Corporate Trade Finance User Manual
Oracle Banking Digital Experience
Release 21.1.0.0.0

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Corporate Trade Finance User Manual

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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

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.

1.5 Related Information Sources

For more information on Oracle Banking Digital Experience Release 21.1.0.0.0, refer to the following documents:

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

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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	✔	✔
2	Initiate Import LC Amendment	✔	✔
3	View Import LC	✔	✘
4	View Import Bill	✔	✘
5	Bill Discrepancy Acceptance	✔	✔
6	Settlement of Bills	✘	✔
7	View Export LC	✔	✘
8	LC Amendment Acceptance	✔	✔
9	Initiate Bills	✔	✘
10	View Export Bill	✔	✘
11	View Import Collection	✔	✘
12	Initiate Collection	✔	✘
13	View Export Collection	✔	✘
14	View Inward Guarantee	✔	✘
15	Guarantee Amendment Acceptance	✔	✘
16	Initiate Bank Guarantee	✔	✔

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Sr No	Transaction / Function Name	Oracle Banking Trade Finance 14.5.0.0.0	Oracle Trade Finance Process Management 14.5.0.0.0*
17	Amend Bank Guarantee	✓	✗
18	View Outward Guarantee	✓	✗
19	Initiate Shipping Guarantee	✓	✗
20	View Shipping Guarantee	✓	✗
21	Other Party Maintenance	NH	NH
22	Additional Condition Maintenance	✓	✗
23	Application Tracker	✗	✓

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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
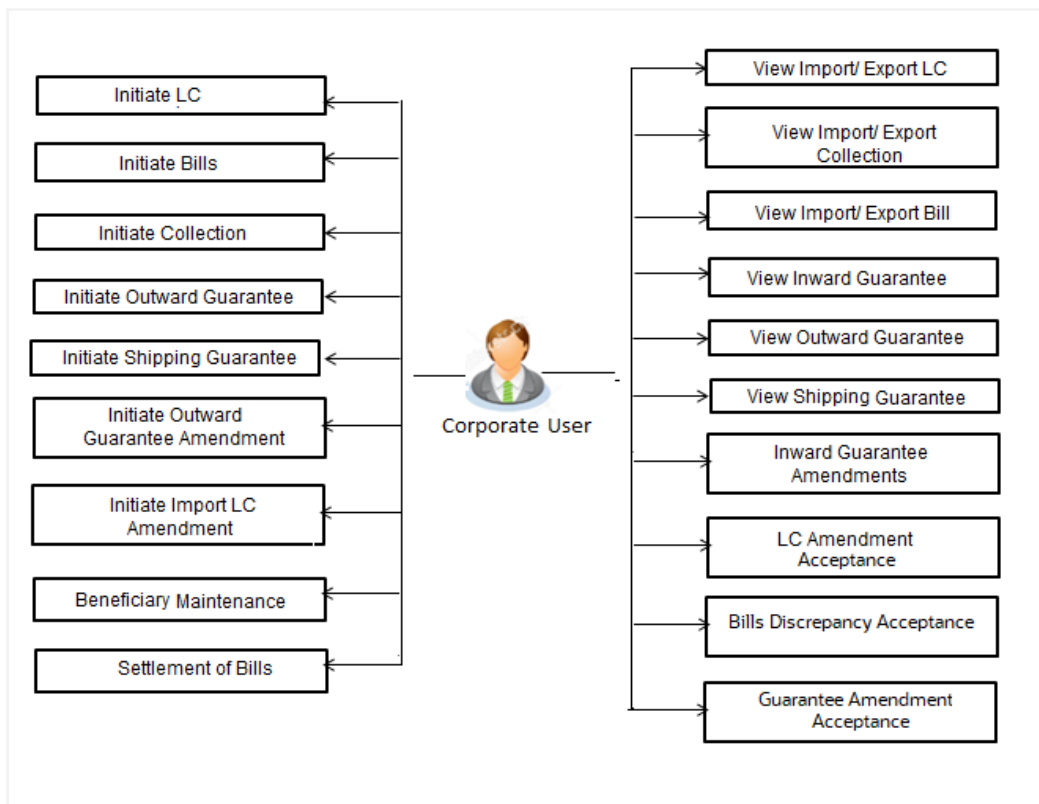
3.1 <u>Letter of Credit</u>

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 <u>Collection</u>

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 <u>Guarantees</u>

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 <u>Beneficiary Maintenance</u>

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 functions 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.

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3.5 <u>Shipping Guarantee</u>

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 <u>Application Tracker</u>

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.

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4. Overview (Dashboard)

Trade Finance dashboard provides holistic information to the corporate user about its Trade Finance business in a simplified manner. It provides an overall understanding of the current position with respect to different trade instruments.

Below mentioned widgets are available in Trade Finance Overview:

- Trade 360
- Bills & Collections
- Bills Maturing This Week
- Quick Links

How to reach here:

Dashboard > Toggle menu > Trade Finance > Overview

Dashboard
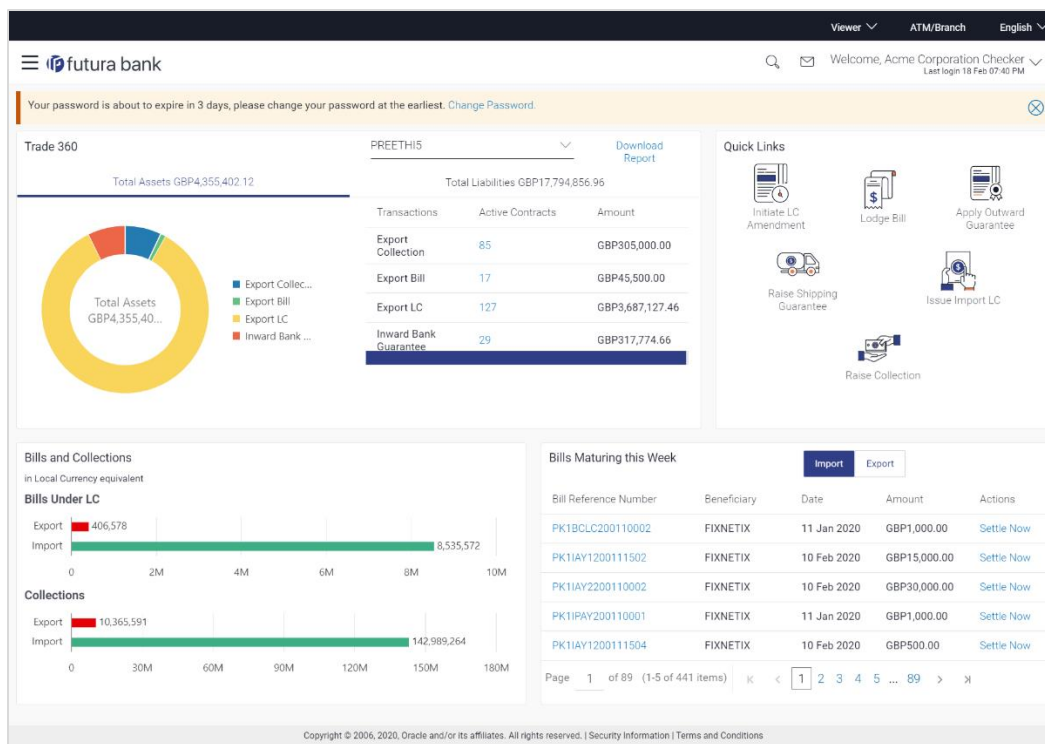
Bi-Directional Flow:

