View Export Collection - Islamic screen appears.

OR

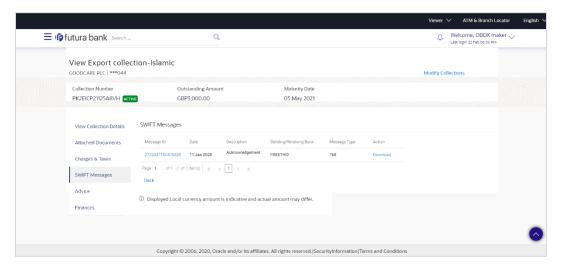
Click Cancel to cancel the transaction.

**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

# 18.4 **SWIFT Messages**

These lists and displays list of all SWIFT messages between both the parties.

#### View Export Collection - Islamic - SWIFT Messages tab



Field Name	Description
Message ID	Unique identification number for the message.

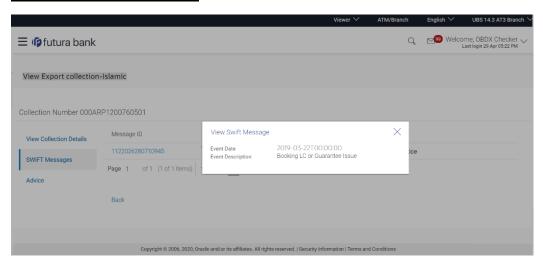


Field Name	Description
Date	Date of sending advice.
Description	The SWIFT message detailed description.
Sending/ Receiving Bank	This displays the name of bank who has sent/received the message.
Message Type	This shows the type of message sent/received such as MT 700, MT 707 etc.
Action	The action to be taken that is to download the SWIFT details.

- 6. Click on the desired Message ID to view the respective SWIFT details.

  The SWIFT detail appears in popup window along with the event date and description.
- 7. Click the **Download** link against the SWIFT messages to download in selected format like PDF formats, if required.

## 18.4.1 SWIFT Messages Details



## **Field Description**

Field Name	Description
Event Date	Displays the event date.
<b>Event Description</b>	Displays the description of the event.
Description	The details of the SWIFT message.

a. Click X to close the window.



Note: Only SWIFT messages in which ACK has been received by bank is being displayed.

8. Click **Advices** tab. The summary of all the Advices being exchanged.

OR

Click Back.

The View Export Collection - Islamic screen appears.

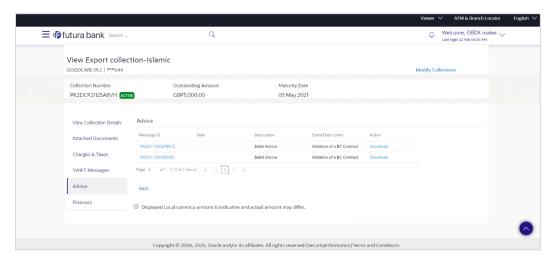
OR

Click **Cancel** to cancel the transaction.

## 18.5 Advices

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected Islamic Export Collection.

#### **View Export Collection - Islamic - Advices**



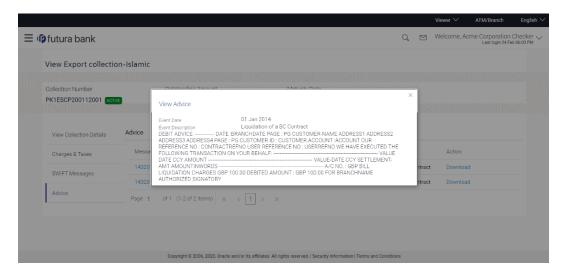
Field Name	Description
Message ID	Unique identification number for the message.
Date	Date of sending advice.
Description	The detail description of advice.
<b>Event Description</b>	Displays the description of the event.
Action	The action to be taken that is to download the advice details.

- 9. Click on the desired Message ID to view the respective advice details.

  The advice detail appears in popup window along with the event date and description.
- 10. Click the Download link against the advice to download in selected format like PDF formats, if required.



#### **Advices Details**



#### **Field Description**

Field Name	·
Event Date	Displays the event date.
Event Description	Displays the description of the event.
Description	The details of the advice.

b. Click X to close the window.

11. Click Back.

The View Export Collection screen appears.

OR

Click Cancel to cancel the transaction.

# 18.6 Finances

This denotes all the linked finances account with the corresponding Finance amount.

12. Click **Finances** tab. The summary of all the linked finances account along with the amount appears.

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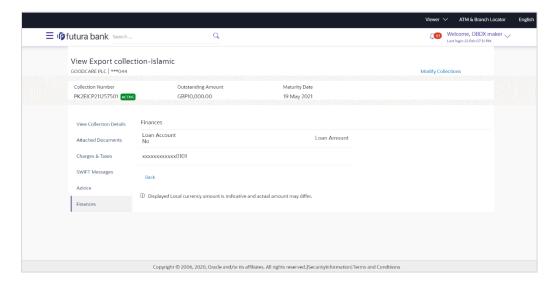
Click Back. The View Export Collection - Islamic screen appears.

OR

Click Cancel to cancel the transaction. The Dashboard appears.



## **View Export Collection - Islamic - Finances**



## **Field Description**

Field Name	Description
Finance Account No.	The linked finances account.
Finance Amount	The finance amount of the linked finance account.

<u>Home</u>



# 19. Modify Collection - Islamic

Using this option, you can modify the details of existing Export Collection in the application. You can search the required export Collection using different search criteria and download the Export Collection list in different file formats.

#### **Pre-Requisites**

- User must have a valid corporate party Id and login credentials in place
- At least a single export Collection should exist for the party ID and party must having view rights for it

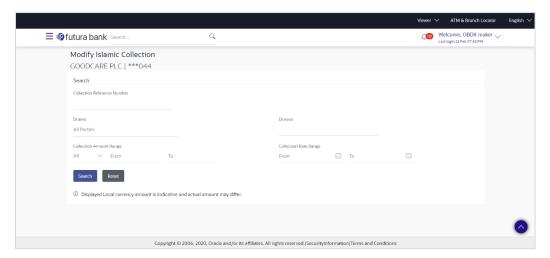
#### How to reach here:

Dashboard > Toggle menu > Trade Finance > Collection > Export Collection > Modify Collection - Islamic > Modify Islamic Collection

#### To modify the Collection:

1. The Modify Islamic Collection screen appears.

#### **Modify Islamic Collection**



Field Name	Description
Collection Reference Number	The Islamic Export Collection reference number.
Drawer	The name of the drawer under the Islamic Collection.
Drawee	The name of drawee. He is the receiver of Islamic Collection.



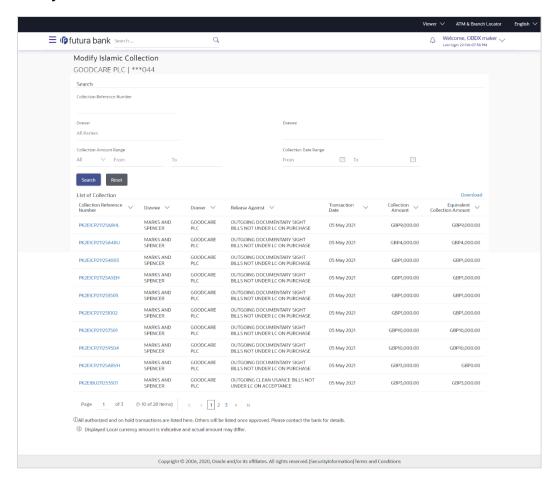
Field Name	Description
Collection Amount From	The start of the Islamic Collection amount range used for searching the Collection.
Collection Amount To	The end of the Islamic Collection amount range used for searching the Collection.
Collection Date From	The start date of the Islamic Collection date range used for searching the Collection.
Collection Date To	The end date of the Islamic Collection date range used for searching the Collection.

- 2. From the **Drawer** list, select the appropriate option. Displays the all-party name mapped to user.
- 3. Click Search.

The **Modify Islamic Collection** screen appears with the search results. OR

Click Reset to reset the search criteria.

#### Modify Islamic Collection - Search Result





## **Field Description**

Field Name	Description
Collection Reference Number	The Islamic Collection reference number.  Displays the link to view the Islamic Export Collection details.
Drawee	The name of the drawee of the Islamic Export Collection.
Drawer	The name of the drawer of the Islamic Export Collection.
Release Against	The product name of the Islamic Export Collection.
Transaction Date	The transaction date of the Islamic Export Collection.
Collection Amount	The Islamic Export Collection amount.
Equivalent Collection Amount	The equivalent Islamic Export Collection amount.

<sup>4.</sup> Click the **Download** link to download the collection list. You can download the list in PDF formats.

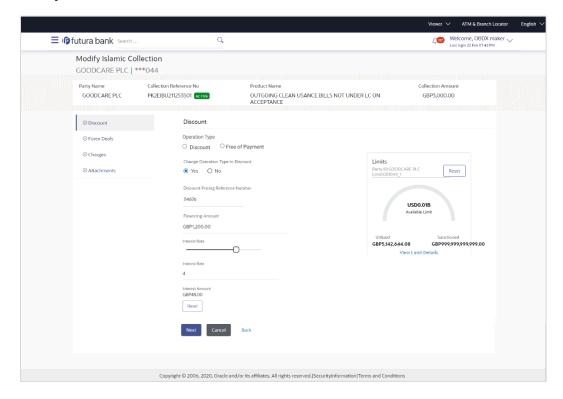
**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

# 19.1 Modify Islamic Collection - Discount



Click the required link in the Collection Reference Number column. The Modify Collection details screen appears with the details of the selected Export Collection. By default, Discount tab appears.

## **Modify Islamic Collection - Discount**



Field Name	Description
Party Name	The name of the applicant is displayed.
Collection Reference Number	The export collection reference number.
<b>Product Name</b>	The export LC product name under which the LC is created.
Collection Amount	Displays the amount of the export Collection.
Operation Type	Indicates the operation type required in the contract.
	The options are:
	Discount
	Free of Payment
	When Discounting required is No and the existing operation type for application is one of these Acceptance, Collection or Negotiation, user can indicate if they wants Free of Payment or not



Field Name	Description	
Do you wish to apply for Discounting	Indicates the option, whether to apply for discounting or not.	
Discounting Reference Number	The discount reference number.	
Reference Number	This field appears, if the operation type is "Discount".	
Financing Amount	The financing amount.	
Below fields appear, if you click the <b>Fetch Profit</b> button.		
Profit Rate	The slider to increase or decrease profit rate.	
	This field appears, if the operation type is "Discount".	
Profit Rate	The profit rate	
Profit Amount	Displays the Profit Amount applicable.	

- 6. In the **Do you wish to apply for Discounting** field, select the appropriate option.
- 7. If you select **Yes** option:
  - c. In the **Discounting Reference Number** field, enter the discounting reference number.
  - d. In the **Financing Amount** field, enter the financing amount.
  - e. Click **Fetch Profit**. The Profit Rate and Profit Amount field appears. OR
  - Click **Reset** to clear the entered details.
  - f. Move the **Profit Rate** slider to increase or decrease the profit rate.
- Click Next to save the details entered and proceeds to next level of details. OR

Click Cancel to cancel the transaction, The Dashboard appears.

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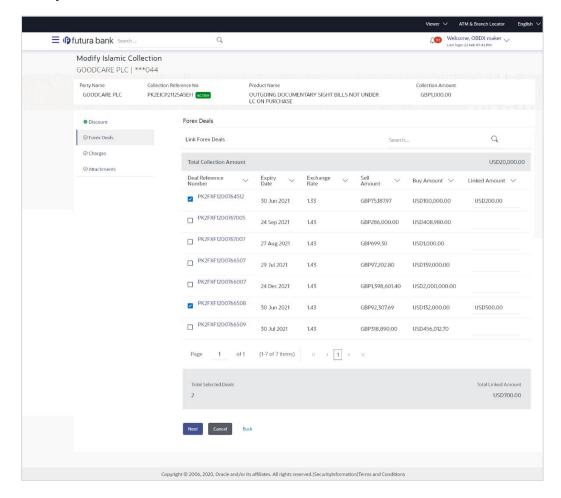
Click **Back** to go back to previous screen.

## 19.1.1 Modify Islamic Collection – Forex Deals

This tab allows the user to link forex deals.



### **Modify Islamic Collection - Forex Deals**



Field Name	Description
Total Collection Amount	Displays the total collection amount.
Deal Reference Number	The deal reference number of the collection.
Expiry Date	The expiry date of the collection.
Exchange Rate	The exchange rate for the collection.
Sell Amount	The selling amount of the deal.
Buy Amount	The buying amount of the deal.
Linked Amount	The linked amount of the forex deal.



Field Name	Description
Total Selected Deals	Displays the total selected deals.
Total Linked Amount	Displays the total Linked Amount.

 Enter the **Deal Reference Number** in the search field and click . The searched Deal Reference Number record details appear. OR

Click the check box to select the required searched Deal Reference Number record.

- 10. In the **Linked Amount** field, enter the linked amount.
- Click Next to save the details entered and proceeds to next level of details.
   OR

Click **Cancel** to cancel the transaction, The Dashboard appears.

OR

Click Back to go back to previous screen.

### 19.1.2 Modify Islamic Collection - Charges, Commission & Taxes

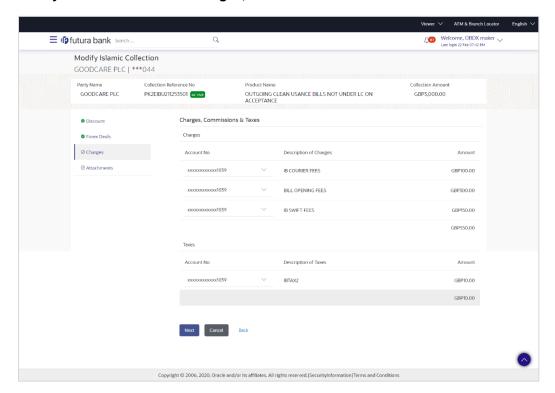
This tab lists charges and Taxes against collection.

12. Click Charges & Taxes tab. The charges and taxes in the Modify Islamic Collection screen.

OR

Click **Back**. The **Modify Islamic Collection** screen appears.

#### Modify Islamic Collection - Charges, Commission & Taxes





#### **Field Description**

Field Name	Description
Charges	
Account Number	Debit account number of the applicant.
Description of Charges	Displays the description charges applicable.
Amount	Displays the amount of charges.
Taxes	
Account Number	Debit account number of the applicant.
Description of Taxes	Displays the description taxes applicable.
Amount	Displays the amount of taxes.
Commissions	
Commission for	Displays the all commissions charged by bank.
Percentage	Displays the percentage of collection charged as commission.
Amount	Displays the amount of commission.

- 13. From the **Account No.** list, select the applicant account.
- 14. Click **Next** to save the details entered and proceeds to next level of details.

OR

Click **Cancel** to cancel the transaction, The Dashboard appears.

OR

Click **Back** to go back to previous screen.

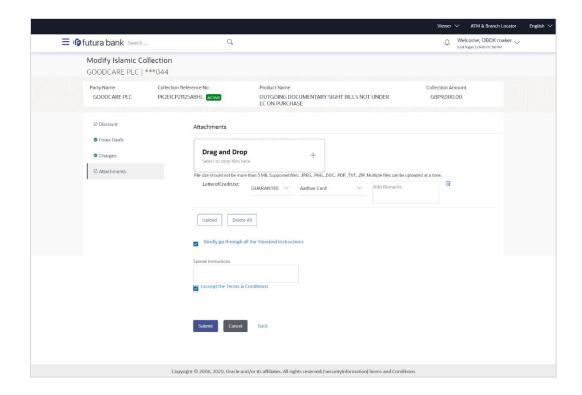
**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

## 19.1.3 Modify Islamic Collection - Attachments tab

Displays the list of documents attached under the Islamic Export Collection application. User can add multiple documents though it should be under the specified limits and supported formats.

**Modify Islamic Collection - Attachments tab** 







### **Field Description**

Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
Document Attached	Displays the attached documents.
	Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Add Remarks	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document-
Save as Template	Options to save the transaction as template.
	The options are:
	• Yes
	• No
Access Type	Indicates the type of access for the template.
	The options are:
	• Public
	Private
	This field is enabled if the <b>Yes</b> option is selected in Save as Template.
Template Name	The name using which template is stored and can be used in future.
4-00115	

- 15. Click **Drag and Drop** to browse and select the required document present on your computer. The **Attach Document** popup window appears.
- 16. Select the required document present on your computer to upload.
- 17. Click **Upload** to upload document. The Attach Documents tab appears along with list of attached documents.

OR

Click to remove the attached document.

Click **Delete All** to delete all the attachments.

- g. In the **Save as Template** field, select **Yes**, if you want to save the transaction as template.
- h. If you select Yes,



- xxii. In the **Access Type** field, select the appropriate option.
- xxiii. In the **Template Name** field, enter the name of the template.
- 18. Select the **Terms and Conditions** check box to accept the Terms and Conditions.
- 19. Click **Preview Draft Copy** to have a preview of draft.
- 20. Click **Submit**. The transaction is saved and the **Modify Islamic Collection Review** screen appears.

OR

Click Back to go back to previous screen.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

21. The review screen appears.

Verify the details, and click Confirm.

OR

Click **Back** to go back to previous screen.

OR

Click Cancel to cancel the transaction. The Dashboard appears.

22. The success message appears along with the reference number. Click **OK** to complete the transaction.

**Home** 



## 20. View Islamic Inward Guarantee

Using this option, you can view existing Islamic Inward guarantees in the application.

A guarantee from a lending institution ensures that the liabilities of a debtor will be met. In other words, if the applicant fails to fulfill a commitment, the lending institution will cover it. A Bank Guarantee enables user to show more credibility while doing business.

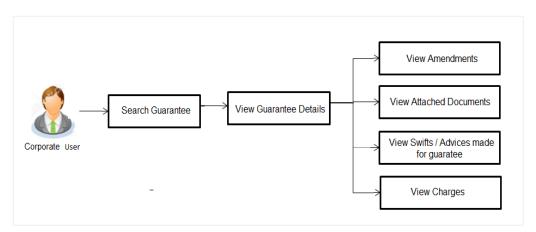
This option allows you to search for guarantees based on a certain search criterion. It allows you to view a list of Islamic Bank Guarantees (also called Inward Guarantee) for the selected customer. Details of an individual guarantee can be viewed and Exported in various formats.

**Note**: This transaction is also available in mobile application.

#### **Pre-Requisites**

- User must have a valid corporate party Id and login credentials in place
- At least a single Inward Guarantee should exist for the party ID and party must having view rights for it

#### Workflow



#### How to reach here:

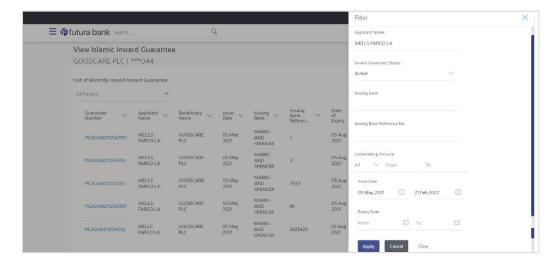
Dashboard > Toggle menu > Trade Finance > Bank Guarantee > Inward Bank Guarantee > View Bank Guarantee - Islamic > Inward Bank Guarantee > View Islamic Inward Guarantee

#### To view Islamic Inward guarantee:

- 1. The View Islamic Inward Guarantee screen appears.
- 2. Click  $\sqrt{\phantom{a}}$  to filter based on the filter criteria. The Filter overlay screen appears.



### **View Islamic Inward Guarantee - Search**



Field Name	Description
Applicant Name	This is the name of corporate who has made the Islamic Inward guarantee in favour of Beneficiary.
Inward Guarantee Status	The current status of the Islamic Inward Guarantee.  The options are:  Active Hold Cancelled Reversed Closed
Issuing Bank	The name of the bank that have issued the Islamic guarantee.
Issuing Bank Reference Number	The reference number of the issuing bank.
Undertaking Amount From	The start of the amount range used for searching the Islamic Inward Guarantee.
Undertaking Amount To	The end of the amount range used for searching the Islamic Inward Guarantee.
Issue Date	The issue date range of the Islamic Inward Guarantee.



Field Name	Description
Expiry Date	The date range in which the Islamic Guarantee expires to fine tune the search results.

- 3. In the **Applicant Name** field, enter the name of the applicant who has made the Inward guarantee in favour of Beneficiary.
- 4. From the **Inward Guarantee Status** list, select the appropriate status of the Inward Guarantee.
- 5. In the Issuing **Bank** field, enter the name of the issuing bank.
- 6. In the **Issuing Bank Reference Number** field, enter the name issuing bank reference number.
- 7. In the **Undertaking Amount From To** field, enter the amount range to search the Inward Guarantee.
- 8. From the **Issue Date** field, select the issue date range from the date calendar to search the Inward Guarantee.
- 9. From the **Expiry Date** field, select the expiry date range from the date calendar to search the Inward Guarantee.
- 10. Click Apply.

The View Islamic Inward Guarantee screen appears with the search results.

OR

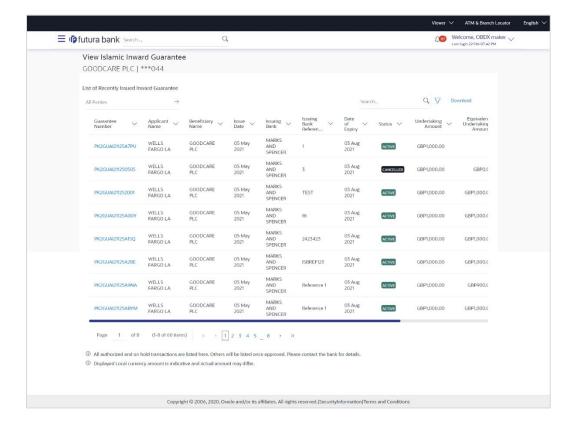
Click Cancel to cancel the transaction. The Dashboard appears.

OR

Click Clear to clear the search criteria.



#### View Islamic Inward Guarantee - Search Result



Field Name	Description
Guarantee Number	The Inward Guarantee number.  Displays the link to view details of the Inward Guarantee.
Applicant Name	Displays the name of the applicant who has made the Inward guarantee in favour of Beneficiary.
Beneficiary Name	Displays the name of beneficiary i.e. the name of customer for whom the guarantee was taken.
Issue Date	Displays the date on which the Guarantee was issued.
Issuing Bank	The name of the bank that have issued the guarantee.
Issuing Bank Reference Number	The reference number of the issuing bank.
Date Of Expiry	Displays the date on which the Guarantee will get expired.



**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

11. Click the required link in the **Guarantee Number** column.

The View Islamic Inward Guarantee screen appears with the details of the selected Inward



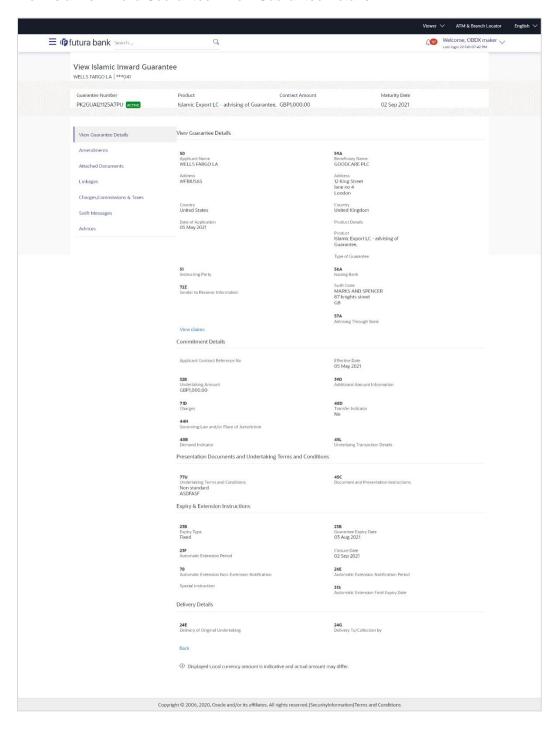
guarantee.

By default, the View Guarantee Details tab appears.

12. Click View Guarantee Details tab.

# 20.1 <u>View Islamic Inward Guarantee - View Guarantee Details</u>

**View Islamic Inward Guarantee - View Guarantee Details** 





Field Name	Description
Guarantee Number	The Islamic Inward Guarantee number.
Product	Displays the product type as coming from Host.
Contract Amount	The contract amount of the Inward Guarantee.
Maturity Date	The maturity date of the Islamic Inward Guarantee.
Applicant Name	Displays the name of applying party.
Address	Displays the address of applying party.
Country	Displays the country of applying party.
Date of Application	Displays the date when guarantee has been initiated.
Beneficiary Name	Displays the name of beneficiary party.
Address	Displays the address of beneficiary party.
Country	Displays the country of beneficiary party.
Instructing Party	Displays the name of the obligator or instructing party
Issuing Bank Details	
SWIFT Code	Displays the SWIFT code of Drawee Bank.
Drawee Bank Name	Displays the name of Bank who acts on behalf of Drawee.
Address	Displays the address of Drawee Bank.
Country	Displays the name of issuing Bank's country.
Product Details	
Product	Displays the product type as coming from Host.
Guarantee Advising	
Type of Guarantee	Displays the various guarantee types to choose from.
Advising Through Bank	Displays the advise through bank.



Field Name	Description
Sender to Receiver Bank	Displays the details of Sender to Receiver Information while initiating a Bank Guarantee so that any information for receiver can be passed under SWIFT message.
<b>Commitment Details</b>	
Applicant Contract Ref No	Displays an applicant's reference number of the Inward Guarantee.
Undertaking Amount	Displays the currency and amount of the Inward Guarantee application.
Effective Date	Displays the effective date of the Inward Guarantee
Additional Amount information	Displays the details of the details the obligator/ Concerning party for the Inward guarantee, and information for the undertaking such as profits, tolerances.
	+/- Tolerances to be specified as 2n/2n format.
Transfer Indicator	Displays the whether the multiple or partial demands are permissible for the Inward guarantee.
Charges	Displays the details charges, and who will bear it for the Inward guarantee.
Underlying Transaction Details	Displays the details of the underlying business transactions for which undertaking is issued.
Governing Law and/or Place of Jurisdiction	The details of the Governing Law and/or Place of Jurisdiction applicable to the undertaking.
Demand indicator	Displays the details of whether the multiple or partial demands are permissible while initiating Inward guarantee or not.
Presentation Documents And Undertaking Terms and Conditions	
This section includes the documents and undertaking terms and conditions present in the Inward Guarantee application.	
Undertaking Terms and Condition	Displays the details of applicable terms and condition of the undertaking.
Document and	Displays the details of the document and presentation

instructions present in the Outward Guarantee.



**Presentation Instruction** 

**Field Name Description** 

#### **Expiry and Extension Instructions**

This section includes the expiry condition and extension applicable for the Inward Guarantee application.

**Expiry Type** Displays the type of validity applicable to the Islamic Inward

Guarantee.

**Guarantee Expiry Date** Displays the expiry date of the Inward Guarantee.

**Closure Date** Displays the closing date of the Inward Guarantee.

The closure date must be after expiry date of the Islamic

Inward Guarantee.

**Automatic Extension** 

Period

Displays the period after which automatic extension is given to

the Inward Guarantee.

**Automatic Extension Non-**

**Extension Notification** 

Displays the notification given for non-extension of automatic

extension while creating Inward Guarantee.

**Automatic Extension Notification Period** 

Displays the period after which notification given for nonextension of automatic extension while creating Islamic Inward

Guarantee.

**Expiry Date** 

Automatic Extension Final Displays the date after which validity of automatic extension to

the Inward Guarantee expires.

Remarks Displays the instruction which is provided by bank to user to be

taken care of while viewing Islamic Guarantee and for his

information.