The corporate user can click the link to request for clarification. Whenever the user submits a trade finance transaction, then the bank's trade finance team sends back the transaction with their comments or reason for rejection to the user, so that he can rectify the transaction and resubmit again.

Trade 360

This widget provides a Trade 360 view of user's all trade instruments of the selected party. The various tabs of trade instruments displays the total active contracts and their sum total.

This widget provides overall status of all of the existing Trade instruments so that one can have a better understanding of Trade Finance instruments and transactions. The user can see the summary of various active records and can download the report of all the contracts in a trade instrument.

Trade 360

futura bank
Digital Banking

Import LC

LC Number	Applicant Name	Beneficiary Name	Issue Date	Expiry Date	LC Amount	Outstanding LC Amount
000ILUN20076BXGB	NATIONAL FREIGHT CORP	PREETHI2	16 Mar 2020	14 Jul 2020	GBP1,000.00	GBP1,000.00
000ILUN20076BYLY	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP10,000.00	GBP10,000.00
000ILUN20076BO6W	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP10,000.00	GBP10,000.00
000ILUN20076BPQG	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP5,000.00	GBP5,000.00
000ILUN20076BRO2	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP10,000.00	GBP10,000.00
000ILUN20076BXG9	NATIONAL FREIGHT CORP	PREETHI2	16 Mar 2020	14 Jul 2020	GBP1,000.00	GBP1,000.00
000ILUN20076BYLX	NATIONAL FREIGHT CORP	PREETHI2	16 Mar 2020	14 Jul 2020	GBP1,000.00	GBP1,000.00
000ILUN20076BZRK	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jul 2020	GBP3,000.00	GBP3,000.00
000ILUN20076BRNW	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP5,000.00	GBP5,000.00
000ILUN20076BNT2	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP10,000.00	GBP10,000.00
000ILUN20076BPQJ	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP5,000.00	GBP5,000.00
000ILUN20076BSFP	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP10,000.00	GBP10,000.00
000ILUN20076CA6K	NATIONAL FREIGHT CORP	PREETHI1	16 Mar 2020	14 Jul 2020	GBP10,000.00	GBP10,000.00
000ILUN20076CA6L	NATIONAL FREIGHT CORP	PREETHI1	16 Mar 2020	14 Jul 2020	GBP10,000.00	GBP10,000.00
000ILUN20076C1P0	NATIONAL FREIGHT CORP	PREETHI2	16 Mar 2020	14 Jul 2020	GBP2,000.00	GBP2,000.00
000ILUN20076C4E9	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP30,000.00	GBP30,000.00
000ILUN20076CMWW	NATIONAL FREIGHT CORP	PREETHI2	16 Mar 2020	14 Jul 2020	GBP1,000.00	GBP1,000.00
000ILUN20076CNOO	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP10,000.00	GBP10,000.00

1   18 Feb 2021, 17:30

Quick Links

The most commonly used transactions are provided as quick links for quick access to the transactions. Following transactions are provided as quick links:

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- Initiate LC Amendment
- Lodge Bill
- Apply Outward Guarantee
- Raise Shipping Guarantee
- Issue Import LC
- Raise Collection

Bills & Collections:

This widget provides a graphical representation of the details for all of the Import and Export Bills under LC and the Import and Export Collections in the local currency equivalent.

Bills Maturing This Week:

This widget provides the Bills under LC that are maturing in current week so that one can prepare accordingly. Both Import and Export Bills under LC are listed.

For Import Bills, the option to settle the Import is given from the widget itself.

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5. Initiate a Letter of Credit

Using this option, you can initiate an Import Letter of Credit (LC) 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.

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
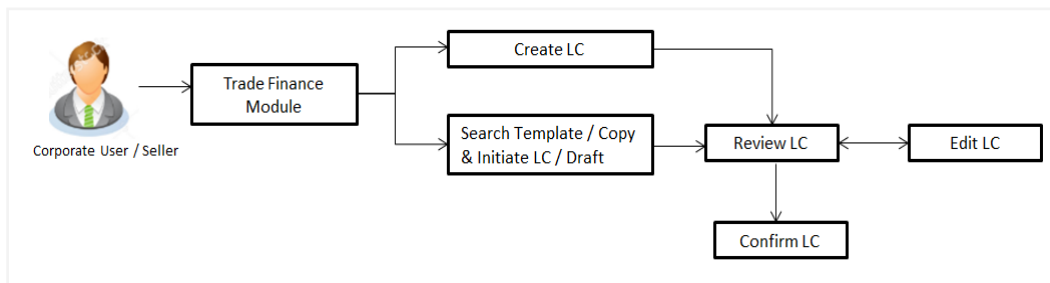
How to reach here:

Dashboard > Toggle menu > Trade Finance > Letter of Credit > Import Letter of Credit > Initiate Letter of Credit
OR
Dashboard > Trade Finance > Overview > Quick Links > Issue Letter of Credit

User has four options to initiate LC

    a.   Using existing Templates

    b.   Using existing Drafts

    c.   Initiating LC (New Application)

    d.   Copy & Initiate (Copying the contents of existing LC transaction and initiate)

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' menu option. The summary of all the Initiated 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.