#### **Delivery Details**

This section includes the details of the delivery of the Islamic inward Guarantee.

**Delivery Of Original** 

Undertaking

Displays the details of delivery of the original undertaking will

be done.

**Delivery To/ Collection by** Displays the details to whom the delivery of undertaking will be

done.

13. Click **Amendments** tab to view amendment details for the Inward Guarantee.

The Amendments detail appears in the View Inward Guarantee screen.

Click the View Claim link to view the guarantee claims.

OR

Click Back.

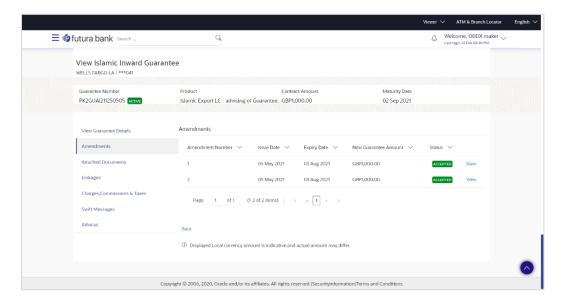
The View Inward Guarantee screen appears.



# 20.2 Amendments

This tab displays the amendments done for the Inward Guarantee.

#### **View Islamic Inward Guarantee - List of Amendments tab**



### **Field Description**

Field Name	Description
Amendment No.	Displays the amendment number of the Islamic Inward Guarantee.  Displays the link to view details of the Inward Guarantee amendment.
Issue Date	Displays the issue date of the Islamic Inward Guarantee.
New Expiry Date	Displays the modified expiry date of the Islamic Inward Guarantee.
New Inward Guarantee amount	Displays the modified amount of the Islamic Inward Guarantee.

14. Click the **View** link of the required amendment record.

The **Issued Amendments** screen appears for the selected Inward Guarantee Amendment. OR

Click Back.

The View Islamic Inward Guarantee screen appears.

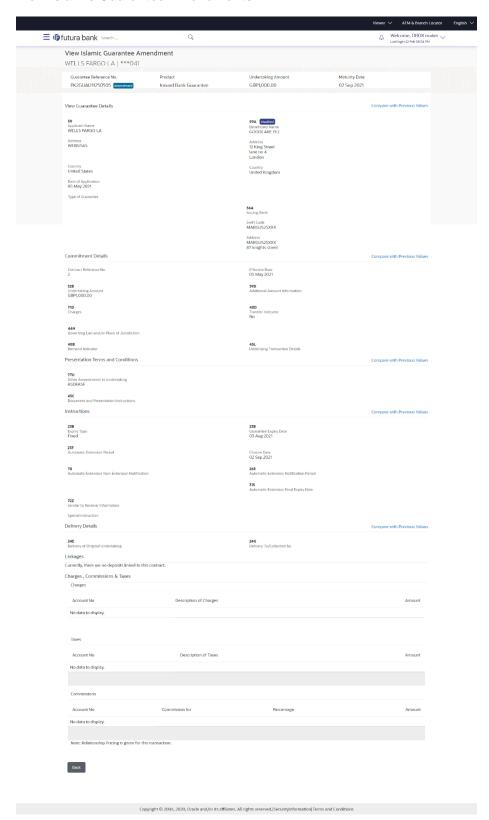


## 20.2.1 View Amendment Details

This screen allows the user to view the details of the amendment done under selected Inward Bank Guarantee.



### **View Islamic Guarantee Amendments**



a. Click Back. The View Islamic Inward Guarantee screen appears...



## 20.3 Attached Documents

You can view the list of all documents uploaded by you.

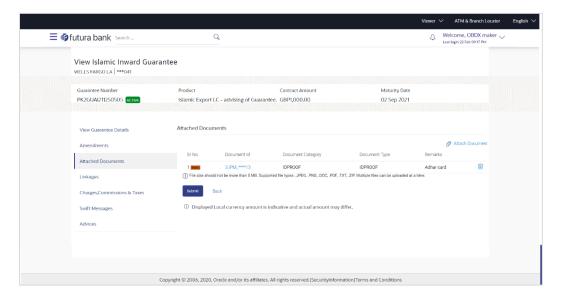
15. Click **Attached Documents** tab to view the list of all documents uploaded or to attach document.

The **Attached Documents** details appears in the **View Inward Guarantee** screen. OR

Click Back.

The View Inward Guarantee screen appears.

#### View Islamic Inward Guarantee - Attached Documents tab



#### **Field Description**

Field Name	Description
Sr No	The serial number of the attached document records.
Document Id	Displays the unique identification number for the attached document.  Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.

Click the required link in the **Document ID** column to download the attached document.
 OR

Click Back.

The View Inward Guarantee screen appears.



# 20.4 Charges, Commissions & Taxes

This tab lists charges, Commissions & Taxes for the Islamic Inward Guarantee.

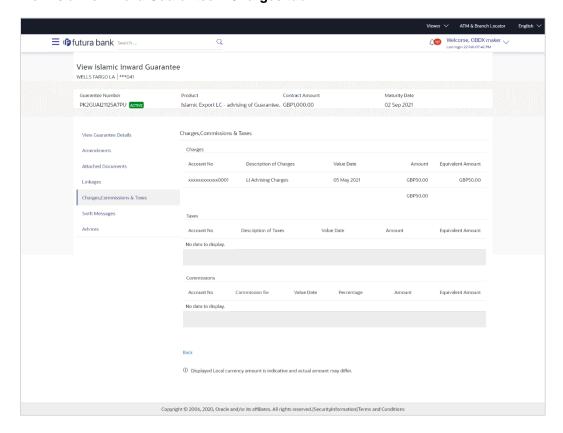
17. Click **Charges** tab to view list of commissions and charges for the Inward Bank.

The **Charges** detail appears in the **View Islamic Inward Guarantee** screen. OR

Click Back.

The View Inward Guarantee screen appears.

### View Islamic Inward Guarantee - Charges tab



Field Name	Description
Charges	
Account No.	Debit account number of the applicant.
Description of Charges	Displays the description charges applicable.
Date	Displays the date on which charges are applicable.



Description
Displays the amount of charges.
Displays the description charges applicable.
Displays the value date of the taxes.
Displays the date on which the transaction is done.
Displays the amount of taxes.
Displays the all commissions charged by bank.
Displays the percentage of Guarantee amount charged as commission.
Displays the amount of commission.

**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

# 20.5 **SWIFT Messages**

This tab lists and displays list of all SWIFT messages exchanged between both the parties. It allows the user to view and download the SWIFT messages generated for the selected Inward Guarantee.

### 18. Click **SWIFT Messages** tab.

the summary of all the all SWIFT messages between both the parties appears.

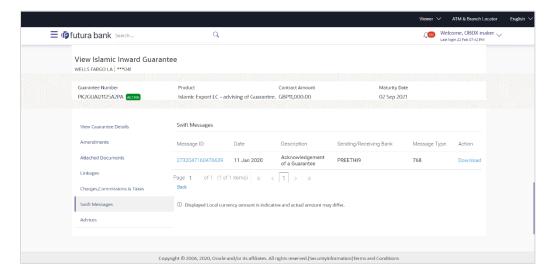
OR

Click Back.

The View Islamic Inward Guarantee screen appears.



#### View Islamic Inward Guarantee - SWIFT Messages tab



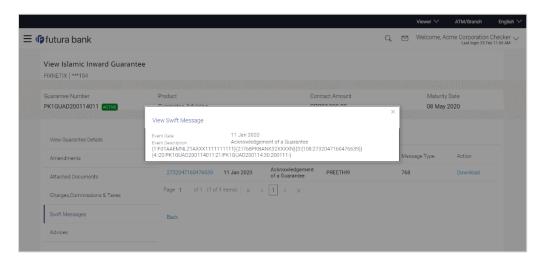
Field Name	Description
Message ID	Unique identification number for the message.
Date	Date of sending advice.
Description	The SWIFT message detailed description.
Sending/Receivi ng Bank	This displays the name of bank who has sent/received the message
Message Type	This shows the type of message sent/received such as MT 740etc
Action	The action to be taken that is to download the SWIFT details.

- 19. Click on the desired Message ID to view the respective SWIFT details.

  The SWIFT detail appears in popup window along with the event date and description.
- 20. Click the **Download** link against the SWIFT messages to download in selected format like PDF formats, if required.



## 20.5.1 **SWIFT Message Details**



#### **Field Description**

Field Name	Description
<b>Event Date</b>	Displays the event date.
Event Description	Displays the description of the event.
Description	The details of the SWIFT message.
a. Click ito close the window.	

Note: Only SWIFT messages in which ACK has been received by bank is being displayed.

## 20.6 Advices

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected Inward Guarantee.

21. Click **Advices** tab. The summary of all the Advices being exchanged.

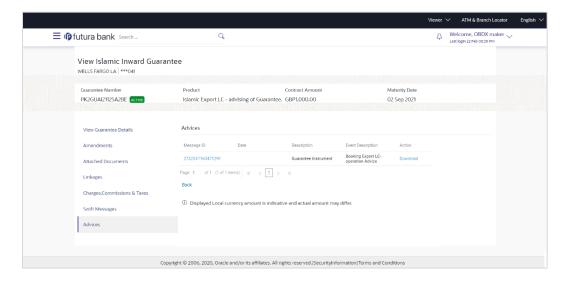
OR

Click Back.

The View Islamic Inward Guarantee screen appears.



### **View Islamic Inward Guarantee - Advices Tab**



Field Name	Description
Message ID	Unique identification number for the message.
Date	Date of sending advice.
Description	The detail description of advice.
<b>Event Description</b>	Displays the description of the event.
Action	The action to be taken that is to download the advice details.

- 22. Click on the desired Message ID to view the respective advice details.

  The advice detail appears in popup window along with the event date and description.
- 23. Click the **Download** link against the advice to download in selected format like PDF formats, if required.



## 20.6.1 Advice Details



### **Field Description**

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the event.
Description	The details of the advice.

i. Click to close the window.

#### 24. Click Back.

The View Inward Guarantee screen appears.

**Home** 



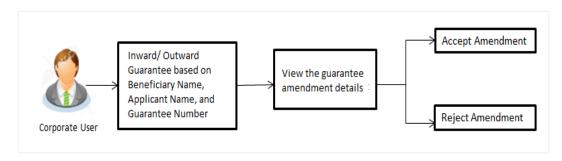
# 21. Guarantee Amendments Acceptance

User can search Guarantee Amendments done under guarantee. The user can accept / reject amendments for Inward / Outward Guarantee.

#### How to reach here:

Dashboard > Toggle menu > Trade Finance > Bank Guarantee> Inward Bank Guarantee > Guarantee Amendment Acceptance

#### Workflow

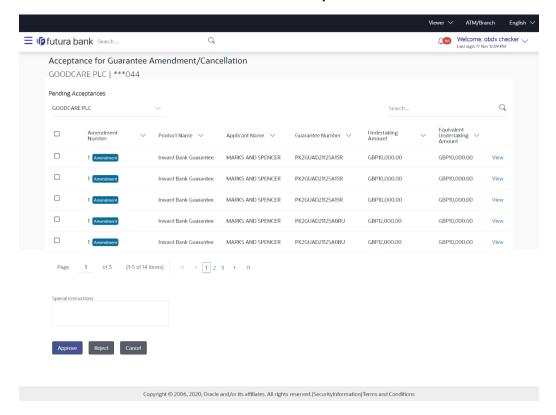


## To search discrepancies in Inward Guarantee:

- 1. Select the **Guarantee Amendments** option.
- 2. Enter the search criteria, if required
- 3. Click Q.
- 4. The **Guarantee Amendment Acceptance** screen appears with the search results.
  - Click Reset to reset the search criteria.
  - OR
  - Click Cancel to cancel the transaction. The Dashboard appears.



### **Inward Guarantee Amendment - Customer Acceptance Search Result**



### **Field Description**

**Amount** 

Field Name	Description
Search	
All Beneficiaries	Select the specific beneficiary to filter the search result based on specific beneficiary.
Search Result	
Amendment Number	The amendment number of the Inward Guarantee.
Product Name	The product of the guarantee for which amendment acceptance is required.
Applicant Name	The name of the applicant of the Inward Guarantee.
Guarantee Number	The Inward Guarantee number against which amendment acceptance is required.
Undertaking	The undertaking amount for the Inward Guarantee.



Field Name	Description
Equivalent Undertaking Amount	The equivalent undertaking amount for the Inward Guarantee.
Special Instructions	The instruction which is provided by user to Bank to be taken care of while creating Guarantee.

- 5. Select the required Amendment Number record.
- 6. In the **Special Instructions** field, enter the remarks/special instructions.
- 7. Click **Approve** to approve the amendment.

OR

Click **Reject** to reject the amendment.

OR

Click **Cancel** to cancel the transaction. The **Dashboard** appears.

OR

Click **Save As,** system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** section.)

OR

Click **Back** to go back to previous screen.

8. The **Review** screen appears.

Verify the details, and click Confirm.

OR

Click **Back** to go back to previous screen.

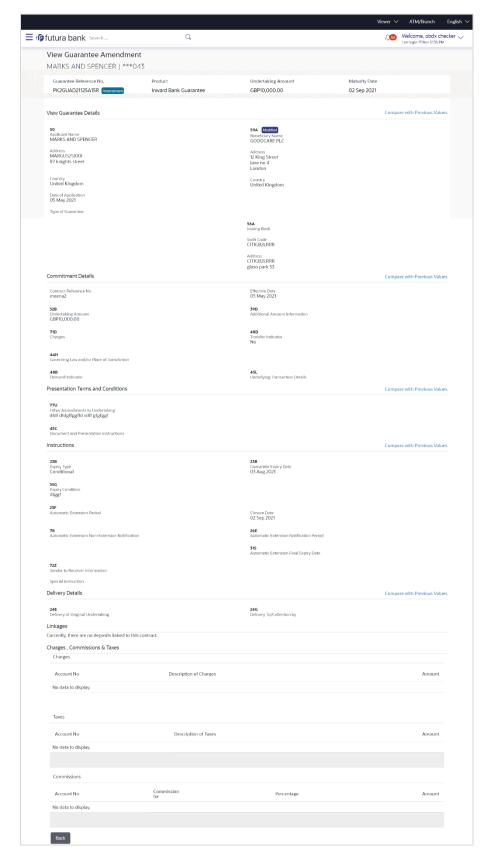
OR

Click Cancel to cancel the transaction.

- 9. The success message Guarantee Amendment Acceptance appears along with the reference number. Click **Go to Dashboard**, to navigate to the dashboard.
- 10. Click on the desired View link to View Guarantee Amendment details screen appear.



## **Guarantee Amendment Acceptance – View Guarantee Amendment**





11. Click **Back**. The **Guarantee Amendment Acceptance** screen with search result appears. OR

Click **Compare with Previous Values** to compare the guarantee details and amendment details value. The **Amend Details** overlay screen appears.

#### **Amend Details**



### **Field Description**

Field Name	Description
Guarantee Reference No.	The Guarantee reference number.
Tags	Displays the unique identification number of the field.
Field	Displays the field name.
New Value	The new amended value of the field.
Old Value	The old value of the field.

**Home** 



# 22. Islamic Lodge Claims

This option allows the user to lodge a claim on received Bank Guarantee from OBDX. User can search the Islamic BG against which he wants to lodge a claim. The user has to provide the details required to lodge a claim. Facility to attach documents will also be available.

The user can also send the application to his bank (OBTFPM).

#### **Pre-Requisites**

User must have a valid corporate party ld and login credentials in place

#### How to reach here:

Dashboard > Toggle menu > Trade Finance > Bank Guarantee > Inward Bank Guarantee > Inward Guarantee Claim Lodgement – Islamic > Islamic Lodge Claims

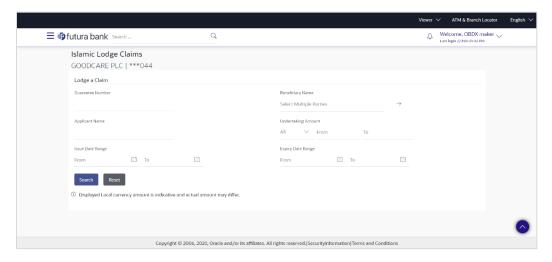
# 22.1 Search Islamic Lodge Claims

User can search the bank guarantee against which he wants to lodge a claim.

#### To search a bank guarantee:

1. Navigate to Islamic Lodge Claims screen

#### Islamic Lodge Claims - Search



Field Name	Description
Guarantee Number	The guarantee number of the guarantee against which the user can lodge a claim.



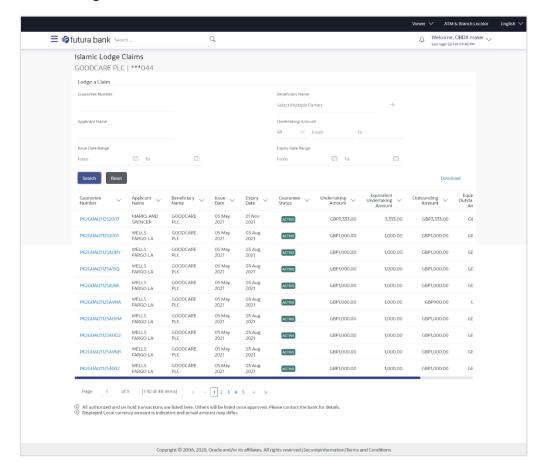
Field Name	Description
Beneficiary Name	The name of the beneficiary of the guarantee.
Applicant Name	The name of the applicant.
Currency	The currency of the undertaking amount for the guarantee.
Undertaking Amount -From To	The undertaking amount start and end range for which the guarantee is issued.
Issue Date Range - From To	The start and end date of guarantee issued.
Expiry Date Range - From To	The expiry date range of the guarantee.

<sup>2.</sup> Enter the search criteria and click **Search**. The search results matching search criteria appears on the screen. OR

Click **Reset** to reset the data entered.



#### Islamic Lodge Claims - Search Results



Field Name	Description	
Search Result		
Guarantee Number	The guarantee number of the Islamic Lodge guarantee against which the user can lodge a claim.	
Applicant Name	The name of the applicant.	
Beneficiary Name	The name of the beneficiary of the Islamic guarantee.	
Issue Date	The date on which the Islamic guarantee issued.	
Expiry Date	The expiry date of the Islamic guarantee.	
Guarantee Status	The status of the issued Islamic guarantee.	



Field Name	Description
Undertaking Amount	The undertaking amount along with the currency for which the Islamic guarantee is issued.
Equivalent Undertaking Amount	The equivalent undertaking amount along with the currency for which the Islamic guarantee is issued.
Outstanding Amount	The outstanding amount along with the currency of the issued Islamic guarantee.
Equivalent Outstanding Amount	The equivalent outstanding amount along with the currency of the issued Islamic guarantee.
Claim	The claimed amount.

<sup>3.</sup> Click the **Guarantee Number** link to view the guarantee claim details. The Islamic Lodge Claims detail screen appears.

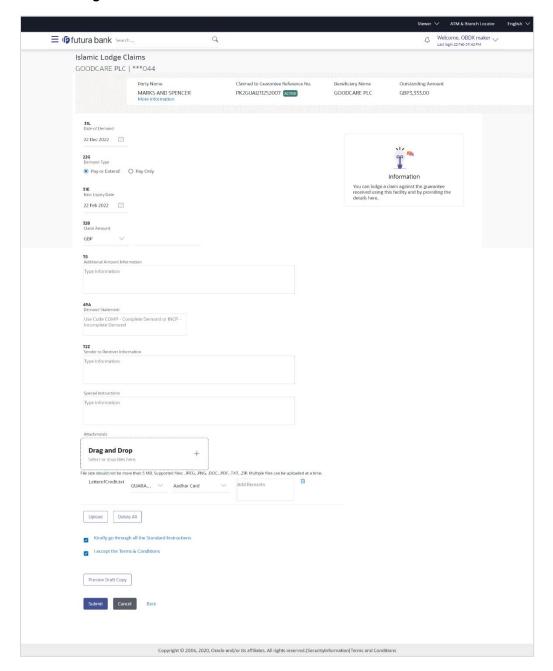
## 22.2 Islamic Lodge Claims - Detail

The user can enter the details required for a claim that is to be lodged against the issued guarantee. After entering the required information he has to send the application to his bank (OBTFPM).

#### To lodge a claim:



#### Islamic Lodge Claims - Detail



Field Name	Description
Party Name	The party name of the customer.
Claimed to Guarantee Reference No.	The guarantee reference number against which user has to lodge a claim.



Field Name	Description
Beneficiary Name	The name of the beneficiary of the Islamic guarantee to be claimed.
Outstanding Amount	The outstanding amount along with the currency of the Islamic guarantee.
Lodgement Date	The date on which the claim was lodged.
	This field appears if the user click on <b>More Information</b> link.
Expiry Type	The type of validity of Islamic guarantee.
	This field appears if the user click on More Information link.
Expiry Date	The expiry date of the Islamic guarantee.
	This field appears if the user click on <b>More Information</b> link.
Demand Indicator	Displays the details of whether the multiple or partial demands are permissible while initiating Islamic Guarantee claim.
	This field appears if the user click on <b>More Information</b> link.
Date of Demand	The date on which the demand was raised by the beneficiary.
Demand Type	This field specifies the type of demand.
	Values are:
	Pay or Extend
	Pay Only
New Expiry Date	The new expiry date of the Islamic Guarantee.
	This field appears, if you select <b>Pay or Extend</b> option in the <b>Demand Type</b> field.
Claim Amount	The amount to be claimed against the guarantee.
	The user has to select the claim currency.
Additional Amount Information	The details on additional amount.
Demand Statement	The demand statement.
Presentation	The details of presentation completion.
Completion Details	Applicable only if demand statement is provided.



Field Name	Description
Sender To Receiver Information	The additional information for the receiver.
Special Instructions	Any instructions provided to bank for lodging a claim is mentioned here.
Attachments	The supporting document that needs to be attached.

- 4. From the **Date of Demand** field, select the date of demand of the guarantee.
- 5. In the **Demand Type** field, select the type of demand.
- 6. If you have selected Pay or Extend option in the Demand Type field:
- 7. In the **New Expiry Date** field, select the new expiry date of the guarantee.
- 8. In the Claim Amount field, select the Currency and enter the claim amount.
- 9. In the **Additional Amount Information** field, enter the details of additional information for lodging the claim.
- 10. In the **Demand Statement** field, enter the details of demand statement.
- 11. In the Presentation Completion Details field, enter the details of presentation completion.
- 12. In the **Sender To Receiver Information** field, enter the additional information for the receiver.
- 13. In the **Special Instructions** field, enter the instructions provided to bank for lodging the claim.
- 14. Click Attachments to upload the document. The Attach Document popup window appears. Browse and select the required document present on your computer.
- 15. Select the **Kindly Go through all the Standard** Instructions, check box.
- 16. Click the **Kindly Go through all the Standard Instructions** link to view the customer instructions maintained by bank from back office.
- 17. Select the **Terms and Conditions** check box to accept the Terms and Conditions.
- 18. Click Preview Draft Copy to have a preview of draft.
- Click Submit. The transaction is saved and the Islamic Lodge Claims Review screen appears.

ÖŔ

Click Back to go back to previous screen.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

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

OR

Click **Cancel** to cancel the transaction. The **Dashboard** appears.

OR

Click Back to go back to previous screen.

21. The success message appears along with the reference number. Click **OK** to complete the transaction.

Home



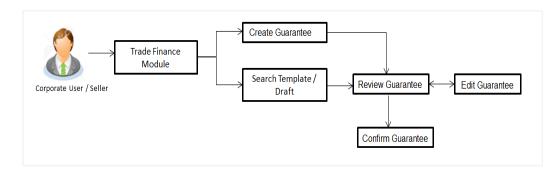
## 23. Initiate Islamic Outward Guarantee

Using this option, you can apply for an Outward Bank Guarantee (BG). For the BG application, you must enter the details under the five heads of the application available in this option viz. Parties, Commitment Details, Bank Instructions and Guarantee Advices and Attachments. The Outward Guarantee application goes through the "Maker-Checker" cycle and once it is authorized, the details are sent to the host system.

#### **Pre-Requisites**

User must have a valid corporate party Id and login credentials in place

#### Workflow



#### User has three options to initiate Collection

- a. Using existing Templates
- b. Using existing Drafts
- c. Initiating Guarantee (New Application)

These are explained in detail underneath.

#### How to reach here:

Dashboard > Toggle menu > Trade Finance > Bank Guarantee > Outward Bank Guarantee > Initiate Outward Guarantee - Islamic > Initiate Islamic Outward Guarantee

## 23.1 Search Islamic Guarantee template

User can save guarantee application as a Template so that same can be used for creation of similar kind of Collections, if required in future repeatedly. User can search the saved guarantee template using Template Name. Also, it has different access levels for user to save.

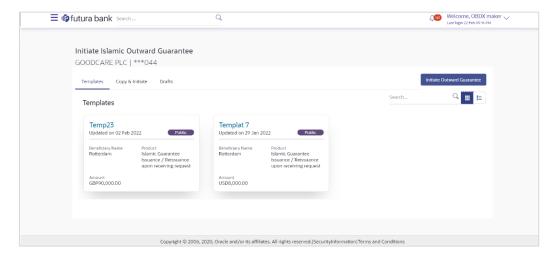
**Note:** Guarantee Application saved as **Template** can be re used any number of times for Guarantee Initiation.

#### To search the Islamic Guarantee template:

- 1. In the **Search** field, enter the template name.
- 2. Click . The saved guarantee templates appears based on search criteria.



#### **Islamic Guarantee Template - Search Result**



#### **Field Description**

Field Name	Description
Search Result	
Name	The name using which template is stored and can be clicked to initiate a Guarantee application.
Updated On	The latest updated date of the template.
Access Type	The type of access granted to template whether it is public or private.
Beneficiary Name	The name of the beneficiary of the Islamic Outward Guarantee.
Created by	The name of the maker who created the template.
Product	Product for the given Islamic Bank Guarantee.
Amount	The currency and amount of the Islamic Outward Guarantee application.

3. Click Initiate Outward Guarantee. The Initiate Islamic Outward Guarantee screen appears.

OR

Click Cancel to cancel the transaction, The Dashboard appears.

OR

Click or to view the initiate Islamic Outward Guarantee template as Summarized or Tabular view.



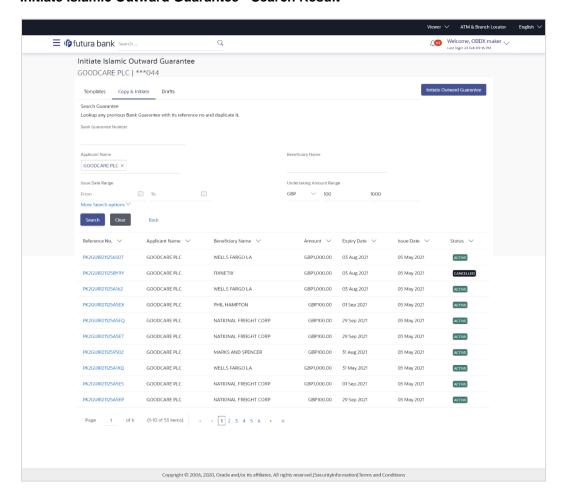
## 23.2 Copy and Initiate Outward Guarantee

User can initiate trade transaction by copying the contents from a similar and existing trade instrument, so that he does not have to provide the details again.

#### To search the Outward Guarantee:

- 4. In the Search field, enter the Bank Guarantee Number with its reference number.
- 5. Click  $^{\mathbb{Q}}$  . The saved Outward Guarantee appears based on search criteria.
  - Click Clear to reset the data entered.
  - OR
  - Click Cancel to cancel the transaction.