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Field Description

Field Name	Description
Party Name	The name of the applicant is displayed.
Party ID	The party Id of the LC product is displayed in a masked format.
Search By	Enter the name of the 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 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 Letter of Credit Template card.

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

Field Name	Description
Draft at	The LC draft type i.e. 'Sight' or 'Usance'.
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 [image] or [image] to view the initiate LC template as Summarized or Tabular view.
   OR
   Click [image] to delete the initiated LC template card.
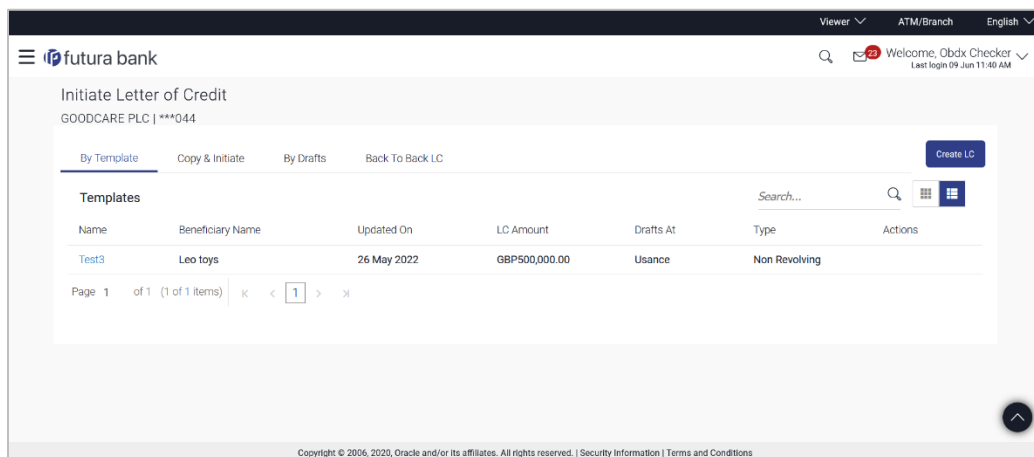
Initiate LC Template - Tabular View

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

To view the Initiate Letter of Credit in tabular form:

1. In the **Initiate Letter of Credit - Summary** page, click [image] to view the initiate LC template as Tabular view.
   The **Initiate Letter of Credit** tabular view page appears.

Initiate Letter of Credit - Tabular View

5.1 <u>Search LC template</u>

User can save 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 LC template using Template Name.

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

To search the LC template:

1. In the **Search** field, enter the template name.

2. Click 🔍 . The saved LC template appears based on search criteria.

LC Template - Search Result

Field Description

Field Name	Description
Party Name	The name of the LC product is displayed.
Party ID	The account number of the LC product is displayed.
Search Result	
Name	The name using which template is stored and can be used to initiate a LC application.
Beneficiary Name	The beneficiary name against whom LC is to be created.
Updated On	The latest updated date of the template.
LC Amount	The amount of LC.
Draft at	The LC draft type i.e. 'Sight' or 'Usance'.

Field Name	Description
Type	The corresponding LC product type and as supported by Host.
Action	Click to delete the initiate LC template record.

3. Click the **Name** link to view the LC details. The **LC Details** screen appears.
   OR
   Click **Cancel** to cancel the transaction. The **Dashboard** appears.
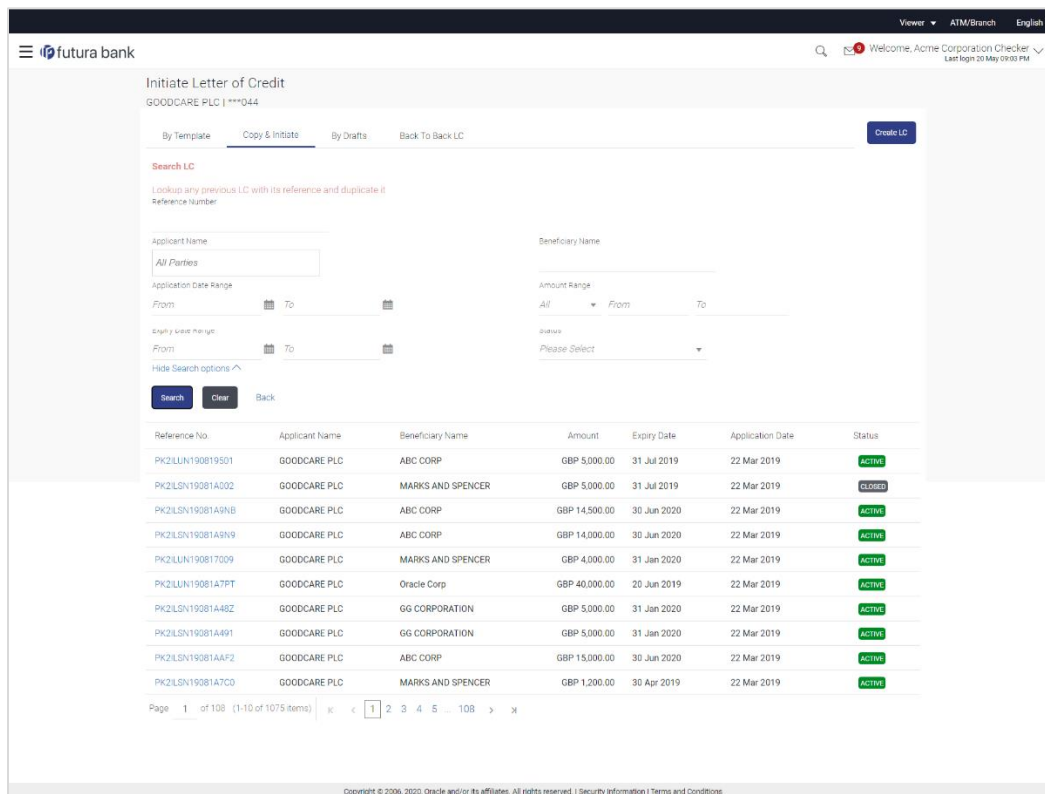
5.2 Copy and Initiate LC

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 LC:

1. In the **Search** field, enter the LC with its reference number.

2. Click 🔍 . The saved LC appears based on search criteria.
   OR
   Click **Clear** to reset the data entered.
   OR
   Click **Cancel** to cancel the transaction.