#### Initiate Islamic Outward Guarantee - Search Result





Field Name	Description
Bank Guarantee Number	The existing Islamic Outward Guarantee reference number which needs to be copied and similar one initiated.
Applicant Name	The name of the applicant party of the Islamic Outward Guarantee.
Beneficiary Name	The name of the beneficiary of the Islamic Outward Guarantee.
Issue Date Range (From To)	The start and end date of the issuance of Islamic Outward Guarantee.
Undertaking Amount Range (From To)	The currency and the undertaking amount range of the Islamic Outward Guarantee application that are to be searched.
Expiry Date Range (From To)	The expiry start and end date of the Islamic Outward Guarantee that are to be searched.
	This field appears, if you click the <b>More Search Options</b> link.
Status	The status of the Islamic Outward Guarantee application.
	This field appears, if you click the <b>More Search Options</b> link.
Search Result	
Reference Number	The existing Islamic Outward Guarantee reference number to be copy and initiate.
	Click on the link to view the details of Islamic Outward Guarantee initiated.
Applicant Name	The name of the applicant party of the Islamic Outward Guarantee.
Beneficiary Name	The name of the beneficiary of the Islamic Outward Guarantee.
Amount	The currency and amount of the Islamic Outward Guarantee application.
<b>Expiry Date</b>	The expiry date of the Islamic Outward Guarantee.
Issue Date	The start and end date of the issuance of Islamic Outward Guarantee.
Status	The status of the Islamic Outward Guarantee application.

<sup>6.</sup> Click on the desired Outward Guarantee reference number whose details to be copied. The **Initiate Islamic Outward Guarantee** screen appears.



<sup>7.</sup> Do the desired changes and, click **Initiate Islamic Outward Guarantee** to create new Outward Guarantee.

## 23.3 Search Islamic Guarantee Drafts

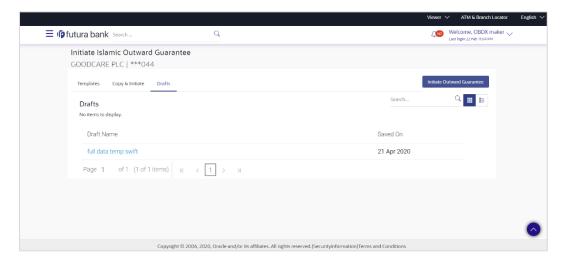
User can save Guarantee application as a Draft so that it can be used if required in future. User can search the saved Collection draft using Draft Name.

**Note:** Guarantee Application saved as **Draft** can be used only one time for Guarantee Application initiation.

#### To search the Islamic Outward Guarantee draft:

- 8. In the Search field, enter the draft name.
- 9. Click . The saved guarantee draft appears based on search criteria.

#### Islamic Outward Guarantee Draft - Search Result



#### **Field Description**

Field Name	Description
Search Result	
Draft Name	The name of the Guarantee application saved as draft.
Saved On	The date on which the draft is saved.

Click Initiate Outward Guarantee. The Initiate Outward Guarantee screen appears.
 OR

Click Cancel to cancel the transaction, The Dashboard appears.

## 23.4 Initiate an Islamic Outward Guarantee

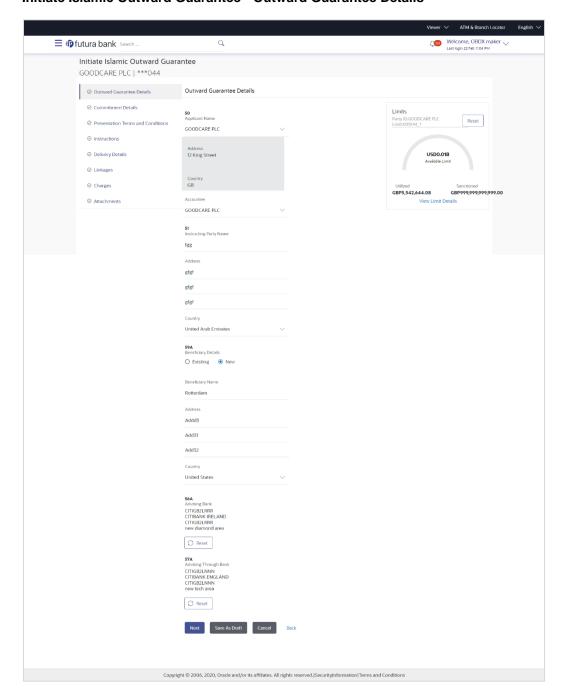
Using this option, you can initiate an Islamic Outward Guarantee in the application.

To initiate Islamic Bank Guarantee application:



1. Click Initiate Guarantee on Initiate Outward Guarantee screen.

#### **Initiate Islamic Outward Guarantee - Outward Guarantee Details**



Field Name	Description
Party Name	The name of the applicant is displayed.



Field Name	Description
Party ID	The party Id of the customer which has access to creating guarantee.
Limits	Indicates the available limits for Accountee under the selected Line.
Applicant Details	
Applicant Name	The name of applying party.
Address	The address of applying party.
Country	The country of applying party.
Accountee	The name of the accountee.
Select Product	The product type as coming from Host.
Type of Guarantee	Indicates the various guarantee type.  The options are:      Advance Payment Guarantee      Bill of Lading Guarantee      Customs Guarantee      Direct Pay Guarantee      Insurance Guarantee      Judicial Guarantee      Lease Guarantee      Other Guarantee      Payment Guarantee      Performance Guarantee      Retention Guarantee      Shipping Guarantee      Tender Guarantee      Warranty/ Maintenance
Instructing Party Name	The name of the obligator or instructing party.
Address	The address of the obligator or instructing party.
Country	The country of instructing party.



Field Name	Description
Beneficiary Details	Indicates beneficiary party type.
	The options are:
	Existing
	• New
Beneficiary Name	The name of beneficiary party.
	This field allows you to enter the beneficiary name, if you select <b>New</b> option from <b>Beneficiary Details</b> field.
	This field allows you to select the beneficiary name, if you select <b>Existing</b> option from <b>Beneficiary Details</b> field.
Address	The address of beneficiary party.
	This field is enabled only if the <b>New</b> option is selected in the <b>Beneficiary Type</b> field.
Country	The country of beneficiary party.
	This field is enabled only if the <b>New</b> option is selected in the <b>Beneficiary Type</b> field.
Advising Bank	The option to select the mode of advising bank.
	The options are:
	SWIFT Code
	Name and Address
SWIFT Code	The SWIFT code of Advising Bank.
Bank Address	The bank address of the Advising Bank.
Lookup SWIFT Code	Search and select the SWIFT code of the advising bank, available in the application.
	This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Advising Bank</b> field.
SWIFT code Look up	
The following fields appear	on a pop up window if the <b>Lookup SWIFT Code</b> link is clicked.
Swift Code	The facility to lookup bank details based on SWIFT code.
City	The facility to search for the SWIFT code based on city.
Bank Name	The facility to search for the SWIFT code based on the bank name.



Field Name Description

**SWIFT Code Lookup - Search Result** 

Bank Name The names of banks as fetched on the basis of the search

criteria specified.

Address The complete address of each bank as fetched on the basis of

the search criteria specified.

**SWIFT Code** The list of SWIFT codes as fetched on the basis of the search

criteria specified.

**Bank Name** The name of Bank who acts on behalf of Advising.

This field is enabled if the Bank Address option is selected in

the Advising Bank field.

**Address** The address of Advising Bank.

This field is enabled if the Bank Address option is selected in

the Advising Bank field.

**Country** The name of Advising Bank's country.

This field is enabled if the Bank Address option is selected in

the Advising Bank field.

**Advising Through Bank** The option to select the mode of advising bank.

The options are:

SWIFT Code

Name and Address

**SWIFT Code** The SWIFT code of Advising Through Bank.

**Bank Address** The bank address of the Advising Through Bank.

Lookup SWIFT Code Search and select the SWIFT code of the advising bank,

available in the application.

This field is enabled if the SWIFT Code option is selected in the

Advising Through Bank field.

Bank Name The name of Bank who acts on behalf of Advising Through

Bank.

This field is enabled if the Bank Address option is selected in

the Advising Through Bank field.



Field Name	Description
Address	The address of Advising Bank.
	This field is enabled if the <b>Bank Address</b> option is selected in the <b>Advising Through Bank</b> field.
Country	The name of Advising Bank's country. This field is enabled if the Bank Address option is selected in the Advising Through Bank field.

- 2. From the Applicant Name list, select the applicant for whom guarantee is to be initiated.
- 3. From the **Select Product look up**, select the appropriate option.
- 4. From the **Type of Guarantee** list, select the appropriate option.
- 5. In the Instructing Party Name field, enter the name of Obligator / Instructing party.
- 6. In the **Address** field, enter the address of Obligator / Instructing party.
- 7. From the **Country** list, select the country of Obligator / Instructing party.
- 8. From the **Accountee** field, select the accountee.
- 9. In the **Beneficiary Details** field, select the appropriate option to select the beneficiary.
  - a. If you select **Existing** option:
    - i. From the Beneficiary Name, select the appropriate option.
  - b. If you enable New option:
    - i. In the **Beneficiary Name** list, enter the name of the beneficiary.
    - ii. In the Address field, enter the address of the beneficiary.
    - iii. From the **Country** list, select the appropriate country.
- 10. In the **Advising Bank** field, select the appropriate option.
  - a. If you select Swift Code option, use the lookup and select the right swift code or enter the SWIFT Code and click Verify.

The Advising Bank detail appears.

OR

If you select Bank Address option:

- i. In the **Name** field, enter the name of the advising bank.
- ii. In the **Address** (1-3) field, enter the address of the advising bank.
- iii. From the **Country** list, select the appropriate country.
- 11. In the **Advising Through Bank** field, select the appropriate option.
- 12. If you select **Swift Code** option, use the lookup and select the right swift code or enter the SWIFT Code and click Verify. The Advising through Bank detail appears.

OR

Click Reset to cancel entered details.

OR

If you select Bank Address option:

- i. In the **Name** field, enter the name of the advising bank.
- ii. In the Address (1-3) field, enter the address of the advising bank.



- iii. From the **Country** list, select the appropriate country.
- 13. Click **Next** or click the **Commitment** Details tab.

The Commitment Details tab appears in the **Initiate Islamic Outward Guarantee** screen.

Click Save As Draft, system allows transaction details to be saved as a template or draft.

(For more details, refer Save As Template or Save As Draft section.)

OR

Click Back to go back to previous screen.

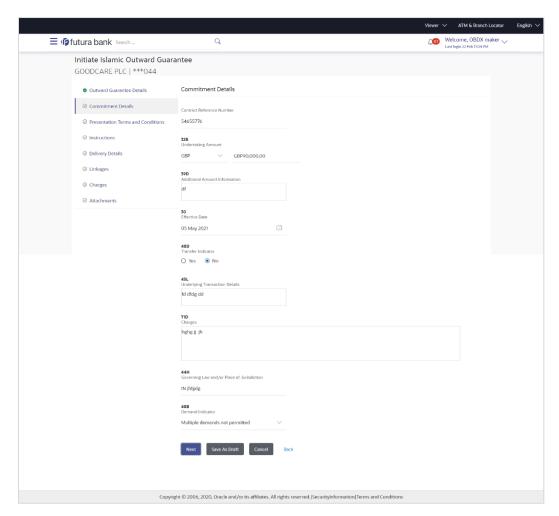
OR

Click Cancel to cancel the transaction.

#### 23.4.1 Initiate Islamic Outward Guarantee - Commitment Details tab

This tab includes the commitment details of the Islamic Outward Guarantee application.

#### Initiate Islamic Outward Guarantee - Commitment Details tab





Field Name	Description
Contract Reference No.	The beneficiary's reference number for the Islamic Outward Guarantee contract.
Undertaking Amount	The amount for which the Islamic Outward Guarantee was created along with the currency.
Additional Amount Information	The details of the obligator/ Concerning party for the Islamic Outward Guarantee, and information for the undertaking such as profits, tolerances.
	+/- Tolerances to be specified as 2n/2n format.
Effective Date	The effective date of the Islamic Outward Guarantee.
Transfer Indicator	The toggle button to define whether transfer of the instrument is permissible for the Islamic Outward Guarantee.
Transfer Conditions	The details of the transfer values under the Islamic Outward Guarantee.
	This field is enabled only if the <b>Transfer Indicator</b> is opted for it.
Underlying Transaction Details	The details of the underlying business transactions for which undertaking is issued.
Charges	The details of the charges, and who will bear it for the Islamic Outward Guarantee.
Governing Law and/or Place of Jurisdiction	The details of the Governing Law and/or Place of Jurisdiction applicable to the undertaking.
Demand Indicator	The details of whether the multiple or partial demands are permissible while initiating Islamic Outward Guarantee or not.
	The options available for selection are:
	<ul> <li>NMLT Multiple demands not permitted</li> </ul>
	<ul> <li>NMPT Multiple and partial demands not permitted</li> </ul>
	NPRT Partial demands not permitted

- 14. In the **Contract Reference No.** field, enter the beneficiary's reference number for the Outward Guarantee contract.
- 15. In the **Undertaking Amount** field, enter the amount for the Outward Guarantee application.
- 16. In the **Additional Amount Information** field, enter the details of additional information for the undertaking such as profits, tolerances.
- 17. In the **Effective Date** field, select the effective date of the Outward Guarantee.



 Click the Transfer Indicator toggle button to decide whether the undertaking is transferrable or not.

#### If Transfer Indicator is "Yes";

- In the Transfer Condition field, enter the details of the transfer values under the Outward Guarantee.
- 19. In the **Underlying Transaction Details** field, enter the details of the underlying business transactions for which undertaking is issued.
- 20. In the **Charges** field, enter the details of the charges, and who will bear it for the Outward Guarantee.
- 21. In the **Governing Law and/or Place of Jurisdiction** field, enter the details of the Governing Law and/or Place of Jurisdiction applicable to the undertaking.
- 22. From the **Demand Indicator** list, select the permissible demands for initiating Outward Guarantee.
- 23. Click Continue or click the Presentation Documents And Undertaking Terms and Conditions tab.

The Presentation Documents And Undertaking Terms and Conditions tab appears in the Initiate Outward Guarantee screen.

OR

Click **Initiate Guarantee**. The transaction is saved and the **Initiate Outward Guarantee – Verify** screen appears.

OR

Click **Save As**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** section.)

OR

Click **Back** to go back to previous screen.

OR

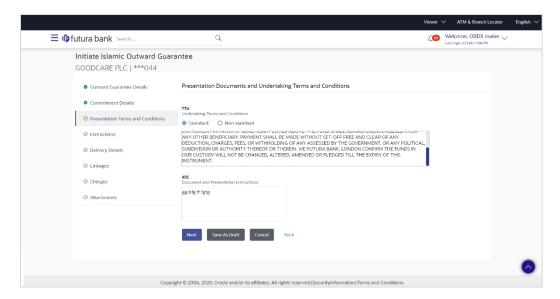
Click Cancel to cancel the transaction.

# 23.4.2 <u>Initiate Islamic Outward Guarantee - Presentation Documents and Undertaking Terms and Conditions tab</u>

This tab includes the documents and undertaking terms and conditions present in the Islamic Outward Guarantee application.



#### Initiate Islamic Outward Guarantee - Presentation Documents and Undertaking Terms and Conditions tab



#### **Field Description**

#### **Field Name**

#### **Description**

## Condition

**Undertaking Terms and** The applicable terms and condition of the undertaking.

The options are:

- Standard
- Non Standard

#### **Terms and Condition**

The details of applicable terms and condition of the undertaking. The standard details of applicable terms and condition of the undertaking appears, if you select Standard option in the **Undertaking Terms and Condition** field.

This field allows you to enter the terms and condition of the undertaking, if you select Non Standard option in the **Undertaking Terms and Condition** field.

## **Document and**

The details of the document and presentation instructions **Presentation Instruction** present in the Islamic Outward Guarantee.

> Please provide the presentation instructions (for example, form and/or place of presentation) including documents required to make a complying demand.

- 24. In the **Undertaking Terms and Condition** field, select the appropriate option.
  - a. If you select Non Standard option, enter details of the applicable terms and condition of the undertaking
- 25. In the **Document and Presentation Instruction** field, enter details of the document and presentation instructions present in the Outward Guarantee.



26. Click Next or click the Expiry and Extension Instructions tab.

The Expiry and Extension Instruction tab appears in the Initiate Islamic Outward Guarantee screen.

OR

Click Back to go back to previous screen.

OR

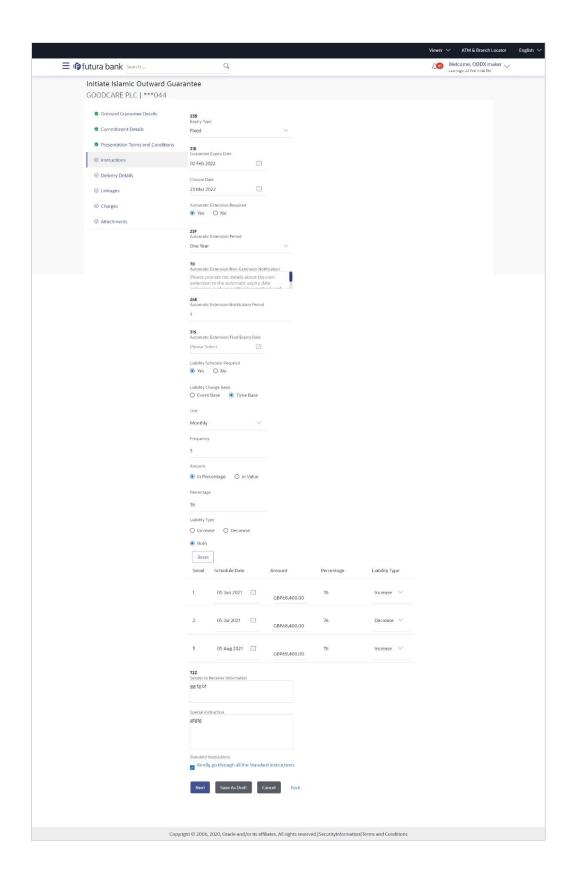
Click Cancel to cancel the transaction.

## 23.4.3 <u>Initiate Islamic Outward Guarantee – Instructions tab</u>

This tab includes the expiry condition and extension applicable for the Outward Guarantee application.

Initiate Islamic Outward Guarantee - Instructions tab







### **Field Description**

Field Name	Description
Expiry Type	The type of validity applicable to the Islamic Outward Guarantee.  The options are:  Fixed  Conditional  Open
Expiry Condition	The expiry condition for the Islamic Outward Guarantee.  This field is enabled only if <b>Conditional</b> option selected in the <b>Expiry Type</b> list.
<b>Guarantee Expiry Date</b>	The date after which Islamic Outward Guarantee will expire.
Closure Date	The closing date of the Outward Guarantee.  The closure date must be after expiry date of the Outward Guarantee.  This field is enabled only if <b>Fixed</b> or <b>Open</b> option selected in the <b>Expiry Type</b> list.
Automatic Extension Required	The option for the user to select, whether automatic extension is required to the Outward Guarantee or not.  The options are:  • Yes • No
Automatic Extension Period	The period after which automatic extension is given to the Outward Guarantee.  The options are:  Days One Year Other
Below Automatic Extension related fields appear, if <b>Yes</b> option is selected in the <b>Automatic Extension Required</b> field.	
Automatic Extension Details	The details of the automatic extension of the Islamic Outward Guarantee.  This field is enabled to fill details only if the <b>Other</b> option is selected in the <b>Automatic Extension Period</b> list.

And if **Days** option is selected the number of days can be entered.



Field Name	Description
Automatic Extension Non-Extension Notification	The notification given for non-extension of automatic extension while creating Outward Guarantee.
Automatic Extension Notification Period	The period after which notification given for non-extension of automatic extension while creating Islamic Outward Guarantee.
Automatic Extension Final Expiry Date	The date after which validity of automatic extension to the Islamic Outward Guarantee expires.
Liability Schedule Required	The option for the user to select, whether liability schedule is required to the Islamic Outward Guarantee or not.
	The options are:
	• Yes
	• No
Below Liability Schedule related fields appear, if <b>Yes</b> option is selected in the <b>Liability Schedule Required</b> field.	
Liability Change Basis	The option for the user to select the liability change basis i.e. whether it would be triggered on an event or in a time bound manner.
	The options are:
	Event Based
	Time Bound
Additional Details	This field allows the user to enter the additional details.
Unit	The units, based on which the schedule, retention dates should be calculated.
	The options are:
	Yearly
	Half Yearly
	<ul> <li>Quarterly</li> </ul>
	• Monthly
Frequency	The frequency based on which the schedule, retention dates would be calculated.



Field Name	Description
Amount	The amount of each schedule.
	The options are:
	In Percentage
	In value
Amount	The user can enter the amount for each schedule.
	This field is enabled only if <b>In Value</b> option is selected in the <b>Amount</b> field.
Percentage	The percentage of each schedule.
	This field is enabled only if In <b>Percentage</b> option is selected in the <b>Amount</b> field.
Liability Type	The liability type of the scheduler.
	The options are:
	<ul> <li>Increase: User can select this option, if he wants to increase the undertaking amount on the fixed scheduled dates and amount.</li> </ul>
	<ul> <li>Decrease: User can select this option, if he wants to decrease the undertaking amount on the fixed scheduled dates and amount.</li> </ul>
	<ul> <li>Both: User can customize as per his requirements and would not be able to default using the scheduler.</li> </ul>
Serial	The serial number of the schedule record.
	This field appears if the user clicks <b>Get Schedule</b> button after entering the details in Unit, Frequency, Amount, Percentage and Liability Type fields.
Schedule Date	The schedule date of the schedule.
	This field appears if the user clicks <b>Get Schedule</b> button after entering the details in Unit, Frequency, Amount, Percentage and Liability Type fields.
Amount	The amount for each schedule.
	This field appears if the user clicks <b>Get Schedule</b> button after entering the details in Unit, Frequency, Amount, Percentage and Liability Type fields.
Percentage	The percentage of each schedule.
	This field appears if the user clicks <b>Get Schedule</b> button after entering the details in Unit, Frequency, Amount, Percentage and Liability Type fields.



Field Name	Description
Liability Type	The liability type of the scheduler.
	This field appears if the user clicks <b>Get Schedule</b> button after entering the details in Unit, Frequency, Amount, Percentage and Liability Type fields.
Sender to Receiver Information	The additional information for the receiver.
Special Instructions	The instruction which is provided by user to Bank to be taken care of while creating Guarantee.

- 27. From the **Expiry Type** list, select the type of expiry applicable to the Islamic Outward Guarantee.
  - a. If Expiry Type is Conditional;
    - In the Expiry Condition field, enter the expiry conditions for the Outward Guarantee.
  - b. If **Expiry** Type is **Fixed** or **Open**;
    - From the Closure Date list, select the date of closure for the Islamic Outward Guarantee.
- 28. From the **Guarantee Expiry Date** list, select the expiry date for the Islamic Outward Guarantee.
- 29. From the **Automatics Extension Period** list, select the period after which automatic extension is given to the Outward Guarantee.
  - a. If the Automatics Extension Period is selected as Days;
    - i. In the **Automatics Extension Details** field, enter the details i.e. the no of days for the automatic extension of the Islamic Outward Guarantee.
  - b. If the Automatics Extension Period is selected as Other:
    - iii. In the **Automatics Extension Details** field, enter the details of the automatic extension of the Outward Guarantee.
- 30. In the **Automatic Extension Non-Extension Notification** field, displays the details about the non-extension to the automatic expiry date extension, such as notification method, and notification recipient details.
- 31. In the **Automatic Extension Notification Period** field, enter the period after which notification would be given for non-extension of automatic extension while creating Islamic Outward Guarantee.
- 32. From the **Automatic Extension Final Expiry Date** list, select the date after which automatic extension validity expires of the Outward Guarantee.
- 33. In the Liability Schedule Required field, select whether liability schedule is required or not.
  - a. If you have selected **Yes** option; select the option if it would be triggered on an event or in a time bound manner, in the **Liability Change Basis** field,
    - i. If Liability change basis is Time Bound, select the appropriate option from Unit list.
    - ii. Enter the values in Frequency, Amount and Percentage fields.



- iii. In the **Liability Type** field, select appropriate option.
- iv. Click **Get Schedule** the schedule with dates/ amount/ percentage would appear along with an option to see whether the change requested is to increase or decrease. The user can modify these details.
- 34. In the Sender to Receiver Information field, enter the additional information.
- 35. In the **Special Instructions** field, enter additional instructions that you want to give to the Bank.
- 36. Select the Kindly Go through all the Standard Instructions, check box.
- 37. Click the **Standard Instructions** link to view the customer instructions maintained by bank from back office.
- 38. Click Continue or click the Delivery Details tab.

The **Delivery Details** tab appears in the Initiate Outward Guarantee screen.

**OR** 

Click **Back** to go back to previous screen.

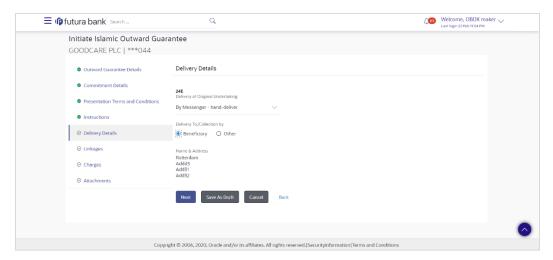
OR

Click Cancel to cancel the transaction.

#### 23.4.4 Initiate Islamic Outward Guarantee - Delivery Details tab

This tab includes the details of the delivery of the Outward Guarantee will be done.

#### Initiate Islamic Outward Guarantee - Delivery Details tab



Field Name	Description
Delivery Of Original Undertaking	The details of delivery of the original undertaking will be done.



Field Name	Description
Delivery To/ Collection by	The details to whom the delivery of undertaking will be done.  The options are:  Beneficiary  Other
Name & Address	Displays the name and address details of the beneficiary to whom delivery of undertaking will be given.
	This field is auto populated only if the <b>Beneficiary</b> option is selected in the <b>Delivery To/ Collection By</b> field.
Name & Address	The name and address details of the person to whom delivery of undertaking will be given.
	This field is enabled only if the <b>Other</b> option selected in the <b>Delivery To/ Collection By</b> field.

- 39. In the **Delivery Of Original Undertaking** field, enter the details of delivery of the original undertaking will be done.
- 40. In the **Delivery To/ Collection** by field, select the appropriate option to whom the delivery of undertaking is given.
  - c. If Delivery To/ Collection By is Other;
    - v. In the **Name & Address** field, enter the details of person whom undertaking delivery is to be given.
- 41. Click **Continue** or click the **Linkages** tab.

The Linkages tab appears in the Initiate Outward Guarantee screen.

OR

Click Back to go back to previous screen.

OR

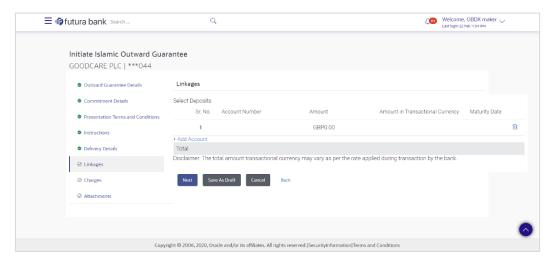
Click Cancel to cancel the transaction.

### 23.4.5 Initiate Islamic Outward Guarantee - Linkages tab

This tab allows the user to link a deposit account while initiating a transaction.



#### **Initiate Outward Guarantee - Linkages tab**



#### **Field Description**

Description
The serial number of the schedule record.
The deposit account that has to be mapped to the transaction.
The amount that is to be linked for the transaction, and partial linkages to be supported.
The tentative equivalent amount in transactional currency.
The maturity date of the deposit.