Initiate LC - Search Result

Field Description

Field Name	Description
Search LC	
Reference Number	The existing LC reference number which needs to be copied and similar one initiated.
Applicant Name	The name of the applicant.
Beneficiary Name	The name of the beneficiary of the LC.
Application Date Range	The start and end date of application of the LC.
Amount Range	The amount range for the Letter of Credit along with the currency under which the LC issued.
Below search field appears if you click the **More Search options** link.	
Expiry Date Range	The expiry date range of the LC.
Status	The status of the LC.
Search Result	
Reference No	The existing LC reference number which has been selected for copy and initiate. Click on the link to view the details of LC initiated.
Applicant Name	The name of the applicant.
Beneficiary Name	The name of the beneficiary of the LC.
Amount	The amount for the Letter of Credit along with the currency under which the LC issued.
Expiry Date	The expiry date of the LC.
Application Date	The date of application of the LC.
Status	The status of the LC.

3. Click on the desired Reference Number link whose details to be copied. The **Initiate Letter of Credit** screen appears.
4. Do the desired changes and, click **Initiate LC** to create new LC.

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5.3 <u>Search LC Drafts</u>

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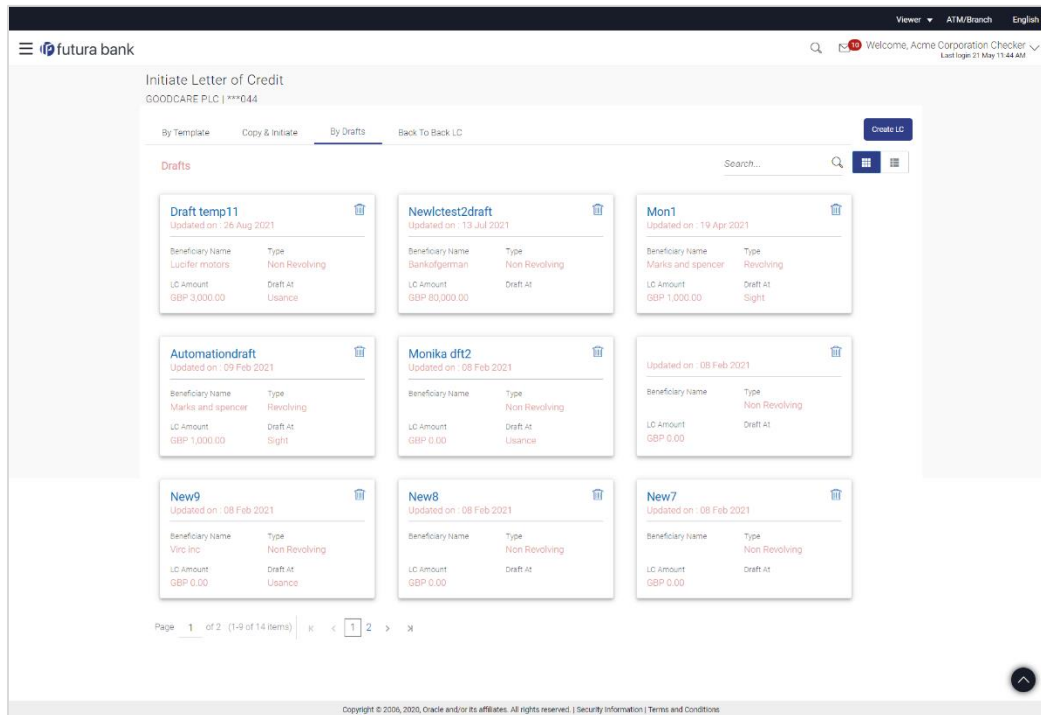
Note: LC Application saved as **Draft** can be used only once for LC Application initiation.

To search the LC draft:

1. In the **Search** field, enter the draft name.

2. Click $\mathbb{Q}$. The saved LC draft appears based on search criteria.

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

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Field Name	Description
Initiate Letter of Credit draft Card	The Initiate Letter of Credit draft card displays the name of the Initiated Letter of Credit draft name 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 draft Card Details

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

Draft Name	The name of the LC application saved as draft.
Updated On	The latest updated date of the template.
Beneficiary Name	The beneficiary name against whom LC is to be created.
Type	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 Letter of Credit draft card whose details you want to view.
   OR
   In the **Search By** field, enter the name of the specific LC draft whose details you want to view.
   The specific Letter of Credit draft detail record appears.
   OR
   Click **Create LC** to create a new Letter of Credit draft.
   OR

   Click [icon] or [icon] to view the initiate LC draft as Card or Tabular view.
   OR

   Click [icon] to delete the LC draft card.

1.1.2 Initiate LC - By Draft - Tabular View

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

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

1. In the **Initiate Letter of Credit - Summary** page, click **By Draft** tab and then click [icon] to view the initiate LC template as Tabular view.
   The **Initiate Letter of Credit** tabular view page appears.

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LC Draft - Search Result - Tabular form

Field Description

Field Name	Description
Search Result	
Name	The name of the LC application saved as draft.
Beneficiary Name	The beneficiary name against whom LC draft is created.
Updated On	The latest updated date of the draft.
LC Amount	The amount of LC.
Draft At	The LC draft type i.e. 'Sight' or 'Usance'.
Type	The corresponding LC product type and as supported by Host.
Actions	Click 🗑 to delete the initiate LC draft record.

2. Select and click the Letter of Credit draft card whose details you want to view.
   OR
   In the **Search By** field, enter the name of the specific Letter of Credit draft whose details you want to view.
   The specific Letter of Credit draft detail record appears.
   OR
   Click **Create LC** to create a new Letter of Credit application which can be saved as a new template.
   OR