- 42. From the **Account Number** list, select the appropriate deposit account that has to be mapped to the transaction.
- 43. In the **Amount** field, enter the amount that is to be linked for the transaction.
- 44. Click Next or click the Charges tab.

The **charges** tab appears in the **Initiate Outward Guarantee** screen.

OR

Click **Save As**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** section.)

OR

Click Back to go back to previous screen.

OR

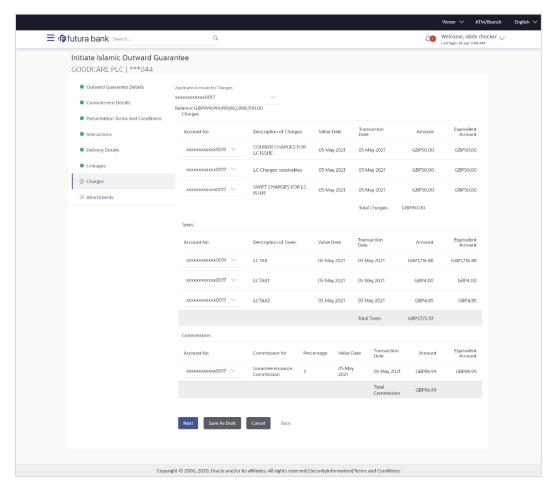
Click **Cancel** to cancel the transaction

#### 23.4.6 Initiate Outward Guarantee - Charges Tab

This tab defaults the charges details, if charges, commissions and taxes are available under the product.



#### **Charges, Commissions and Taxes**



#### **Field Description**

**Applicant Account** The applicant charge account. **for Charges** 

Charges

**Account No.** The applicant account.

Description of Charges

The description of the charges.

Value Date Displays the value date of the charges.

**Transaction Date** Displays the date on which the transaction is done.

**Amount** The amount that is maintained under the charge.



Field Name	Description
Equivalent Amount	The equivalent amount that is maintained under the charge.
Taxes	
Account No.	The applicant account.
Description of Charges	Displays the description taxes applicable.
Value Date	Displays the value date of the taxes.
Transaction Date	Displays the date on which the transaction is done.
Amount	Displays the amount of taxes.
Equivalent Amount	The equivalent amount of taxes.
Commissions	
Account No.	The commission account number.
Commission for	The commission component.
Percentage	The percentage of commission.
Value Date	Displays the value date of the commission.
Transaction Date	Displays the date on which the transaction is done.
Amount	The commission amount.
Equivalent Amount	The equivalent commission amount.

#### 45. Click Next or click the Attachments tab.

The **Attachments** tab appears in the Initiate Outward Guarantee screen.

OR

Click Save As Draft, system allows transaction details to be saved as a template or draft.

(For more details, refer Save As Template or Save As Draft sections.)

OR

Click Back to go back to previous screen.

OR

Click Cancel to cancel the transaction. The Dashboard appears

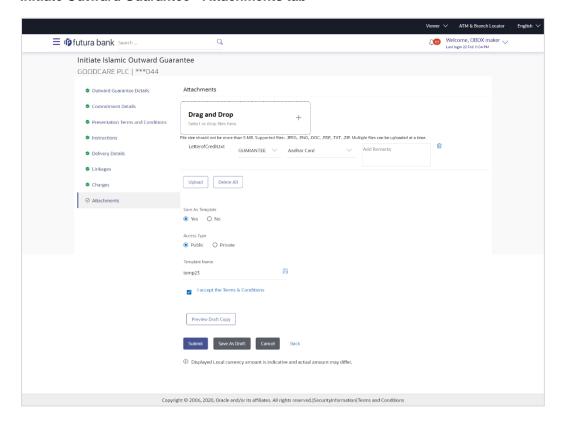
**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.



## 23.4.7 Initiate Outward Guarantee - Attachments tab

Displays the list of documents presented to initiate the guarantee.

#### **Initiate Outward Guarantee - Attachments tab**



#### **Field Description**

Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
Document Name	Displays the name of the attached documents.  Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.



Field Name	Description
Î	Click the icon to remove the attached document-
Save as Template	Options to save the transaction as template.
	The options are:
	• Yes
	• No
Access Type	Indicates the type of access for the template.
	The options are:
	Public
	Private
	This field is enabled if the <b>Yes</b> option is selected in Save as Template.
Template Name	The name using which template is stored and can be used in future.

46. Click **Drag and Drop** to browse and select the required document present on your computer.

The **Attach Document** popup window appears.

- 47. Select the required document present on your computer to upload.
  - d. In the **Save as Template** field, select **Yes**, if you want to save the transaction as template.
  - e. If you select Yes,
    - i. In the **Access Type** field, select the appropriate option.
    - ii. In the **Template Name** field, enter the name of the template.
- 48. Select the **Terms and Conditions** check box to accept the Terms and Conditions.
- 49. Click **Preview Draft Copy** to have a preview of draft.
- 50. Select the Terms and Conditions checkbox to accept the Terms and Conditions.
- 51. Click **Submit**. The transaction is saved and the **Initiate Outward Guarantee Verify** screen appears.

OR

Click **Save As**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** section.)

OR

Click Back to go back to previous screen.

OR

Click Cancel to cancel the transaction.



52. The review screen appears. It displays all the sections with their respective fields with an option to edit them individually.

Verify the details, and click Confirm.

OR

Click **Back** to go back to previous screen.

ΩR

Click Cancel to cancel the transaction, The Dashboard appears.

53. The success message initiation of Outward Guarantee appears along with the reference number. Click **OK** to complete the transaction.

## 23.5 Save As Template

User can save Outward Guarantee application as a Template so that same can be used for creation of similar Guarantee, if required in future. The application allows the template access as public or private if saved as template.

- Public: A template marked as 'Public' is visible to all the users mapped to the Party ID for which
  the user has created the template. All such users will only be able to view and use this template,
  however they will not be able to edit or delete the template. Only the creator of the template is
  allowed to edit or delete the template.
- Private: A template marked as 'Private' is available to only the creator of the template. Only creator of the template can use the template while initiating Guarantee and modify or delete such templates.

User can search the saved Outward Guarantee template by template name in search tab. The Outward Guarantee applications earlier saved as template can also be saved as draft while initiating an Outward Guarantee.

**Note:** User cannot save application with attached document as Template.

#### To save Guarantee application as template:

- 1. Enter the required details in Guarantee application.
- 2. Click **Save As** and then select **Template** option.

#### Save as Template





#### **Field Description**

### **Field Name Description Template Type** Indicates the type of access for the template. The options are: Public: A template marked as 'Public is visible to all the users mapped to the Party ID of the user who created the template. All such users will only be able to view and use whereas they will not be able to edit and delete template. Only the creator of the template is allowed to edit or delete the template. Private: A template marked as 'Private' is available to only the creator of the template. Only creator of the template can use while initiating Guarantee and modify or delete such template. **Template Name** Name of the template.

- 3. From the **Template Type** list, select the appropriate option.
- 4. In the **Template Name** field, enter the desired name for the template.
- 5. Click **Save** to save the template.

The transaction details are saved as a template which can be access from the **Template** tab. OR

Click Cancel to cancel the transaction.

## 23.6 Save As Draft

User can save Guarantee application as a Draft so that it can be used if required in future. It can be re used only one time for Guarantee Application initiation. User can search the saved Guarantee draft using the draft name in search box. The saved drafts can be accessed from the **Draft** tab. The Guarantee applications, which were saved as draft can also be saved as template after adding all other necessary fields.

Note: User cannot save application with attached document as Draft.

#### To save Guarantee application as draft:

- 1. Enter the required details in Guarantee application.
- 2. Click Save As, and then select Draft option.



#### Save as Draft



#### **Field Description**

Field Name	Description
Draft Name	Name of the draft.

- 3. In the **Draft Name** field, enter the desired name for the draft.
- 4. Click **Save** to save the draft.

The transaction details are saved as a draft which can be access from the Draft tab. OR

Click Cancel to cancel the transaction.

**Home** 



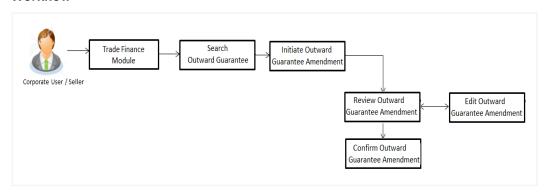
# 24. Amend Islamic Outward Guarantee

Using this option, you can apply for amendment of an existing Islamic Outward Guarantee. You can also attach the scanned copies of the supporting documents for the amendment, file size should not be more than 5 MB. Supported file types: .jpeg, .png, .doc, .pdf, .txt, .zip. Multiple files can be uploaded at a time.

#### **Pre-Requisites**

- User must have a valid corporate party Id and login credentials in place
- At least a single Outward Guarantee should exist for the party ID and party must having view rights for it

#### Workflow



#### How to reach here:

Dashboard > Toggle menu > Trade Finance > Bank Guarantee > Outward Bank Guarantee > Amend Outward Guarantee - Islamic > Amend Islamic Outward Guarantee

# 24.1 Search Islamic Outward Guarantee Amendments

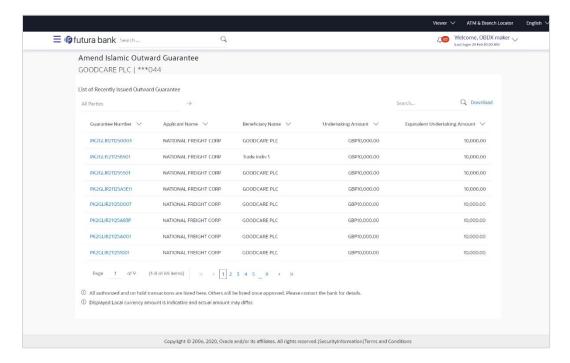
User can search the list existing undertaking application using Guarantee Number/ Applicant Name/ Beneficiary Name/ Undertaking Amount and apply for amendments.

#### To search the Islamic Outward Guarantee amendments:

- 1. In the **Search** field, enter the Guarantee Number/ Applicant Name/ Beneficiary Name/ Undertaking Amount.
- 2. Click . Based on search criteria the list of existing undertaking appears.



## **Amend Islamic Outward Guarantee - Search Result**



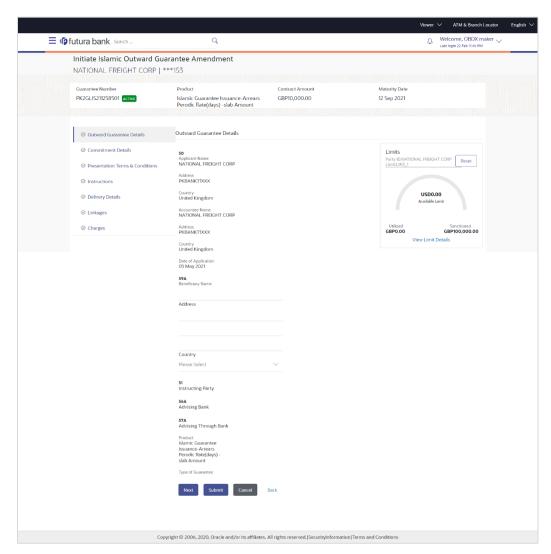
Field Name	Description
Search	
All Parties	Select the specific party to filter the search result based on specific party.
Search	Specify the Guarantee Number/ Applicant Name/ Beneficiary Name/ Undertaking Amount of Outward Guarantee for whom amendments to be made.
Search Result	
Guarantee Number	The Outward Guarantee reference number generated while creating.
Applicant Name	The Outward Guarantee applicant name based on the selected party ID.
Beneficiary Name	The name of the beneficiary of the Outward Guarantee.
Undertaking Amount	The undertaking amount for the Outward Guarantee along with the currency.



Field Name	Description
Equivalent Undertaking Amount	The equivalent undertaking amount for the Outward Guarantee along with the currency.

- 3. From the **All Parties** list, select the appropriate option and click the Arrow icon to search the guarantee based on specific party.
- 4. Click on the desired **Guarantee Number** for whom amendments are to be made. The Initiate Outward Guarantee Amendment screen appears.

#### **Initiate Outward Guarantee Amendment**



- 5. Update the Outward Guarantee details in the required editable fields.
- 6. Select the Terms and Conditions checkbox to accept the Terms and Conditions.



7. Click Amend to initiate the Outward Guarantee amendment.

OR

Click Back.

The Initiate Outward Guarantee Amendment - Search screen appears.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

8. The review screen appears. It displays all the sections with their respective fields with an option to edit them individually.

Verify the details, and click Confirm.

OR

Click Back to go to previous screen.

OR

Click Cancel to cancel the transaction, The Dashboard appears.

- 9. The success message initiation of Outward Guarantee amendment appears along with the reference number.
- 10. Click **Go To Dashboard** to go to dashboard.

**Note**: Following are the fields which can be amended: Beneficiary Name and Address, Undertaking Amount, Contract Reference Number, Effective Date, Underlying Transaction Details, Transfer Indicator, Demand Indicator, Governing Law and/or Place of Jurisdiction, Other Amendments to Undertaking, Expiry Type, Guarantee Expiry Date, Closure Date, Automatic Extension Notification Period, Automatic Extension Final Expiry Date, Delivery of Amendment to Undertaking, and Delivery To/Collection By.

Home



# 25. View Islamic Outward Guarantee

Using this option, you can view existing Islamic Outward Guarantees in the application.

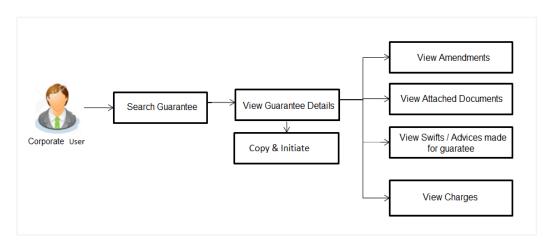
A guarantee from a lending institution ensures that the liabilities of a debtor will be met. In other words, if the applicant fails to fulfil a commitment, the lending institution will cover it. A Bank Guarantee enables user to show more credibility while doing business.

Guarantees can be initiated in the system using the Initiate Islamic Guarantee option. This option allows you to search for guarantees based on a certain search criterion. It allows you to view a list of Bank Guarantees (also called Outward Guarantee) for the selected customer. Details of an individual guarantee can be viewed and Exported in various formats.

### **Pre-Requisites**

- User must have a valid corporate party ld and login credentials in place
- At least a single Islamic Outward Guarantee should exist for the party ID and party must having view rights for it

#### Workflow



#### How to reach here:

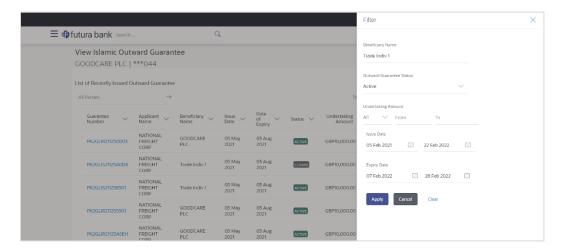
Dashboard > Toggle menu > Trade Finance > Bank Guarantee > Outward Bank Guarantee > View Bank Guarantee - Islamic > View Islamic Outward Guarantee

#### **To view Outward Guarantee:**

- 1. The View Islamic Outward Guarantee screen appears.
- 2. Click to filter based on the filter criteria. The **Filter** overlay screen appears.



# **View Outward Guarantee - Search**



#### **Field Description**

Field Name	Description
Beneficiary Name	The name of the beneficiary of the Outward Guarantee.
Outward Guarantee Status	The status of the Outward Guarantee.  The options are:  Active Hold Cancelled Reversed
	<ul> <li>Closed</li> </ul>
Undertaking Amount	The Outward Guarantee amount range used for searching the Outward Guarantee.
Issue Date	The range of issue date for the Outward Guarantee.
Expiry Date	The expiry date range for the Outward Guarantee.

- 3. Enter the filter criteria to search the Outward Guarantee.
- 4. Click Apply.

The View Islamic Outward Guarantee screen appears with the search results.

OR

Click Reset to reset the search criteria.

OR

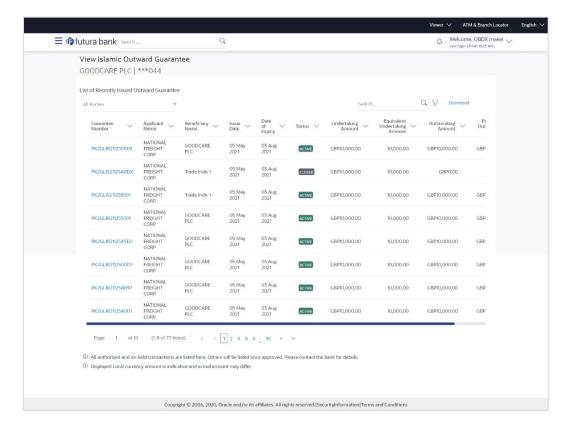
Click Cancel to cancel the transaction, The Dashboard appears.

OR

Click Clear to clear the search criteria.



## View Islamic Outward Guarantee - Search Result



Field Name	Description
<b>Guarantee Number</b>	The Outward Guarantee number.  Displays the link to view details of the Outward Guarantee.
Applicant Name	Displays the name of the applicant who has made the Outward guarantee in favour of Beneficiary.
Beneficiary Name	Displays the name of the beneficiary of the Outward Guarantee.
Issue Date	Displays the issue date of the Outward Guarantee.
Date Of Expiry	Displays the expiry date of the Outward Guarantee.
Status	Displays the status of the Outward Guarantee.
Undertaking Amount	Displays the amount of the Outward Guarantee.
Equivalent Undertaking Amount	Displays the equivalent amount of the Outward Guarantee.



Field Name	Description
Outstanding Amount	Displays the undrawn amount of the Outward Guarantee.
Equivalent Outstanding Amount	Displays the equivalent undrawn amount of the Outward Guarantee.

**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

- 5. Click the **Download** link to download all or selected columns in the Outward Guarantee details list. You can download the list in PDF formats.
- Click the required link in the Guarantee Number column.
   The View Outward Guarantee screen appears with the details of the selected Outward Guarantee.
   By default, the Outward Guarantee Details tab appears.
- 7. Click Outward Guarantee Details tab.

# 25.1 Outward Guarantee Details

1. The View Islamic Outward Guarantee Details screen appears.

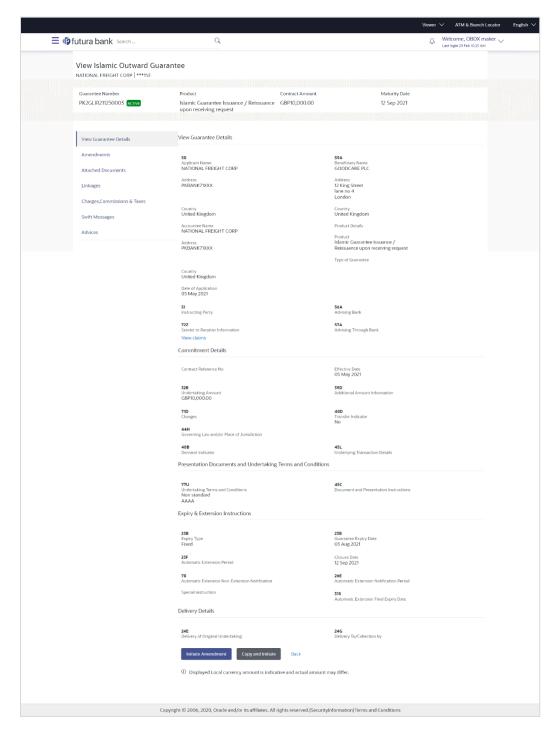
OR

Click **Copy and Initiate** to copy details of Outward Guarantee, and initiate a new Outward Guarantee. The **Initiate Islamic Outward Guarantee** screen appears.

Click back to navigate back to previous screen.



## View Islamic Outward Guarantee - View Guarantee Details





Field Name	Description
Party ID	Displays the party ID of the customer which has access to creating guarantee.
Branch	Displays the bank branch ID where the guarantee was made.
Guarantee Number	The Islamic Outward Guarantee number.
Product	Displays the product type as coming from Host.
Contract Amount	The contract amount of the Islamic Outward Guarantee.
<b>Maturity Date</b>	The maturity date of the Islamic Outward Guarantee.
View Guarantee Details	
Applicant Name	Displays the name of applying party.
Address	Displays the address of applying party.
Country	Displays the country of applying party.
Accountee Name	Displays the accountee name.
Date of Application	Displays the application date when Bill has been initiated.
Beneficiary Name	Displays the name of beneficiary party.
Address	Displays the address of beneficiary party.
Country	Displays the country of beneficiary party.
Instructing Party	
Name	Displays the name of the instructing party.
Address	Displays the address of the instructing party.
Product Details	
Product	Displays the product type as coming from Host.
Type of Guarantee	Displays the guarantee type.
Advising Bank	



Field Name	Description
SWIFT Code	Displays the SWIFT code of Advising Bank.
Bank Name	Displays the name of Advising Bank
Address	Displays the address of Advising Bank.
Country	Displays the name of Advising Bank's country.
Advising Through Bank	Displays the advise through bank.
Sender to Receiver Information	Displays the details of Sender to Receiver Information while initiating a Bank Guarantee so that any information for receiver can be passed under SWIFT message.
Commitment Details	
Contract Reference No	Displays the beneficiary's contract reference number of the Outward Guarantee.
Undertaking Amount	Displays the currency and amount of the Islamic Outward Guarantee application.
Additional Amount Information	Displays the details of the details the obligator/ Concerning party for the Outward Guarantee, and information for the undertaking such as profits, tolerances.
	+/- Tolerances to be specified as 2n/2n format.
Effective Date	Displays the effective date of the Islamic Outward Guarantee
Transfer Indicator	Displays the whether the multiple or partial demands are permissible for the Islamic Outward Guarantee.
Transfer Conditions	The details of the transfer values under the Outward Guarantee.
	This field is visible only if the <b>Transfer Indicator</b> is opted.
Charges	Displays the details charges, and who will bear it for the Islamic Outward Guarantee.
Underlying Transaction Details	Displays the details of the underlying business transactions for which undertaking is issued.
Governing Law and/or Place of Jurisdiction	The details of the Governing Law and/or Place of Jurisdiction applicable to the undertaking.



Field Name	Description
Demand indicator	Displays the details of whether the multiple or partial demands are permissible while initiating Islamic Outward Guarantee or not.
Presentation Documents	s And Undertaking Terms and Conditions
This tab includes the pres in the Islamic Outward Gu	entation documents and undertaking terms and conditions present arantee application.
Undertaking Terms and Condition	Displays the details of applicable terms and condition of the undertaking.
Document and Presentation Instruction	Displays the details of the document and presentation instructions present in the Islamic Outward Guarantee.
Expiry and Extension In	structions
Islamic	
Expiry Type	Displays the type of validity applicable to the Islamic Outward Guarantee. The options are:
	<ul> <li>COND Expiry condition (including option for specified date of expiry).</li> </ul>
	<ul> <li>FIXD Specified date of expiry (either with or without automatic extension).</li> </ul>
	<ul> <li>OPEN No specified date of expiry.</li> </ul>
Automatic Extension Period	Displays the period after which automatic extension is given to the Islamic Outward Guarantee.
Automatic Extension Details	Displays of the automatic extension of the Islamic Outward Guarantee.
	This field appears only if the <b>Other</b> option is selected in the <b>Automatic Extension Period</b> list.
	And if <b>Days</b> option is selected the number of days can be seen.
Guarantee Expiry Date	Displays the date after which Islamic Outward Guarantee will expire.
Closure Date	Displays the closing date of the Islamic Outward Guarantee.
	The closure date must be after expiry date of the Outward Guarantee.
Automatic Extension Non-Extension Notification	Displays the notification given for non-extension of automatic extension while creating Islamic Outward Guarantee.



Field Name	Description
Automatic Extension Notification Period	Displays the period after which notification given for non-extension of automatic extension while creating Islamic Outward Guarantee.
Automatic Extension Final Expiry Date	Displays the date after which validity of automatic extension to the Islamic Outward Guarantee expires.
Delivery Details	
This tab includes the deta	ails of the delivery of the Islamic Outward Guarantee will be done.
Delivery Of Original Undertaking	Displays the details about how delivery of the original undertaking will be done.
Delivery To/ Collection by	Displays the details to whom the delivery of undertaking will be done.

2. Click **Copy and Initiate** to copy details of Islamic Outward Guarantee, and initiate a new Outward Guarantee. The **Initiate Outward Guarantee** screen appears.

OR

Click Initiate Amendment to go to the Initiate Outward Guarantee transaction.

OR

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

# 25.2 Amendments

This tab displays the amendments done for the Islamic Outward Guarantee. Also one can initiate a new amendment request.

3. Click Amendments tab to view amendment details for the Outward Guarantee.

The Amendments detail appears in the View Islamic Outward Guarantee screen.

OR

Click Back.

The View Islamic Outward Guarantee screen appears.

OR

Click Cancel to cancel the transaction, The Dashboard appears.

# 25.2.1 Initiate Amendment

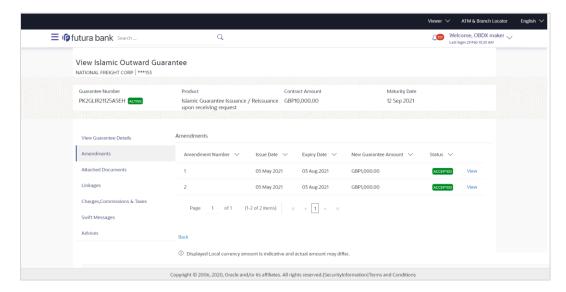
For more information on Initiate Outward Guarantee Amendment, refer <u>Initiate</u> <u>Islamic Outward</u> <u>Guarantee Amendment</u> transaction.

## 25.2.2 View Amendment

This tab displays the amendments done to the guarantee.



#### View Islamic Outward Bank Guarantee - Amendments tab



## **Field Description**

Field Name	Description
Amendment No.	Displays the amendment number of the Islamic Outward Guarantee.
	Displays the link to view details of the Islamic Outward Guarantee amendment.
Issue Date	Displays the issue date of the Islamic Outward Guarantee.
New Expiry Date	Displays the modified expiry date of the Islamic Outward Guarantee, if changed.
New Outward Guarantee amount	Displays the modified amount of the Islamic Outward Guarantee, if changed.

#### 4. Click the View link.

The **Islamic Outward Guarantee Amendment** screen appears for the selected Islamic Outward Guarantee amendment.

OR

Click **Copy and Initiate** to copy details of Outward Guarantee, and initiate a new Outward Guarantee. The **Initiate Islamic Outward Guarantee** screen appears.

OR

Click **Initiate Amendmen**t to go to the **Initiate Islamic Outward Guarantee** transaction. OR

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

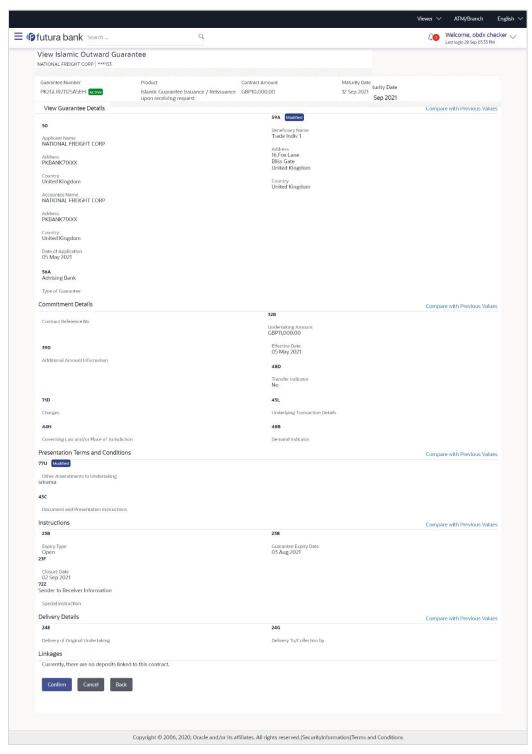
# 25.2.3 View Islamic Amendment Details

This screen allows the user to view the details of the amendment done under selected Islamic Outward Bank Guarantee.





#### **Amendments Details**



Click Cancel to cancel the transaction, The Dashboard appears.
 The View Islamic Outward Guarantee screen appears.

OR

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



# 25.3 Attached Documents

This tab allows you to attach documents required for the Outward Guarantee contract. You can also view the list of all documents uploaded by you.

Click Attached Documents tab to view the list of all documents uploaded or to attach document.

The **Attached Documents** detail appears in the View Outward Guarantee screen.

OR

Click Back.

The View Outward Guarantee screen appears.

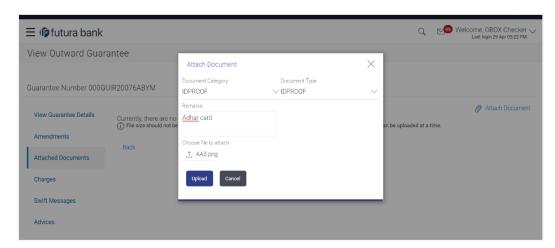
OF

Click Cancel to cancel the transaction, The Dashboard appears.

# 25.3.1 Attached Documents

6. Click **Attach Document** to upload the document. The **Attach Document** popup window appears.

#### **View Islamic Outward Guarantee – Attach Documents popup**



Field Name	Description
Document Category	The category of the document to be uploaded.
Document Type	The type of the document to be uploaded for the selected category.
Remarks	The notes added, if any for attaching the document.
Choose File to attach	Browse the file to be attached.
	Note: File size should not be more than 5 MB. Supported file types: .jpeg, .png, .doc, .pdf, .txt, .zip. Multiple files can be uploaded at a time.



- 7. From the **Document Category** select the appropriate option.
- 8. From the **Document Type** select the appropriate option.
- 9. In the **Remarks** field add notes for attaching documents.
- 10. Click Choose File to browse and select the required document present on your computer.
- 11. Click **Upload** to upload document. The Attached Documents tab appears along with list of attached documents.

OR

Click **Cancel** to cancel the transaction.

12. Click **Submit** to attach supporting documents.

OR

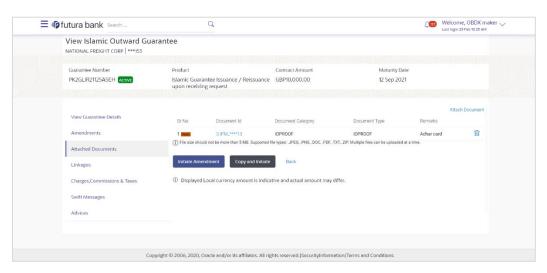
Click **Back** to go back to previous screen.

OR

Click **Cancel** to cancel the transaction. The Dashboard appears.

# 25.3.2 View Attached Documents

#### View Islamic Outward Guarantee - Attached Documents tab



Field Name	Description
Sr No	The serial number of the attach document records.
Document Id	Displays the unique identification number for the attached document.
	Displays the link to download the attach document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.



Field Name	Description
Remarks	Displays the notes added, if any, for attaching the document.

13. Click the required link in the **Document ID** column to download the attach document.

OR

Click Back.

The View Islamic Outward Guarantee screen appears.

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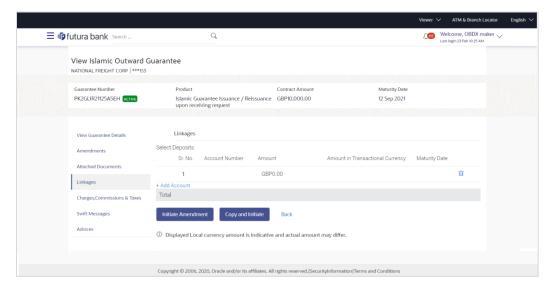
Click Cancel to cancel the transaction, The Dashboard appears.

Note: Attached documents section is not qualified with Oracle TFPM in this release.

# 25.4 Linkages

This tab allows the user to view the linked deposit account while initiating a transaction.

## Linkages tab





## **Field Description**

Field Name	Description
Sr. No.	The serial number of the schedule record.
Account Number	The deposit account that has to be mapped to the transaction.
Amount	The amount that is to be linked for the transaction, and partial linkages to be supported.
Amount in Transactional Currency	The tentative equivalent amount in transactional currency.
Maturity Date	The maturity date of the deposit.

14. Click **Copy and Initiate** to copy details of Outward Guarantee, and initiate a new Outward Guarantee. The **Initiate Outward Guarantee** screen appears.

OR

Click Initiate Amendment to go to the Initiate Outward Guarantee transaction.

OR

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

# 25.5 Charges, Commissions and Taxes

This tab lists charges, commissions and taxes levied for the Outward Guarantee.

15. Click **Charges**, **Commissions and Taxes** tab to view list of commissions and charges for the Outward Bank Guarantee.

The Charges, Commissions and Taxes detail appears in the View Islamic Outward Guarantee screen.

OR

Click Back.

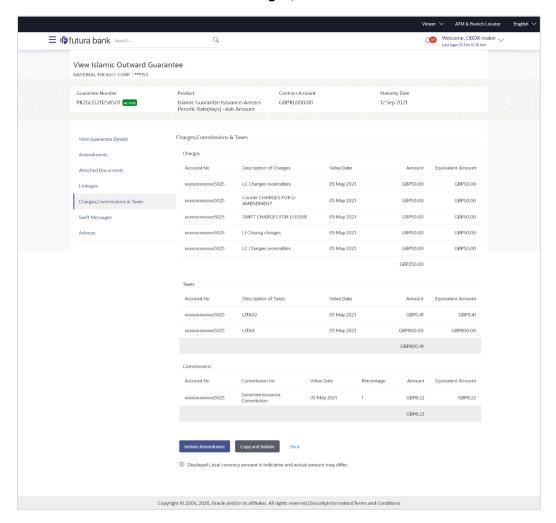
The View Outward Guarantee screen appears.

OR

Click Cancel to cancel the transaction, The Dashboard appears.



## View Islamic Outward Guarantee - Charges, Commissions and Taxes tab



Field Name	Description
Charges	
Account No.	Displays the account number for levying Cancellation Charges / Advice Charges.
Description of Charges	Displays the description charges applicable.
Date	Displays the date on which charges are applicable.
Amount	Displays the amount charged for the various processes.
Taxes	



Field Name	Description
Description of Charges	Displays the reason of charges levied for Various Guarantee related processes.
Value Date	Displays the value date of the taxes.
Transaction Date	Displays the date on which the transaction is done.
Amount	Displays the amount of taxes.
Commissions	
Commission for	Displays the name of commission charges for the issued Guarantee.
Percentage	Displays the percentage of Guarantee amount charged as commission.
Amount	Displays the amount charged as commission.

**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

# 25.6 **SWIFT Messages**

This tab lists and displays list of all SWIFT messages exchanged between both the parties. It allows the user to view and download the SWIFT messages generated for the selected Outward Guarantee.

# 16. Click **SWIFT Messages** tab.

The summary of all the all SWIFT messages between both the parties appears.

OR

Click Back.

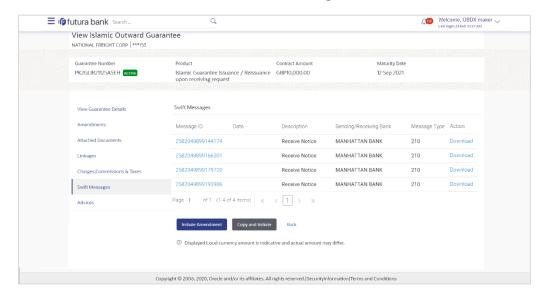
The View Islamic Outward Guarantee screen appears.

OR

Click Cancel to cancel the transaction.



#### View Islamic Outward Guarantee - SWIFT Messages tab



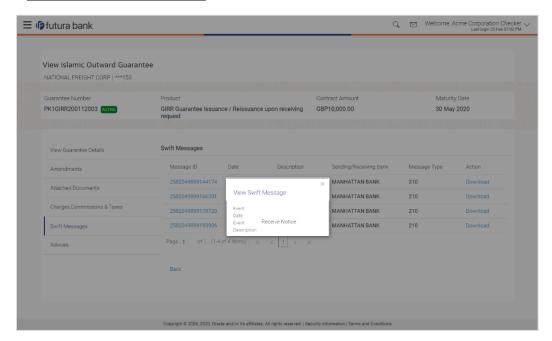
Field Name	Description
Message ID	Unique identification number for the message.
Date	Date of sending advice.
Description	The SWIFT message detailed description.
Sending/Receiving Bank	This displays the name of bank who has sent/received the message
Message Type	This shows the type of message sent/received such as MT760, MT767 etc
Action	The action to be taken that is to download the SWIFT details.

- 17. Click on the desired Message ID to view the respective SWIFT details.

  The SWIFT detail appears in popup window along with the event date and description.
- 18. Click the **Download** link against the SWIFT messages to download in selected format like PDF formats, if required.



# 25.6.1 SWIFT Message Details



#### **Field Description**

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the event.
Description	The details of the SWIFT message.
f. Click to close the window.	

Note: Only SWIFT messages in which ACK has been received by bank is being displayed.

# 25.7 Advices

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected outward Guarantee.

19. Click **Advices** tab. The summary of all the Advices being exchanged.

OR

Click Back.

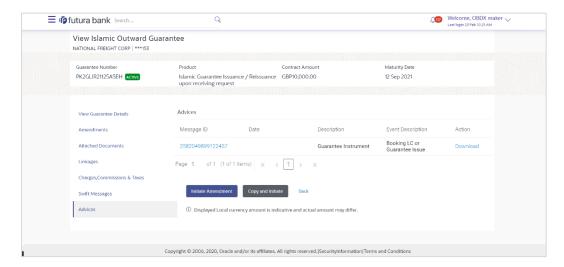
The View Islamic Outward Guarantee screen appears.

OR

Click Cancel to cancel the transaction.



## **View Islamic Outward Guarantee - Advices Tab**



Field Name	Description
Message ID	Unique identification number for the message.
Date	Date of sending advice.
Description	The detail description of advice.
<b>Event Description</b>	Displays the description of the event.
Action	The action to be taken that is to download the advice details.

- 20. Click on the desired Message ID to view the respective advice details.

  The advice detail appears in popup window along with the event date and description.
- 21. Click the **Download** link against the advice to download in selected format like PDF formats, if required.



# 25.7.1 Advice Details



## **Field Description**

Field Name	Description
<b>Event Date</b>	Displays the event date.
Event Description	Displays the description of the event.
Description	The details of the advice.

g. Click to close the window.

#### 22. Click Back.

The View Outward Guarantee screen appears.

OR

Click Cancel to cancel the transaction.

**Home** 



# 26. Cancel Islamic Outward Guarantee

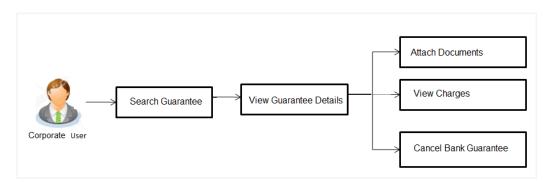
Using this option, user can apply for cancellation of Islamic Bank Guarantee and accept the requests for cancellation existing Islamic Outward Guarantees in the application.

This option allows the user to search for guarantees based on a certain filter criterion which he wishes to cancel. The searched guarantee then displays the summary of the Islamic Bank Guarantee.

#### **Pre-Requisites**

- User must have a valid corporate party Id and login credentials in place
- At least a single Islamic Outward Guarantee should exist for the party ID and party must having view rights for it

#### Workflow



#### How to reach here:

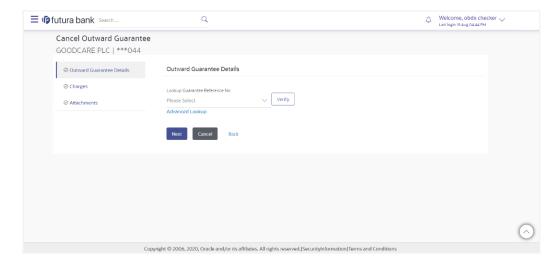
Dashboard > Toggle menu > Trade Finance > Bank Guarantee > Outward Bank Guarantee > Cancel Bank Guarantee > Outward Bank Guarantee Cancellation - Islamic > Cancel Islamic Outward Guarantee

#### To cancel Islamic Outward Guarantee:

1. Navigate to the Cancel Islamic Outward Guarantee screen



## **Cancel Islamic Outward Guarantee - Search**



#### **Field Description**

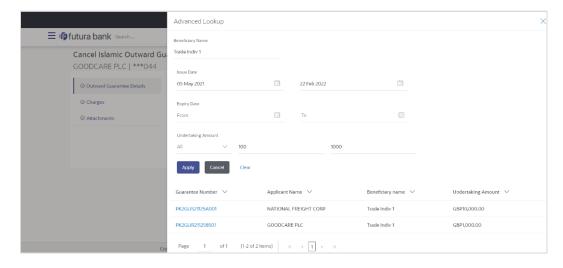
Field Name	Description
Lookup Guarantee Reference No.	The Outward Guarantee reference number.

From the Lookup Guarantee Reference No list, select the appropriate guarantee reference number.

OR

Click the **Advanced Lookup** link. The Advanced Lookup overlay screen appears.

#### **Advanced Lookup**





## **Field Description**

Field Name	Description
Beneficiary Name	The name of the beneficiary of the Outward Guarantee.
Issue Date	The issue start date and end date of the Outward Guarantee.
Expiry Date	The expiry date range for the Outward guarantee.
Undertaking Amount	The Outward Guarantee amount range used for searching the Outward Guarantee.

- 3. Enter the filter criteria to search the Outward guarantee.
- 4. Click **Apply**. The **Advanced Lookup** screen appears with the search results.

OR

Click Cancel to cancel the transaction. The Dashboard appears.

OR

Click Clear to clear the filter criteria

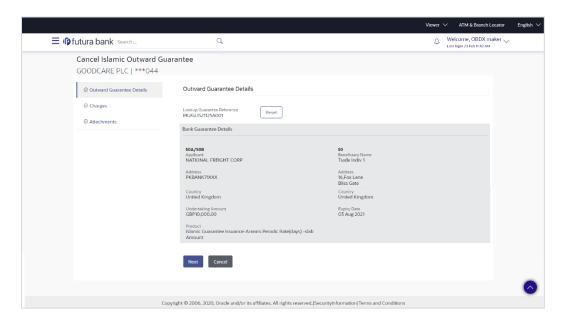
- h. Click on the desired Guarantee Number link.
- Click Verify. The Bank Guarantee Details appear. OR

Click Reset to clear the search.

# 26.1 Outward Guarantee Details

This screen displays the summary of the selected Bank Guarantee.

#### **Outward Guarantee Details**





#### **Field Description**

**Field Name** 

tward
tward

**Description** 

6. Click **Next** or click the **Charges** tab.

7. The Charges tab appears in the Cancel Islamic Outward Guarantee screen.

Click Cancel to cancel the transaction. The Dashboard appears.

OR

Click Back to go back to previous screen.

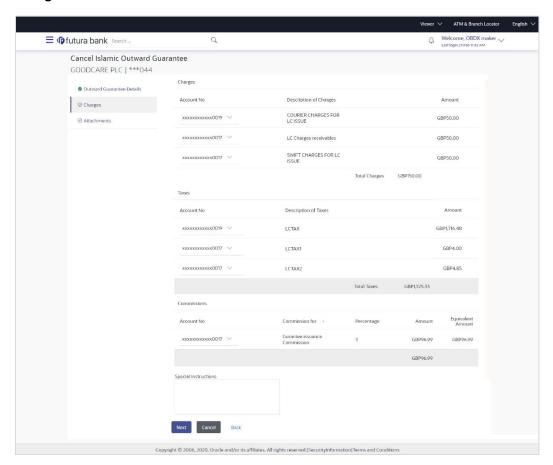
# 26.2 Charges

This screen allows the user to view the Cash Margin Amount and the account used for the cash Margin. He can however change the account (one of his mapped accounts) in which reversal of cash margin (if any) can be credited.

Also user can provide "Special Instructions" against the transaction.



# Charges



Field Name	Description
Charges	
Account No.	Debit account number of the applicant.
Description of Charges	Displays the description charges applicable.
Amount	Displays the amount of charges.
Total Amount	Displays the total charge amount.
Taxes	
Account No.	Debit account number of the applicant.



Field Name	Description
Description of Taxes	Displays the description of taxes applicable.
Amount	Displays the amount of taxes.
<b>Total Amount</b>	Displays the total tax amount.
Commissions	
Account No.	Debit account number of the applicant.
Commissions for	Displays the all commissions charged by bank.
Percentage	Displays the percentage of LC charged as commission.
Amount	Displays the amount of commission.
<b>Total Amount</b>	Displays the total commission amount.
Special Instructions	The special instructions that is to be provided against the transaction.

- 8. From the Account list, select appropriate account.
- 9. In the **Special Instructions** field, enter special instructions if any.
- 10. Click Next or click the Attachment tab.
- 11. The Attachment tab appears in the Cancel Islamic Outward Guarantee screen.

OR

Click Cancel to cancel the transaction. The Dashboard appears.

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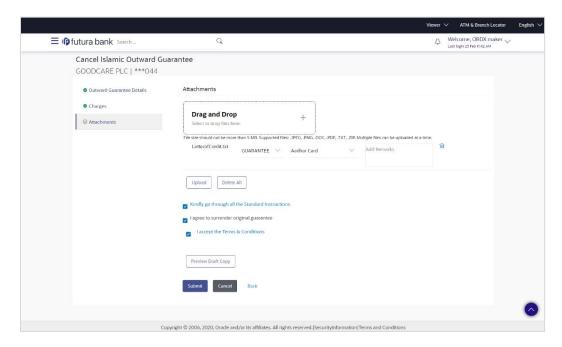
Click Back to go back to previous screen.

# 26.3 Attachments

This tab allows you to attach multiple documents required for the cancellation of outward Guarantee contract. The user can also enter a remark against each document.



#### **Attachments**



Description
Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
<b>Note</b> : File size should not be more than 5 MB. Supported file types: .jpeg, .png, .doc, .pdf, .txt, .zip. Multiple files can be uploaded at a time.
Displays the attached document.  Displays the link to view the attached document.
The category of the document to be uploaded.
The type of the document to be uploaded for the selected category.
The notes added, if any for attaching the document.

- 12. Click **Drag and Drop Files** to browse and select the required document present on your computer. The Attach Document popup window appears.
- 13. Select the required document present on your computer to upload.
- 14. From the **Document Category** select the appropriate option.
- 15. From the **Document Type** select the appropriate option.
- 16. In the Add Remarks field add notes for attaching documents.



17. Click **Upload** to upload document. The Attach Documents tab appears along with list of attached documents.

OR

Click to remove the attached document.

Click **Delete All** to delete all the attachments.

- 18. Select the Kindly Go through all the Standard Instructions, check box.
- 19. Click the <u>Kindly Go through all the Standard Instructions</u> link to view the customer instructions maintained by bank from back office.
- 20. Select the I accept the Terms and Conditions check box to accept the Terms and Conditions.
- 21. Select the **I agree to surrender original guarantee** check box to accept the agreement to surrender the original guarantee.
- 22. Click **Preview Draft** Copy to have a preview of draft.
- 23. Click Submit to attach supporting documents.

OR

Click Cancel to cancel the transaction. The Dashboard appears.

OR

Click **Back** to go back to previous screen.

24. The review screen appears. It displays all the sections with their respective fields .Verify the details, and click **Confirm**.

OR

Click **Cancel** to cancel the transaction. The Dashboard appears.

OR

Click Back to go back to previous screen.

25. The success message initiation of outward guarantee cancellation appears along with the reference number. Click **OK** to complete the transaction.

Home



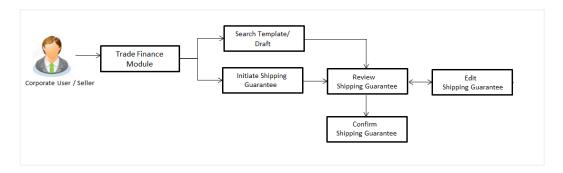
# 27. Initiate Islamic Shipping Guarantee

Using this option, you can initiate a shipment guarantee in the application.

## **Pre-Requisites**

User must have a valid corporate party Id and login credentials in place

#### Workflow



#### How to reach here:

Dashboard > Toggle menu > Trade Finance > Shipping Guarantee > Initiate Shipping Guarantee - Islamic > Initiate Islamic Shipping Guarantee

# 27.1 Search Islamic Shipping Guarantee template

User can save shipping guarantee application as a Template so that same can be used for creation of similar kind of shipping guarantees, if required in future. User can search the saved shipping guarantee template using Template Name.

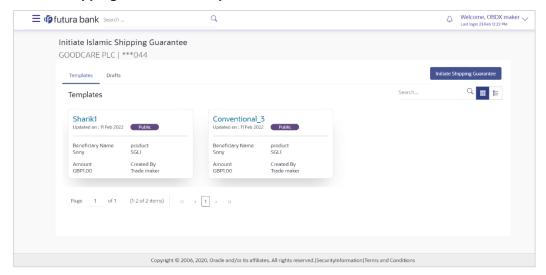
Note: Shipping Guarantee Application saved as Template can be re used any number of times for Shipping Guarantee Initiation.

# To search the Islamic shipping guarantee template:

- 1. In the **Search** field, enter the template name.
- 2. Click \( \text{\text{\$\quad \text{.}}} \) . The saved Collection a templates appears based on search criteria.



# Islamic Shipping Guarantee Template - Search Result



## **Field Description**

Field Name	Description
Search Result	
Template Name	The name using which template is stored and can be used to initiate a shipping guarantee application.
Updated On	The last updated date of the template.
Beneficiary Name	The beneficiary name against whom shipping guarantee is to be created.
Product	The Islamic shipping guarantee product.
Amount	The Islamic shipping guarantee amount.
Created by	The name of the maker who created the template.
Access Type	The type of access granted to template whether it is public or private.

Click Cancel to cancel the transaction. OR

Click or to view the initiate Islamic Shipping Guarantee template as Summarized or Tabular view.



## 27.2 Search Islamic Shipping Guarantee Drafts

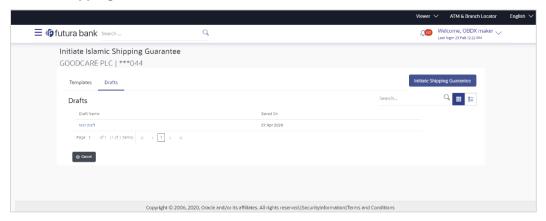
User can save Islamic shipping guarantee application as a Draft so that it can be used if required in future. User can search the saved shipping guarantee draft using Draft Name.

**Note**: Islamic Shipping Guarantee Application saved as Draft can be re used any number of times for Shipping Guarantee Initiation.

#### To search the Islamic shipping guarantee draft:

- 1. In the **Search** field, enter the Islamic draft name.
- 2. Click  $\bigcirc$  . The saved Islamic shipping guarantee drafts appears based on search criteria.

#### Islamic Shipping Guarantee Draft - Search Result



#### **Field Description**

Field Name	Description
Search Result	
Draft Name	The name of the shipping guarantee application saved as draft.
Saved On	The date on which the draft was saved.

3. Click Cancel to cancel the transaction.

## 27.3 Initiate an Islamic Shipping Guarantee

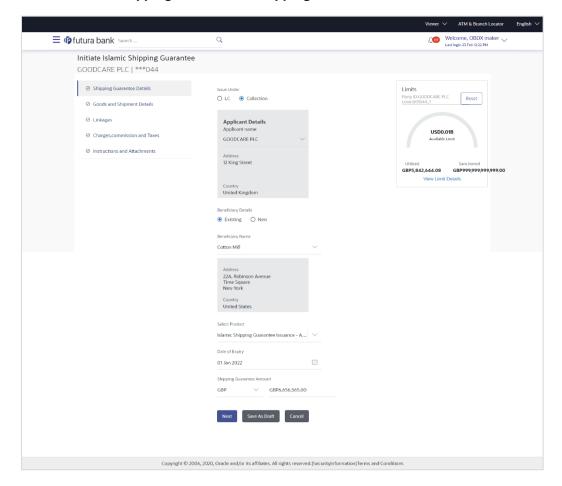
Using this option, you can initiate an Islamic shipping guarantee in the application. To initiate an Islamic shipping guarantee in the application, you must enter details such as, Shipping Guarantee Details, Shipment Details, Linkages, Instructions, and Attachments etc.

#### To initiate an Islamic shipping guarantee:

1. Click Initiate Shipping Guarantee on Initiate Islamic Shipping Guarantee screen.



## Initiate Islamic Shipping Guarantee - Shipping Guarantee Details



## **Field Description**

Field Name	Description
Issue Under	Indicates whether the shipping is initiated under LC or Collection.
	The options are:
	• LC
	Collection
Lookup LC Reference	Indicates option to select the LC reference number.
No.	This field appears if you select <b>LC</b> option in the <b>Issue Under</b> filed.

## **Advanced Lookup**

Below fields appear if you click Advanced lookup link.

**Applicant Name** The name of the applicant.



Field Name	Description
Beneficiary Name	The beneficiary name.
Status	The Status of the LC.
LC Amount Range From -To	The LC amount range.

#### **Advanced Lookup Search results**

Below fields appear if you click **Advanced lookup** link.

LC Number The searched LC reference number. The name of the beneficiary.

Beneficiary Name

**Issue Date** The issue date of LC.

**Date of Expiry** The start date range and end date the LC gets expired.

**LC Status** The status of the LC.

**LC Amount** Indicates the amount for the Letter of Credit along with the currency under

which the LC is issued.

This field specifies any outstanding amount available along with the Outstanding

**Amount** currency.

#### **Applicant Details**

Below applicant related fields appear if you select Collection option in the Issue Under filed.

**Applicant Name** The name of applying party.

Address The address of applying party.

Country The country of applying party.

Date of Application date when Bill has to be initiated. **Application** 

## **Beneficiary Details**



Field Name	Description
Beneficiary	Indicates beneficiary party type.
Туре	The options are:
	Existing
	• New
Beneficiary Name	The name of beneficiary party.
Address	The address of beneficiary party.
	This field is enabled only if the <b>New</b> option is selected in the <b>Beneficiary Type</b> field.
Country	The country of beneficiary party.
	This field is enabled only if the <b>New</b> option is selected in the <b>Beneficiary Type</b> field.
Product Details	
Select Product	The product type as coming from Host.
Date of Expiry	The expiry date of the guarantee.
	The expiry date must be later than the application date.
Shipping Guarantee Amount	The shipping guarantee amount along with the currency.
Limits	Indicates the available limits for applicant under the selected Line.
	The limit details are also represented in a graphical manner with available, sanctioned and utilized limit details for the users.
View Limit Details	Click the link to open the Facility Summary screen.

- 2. Select the appropriate option from **Issue Under** field.
  - a. If you select LC;
    - i. From the **Loop Up Reference No**. field, select the appropriate LC reference number.
    - ii. Click View. The summary of LC appears.

OR

Click the **Advanced Lookup** link. The Advanced Lookup overlay screen appears.

iii. Click Verify to verify the LC.

OR

Click Reset to cancel the entered LC reference number.