   Click [ ] or [ ] to view the initiate 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.
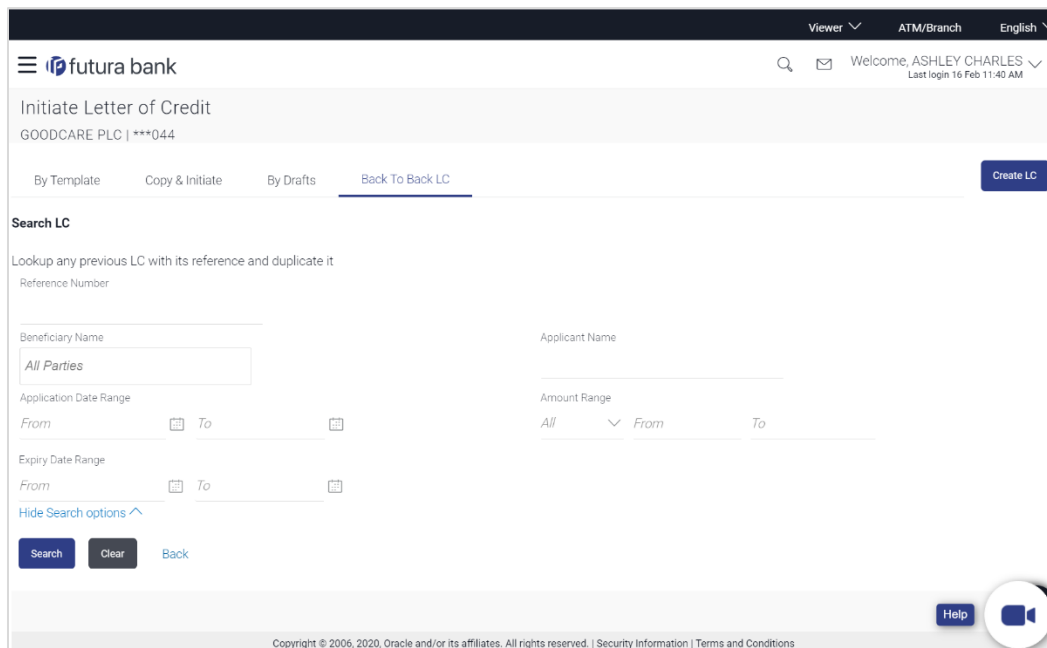
5.4 <u>Back to Back LC</u>

This option allows the user to initiate a Back to Back LC. User can search or lookup an Export LC under which Back to Back LC has to be initiated.

To search back to back LC:

1. Click **Back to Back** tab in the Initiate Letter of Credit screen. The Back to Back - Search LC screen appears.

Back to Back LC - Search LC

Field Description

Field Name	Description
Reference Number	The LC reference number of the LC for which back to back LC is to be initiated.
Beneficiary Name	The name of the beneficiary of the LC.
Applicant Name	The name of the applicant.
Application Date Range	The start and end date of application of the LC.
Amount Range	The amount for the Letter of Credit along with the currency under which the LC issued.
Expiry Date Range	The expiry date range of the LC. This field appears if you click the **More Search options** link.

2. Enter the search criteria and click **Search**. The search results matching search criteria appears on the screen.
   OR
   Click **Clear** to reset the data entered.
   OR
   Click **Back** to go back to previous screen.

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Back to Back LC - Search Result

Field Description

Field Name	Description
Search Result	
Reference No.	The LC reference number.
	Click on the link to view the details of LC initiated.
Applicant Name	The name of the applicant is displayed.
Beneficiary Name	The name of the beneficiary of the back to back LC.
Amount	The amount for the back to back Letter of Credit along with the currency. The application amount of Back to back should not be more than parent export LC.

Field Name	Description
Expiry Date	The expiry date of the back to back LC. The Back to Back LC should not have expiry date greater than that in parent LC.
Application Date	The date of application of the back to back LC.
Status	The status of the back to back LC.

3. Click the **Reference No.** link to view the LC details. The LC Details screen appears.

5.5 <u>Initiate a Letter of Credit</u>

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.

5.5.1 <u>Letter of Credit Details tab</u>

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

To initiate the LC:

1. Click **Initiate LC** on **Letter of Credit Initiation** screen.

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Letter of Credit Initiation - Initiate LC

Field Description

Field Name	Description
Applicant	Displays the LC applicant name based on the selected party ID.
Address	Displays the 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 LC applicant.
Type of Documentary Credit	Move the slider to select the type of documentary credit.
	The type of documentary credit are:
	• Transferable/Non Transferable
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 **Yes** option is selected in the **Revolving** field.

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Field Name	Description
Revolving Type	The Indicates revolving type. The options are: • Value: LC revolves in value. • Time : LC revolves in time This field is enabled if **Yes** option is selected in the **Revolving** field.
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 **Time** option is selected in the **Revolving Type** field.
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 **Time** option is selected in **Revolving Type** list.
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.
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's name from drop-down, if **Existing** option is selected in the **Beneficiary Details** field. This field allows the user to enter the beneficiary's name if **New** option is selected in the **Beneficiary Details** field.

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Field Name	Description
Address	The address of the LC beneficiary.
	This field is enabled to enter the address details, if **New** option is selected in the **Beneficiary Details** field.
Country	The country of the LC beneficiary.
	This field is enabled to enter the country name, if **New** option is selected in the **Beneficiary Details** field.
LC Amount	The currency under which the LC can be issued. Indicates the amount for the Letter of Credit.
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.
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 • Negotiation • Sight Payment
Negotiation/ Deferred Payment Details	Indicates the details of Negotiation/ Deferred Payment.
	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.

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Field Name	Description
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 **SWIFT Code** option is selected in the **Credit Available With** 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.
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.
Bank Details	Name and Address of the bank where credit would be available. This field is enabled if the **Bank Address** option is selected in the **Credit Available With** field.

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.

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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 LC.
Draft Amount	The various drafts amount for the LC application.
Action	Click 🗑 to delete the record.

2. From the **Type of Documentary Credit** field, select the appropriate option.

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.

4. In the **LC Type** field, select the appropriate option.

5. If you enable **Revolving** option:

   a. Select the appropriate option in **Auto Reinstatement** field.

   b. In the **Revolving Type** field, select the appropriate option.

      i. 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.

6. From the **Select Product** list, select the appropriate product.

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 **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.

10. In the **LC Amount**, select the appropriate currency and, enter the amount for which the LC is needed.

11. 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 LC amount along with tolerance would be displayed automatically.

12. In the **Additional Amounts Covered** field, enter the amount details.

13. From the **Credit Available By** list, select the appropriate option.

14. In the **Additional Amounts Covered** field, enter the amount details.

15. 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.

16. Click **Add Another Draft** 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.

17. 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.

18. Click **Letter of Credit Initiation - Shipment Details** tab.

5.5.2 Letter of Credit Initiation - Goods and Shipment Details tab

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

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Letter of Credit Initiation - Goods and Shipment Details tab

Field Description

Field Name	Description
Partial Shipment	Indicates whether partial shipments are allowed under the 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
Trans-shipment	Indicates whether trans-shipments are allowed under the 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
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.

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.
Gross Amount	The gross amount under the LC.

19. From the **Partial Shipment** list, select the appropriate option.

20. From the **Trans-shipment** list, select the appropriate option.

21. In the **Place of Taking in Charge/ Dispatch From** field, enter the name of the place where the goods are to be received.

22. In the **Port of Loading/ Airport of Departure** field, enter the name of the place for delivery of goods.

23. In the **Port of Loading** field, enter the port of dispatch or taking in charge of the goods or loading on board.

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24. In the **Port of Discharge/ Airport of Destination** field, enter the port of discharge of the goods.

25. In the **Place of Final Destination/ For Transportation** field, enter the place of dispatch of the goods.

26. 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.

27. In the **Goods** section,

28. From the **Goods** list, select the goods being shipped.

    a. In the **Description of Goods** field, enter the description of the goods traded under the LC.

    b. In the **Quantity** field, enter the number of units of the goods traded under the LC.

    c. In the **Cost/Unit** field, enter the price per unit of the goods traded under the LC.

    d. In the **Gross Amount** field, enter the gross amount traded under the LC.

    e. Click **Add Goods** to add new good if required.
    OR

    Click 🗑 to remove goods that are already added.
    OR

29. 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.

30. Click **Letter of Credit Initiation - Documents and Conditions** tab.

5.5.3 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.

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.
Name of Document	Name of the document to be sent along with the LC.
Original	The required number of original documents required for the selected document.
	It is provided as **m/n**, where **m** out of n available documents would be submitted to bank.

Field Name	Description
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.

View Clause

This section appears if you select a document and click the View Clause link.

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 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.
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. Note: On adding these days to the date of application, it should be within validity period.

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Field Name	Description
Incoterm	Indicates the INCO terms for the LC application.

31. 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.

32. In the **Original** field, enter the number of originals required for the selected document.

33. In the **Number of Copies** field, enter the number of copies required for the selected document.

34. 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.

    a. In the **Clause Description** field, modify the description of the clause, if required.

    b. Click **OK**. The clause description are saved.
       OR
       Click **Reset** to reset and discard the changes.

35. Click **Add Document** link to add more document details.

36. 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.

37. From the Identifier list, select the appropriate option.

38. Click **Refer Codes and Description** link to view the list of codes and their descriptions.

39. 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.

40. From the **Incoterm** list, select the appropriate option.

41. 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

42. Click **Letter of Credit Initiation - Instructions** tab.

5.5.4 <u>Letter of Credit Initiation - Instructions tab</u>

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).

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Letter of Credit Initiation - 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

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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 **SWIFT Code** option is selected in the **Advising Bank** 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 **Name and Address** option is selected in the **Advising Bank** 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.
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.

Field Name	Description
Confirmation Instruction	The confirmation instructions for the requested confirmation party. The options are: • Confirm - The requested confirmation party is requested to confirm the credit • May Add - The requested confirmation party may add its confirmation to 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: • 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.
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 **Swift Code** option is selected.
Bank Name	Name of the confirming bank or Advise through Bank. This field is enabled if the **Bank Address** option is selected.
Bank Address	Address of the confirming bank or Advise through Bank. This field is enabled if the **Bank Address** option is selected.
Sender to Receiver Information	The additional information for the receiver.
Charges	Specify charges to be borne by the beneficiary.
Instructions to the Bank : Not forming part of LC	Specify the instructions for the bank users.

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43. In the **Advising Bank** field, select the appropriate option.

44. 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

45. In the **Special Payment Conditions for Beneficiary** field, enter the special payment conditions applicable to beneficiary.

46. In the **Special Payment Conditions for Bank Only** field, enter the special payment conditions applicable to bank.

47. In the **Confirmation Instructions** field, select the appropriate option.

    a. If you select **Confirm** or **May Add** 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.

48. In the **Sender to Receiver Information** field, enter the additional information for the receiver.

49. In the **Charges** field, enter the charges details.

50. In the **Instructions to the Bank** field, enter the instructions, if any.

51. 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

52. Click the **Charges** tab.
    The **Attachments** tab appears in the **Letter of Credit Initiation** screen.

5.5.5 <u>Letter of Credit Initiation – Charges Tab</u>

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

Field Description

Field Name	Description
Applicant Account for Charges	The applicant charge account.
Charges	
Description of Charges	The description of the charges.
Amount	The amount that is charged under that head.
Taxes	

Field Name	Description
Description of Taxes	The description of the taxes.
Amount	The amount that is charged under that head.
Commissions	
Commissions for	The commission component.
Percentage	The percentage of commission.
Amount	The commission amount.

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.)
    OR
    Click the **Attachment** 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 Letter of Credit Initiation screen.

5.5.6 <u>Letter of Credit Initiation - Attachments tab</u>

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:

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Attachments tab - Upload 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

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Field Name	Description
Access Type	Indicates the type of access for the template. The options are: • Public • Private This field is enabled if the **Yes** option is selected in Save as Template.
Template Name	The name using which template is stored and can be used in future.

55. Click **Drag and Drop** to browse and select the required document present on your computer.
   The **Attach Document** popup window appears.

   Select the required document present on your computer to upload.
   OR
   Click **Delete** to delete the attachments.

56. In the **Save as Template** field, select **Yes**, if you want to save the transaction as template.

   a. 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.
   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.

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.

62. Click 🗑 to remove the attached document.

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5.6   Initiate Back to Back Letter of Credit

Using this option, the user can initiate a Back to Back Letter of Credit (LC) in the application. This LC reduces the fund constraints problems of the exporter by providing the opportunity to open the LC against Export LC and to pay after getting the export proceeds.

The application will do the Amount and Expiry Date Validation with the underlying Export LC while listing the export LCs where Back to Back LC can be initiated.

System validates that Back to Back LC should not have maturity date/ tenor date/ expiry date greater than that in parent LC and the application amount of Back to Back should not be more than parent export LC.

Once submitted by user, the application would be available in OBTFPM for bank user to process. The created LC will be available along with other initiated Import LCs and also available in application tracker for tracking purpose.

To initiate the Back to Back LC:

1. In the Initiate Letter of Credit - Back to Back Search Results screen, click **the Reference Number** link. The **Initiate Letter of Credit Back to Back** screen.