- b. If you select Collection,
  - From the Applicant Name list, select the appropriate applicant. The Applicant details appear
- 3. From the **Limits** list, select the appropriate limit.

OR

Click the View Limit Details link to open the Facility Summary screen.

OR

Click **Reset** to reset the limit details. The Reset popup appears.

#### Reset



#### **Field Description**

Field Name	Description
Party ID	The party Id of the LC product.
Line Limit	Indicates the available limits for Accountee under the selected Line.

- c. From the Party ID list, select the appropriate party Id.
- d. From the Line Limit list, select the appropriate limit.
- e. Click Reset to reset the limit details.

OR

Click Cancel to cancel the limit reset process.

- 4. In the **Beneficiary Details** field, select the appropriate option.
  - a. If you select **Existing** option:
    - i. From the Beneficiary Name, select the appropriate option.
  - b. If you enable New option:
    - i. In the Beneficiary Name list, enter the name of the LC beneficiary.
    - ii. In the **Address** field in the Beneficiary section, enter the address of the LC beneficiary.



- iii. From the **Country** list in the Beneficiary section, select the appropriate country.
- 5. From the **Product** list, select the appropriate option.
- 6. In the **Date of Expiry** field, select the expiry date of the shipping guarantee.
- 7. From the **Currency** list, select the appropriate currency for the guarantee.
- 8. In the **Amount** field, enter the amount for the guarantee.
- 9. Click Next or click the Shipment Details tab.

The **Shipment Details** tab appears in the **Initiate Islamic Shipping Guarantee** screen.

Click **Initiate Shipping Guarantee.** The transaction is saved and the **Initiate Islamic Shipping Guarantee – Verify** screen appears.

Click **Save As** system allows transaction details to be saved as a draft. (For more details, refer **Save As Draft** section.)

OR

Click Back to go back to previous screen.

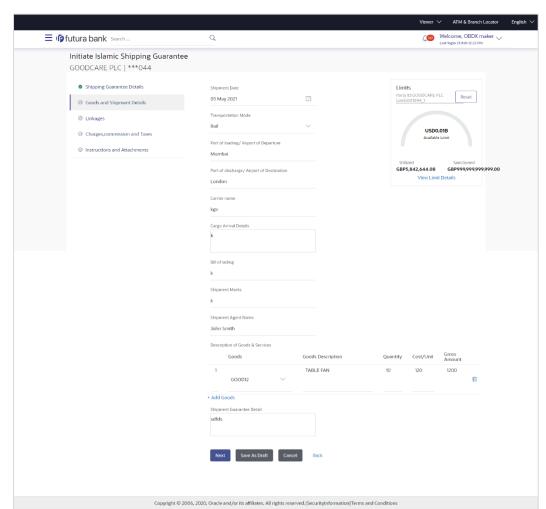
OR

Click Cancel to cancel the transaction, The Dashboard appears.

## 27.3.1 Initiate Islamic Shipping Guarantee - Goods and Shipment Details tab

This tab includes the shipment details of the Islamic Guarantee application.





## Initiate Islamic Shipping Guarantee - Goods and Shipment Details tab

Field Name	Description
Shipment Date	The latest date for shipment loading goods on board/dispatch/taking in charge.
	The Latest Date for Shipment should not be later than the Islamic Guarantee Expiry Date.
	Note: It is mandatory to enter the values either in the Latest Shipment Date or Shipment Period field.
Transportation Mode	Indicates which mode of transportation is to be used i.e. Air, Sea, Road, Rail, Multimodal etc.



Field Name	Description
Port of Loading/ Airport of Departure	The place of dispatch or taking in charge of the goods or loading on board.
Port of Discharge/ Airport of Destination	The port of discharge.
Carrier Name	The carrier name that carries the shipment.
Carrier Arrival Details	The arrival details of the shipment.
Bill of Lading	The bill of lading of goods.
Shipment Marks	The shipment marks.
Shipment Agent Name	The name of the shipping agent.
Description of Go	oods & Services
SR No	Serial Number.
Goods	The type of good being shipped has to be chosen.
Goods Description	The description about the goods.
Quantity	The number of units of the good covered under the Guarantee.
Cost/ Unit	The price per unit of the good covered under the Guarantee.
Gross Amount	The gross amount of goods.
Shipping Guarantee	The details of the shipment.

- 10. In the **Shipment Date** field, enter the latest shipment date for loading goods on board/ dispatch/ taking in charge.
- 11. From the **Transportation Mode** select the appropriate option.

**Details** 

12. In the **Port of Loading/ Airport of Departure** field, enter the port of dispatch or taking in charge of the goods or loading on board.



- 13. In the **Port of Discharge/ Airport of Destination** field, enter the port of discharge of the goods.
- 14. In the **Carrier Name** field, enter the name of the shipping carrier.
- 15. In the Carrier Arrival Details field, enter the details of the shipping carrier arrival.
- 16. In the **Bill of Lading** field, enter the bill of lading details.
- 17. In the **Shipment Marks** field, enter the shipment marks.
- 18. In the **Shipment Agent Name** field, enter the name of the shipping agent.
- 19. In the **Description of Goods & Services** section,
  - c. From the **Goods** list, select the goods being shipped.
  - In the **Description of Goods** field, enter the description of the goods traded under the Guarantee.
  - e. In the Quantity field, enter the number of units of the goods traded under the Guarantee.
  - f. In the Cost/ Unit field, enter the price per unit of the goods traded under the Guarantee.
  - g. Click Add Goods to add new good if required.

OR

Click to remove the already added goods.

OR

Click **Continue** to save the details entered and proceeds to next level of details.

OR

Click the **Instructions** tab.

- 20. In the **Shipping guarantee Details** field, enter the details of shipping guarantee.
- 21. Click **Continue** to save the details entered and proceeds to next level of details.

ΩR

Click the Charges, Commissions and Taxes tab. The Charges, Commissions and Taxes tab details appear in the Initiate Shipping Guarantee screen.

OR

Click Save as Draft system allows transaction details to be saved as a template or draft.

(For more details, refer Save As Draft section.)

ÒR

Click Back to go back to previous screen.

OR

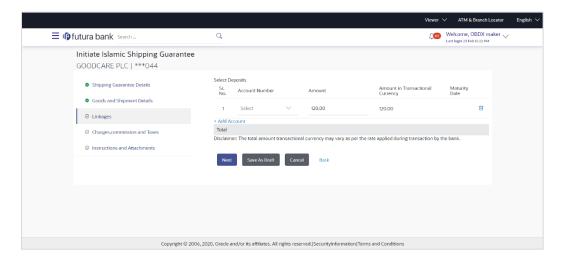
Click **Cancel** to cancel the transaction. The Dashboard appears.

## 27.3.2 Initiate Islamic Shipping Guarantee - Linkages tab

This tab allows the user to link a deposit account while initiating a transaction.



#### Initiate Islamic Shipping Guarantee - Linkages tab



#### **Field Description**

Field Name	Description
Sr. No.	The serial number of the schedule record.
Account Number	The deposit account that has to be mapped to the transaction.
Amount	The amount that is to be linked for the transaction, and partial linkages to be supported.
Amount in Transactional Currency	The tentative equivalent amount in transactional currency.
Maturity Date	The maturity date of the deposit.

- 22. From the **Account Number** list, select the appropriate deposit account that has to be mapped to the transaction.
- 23. In the **Amount** field, enter the amount that is to be linked for the transaction.
- 24. Click **Next** to save the entered details and proceed to the next level.

OF

Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer Save As Template or Save As Draft sections.)

ÒR

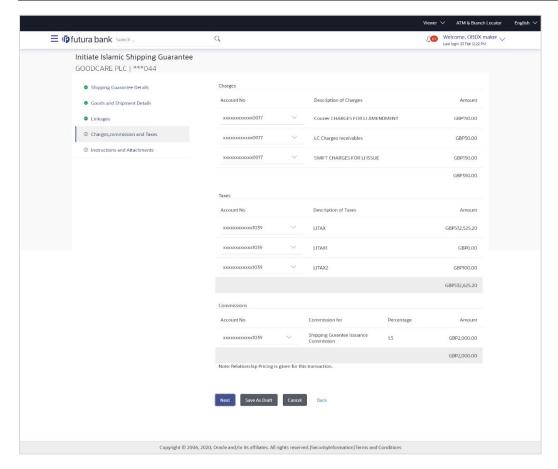
Click Back to go back to previous screen.

OR

Click Cancel to cancel the transaction. The Dashboard appears.



## 27.3.3 Initiate Islamic Shipping Guarantee - Charges, Commissions and Taxes



Field Name	Description
Charges	
Account No.	The account number for levying Cancellation Charges / Advice Charges.
Description of Charges	Displays the reason of charges levied for Various Guarantee related processes.
Amount	Displays the amount charged for the various processes.
Total Amount	Displays the total charge amount.
Taxes	
Description of Taxes	Displays the description charges applicable.



Field Name	Description
Value Date	Displays the value date of the taxes.
Transaction Date	Displays the date on which the transaction is done.
Amount	Displays the amount of taxes.
Total Amount	Displays the total tax amount.
Commission	
Commission for	Displays the commission charges in terms of percentage for the issued Guarantee.
Percentage	Displays the percentage of Guarantee amount charged as commission.
Amount	Displays the amount charged as commission.
Total Amount	Displays the total commission amount.

25. From the **Account No.** list, select the appropriate account number.

26. Click Next to save the details entered and proceeds to next level of details.

OR

Click the **Instructions** tab. The **Instructions** tab details appear in the Initiate Shipping Guarantee screen.

OR

Click **Save as Draft** system allows transaction details to be saved as a template or draft. (For more details, refer Save As Draft section.)

ÒR

Click **Back** to go back to previous screen.

OR

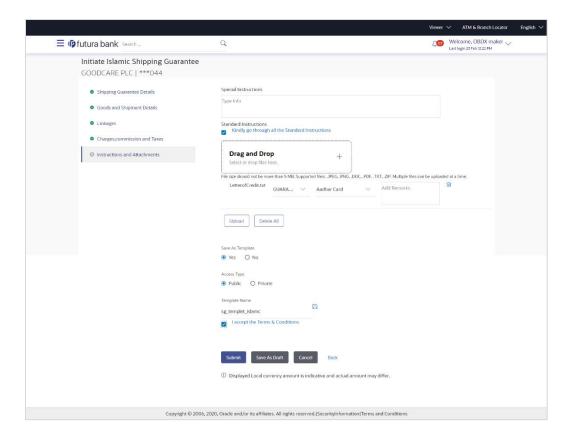
Click Cancel to cancel the transaction. The Dashboard appears.

**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

## 27.3.4 Initiate Islamic Shipping Guarantee - Instructions tab

This tab includes the miscellaneous information such as Advising Bank, Instructions to the bank (not forming part of guarantee).





Field Name	Description
Special Instructions	Any additional instructions that you want to give to the bank.
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
<b>Document Name</b>	Displays the name of the attached documents.
	Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.
Î	Click the icon to remove the attached document-



Field Name	Description
Save as	Options to save the transaction as template.
Template	The options are:
	• Yes
	• No
Access Type	Indicates the type of access for the template.
	The options are:
	• Public
	Private
	This field is enabled if the <b>Yes</b> option is selected in Save as Template.
Template Name	The name using which template is stored and can be used in future.

- 27. In the **Special Instructions** field, enter the additional instructions that you want to give to the bank.
- 28. Select the Kindly Go through all the Standard Instructions, check box.
- 29. Click the <u>Kindly Go through all the Standard Instructions</u> link to view the customer instructions maintained by bank from back office.
- 30. Click **Drag and Drop** Files to browse and select the required document present on your computer.

The **Attach Document** popup window appears.

- 31. Select the required document present on your computer to upload.
- 32. Click **Upload** to upload document. The Attach Documents tab appears along with list of attached documents.

OR

Click **Delete All** to delete all the attachments.

- h. In the **Save as Template** field, select **Yes**, if you want to save the transaction as template.
- i. If you select Yes,
  - i. In the **Access Type** field, select the appropriate option.
  - ii. In the **Template Name** field, enter the name of the template.
- 33. Select the I accept Terms and Conditions check box to accept the Terms and Conditions.
- 34. Click **Submit**. The transaction is saved and the Initiate Shipping Guarantee Verify screen appears.

OR

Click **Save as Draft**to save the transaction details as a template or draft. (For more details, refer **Save As Draft** section.)

OR

Click Back to go back to previous screen.

OR

Click Cancel to cancel the transaction, The Dashboard appears.



35. The review screen appears. It displays all the 4 sections with their respective fields namely Shipping Guarantee Details, Shipment Details, Documents, Instructions, and Attachments with an option to edit them individually.

Verify the details, and click Confirm.

OR

Click Back to go back to previous screen.

OR

Click **Cancel** to cancel the transaction. The Dashboard appears.

36. The success message initiation of guarantee creation appears along with the reference number. Click **OK** to complete the transaction.

## 27.4 Save As Template

User can save the application as a Template so that it can be used for creation of similar shipping guarantees, if required in future. The application allows the template access as public or private if saved as template.

- Public: A template marked as 'Public are visible to all the users mapped to the Party ID of the
  user who created the template. All users mapped to the party will only be able to view and use
  whereas they will not be able to edit or delete template. Only the creator of the template is
  allowed to edit or delete the template.
- Private: A template marked as 'Private' is available to only the creator of the template. Only
  creator of the template can use the template while initiating shipping guarantee and modify or
  delete such templates.

User can search the saved shipping guarantee template by template name in search tab. The LC applications earlier saved as template can also be saved as draft while initiating a shipping guarantee.

Note: User cannot save application with attached document as Template.

#### To save Shipping Guarantee application as template:

- 1. Enter the required details in application.
- 2. Click Save As, and then select Template option.



#### Save as Template



#### **Field Description**

## Field Name Description

#### **Template Type**

Indicates the type of access for the template.

The options are:

- Public: A template marked as 'Public' is visible to all the users mapped to the Party ID for which the user has created the template. All such users will only be able to view and use this template, however they will not be able to edit or delete the template. Only the creator of the template is allowed to edit or delete the template.
- Private: A template marked as 'Private' is available to only the creator of the template. Only creator of the template can use it while initiating Shipping Guarantee and modify or delete such template.

**Template Name** Name of the template to be saved.

- 3. From the **Template Type** list, select the appropriate option.
- 4. In the **Template Name** field, enter the desired name for the template.
- 5. Click **Save** to save the template.

The transaction details are saved as a template which can be access from the **Template** tab.

OR

Click Cancel to cancel the transaction. The Dashboard appears.

## 27.5 Save As Draft

User can save Shipping Guarantee application as a Draft so that it can be used if required in future. It can be re used only one time for Shipping Guarantee Application initiation. User can search the saved Shipping Guarantee draft using the draft name in search box. The saved drafts can be accessed from the Draft tab. The Shipping Guarantee applications, which were saved as draft can also be saved as template after adding all other necessary fields.

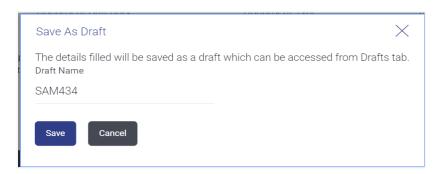
Note: User cannot save application with attached document as Draft.



#### To save Shipping Guarantee application as draft:

- 6. Enter the required details in Shipping Guarantee application.
- 7. Click Save As and then select Draft option.

#### Save as Draft



#### **Field Description**

Field Name	Description
Draft Name	Name of the draft.

- 8. In the **Draft Name** field, enter the desired name for the draft.
- 9. Click **Save** to save the draft.

The transaction details are saved as a draft which can be accessed from the **Draft** tab. OR

Click **Cancel** to cancel the transaction. The **Dashboard** appears.

**Note**: When shipping Guarantee is linked with LC it cannot be saved as Draft, when it is not linked with LC, then it can be saved either as a draft or as a template.

**Home** 



# 28. View Islamic Shipping Guarantee

Using this option, you can view existing Islamic shipping guarantees in the application.

A guarantee from a lending institution ensures that the liabilities of a debtor will be met. In other words, if the applicant fails to fulfil a commitment, the lending institution will cover it. A Bank Guarantee enables user to show more credibility while doing business.

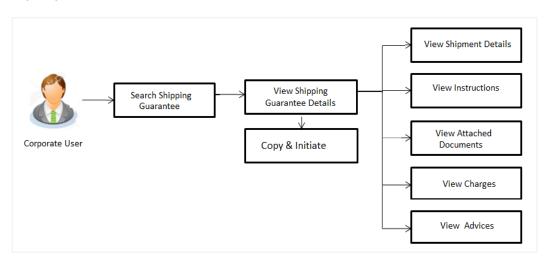
Guarantees can be initiated in the system using the Initiate Islamic Shipping Guarantee option. This option allows you to search for guarantees based on a certain search criterion. It allows you to view a list of guarantees for the selected customer. Details of an individual guarantee can be viewed and Exported in various formats.

Note: This transaction is also available in mobile application.

#### **Pre-Requisites**

- User must have a valid corporate party Id and login credentials in place
- At least a single shipping guarantee should exist for the party ID and party must having view rights for it

#### Workflow



#### How to reach here:

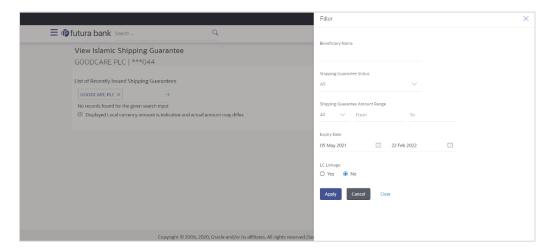
Dashboard > Toggle menu > Trade Finance > Shipping Guarantee > View Shipping Guarantee - Islamic > View Islamic Shipping Guarantee

#### To view Islamic Shipping guarantee:

- 1. The View Islamic Shipping Islamic Guarantee screen appears.
- 2. Click to filter based on the filter criteria. The **Filter** overlay screen appears.



## View Islamic Shipping Guarantee - Search



#### **Field Description**

## Field Name Description

Beneficiary Name The name of the beneficiary of the Islamic shipping guarantee.

## Shipping Guarantee Status

The status of the Islamic shipping guarantee.

The options are:

- All
- Active
- Hold
- Cancelled
- Closed
- Reversed

Shipping Guarantee Amount From -To The Islamic shipping guarantee currency and amount range.

**Expiry Date** The expiry date of the guarantee.

**LC Linkage** The LC is linked to guarantee or not.

- 3. Enter the filter criteria.
- 4. Click Search.

The **View Islamic Shipping Guarantee** screen appears with the search results.

OR

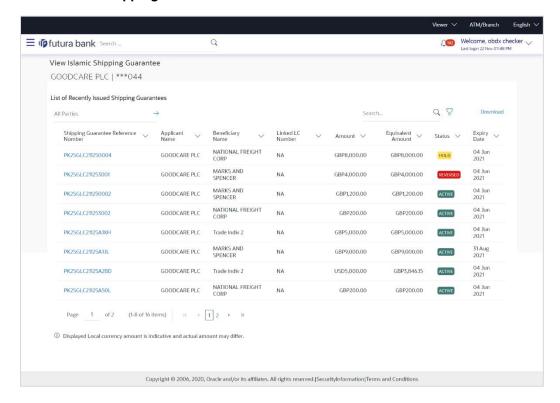
Click Cancel to cancel the transaction.

OR

Click Clear to clear the filter criteria.



## View Islamic Shipping Guarantee - Search Result



Field Name	Description
Shipping Guarantee Reference Number	The Shipping Guarantee number.  Displays the link to view details of the Shipping Guarantee.
Applicant Name	The name of the applicant of the shipping guarantee.
Beneficiary Name	Displays the name of the beneficiary of the shipping guarantee.
Linked LC Number	Displays the LC number if the shipping guarantee is attached to it and LC is linked to guarantee.
Amount	Displays the amount of the shipping guarantee.
Equivalent Amount	Displays the amount of the shipping guarantee.
Status	Displays the status of the shipping guarantee.



Field Name	Description
Expiry Date	Displays the expiry date of the shipping guarantee.

**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

- Click on the desired record link in the Shipping Guarantee Reference Number column.
   The View Islamic Shipping Guarantee screen appears with the details of the selected shipping guarantee.
   By default, the Shipping Guarantee Details tab appears.
- Click the **Download** link to download the record in selected format like PDF formats, if required.
- 7. Click Shipping Guarantee Details tab.

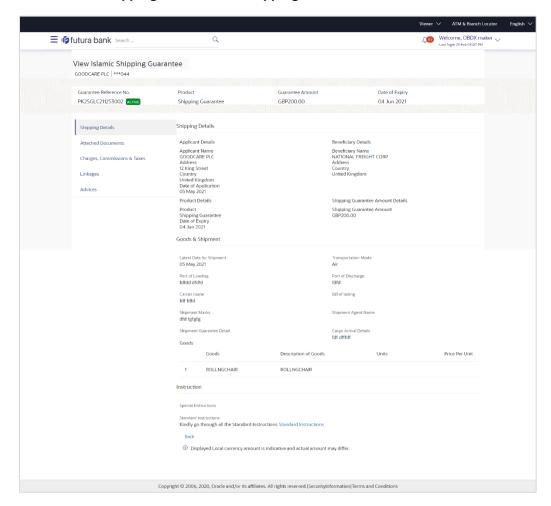
## 28.1 **Shipping Guarantee Details**

8. The **View Islamic Shipping Guarantee - Shipping Details** screen appears. OR

Click back to navigate back to previous screen.



## View Islamic Shipping Guarantee - Shipping Guarantee Details



Field Name	Description
Guarantee Reference Number	Displays the shipping Guarantee number.
Product	Displays the shipping Guarantee product type coming from Host.
Amount	Displays the amount of the shipping guarantee.
Expiry Date	Displays the expiry date of the shipping guarantee.
Applicant Details	
Applicant Name	Displays the name of applying party.



Field Name	Description	
Address	Displays the address of applying party.	
Country	Displays the country of applying party.	
Date of Application	Displays the application date when Bill has been initiated.	
Beneficiary Detai	Is	
Beneficiary Name	Displays the name of beneficiary party.	
Address	Displays the address of beneficiary party.	
Country	Displays the country of beneficiary party.	
Product Details		
Product	Displays the product type as coming from Host.	
Date of Expiry	Displays the expiry date of the shipping guarantee.	
Shipping Guarantee Amount Details		
Shipping Guarantee Amount	Displays the amount of the shipping guarantee.	
Goods & Shipme	nt Details	
This tab includes t	he shipment details of the Guarantee application.	
Latest Date of Shipment	Displays the latest date of shipment.	
Transportation Mode	Displays the transportation mode for the goods.	
Port of Loading	Displays the place of dispatch or taking in charge of the goods or loading on board.	
Port of Discharge	Displays the port of discharge.	
Carrier Name	Displays the carrier name that carries the shipment.	



Displays the bill of lading.

Bill of Lading

Field Name	Description	
Shipment Marks	Displays the shipment marks.	
Shipment Agent Name	Displays the name of the shipment agent.	
Shipment Guarantee Details	Displays the details of the shipment Guarantee.	
Cargo Arrival Details	Displays the details of the cargo arrival.	
Goods		
Section displays the added goods for shipment.		
SR No	Displays the serial number.	
Goods	Displays the type of good being shipped.	

## **Price Per Unit**

Instructions

**Description of** 

Goods

**Units** 

This tab includes the bank instruction details of the Shipment Guarantee application.

Displays the description about the goods.

Special Instructions

The special instructions for the bank users.

## **Standard Instructions**

Kindly Go through all the Standard Instructions

View the maintained standard terms and conditions by bank.

Displays the number of units of the good covered under the guarantee.

Displays the price per unit of the good covered under the guarantee.



<sup>9.</sup> Click the **Standard Instructions** link to view the customer instructions maintained by bank from back office.

## 28.2 Attached Documents

You can see attached documents related to shipping guarantee here. You can also view the list of all documents uploaded by you.

Click Attached Documents tab to view the list of all documents uploaded or to attach document.

The Attached Documents details appear in the View Shipping Guarantee screen.

OR

Click Back.

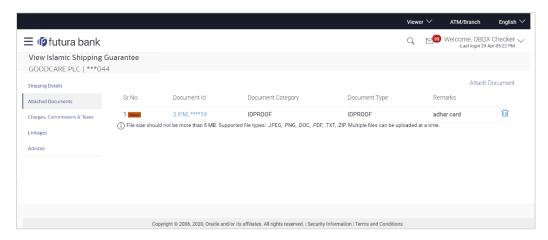
The View Shipping Guarantee screen appears.

OR

Click Cancel to cancel the transaction.

## 28.2.1 View Attached Documents

## **View Shipping Guarantee – Attached Documents tab**



## **Field Description**

Field Name	Description
Sr No	The serial number of the attached document records.
Document ID	Displays the unique identification number for the attached document.  Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.

11. Click the required link in the **Document ID** column to download the attached document.

OR

Click Back.



The View Shipping Guarantee screen appears.

OR

Click Cancel to cancel the transaction.

Note: Attached documents section is not qualified with Oracle TFPM in this release.

## 28.3 Charges, Commissions and Taxes

This tab lists charges for the Shipping Guarantee.

- 12. Click **Charges, Commissions and Taxes** tab to view list of commissions and charges for the shipping guarantee.
- 13. The Charges detail appears in the View Shipping Guarantee screen.

OR

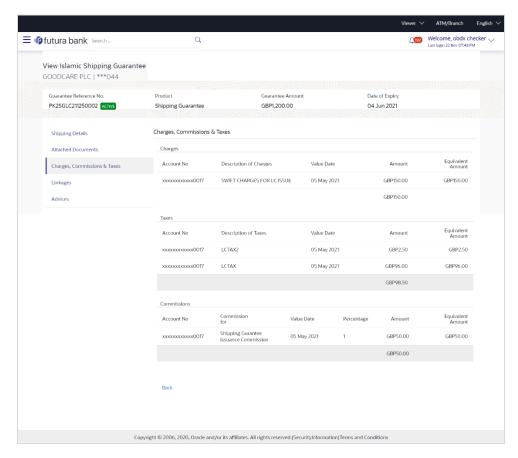
Click Back.

The View Shipping Guarantee screen appears.

OR

Click Cancel to cancel the transaction.

#### View Shipping Guarantee - Charges tab





Field Name	Description
Charges	
Account No.	Displays the account number for levying Cancellation Charges / Advice Charges.
Description of Charges	Displays the reason of charges levied for Various Guarantee related processes.
Value Date	Displays the date on which charges are applicable.
Amount	Displays the amount charged for the various processes.
Equivalent Amount	Displays the equivalent amount charged for the various processes.
<b>Total Amount</b>	Displays the total charged amount.
Taxes	
Description of Charges	Displays the description charges applicable.
Value Date	Displays the value date of the taxes.
Transaction Date	Displays the date on which the transaction is done.
Amount	Displays the amount of taxes.
Equivalent Amount	Displays the equivalent tax amount.
<b>Total Amount</b>	Displays the total tax amount.
Commission	
Commission for	Displays the commission charges in terms of percentage for the issued Guarantee.
Percentage	Displays the percentage of Guarantee amount charged as commission.
Amount	Displays the amount charged as commission.
Equivalent Amount	Displays the equivalent commission amount.



Field Name	Description
Total Amount	Displays the total commission amount.

**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

## 28.4 Linkages tab

This tab allows the user to link a deposit account while initiating a transaction.

- 14. Click **Linkages** tab to view the linkages for the shipping guarantee.
- 15. The **Linkages** detail appears in the **View Islamic Shipping Guarantee** screen.

OR

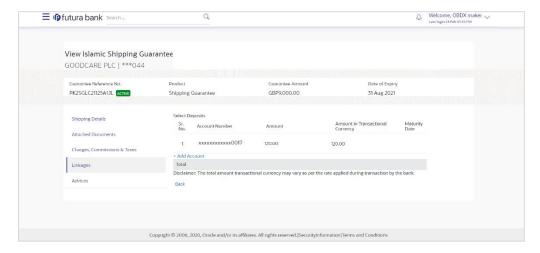
Click Back.

The View Islamic Shipping Guarantee screen appears.

OR

Click Cancel to cancel the transaction.

#### View Islamic Shipping Guarantee - Linkages tab



Field Name	Description
Sr. No.	The serial number of the schedule record.
Account Number	The deposit account that has to be mapped to the transaction.
Amount	The amount that is to be linked for the transaction, and partial linkages to be supported.
Amount in Transactional Currency	The tentative equivalent amount in transactional currency.



Field Name	Description
Maturity Date	The maturity date of the deposit.

## 28.5 Advices

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected shipping guarantee.

16. Click **Advices** tab. The summary of all the Advices being exchanged.

OR

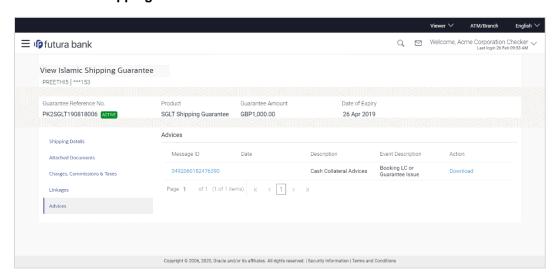
Click Back.

The View Islamic Shipping Guarantee screen appears.

OR

Click Cancel to cancel the transaction.

#### **View Islamic Shipping Guarantee - Advices Tab**



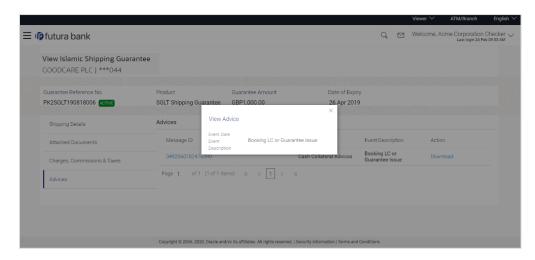
Field Name	Description
Message ID	Unique identification number for the message.
Date	Date of sending advice.
Description	The detail description of advice.
<b>Event Description</b>	Displays the description of the event.
Action	The action to be taken that is to download the advice details.



- 17. Click on the desired **Message ID** to view the respective advice details.

  The advice detail appears in popup window along with the event date and description.
- 18. Click the **Download** link against the advice to download in selected format like PDF formats, if required.

## 28.5.1 Advice Details



#### **Field Description**

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the event.
Description	The details of the advice.

- a. Click  $\times$  to close the window.
- 19. Click Back.

The View Shipping Guarantee screen appears.

OR

Click Cancel to cancel the transaction.

**Home** 



## 29. Islamic Assign Proceeds

Using this option, user who is a beneficiary can assign the proceeds to assignee (third parties) which has to be received from the issuing or confirming bank.

The user can search an Islamic export LC against which he wants to assign the proceeds, he can verify the LC and view its summary of Islamic LC for reference. Post that he can provide the details of assignee such as name, address and account details and then add multiple assignees to a single Islamic Export LC with varying amount.

Once he submits the assignment, it proceeds to OBTFPM for entry in the contract.

The user can view the assignment done to the Islamic Export LC and have the facility to modify them until any bill has been booked/submitted. The user can also view and change the amount in the assignment details of all the bills under the Islamic export LC.

#### **Pre-Requisites**

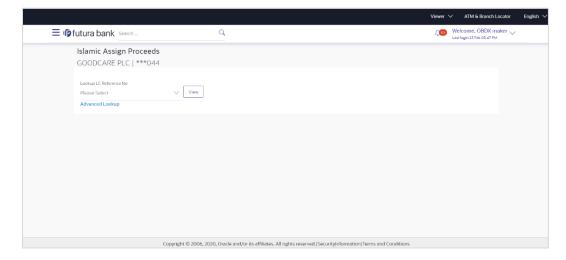
- User must have a valid corporate party ld and login credentials in place
- At least a single Outward Guarantee should exist for the party ID and party must having view rights for it

#### How to reach here:

Dashboard > Toggle menu > Trade Finance > Letter Of Credit > Export Letter of Credit > Assign Proceeds - Islamic > Islamic Assign Proceeds

#### To assign the proceeds to assignee:

1. Navigate to the Islamic Assign Proceeds screen.



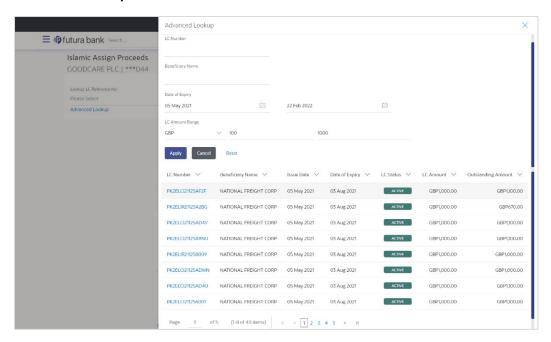


## **Field Description**

Field Name	Description
Lookup LC Reference Number	The LC reference number.

- 2. From the **LoopUp Reference No**. field, select the appropriate LC reference number.
- Click View. The Assignment of Proceeds warning message appears. OR
  - Click the **Advanced Lookup** link. The **Advanced Lookup** overlay screen appears.
- 4. Click **Continue**. The summary of LC appears on the **Islamic Assign Proceeds** screen.

#### **Advanced Lookup**



Field Name	Description
Advanced Lookup	
LC Number	The LC reference number.
Beneficiary Name	The beneficiary name who assigns the proceeds to assignee.
Date of Expiry From -To	The start date range and end date the LC gets expired.
LC Amount Range From - Select the currency and LC amount range. To	



Field Name	Description
Search Results	
LC Number	The LC reference number.
Beneficiary Name	The beneficiary name who assigns the proceeds to assignee.
Issue Date	The issue date of the LC.
Date of Expiry	The date on which LC gets expired.
LC Status	The status of LC.
LC Amount	The LC amount.
Outstanding Amount	This field specifies any outstanding amount available along with the currency.

<sup>5.</sup> Enter the search criteria and click **Apply**. The search result appears based on search criteria. OR

Click **Cancel** to cancel the search.

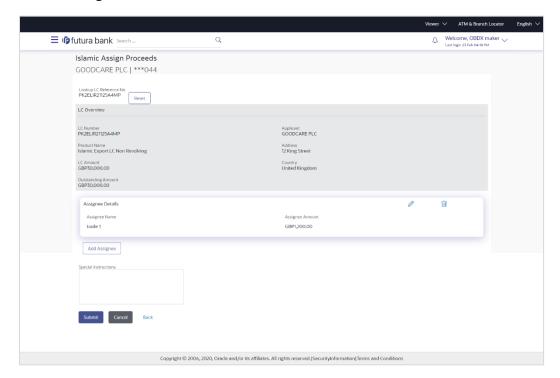
OR

Click Reset to clear the search criteria.

6. Click the **Add Assignee Details** link to add the assignee. The **Islamic Assign Proceeds** screen with added assignee details appear.



## **Islamic Assign Proceeds**



Field Name	Description
Lookup LC Reference Number	The Islamic LC reference number.
LC Overview	
LC Number	The searched Islamic LC reference number.
Product Name	The name of the Islamic LC product.
LC Amount	Indicates the amount for the Letter of Credit along with the currency under which the Islamic LC is issued.
Outstanding Amount	Indicates the outstanding Islamic LC amount.
Applicant	Displays the Islamic LC applicant name based on the selected LC reference number.
Address	Displays the Islamic LC applicant address.
Country	Displays the country of the Islamic LC applicant.



Field Name	Description
Assignee Details	
Assignee Name	The name of the assignee to whom the proceeds is to be assigned.
Assignee Amount	The amount that needs to be proceeds to the assignee.
Special Instructions	Specify the special instructions for the bank users.

- 7. Click **Add Assignee** if you want to add more assignees.
- 8. Click to modify the assignee details.
  - Click to delete the assignee details
- 9. In the **Special Instructions** field, enter special instructions if any.
- 10. Click Submit.

OR

Click Cancel to cancel the transaction.

OR

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

11. The **Islamic Assign Proceeds – Review** screen appears. It displays all the sections with added assignee details. Verify the details, and click **Confirm**.

OR

Click Cancel to cancel the transaction.

OR

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

12. The success message of assignment of proceeds submission appears. Click **Home** to go to the Trade Dashboard screen.

## 29.1 Add Assignee Details

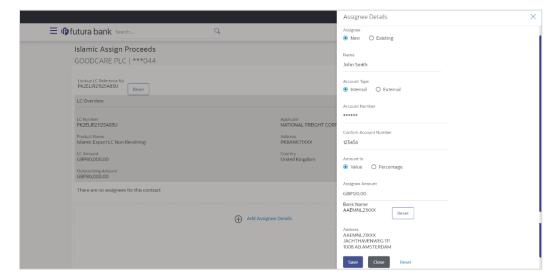
The user can add the assignee.

#### To add the assignee details:

1. In the Islamic Assign Proceeds screen, click the Add Assignee Details link. The Assignee Details overlay screen appears.



## **Add Assignee Details**



Field Name	Description
Assignee Details	
Assignee	Option to select the type of assignee.
	The options are:
	• New
	• Existing
Assignee Name	The name of the assignee to whom the proceeds is to be assigned.
	This field is appears if <b>Existing</b> option is selected in the <b>Assignee</b> field.
Name	Specify the name of the assignee to whom the proceeds is to be assigned.
	This field is a read only if <b>Existing</b> option is selected in the <b>Assignee</b> field.
Account Type	The account type of the assignee.
	The account types are:
	<ul> <li>Internal</li> </ul>
	External
	This field is a read only if <b>Existing</b> option is selected in the <b>Assignee</b> field.
Address	The LC applicant address.



Field Name	Description
Account Number	The account number of the assignee.
	This field is a read only if <b>Existing</b> option is selected in the <b>Assignee</b> field.
Currency	The currency of the account of the assignee.
	This field is appears if <b>Existing</b> option is selected in the <b>Assignee</b> field.
Confirm Account	Re-enter the account number to confirm.
Number	This field is appears if <b>New</b> option is selected in the <b>Assignee</b> field.
Amount in	Specify the amount that needs to be proceeds to the assignee.
	The options are:
	• Value
	Percentage
Assignee Amount	The user can enter the amount.
	This field is appears if <b>Value</b> option is selected in the <b>Amount In</b> field.
Percentage	The percentage of assignee amount.
	This field appears if <b>Percentage</b> option is selected in the <b>Amount</b> field.
Bank Details	The option to select the bank details.
	The options are:
	SWIFT Code
	Name and Address
	This field appears if you select <b>External</b> option from <b>Account Type</b> field.
Name & Address	The bank address of the assignee Bank.
SWIFT Code	The SWIFT code of assignee Bank.
Lookup SWIFT Code	Search and select the SWIFT code of the assignee bank, available in the application.
	This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Bank Details</b> field.



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

#### **SWIFT code Look up**

The following fields appear on a pop up window if the Lookup SWIFT Code link is clicked.

**Swift Code** The facility to lookup bank details based on SWIFT code.

**City** The facility to search for the SWIFT code based on city.

**Bank Name** The facility to search for the SWIFT code based on the bank name.

#### **SWIFT Code Lookup - Search Result**

Bank Name The names of banks as fetched on the basis of the search criteria

specified.

Address The complete address of each bank as fetched on the basis of the

search criteria specified.

**SWIFT Code** The list of SWIFT codes as fetched on the basis of the search

criteria specified.

2. In the **Assignee** field, select the appropriate option.

- a. If you select Existing option, select the name of the assignee from the Assignee Name list.
- b. If you select **New** option, enter the name of the assignee in the **Name** field.
  - i. In the **Account Type** field, select the appropriate option.
  - ii. In the **Account Type** field, if you select **External** option, enter the Address of the assignee.
  - iii. In the **Account Number** field, enter the account number of the account of the assignee.
  - iv. Re-enter the account number in Confirm Account Number field, to confirm the account number.
- 3. In the Amount In, select the appropriate option to assign the amount.
  - a. If you select Value option, enter the amount to be assigned in the Assignee Amount field.
  - b. If you select **Percentage** option, enter the value in the **Percentage** field.
- 4. Select the appropriate option in **Bank Details** field, , if you have selected **External** option in the **Account Type** field:
  - a. If you select SWIFT Code option,
    - i. In the **SWIFT code** field, enter the SWIFT code or select it from the lookup.
    - ii. Click Verify to fetch bank details based on Bank Code.
  - b. If you select Name & Address option:
    - i. In the **Name** field, enter the name of the issuing bank.



- ii. In the **Address** field, enter the address of the issuing bank.
- 5. If you select Internal option, from the Account Type list, :
  - i. In the **SWIFT code** field, enter the SWIFT code or select it from the lookup.
  - ii. Click Verify to fetch bank details based on Bank Code.
- 6. Click Save.

The added assignee details appear as **Assignee Details** in the **Islamic Assign Proceeds**.

Click **Close** to close the screen.

OR

Click Reset to clear the entered details.



# 29.2 <u>Modify Assignee Details</u>

The user can modify the assignee details.

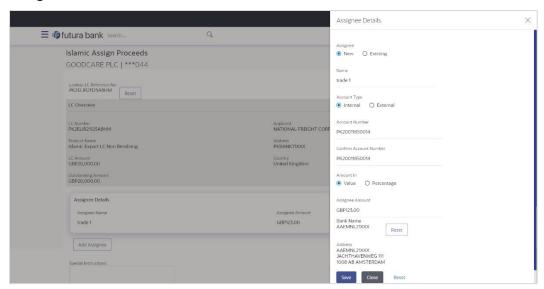
## To modify the assignee details:

- 1. Navigate to Islamic Assign Proceeds screen.
- 2. From the **LoopUp Reference No**. field, select the appropriate LC reference number.
- Click View. The summary of LC appears on the Islamic Assign Proceeds screen. OR

Click the **Advanced Lookup** to search the LC.

Click to modify the assignee details.
 The Assignee Details overlay screen appears.

#### **Assignee Details**



- 8. Edit the fields, if required.
- Click Save. The modified assignee details got saved in Assignee Details section.

Click Close to close the screen.

OR

Click Reset to clear the entered details.

Home



# 30. Islamic Transfer Letter of Credit

Using this option, a corporate user can initiate transferring an Islamic Export Letter of Credit (LC) received from issuing bank to the second beneficiary.

User can search the required Islamic LC which has to be transferred and enter the details required for the application such as second beneficiary details etc. and then submit the application to OBTFPM. Once submitted, the application can be tracked under app tracker and will follow bidirectional flow.

#### **Pre-Requisites**

User must be having a valid corporate login credentials to get into the system. This will be under a maker – approver system, or as per user's access. User must be having a sanctioned limit /credit available for his perusal.

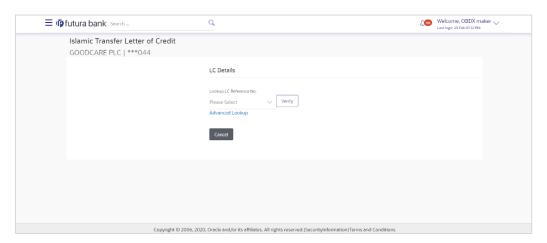
#### How to reach here:

Dashboard > Toggle menu > Trade Finance > Letter Of Credit > Export Letter of Credit > Initiate Transfer LC - Islamic

#### To initiate the Transfer of Islamic LC:

 Navigate to the Islamic Transfer Letter of Credit screen. The screen by default lands to the LC Details tab.

#### Islamic Transfer Letter of Credit



#### **Field Description**

Field Name	Description
Lookup LC Reference Number	The LC reference number.

2. From the LoopUp Reference No. field, select the appropriate LC reference number.



3. Click View. The summary of LC Details appears on the Islamic Transfer Letter of Credit screen.

OR

Click the **Advanced Lookup** link. The **Advanced Lookup** overlay screen appears.

Enter the search criteria and click **Apply**. The search results appear.

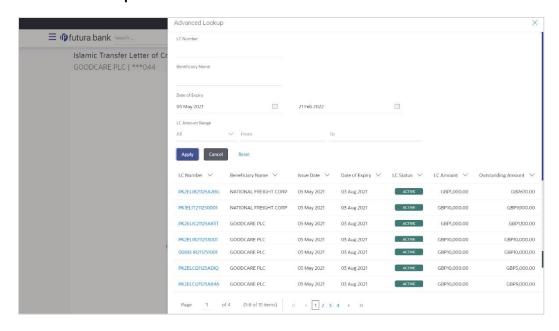
OR

Click Cancel to cancel the search.

OR

Click Reset to clear the search criteria.

#### **Advanced Lookup**



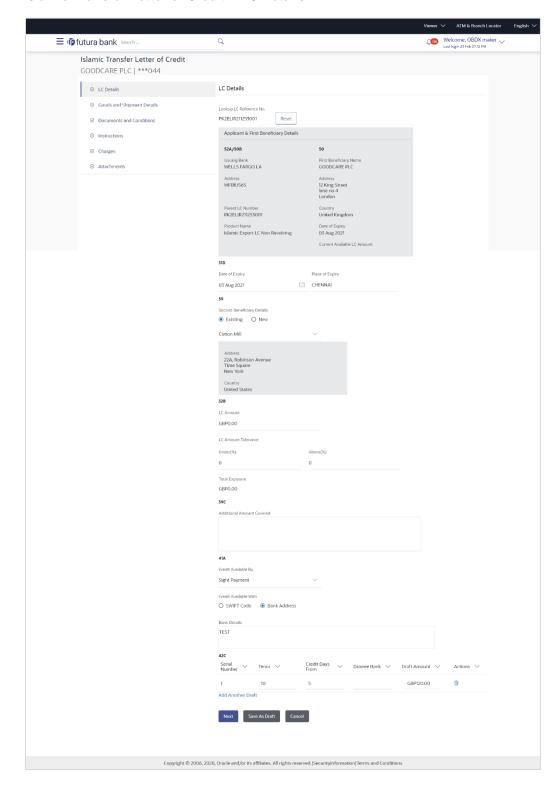
Field Name	Description	
Advanced Lookup		
LC Number	The LC reference number.	
Beneficiary Name	The beneficiary name.	
Date of Expiry From -To	The start date range and end date the LC gets expired.	
LC Amount Range From - To	Select the currency and LC amount range.	
Search Results		
LC Number	The LC reference number.	



Field Name	Description
Beneficiary Name	The beneficiary name.
Issue Date	The issue date of the LC.
Date of Expiry	The date on which LC gets expired.
LC Status	The status of LC.
LC Amount	The LC amount.
Outstanding Amount	This field specifies any outstanding amount available along with the currency.



## Islamic Transfer Letter of Credit - LC Details





## **Field Description**

Field Name	Description
Lookup LC Reference Number	Displays the option to lookup the Islamic Export LC which are transferrable in nature, by using various search parameters.

## **Applicant and First Beneficiary Details**

Below details appear if you select LC from the Islamic Lookup LC Reference Number and click View button.

Issuing Bank	The name of the issuing bank.
Address	The address of the issuing bank.
Country	The country of the issuing bank.
Address	The address of the Islamic LC beneficiary.
Country	The country of the Islamic LC beneficiary.
Parent LC Number	The parent Islamic LC number.
Product	The Islamic LC product.
Beneficiary Name	The name of the first Islamic LC beneficiary.
Address	The address of the first Islamic LC beneficiary.
Country	The country of the first Islamic LC beneficiary.
Expiry Date	The expiry date of the Islamic LC.  The expiry date must be later than the application date.
LC Amount	The currency under which the Islamic LC can be issued. Indicates the amount for the Letter of Credit.
Date of Expiry	The expiry date of the Islamic LC.  The expiry date must be later than the application date.
Place of Expiry	The place where Islamic LC would expire.
Secondary Beneficiary Details	The beneficiary type. The options are:  • Existing



New

Field Name	Description
Beneficiary Name	The name of the Islamic LC beneficiary.
	This field allows the user to select the beneficiary name from drop-down, if <b>Existing</b> option is selected in the Beneficiary Details field.
	This field allows the user to enter the beneficiary name if <b>New</b> option is selected in the Beneficiary Details field.
Address	The address of the Islamic LC beneficiary.
	This field is enabled to enter the address details, if <b>New</b> option is selected in the Beneficiary Details field.
Country	The country of the Islamic LC beneficiary.
	This field is enabled to select the country name, if <b>New</b> option is selected in the Beneficiary Details field.
Additional Amounts Covered	This field specifies any additional amounts available to the beneficiary under the terms of the credit, such as insurance, freight, profit, etc.
Credit Available By	Indicates the manner in which credit is available when the bank is authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit.
	The options are:
	Acceptance
	Deferred Payment
	Mixed Payment
	<ul> <li>Negotiation</li> </ul>
	Sight Payment
Negotiation/ Deferred	Indicates the details of Negotiation/ Deferred Payment.
Payment Details	This field is enabled if the <b>Negotiation/ Deferred Payment</b> option is selected in the <b>Credit Available By</b> field.
Mixed Payment Details	Indicates the details of mixed payment.
	This field is enabled if the <b>Mixed Payment</b> option is selected in the <b>Credit Available By</b> field.
Credit Available With	Indicates the details of Bank where credit would become available. It is captured by Bank's SWIFT code.
	The options are:
	SWIFT Code
	Bank Address



Field Name	Description
Lookup SWIFT Code	Select the SWIFT code of the issuing bank.
	This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Credit Available With</b> field.
SWIFT code Look up	
The following fields appear on	a pop up window if the <b>Lookup SWIFT Code</b> link is clicked.
Swift Code	The facility to lookup bank details based on SWIFT code.
Bank Name	The facility to search for the SWIFT code based on the bank name.
Country	The facility to search for the SWIFT code based on the country.
City	The facility to search for the SWIFT code based on city.
SWIFT Code Lookup - Searc	h Result
Bank Name	The names of banks as fetched on the basis of the search criteria specified.
Address	The complete address of each bank as fetched on the basis of the search criteria specified.
SWIFT Code	The list of SWIFT codes as fetched on the basis of the search criteria specified.
Bank Details	Name and Address of the bank where credit would be available.
	This field is enabled if the <b>Bank Address</b> option is selected in the <b>Credit Available With</b> field.
Drafts section	
Note: Click to rem to add new draft.	ove any draft added earlier to the LC application. Click Add Another Draf



The serial number of drafts to be drawn under the documentary credit.

The tenor of drafts to be drawn under the documentary credit.

**Serial Number** 

Tenor (In Days)

Field Name	Description
Credit Days From	The date from which the draft tenor is to be counted. Indicates the date type from which the draft tenor is to be counted.
	The options are:
	Invoice Date
	B/L Date
	• Others
Drawee Bank	The drawee bank of the Islamic LC.
Draft Amount	The various drafts amount for the Islamic LC application.
Action	Click to delete the record.

- 4. In the **Date of Expiry** field, select the expiry date of the LC.
- 5. In the **Place of Expiry** field, enter the place of LC expiry.
- 6. In the Secondary Beneficiary Details field, select the appropriate option.
  - a. If you select **Existing** option:
    - i. From the **Beneficiary Name** list, select the appropriate option.
  - b. If you enable **New** option:
    - i. In the **Beneficiary Name**, enter the name of the LC beneficiary.
  - ii. In the Address field in the Beneficiary section, enter the address of the LC beneficiary.
  - iii. From the **Country** list in the Beneficiary section, select the appropriate country.
- 7. In the Additional Amounts Covered field, enter the amount details.
- 8. From the Credit Available By list, select the appropriate option.
- 9. In the Credit Available With field:
  - a.lf you select SWIFT Code option,
    - i. In the **SWIFT code** field, enter the SWIFT code or select it from the lookup.
    - ii. Click Verify to fetch bank details based on Bank Code (BIC).
  - b. If you select **Bank Address** option:
    - i. In the **Bank Name** field, enter the name of the issuing bank.
    - ii. In the **Address** field, enter the address of the issuing bank.
- 10. Click the Add Another Draft link to add new draft details if required.

OR

Click to remove already added draft.

Click **Continue** to save the details entered and proceeds to next level of details.

a. If you click Add Another Draft;



- i. In the **Tenor** field, enter the appropriate value.
- ii. From the **Credit Days From** list, select the appropriate option.
- iii. In the **Drawee Bank** field, enter the bank name.
- iv. In the **Draft Amount** field, enter the appropriate value.
- 11. Click Next or click the Goods and Shipment Details tab.

The Goods and Shipment Details tab appears in the Islamic Transfer Letter of Credit Initiation screen.

OR

Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** sections.)

OR

Click Back to go back to previous screen.

OR

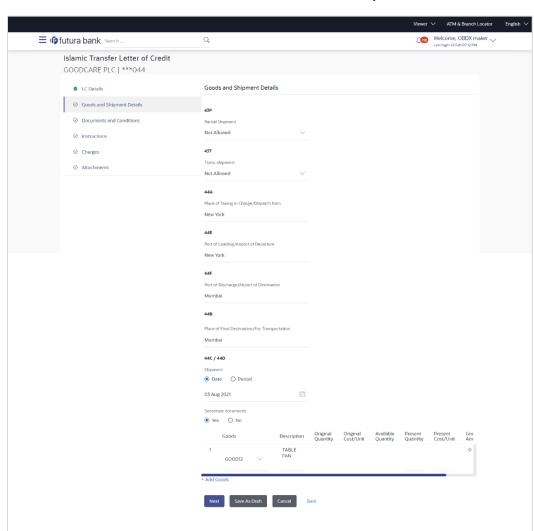
Click Cancel to cancel the transaction. The Dashboard appears.

12. Click Islamic Transfer Letter of Credit Initiation - Shipment Details tab.

## 30.1.1 Islamic Transfer Letter of Credit Initiation - Goods and Shipment Details tab

This tab captures the Shipment details of the LC transfer application process.





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## Islamic Transfer Letter of Credit Initiation - Goods and Shipment Details tab

## **Field Description**

## Field Name Description

#### **Partial Shipment**

Indicates whether partial shipments are allowed under the Islamic LC.

The options are:

- Allowed Allowed under the documentary credit
- Not Allowed Not allowed under the documentary credit
- Conditional Conditional based on conditions specified elsewhere in the message



Field Name	Description
Trans-shipment	Indicates whether trans-shipments are allowed under the Islamic LC.  The options are:  • Allowed - Allowed under the documentary credit  • Not Allowed - Not allowed under the documentary credit  • Conditional - Conditional based on conditions specified elsewhere in the message
Place of Taking in Charge/ Dispatch From	The place of receipt from where shipment will be done.
Port of Loading/ Airport of Departure	The port of loading or airport of departure to be indicated on the transport document.
Port of Discharge/ Airport of Destination	The port of discharge or airport of destination to be indicated on the transport document.
Place of Final Destination/ For Transportation	The place of dispatch or taking in charge of the goods or loading on board.
Shipment Period	The period of shipment during which the goods are to be loaded on board /dispatched /taken in charge.
Shipment Date	The latest date for shipment loading goods on board/ dispatch/ taking in charge.  The Latest Date for Shipment should not be later than the LC Expiry Date.  Note: It is mandatory to enter the values either in the Latest Shipment Date or Shipment Period field.

## Goods

Section to add or remove the goods traded under the LC.

Sr No	Serial Number.
Goods	The type of good being shipped has to be chosen.
Description	The description about the goods.
Quantity	The quantity of goods.
Cost/Unit	The number of units of the good covered under the LC.



Field Name	Description
Gross Amount	The gross amount under the LC.