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Initiate Back to Back Letter of Credit

Field Description

Field Name	Description
Linked LC Number	Displays the linked Export LC reference number.

Field Name	Description
Applicant	Displays the LC applicant name based on the selected party ID.
Address	Displays the LC applicant address.
Limits	Indicates the available limits for Accountee 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 LC applicant.
Type of Documentary Credit	Move the slider to select the type of documentary credit.
	The type of documentary credit are:
	• Transferable/
	• Non Transferable
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 **Yes** option is selected in the **Revolving** field.

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Field Name	Description
Revolving Type	The Indicates revolving type. The options are: • Value: LC revolves in value. • Time : LC revolves in time This field is enabled if **Yes** option is selected in the **Revolving** field.
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 **Time** option is selected in the **Revolving Type** field.
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 **Time** option is selected in **Revolving Type** list.
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.
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 **Existing** option is selected in the **Beneficiary Details** field. This field allows the user to enter the beneficiary name if **New** option is selected in the **Beneficiary Details** field.

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Field Name	Description
Address	The address of the LC beneficiary.
	This field is enabled to enter the address details, if **New** option is selected in the **Beneficiary Details** field.
Country	The country of the LC beneficiary.
	This field is enabled to enter the country name, if **New** option is selected in the **Beneficiary Details** field.
LC Amount	The currency under which the LC can be issued. Indicates the amount for the Letter of Credit.
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.
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 • Negotiation • Sight Payment
Negotiation/ Deferred Payment Details	Indicates the details of Negotiation/ Deferred Payment.
	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.

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Field Name	Description
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 **SWIFT Code** option is selected in the **Credit Available With** 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.
Bank Details	Name and Address of the bank where credit would be available.
	This field is enabled if the **Bank Address** option is selected in the **Credit Available With** field.

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.

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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 LC.
Draft Amount	The various drafts amount for the LC application.
Actions	Click 🗑 to delete the record.

2. To initiate back to back LC, refer the steps 1 to 48 of **Initiate a Letter of Credit** section.

5.7 <u>Save As Template</u>

User can save LC application as a Template so that it can be used for creation of similar LCs, if required in future. The application allows the template access as public or private if saved as template.

User can search the saved LC template by template name in search tab. The LC applications earlier saved as template can also be saved as draft while initiating a LC.

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

To save LC application as template:

3. Enter the required details in LC application.

4. Click **Save As**, and then select **Template** option.

Save as Template

Save As Template   ✕

The details filled will be saved as a template which can be accessed from Templates tab.
Template Type

◯ Public   ⦿ Private

Template Name

Samd11

[Save] [Cancel]

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 LC and modify or delete such template.
Template Name	Name of the template to be saved.

5. From the **Template Type** list, select the appropriate option.

6. In the **Template Name** field, enter the desired name for the template.

7. 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.

5.8 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.

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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 values, 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 initiate any Trade Finance related transaction from mobile devices.

[Home](#)

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6. Initiate Import LC Amendment

Using this option, you can apply for amendment of an existing Letter of Credit (LC) in the application. 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 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

OR
Dashboard > Toggle menu > Trade Finance > Letter of Credit > Import Letter of Credit > View Letter of Credit > Amendments > Initiate Amendment link
OR
Dashboard > Trade Finance > Overview > Quick Links > Initiate LC Amendment

6.1 Search Import LC Amendments

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

To search the LC Amendments:

1. In the **Search** field, enter the LC Number/ Applicant Name/ Beneficiary Name.

2. Click 🔍 . Based on search criteria the list of existing LC appears.

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Import LC Amendments - Search Result

Field Description

Field Name	Description
Search	
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 LC.
Applicant Name	The LC applicant name based on the selected party ID.
Beneficiary Name	The name of the beneficiary of the LC.
Amount	The amount for the Letter of Credit along with the currency under which the LC issued.

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

Initiate Import LC Amendment

4. Update the LC details in editable field.

5. Select the **Terms and Conditions** checkbox 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. For the description of above fields refer **Initiate Letter of Credit** section.

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7. View Import letter of credit

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

The 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 LC and Guarantees issued against LC.

Pre-Requisites

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

- At least a single Import LC should exist for the party ID and party must having view rights for it

Workflow
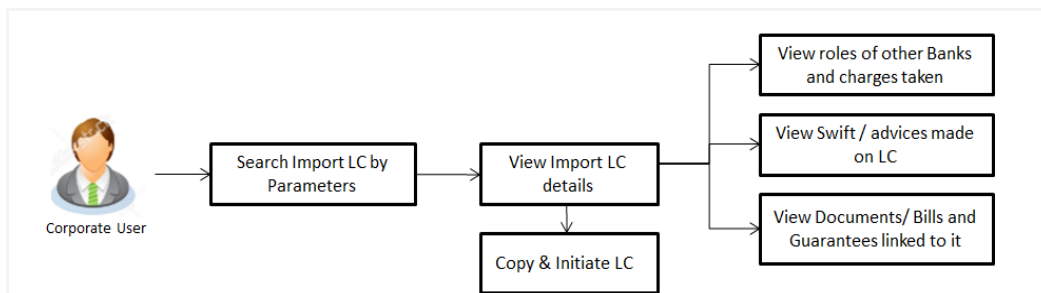
How to reach here:

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

To view Import LC:

1. The **View Import LC** screen appears.

2. From the **All Parties** list, select the appropriate option.
   OR
   In the **Search** field, enter the LC Number/ Beneficiary Name/ LC Status/ LC Amount and click