- 13. From the **Partial Shipment** list, select the appropriate option.
- 14. From the **Trans-shipment** list, select the appropriate option.
- 15. In the **Place of Taking in Charge/ Dispatch From** field, enter the name of the place where the goods are to be received.
- 16. In the Port of Loading/ Airport of Departure field, enter the name of the place for delivery of goods.
- 17. In the **Port of Loading** field, enter the port of dispatch or taking in charge of the goods or loading on board.
- 18. In the **Port of Discharge/ Airport of Destination** field, enter the port of discharge of the goods.
- 19. In the **Place of Final Destination/ For Transportation** field, enter the place of dispatch of the goods.
- 20. In the **Shipment Date** field, enter the latest shipment date for loading goods on board/dispatch/ taking in charge.

OR

In the **Shipment Period** field, enter the period of shipment during which the goods are to be loaded on board.

- 21. In the Goods section,
- 22. From the **Goods** list, select the goods being shipped.
  - In the **Description of Goods** field, enter the description of the goods traded under the LC.
  - d. In the **Quantity** field, enter the number of units of the goods traded under the LC.
  - e. In the Cost/Unit field, enter the price per unit of the goods traded under the LC.
  - f. In the Gross Amount field, enter the gross amount traded under the LC.
  - g. Click **Add Goods** to add new good if required.

OR

Click to remove goods that are already added.

23. Click **Next** to save the entered details and proceed to the next level.

OR

Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Draft** sections.)

ÒR

Click the **Documents and Conditions** tab.

OR

Click **Back** to go back to previous screen.

OR

Click **Cancel** to cancel the transaction. The **Dashboard** appears.

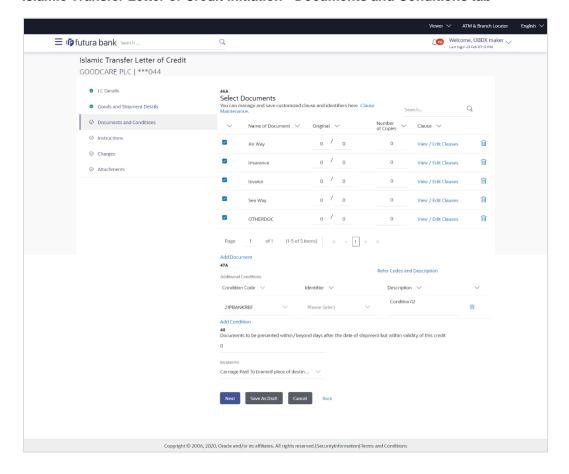
24. Click Islamic Transfer Letter of Credit Initiation - Documents and Conditions tab.



## 30.1.2 Islamic Transfer Letter of Credit Initiation - Documents and Conditions tab

This tab includes the INCO terms (International Commercial Terms) and required document details along with the clauses list related to the documents. The document list on this tab are populated based on the default LC product(s) mapped. It also provides an option to add a additional conditions in which corporate user can enter the details to have a clause customized to his/her requirement.

#### Islamic Transfer Letter of Credit Initiation - Documents and Conditions tab



## Field Description

Field Name Description

#### **Select Documents**

Documents list have the list of documents with check boxes to choose along with the number of original or copies submitted and clauses they cater too.

## **Checkbox** Displays the documents that you have selected from the list.

The selected documents are to be a part of the initiated LC. It needs to be checked in order to select it.



Field Name	Description
Name of Document	Name of the document to be sent along with the Islamic LC.
Original	The required number of original documents required for the selected document.
	It is provided as $\mathbf{m/n}$ , where $\mathbf{m}$ out of n available documents would be submitted to bank.
Number of Copies	The required number of copies required for the selected document.
Clause	The clauses maintained in the bank application for each of the document. A document can have multiple clauses.
View Clause	The link to view the clause maintained in the bank application for each of the document or to modify as per needs.

## **View Clause**

This section appears if you select a document and click the **View Clause** link. In this section a user can view already maintained clause or can modify them as per his needs. User can select the pre-maintained clause using the identifiers under each clause.

In a blank clause, corporate user can enter the details to have a clause customized to his/her requirement.

Selected	The clauses that you have selected from the Clause List.
	The selected clauses related documents are to be attached to the selected document.
Clause	The name of the clause.

Clause Description The description and number of the selected clause.

#### **Additional Conditions**

Condition

Condition Code	The additional condition code of the documentary credit.	
Identifier	The maintained identifier of the conditions of the documentary credit.	
Description	The description of further conditions of the documentary credit.	
Reference		
This section appears if you select a document and click the <b>Refer Codes and Description</b> link.		
Name of Condition	The name of the condition of the documentary credit.	
Description of	The description of the documentary credit.	



Field Name	Description
Documents to be presented within	The number of dapresented to bank.
/beyond days after	

The number of days after the date of shipment when the documents will be

Note: On adding these days to the date of application, it should be within validity period.

## Incoterm

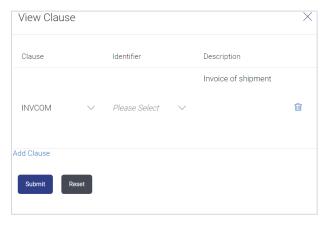
the date of

shipment but within validity of this credit

Indicates the INCO terms for the LC application.

- 25. Select the **Document List** check box to choose the number of original or copies submitted and clauses.
  - In the **Document List** section, select the required document to be a part of the Initiated LC.
- 26. In the Original field, enter the number of originals required for the selected document.
- 27. In the **Number of Copies** field, enter the number of copies required for the selected document.
- 28. In the Clauses section, list of clauses for each document will be listed and a checkbox is available against various clauses, user can choose amongst various clauses. Select the required clauses for each selected document and click the View/ Edit Clauses link. The View Clause overlay screen appears, if the clause is already maintained.

#### **View Clause**



- h. From the **Clause** list, select the appropriate clause.
- i. From the **Identifier** list, select the identifiers maintained under the clause.
- In the Clause Description field, view and modify the description of the clause, if required.
- k. Click Submit. The clause description are saved.

OR

Click **Reset** to reset and discard the changes.

OF

Click the **Add Clause** link to add a new clause.

29. Click Add Document link to add more document details.



- 30. In the Additional Conditions section, select the code from the Condition Code list. The description mapped to the condition code appears in the Description field. You can also edit the description as required.
- 31. From the Identifier list, select the appropriate option.
- 32. Click Refer Codes and Description link to view the list of codes and their descriptions.
- 33. In the Documents to be presented within/ beyond days after the date of shipment but within validity of this credit field, enter the number of days.
- 34. From the **Incoterm** list, select the appropriate option.
- 35. Click **Next** to save the entered details and proceed to the next level.

OR

Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** sections.)

OR

Click the **Instructions** tab.

OR

Click **Back** to go back to previous screen.

OR

Click Cancel to cancel the transaction. The Dashboard appears

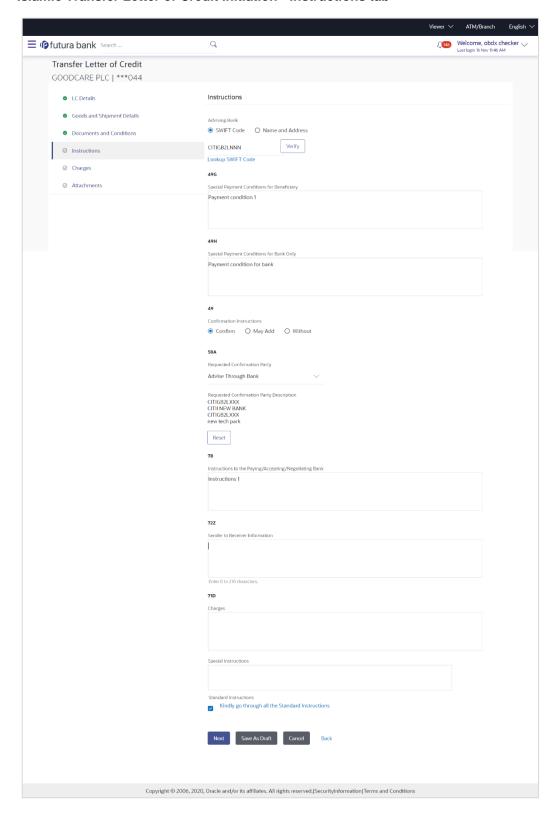
36. Click Islamic Transfer Letter of Credit Initiation - Instructions tab.

## 30.1.3 Islamic Transfer Letter of Credit Initiation - Instructions tab

This tab includes the miscellaneous information such as Advising Bank SWIFT ID, Charges Borne By, and Instructions to the bank (not forming part of LC).



## Islamic Transfer Letter of Credit Initiation - Instructions tab





## **Field Description**

Bank Name

Field Name	Description	
Advising Bank	The option to select the mode of advising bank.	
	The options are:	
	SWIFT Code	
	Name and Address	
Lookup SWIFT Code	Search and select the SWIFT code of the advising bank, available in the application.	
	This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Advising Bank</b> field.	
SWIFT code Look up		
The following fields	appear on a pop up window if the <b>Lookup SWIFT Code</b> link is clicked.	
Swift Code	The facility to lookup bank details based on SWIFT code.	

The facility to search for the SWIFT code based on the bank name.

**Country** The facility to search for the SWIFT code based on the country.

City The facility to search for the SWIFT code based on city.

## **SWIFT Code Lookup - Search Result**

Bank Name	The names of banks as fetched on the basis of the search criteria specified.
Address	The complete address of each bank as fetched on the basis of the search criteria specified.
SWIFT Code	The list of SWIFT codes as fetched on the basis of the search criteria specified.
Name and Address	Name and address of the advising bank.
	This field is enabled if the <b>Name and Address</b> option is selected in the <b>Advising Bank</b> field.
Bank Name	Enter the name of the advising bank.
Bank address	Enter the complete address of the advising bank.
Special Payment Conditions for Beneficiary	User can input special payment conditions applicable to the beneficiary, for example, post financing request/ conditions.



Field Name	Description
Special Payment Conditions for Bank Only	User can input special payment conditions applicable to bank without disclosure to the beneficiary, for example, post-financing request /conditions.
Confirmation Instruction	The confirmation instructions for the requested confirmation party.  The options are:  May Confirm - The requested confirmation party may add its confirmation to the credit  Confirm - The requested confirmation party is requested to confirm the credit  Without - No confirmation is requested
Requested Confirmation Party	Bank which is requested to add its confirmation or may add its confirmation.  The options are:
Confirming Bank	Indicates the confirming party is the Confirming bank.  The options are:  • Swift Code  • Bank Address  This field is enabled if the Advise Through Bank or Confirming Bank option is selected.
Swift Code	The Swift code of the confirming bank or Advise through Bank.  This field is enabled if the <b>Swift Code</b> option is selected.
Bank Name	Name of the confirming bank or Advise through Bank.  This field is enabled if the <b>Bank Address</b> option is selected.
Bank Address	Address of the confirming bank or Advise through Bank.  This field is enabled if the <b>Bank Address</b> option is selected.
Sender to Receiver Information	The additional information for the receiver.
Charges	Specify charges to be borne by the beneficiary.



Field Name	Description
Special Instructions	Specify the special instructions for the bank users.

- 37. In the **Advising Bank** field, select the appropriate option.
- 38. If you select **Swift Code** option, use the lookup and select the right swift code.

If you select Name and Address option:

- 39. In the **Name** field, enter the name of the advising bank.
- 40. In the Address (1-3) field, enter the address of the advising bank
- 41. In the **Special Payment Conditions for Beneficiary** field, enter the special payment conditions applicable to beneficiary.
- 42. In the **Special Payment Conditions for Bank Only** field, enter the special payment conditions applicable to bank.
- 43. In the **Confirmation Instructions** field, select the appropriate option.
- If you select Confirm or May Confirm option;
   From the Requested Confirmation Party list, select the appropriate option.
- iii. In the Requested Confirmation Party list; if you select Advise Through Bank or Confirming Bank option:
- iv. If you select Swift Code option, use the lookup and select the right swift code. OR

If you select **Bank Address** option, enter the bank name and address.

- 44. In the **Sender to Receiver Information** field, enter the additional information for the receiver.
- 45. In the **Charges** field, enter the charges details.
- 46. In the **Special Instructions** field, enter special instructions if any.
- 47. Select the Kindly Go through all the Standard Instructions, check box.
- 48. Click the <u>Standard Instructions</u> link to view the customer instructions maintained by bank from back office.
- 49. Click **Next** to save the entered details and proceed to the next level.

OR

Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer Save As Template or Save As Draft sections.)

OR

Click the **Attachments** tab.

OR

Click Back to go back to previous screen.

OR

Click Cancel to cancel the transaction. The Dashboard appears

50. Click the Charges tab.

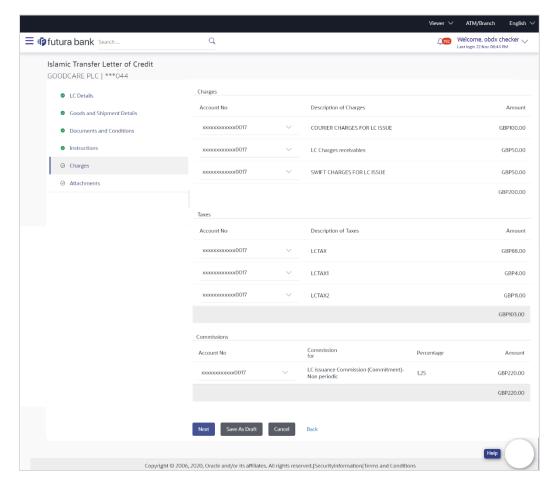
The **Attachments** tab appears in the **Letter of Credit Initiation** screen.



# 30.1.4 <u>Islamic Transfer Letter of Credit Initiation – Charges , Commissions and Taxes Tab</u>

This tab defaults the charges details, if charges, commissions and taxes are available under the product.

## **Charges, Commissions and Taxes**



Field Name	Description
Charges	
Account No.	The applicant charge account.
Description of Charges	The description of the charges.
Amount	The amount that is maintained under the charge.



Field Name	Description
Total Amount	Displays the total amount of charges.
Taxes	
Account No.	The applicant tax account.
Description of Charges	Displays the description charges applicable.
Value Date	Displays the value date of the taxes.
Transaction Date	Displays the date on which the transaction is done.
Amount	Displays the amount of taxes.
Total Amount	Displays the total amount of taxes.
Commissions	
Account No.	The applicant commission account.
Commissions for	The commission component.
Percentage	The percentage of commission.
Amount	The commission amount.
Total Amount	Displays the total amount of commission.

- 51. From the **Account No.** list, select the appropriate account number.
- 52. Click **Next** to save the entered details and proceed to the next level.

OR

Click Save As Draft, system allows transaction details to be saved as a template or draft.

(For more details, refer Save As Template or Save As Draft sections.)OR

Click the Charges tab.

OR

Click Back to go back to previous screen.

OR

Click Cancel to cancel the transaction. The Dashboard appears

53. Click the **Attachments** tab. The Attachments tab appears in the **Islamic Transfer Letter of Credit Initiation** screen.

**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

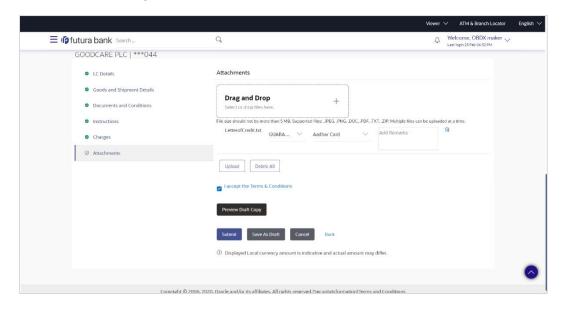


## 30.1.5 Islamic Transfer Letter of Credit Initiation - Attachments tab

Displays the list of documents presented to initiate the LC. The document list on this tab are populated based on the default LC product mapped.

#### **To Attach Documents:**

#### **Attachments tab - Upload Document**



Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
Document Name	Displays the name of the attached documents.
	Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Add Remarks	Displays the notes added, if any, for attaching the document.
Î	Click the icon to remove the attached document-



54. Click **Drag and Drop** to browse and select the required document present on your computer

The Attach Document popup window appears.

- 55. Select the required document present on your computer to upload.
- 56. Click Upload to upload document. The Attach Documents tab appears along with list of attached documents.

OR

Click to remove the attached document.

ΩR

Click **Delete All** to delete all the attachments.

- m. In the **Save as Template** field, select **Yes**, if you want to save the transaction as template.
- n. If you select Yes,
  - i. In the **Access Type** field, select the appropriate option.
  - ii. In the **Template Name** field, enter the name of the template.
- 57. Select the **Terms and Conditions** check box to accept the Terms and Conditions.
- 58. Click **Preview Draft Copy** to have a preview of draft.
- 59. Click **Submit**. The transaction is saved and the Letter of Credit Initiation Review screen appears.

ÓŔ

Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer Save As Template or Save As Draft section.)

ÒR

Click Back to go back to previous screen.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.



60. The review screen appears. It displays all the 4 sections with their respective fields namely Letter of Credit details, Shipment Details, Documents, Instructions, and Attachments with an option to edit them individually.

Verify the details, and click Confirm.

OR

Click **Back** to go back to previous screen.

OR

Click **Cancel** to cancel the transaction. The **Dashboard** appears.

61. The success message initiation of LC creation appears along with the reference number. Click **OK** to complete the transaction.

**Home** 



# 31. Amend Islamic Transfer Letter of Credit

Using this option, a corporate user can amend the issued Islamic transfer Letter of Credit.

#### **Pre-Requisites**

- User must have a valid login credentials
- User must have certain Islamic Export LCs received by his bank under his party ID.

#### How to reach here:

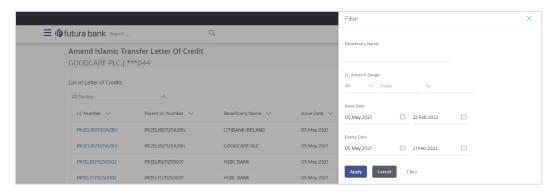
Dashboard > Toggle menu > Trade Finance > Letter Of Credit > Export Letter of Credit > Amend Transfer LC - Islamic > Amend Islamic Transfer Letter of Credit

#### To initiate the Islamic Transfer LC:

- Navigate to the Amend Islamic Transfer Letter of Credit screen. The screen by default lands to the LC Details tab.
- From the All Parties list, select the appropriate option and click the Arrow icon.
   The Amend Islamic Transfer Letter of Credit screen appears with the search results.
   By Default the screen displays list of LC mapped with all the parties
   OR

Click to filter based on the above criteria.

#### Filter



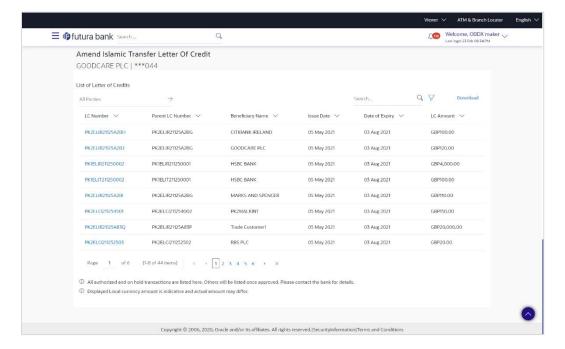
Field Name	Description
Beneficiary Name	The name of the beneficiary.
LC Amount From	The start of the amount range used for searching the LC.
LC Amount To	The end of the amount range used for searching the LC.



Field Name	Description
Issue Date From	The start date of the issue date range used for searching the Islamic LC.
Issue Date To	The end date of the issue date range used for searching the Islamic LC.
Expiry Date From	The start date of the expiry date range used for searching the Islamic LC.
Expiry Date To	The end date of the expiry date range used for searching the Islamic LC.

Click the **Download** link to download all or selected columns in the Islamic Transfer LC details list. You can download the list in PDF format.

#### Amend Islamic Transfer Letter of Credit - Search Result



Field Name	Description
LC Number	The LC number.  Displays the link to details of the Islamic Transfer LC.
Parent LC Number	Displays the parent LC number of the Islamic Transfer LC.
Beneficiary Name	The name of the Islamic Transfer LC beneficiary.



Field Name	Description
Issue Date	The issue date of the Islamic Transfer LC.
Date of Expiry	The Islamic Transfer LC expiry date.
LC Amount	The Islamic Transfer LC amount.

4. Click the required link in the **LC Number** column.

The **Amend Islamic Transfer Letter of Credit** screen appears with the details of the selected LC.

By default, the **LC Details** tab appears.

5. Click **LC Details** tab.

**Note**: If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

# 31.1 LC Details

6. Click **LC Details** tab.

The LC Details tab appears in the Amend Islamic Transfer Letter of Credit screen.

OR

Click Back.

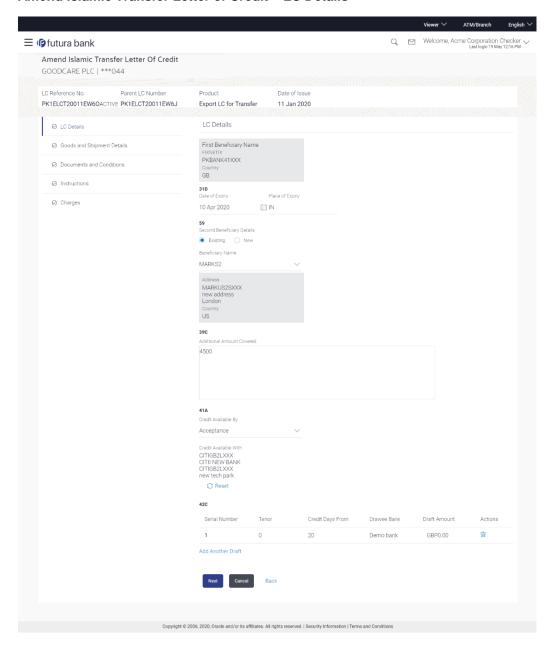
The Amend Transfer Letter of Credit screen appears.

OR

Click Cancel to cancel the transaction, The Dashboard appears.



## Amend Islamic Transfer Letter of Credit - LC Details



Field Name	Description
Party Name and ID	The name and ID of LC receiving party or beneficiary.
LC Reference No.	Displays the reference number of the Islamic LC.
Parent LC Number	Displays the parent LC number of the Islamic Transfer LC.



Field Name	Description
Product	The export LC product name under which the Islamic LC is created.
Date of Issue	The issue date of the Islamic Transfer LC.
LC Details	
First Beneficiary Name	The name of the first beneficiary of Islamic Transfer LC.
Country	Displays the country of the first beneficiary.
Date of Expiry	The date when the Islamic LC expires and holds no more valid.
Place of Expiry	Displays the place of Islamic LC expiry.
Secondary Beneficiary Details	The beneficiary type. The options are:  • Existing  • New
Beneficiary Name	The name of the Islamic LC beneficiary.
	This field allows the user to select the beneficiary name from drop- down, if <b>Existing</b> option is selected in the Beneficiary Details field.
	This field allows the user to enter the beneficiary name if <b>New</b> option is selected in the Beneficiary Details field.
Address	The address of the Islamic LC beneficiary.
	This field is enabled to enter the address details, if <b>New</b> option is selected in the Beneficiary Details field.
Country	The country of the Islamic LC beneficiary.
	This field is enabled to select the country name, if <b>New</b> option is selected in the Beneficiary Details field.
Additional Amounts Covered	This field specifies any additional amounts available to the beneficiary under the terms of the credit, such as insurance, freight, profit, etc.



Field Name	Description
Credit Available By	Indicates the manner in which credit is available when the bank is authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit.
	The options are:
	Acceptance
	Deferred Payment
	Mixed Payment
	<ul> <li>Negotiation</li> </ul>
	Sight Payment
Negotiation/ Deferred	Indicates the details of Negotiation/ Deferred Payment.
Payment Details	This field is enabled if the Negotiation/ Deferred Payment option is selected in the Credit Available By field.
Mixed Payment Details	Indicates the details of mixed payment.
	This field is enabled if the Mixed Payment option is selected in the Credit Available By field.
Credit Available With	Indicates the details of Bank where credit would become available. It is captured by Bank's SWIFT code.
	The options are:
Lookup SWIFT Code	Select the SWIFT code of the issuing bank.
	This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Credit Available With</b> field.
SWIFT code Look up	
The following fields appear	on a pop up window if the Lookup SWIFT Code link is clicked.
Swift Code	The facility to lookup bank details based on SWIFT code.
Bank Name	The facility to search for the SWIFT code based on the bank name.
Country	The facility to search for the SWIFT code based on the country.
City	The facility to search for the SWIFT code based on city.
SWIFT Code Lookup - Search Result	
Bank Name	The names of banks as fetched on the basis of the search criteria specified.



Field Name	Description	
Address	The complete address of each bank as fetched on the basis of the search criteria specified.	
SWIFT Code	The list of SWIFT codes as fetched on the basis of the search criteria specified.	
Bank Details	Name and Address of the bank where credit would be available.	
	This field is enabled if the <b>Bank Address</b> option is selected in the <b>Credit Available With</b> field.	
Drafts At	The number of drafts available.	
Drafts section		
Note: Click to remove any draft added earlier to the LC application. Click Add Another Draft to add new draft.		
Serial Number	The serial number of drafts to be drawn under the documentary credit.	
Tenor (In Days)	The tenor of drafts to be drawn under the documentary credit.	
Credit Days From	The date from which the draft tenor is to be counted. Indicates the date type from which the draft tenor is to be counted.  The options are:  Invoice Date B/L Date Others	
Drawee Bank	The drawee bank of the LC.	
Draft Amount	The various drafts amount for the LC application.	
Action	Click to delete the record.	

- 7. In the **Date of Expiry** field, select the expiry date of the LC.
- 8. In the **Place of Expiry** field, enter the place of LC expiry.
- 9. In the **Secondary Beneficiary Details** field, select the appropriate option.
  - o. If you select **Existing** option:
    - i. From the **Beneficiary Name** list, select the appropriate option.
  - p. If you enable **New** option:



- v. In the **Beneficiary Name**, enter the name of the LC beneficiary.
- vi. In the **Address** field in the Beneficiary section, enter the address of the LC beneficiary.
- vii. From the Country list in the Beneficiary section, select the appropriate country.
- 10. In the Additional Amounts Covered field, enter the amount details.
- 11. From the Credit Available By list, select the appropriate option.
- 12. In the Credit Available With field:
  - If you select SWIFT Code option,
    - i. In the **SWIFT code** field, enter the SWIFT code or select it from the lookup.
    - ii. Click Verify to fetch bank details based on Bank Code (BIC).
  - b. If you select Bank Address option:
    - i. In the **Bank Name** field, enter the name of the issuing bank.
    - ii. In the Address field, enter the address of the issuing bank.
- 13. Click the Add Another Draft link to add new draft details if required.

OR

Click to remove already added draft. OR

Click **Continue** to save the details entered and proceeds to next level of details.

- a. If you click Add Another Draft;
  - i. In the **Tenor** field, enter the appropriate value.
  - ii. From the Credit Days From list, select the appropriate option.
  - iii. In the Drawee Bank field, enter the bank name.
  - iv. In the **Draft Amount** field, enter the appropriate value.
- 14. Click **Next** or click the **Goods and Shipment Details** tab.

The Goods and Shipment Details tab appears in the Amend Transfer Letter of Credit screen.

OR

Click **Save As Draft**, system allows transaction details to be saved as a template or draft.

(For more details, refer Save As Template or Save As Draft sections.)

OR

Click Back to go back to previous screen.

OR

Click Cancel to cancel the transaction. The Dashboard appears.

15. For Goods and Shipment Details, Document and Condition, Instructions and Charges details, refer Initiate Transfer Letter of Credit transaction.

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