   🔍 . Based on search criteria the list of existing LC appears.
   OR

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

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Filter Import Letter Of Credit
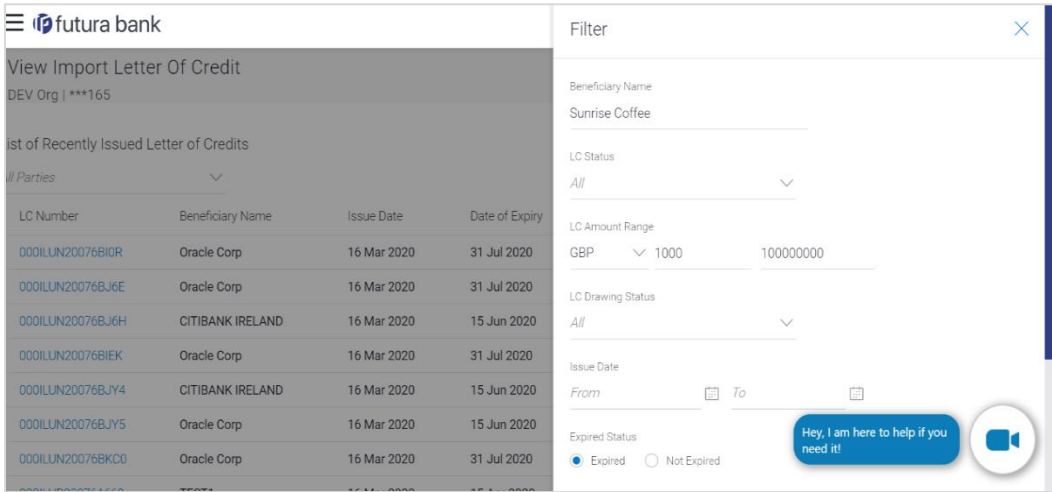
Field Description

Field Name	Description
Beneficiary Name	The name of beneficiary party.
LC Status	The status of LC currently.
	The options are:
	• Hold
	• Active
	• Cancelled
	• Closed
	• Reversed
LC Currency	The currency for the LC.
LC Amount Range	The start and end value of the amount range used for searching the LC.
LC Drawing Status	The 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.

Field Name	Description
Issue Date To	The end date of the issue date range used for searching the LC.
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 LC.
Expiry Date To	The end date of the expiry date range used for searching the 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	

Field Name	Description
LC Number	This is the LC number of the LC application.
Applicant Name	The name of the applicant.
Beneficiary Name	The name of the LC beneficiary.
Issue Date	The issue date of the Import LC.
Date of Expiry	The date when the LC expires and holds no more valid.
LC Status	The Import LC status i.e. whether is active/closed etc.
LC Amount	The amount for which LC is created.
Outstanding Amount	The remaining amount to be given to the beneficiary.

4. Click the required link in the **LC Number** column to view the records under a selected LC.
   The **View Import Letter Of Credit - LC Details** screen of the selected Import LC appears. .
   By default, the **LC Details** tab appears

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

7.1 View Import Letter Of Credit - LC Details

1. Click **LC Details** tab. The V**iew Import Letter Of Credit - LC Details** screen appears.

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View Import Letter Of Credit - LC Details

Viewer ∨   ATM/Branch   English ∨

☰ 𝑓 futura bank

🔍 ✉ 23 Welcome, Obdx Checker ∨
Last login 11 Jun 02:49 PM

View Import Letter Of Credit
GOODCARE PLC | ***044

| Copy & Initiate

LC Reference No.	Product	LC Amount	Date of Expiry
PK2ILUN190817009 ACTIVE	OBDXR ILUN Import LC Usance Non Revolving	GBP4,000.00	31 Jan 2020

LC Details

Attached Documents

Amendments

Bills

Shipping Guarantee

Charges, Commissions & Taxes

Swift Messages

Advice

Banks

LC Details

51A
Applicant
GOODCARE PLC
Address
12 King Street
Country
United Kingdom
Date of Application
22 Mar 2019

40A
Type of Documentary Credit
Non Transferable
Non Revolving

31D
Date of Expiry   Place of Expiry
31 Jan 2020   UNITED STATES

31B
LC Amount
GBP4,000.00
View Availments

59
Beneficiary Name
MARKS AND SPENCER
Address
MARGUS2SXXX
Country
United States

39A
LC Amount Tolerance
Under (%)   Above (%)
0   0
Total Exposure
GBP4,000.00

39C
Additional Amount Covered

41A
Credit Available By
Acceptance
Credit Available With
ANY BANK IN US

Drafts
No

42C
Drafts At

Hide Information

Goods & Shipment

43P
Partial Shipment
Not Allowed

43T
Transshipment
Not Allowed

44A
Place of Taking in Charge/Dispatch from

44E
Port of Loading/Airport of Departure
NEW YORK

44F
Port of Discharge/Airport of Destination
LONDON

44B
Place of Final Destination/For Transportation

44C/44D
Shipment

	Goods	Description of Goods	Units	Price Per Unit
1	COTTON	cotton		
			Total Amount	

Hide Information

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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 LC.

Field Name	Description
Product	The Import 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.
LC Details	
Applicant	Displays the LC applicant name based on the selected party ID.
Address	Displays the LC applicant address.
Country	Displays the country of the LC applicant.
Date of Application	The LC issue date.
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.
LC Amount	The amount availed against the LC.
View Availments	These shows the sum total of amount availed against LC by the beneficiary. Click on the **View Availments** link to open the list of availments done. Displays the Availment No/Date/ Description /Amount details.
No	The availment record serial number. This field appears if you click the **View Availments** link.
Date	The date of availment. This field appears if you click the **View Availments** link.
Description	The description of availment under an LC. This field appears if you click the **View Availments** link.
Amount	The amount availed against the LC. This field appears if you click the **View Availments** link.
Total Availment	The total amount availed against the LC. This field appears if you click the **View Availments** link.

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Field Name	Description
Type of Documentary Credit	The type of documentary credit are: • Transferable • Revolving
Revolving Type	Indicates revolving type. This field appears if the **SWIFT Code** option is selected in the **Credit Available With** field.
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.
Beneficiary Name	The name of the LC beneficiary.
Address	The address of the LC beneficiary.
Country	The country of the LC beneficiary.

More Information

Following fields appear if you click the **More Information** link.

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

Field Name	Description
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.
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 **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.

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Field Name	Description
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.
More Information	

Following fields appear if you click the **More Information** link.

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

Goods	The type of good being shipped.
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	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.

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Field Name	Description
Clause	Displays the default description of clauses, however user can modify the same. Click the **View Clause** link to view the clause maintained in the bank application for each of the document or to modify as per needs.

More Information

Following fields appear if you click the **More Information** link.

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

Field Name	Description
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. **Note**: On adding these days to the date of application, it should be within validity period.
Incoterm	Displays the INCO terms for the LC application.
Instruction	
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.
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.
Advise Through Bank	Displays the SWIFT Id/Name/ of the Advise Through Bank.

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Field Name	Description

More Information

Following fields appear if you click the **More Information** link.

Click the **Hide Information** 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	The details specify charges to be borne by the beneficiary.

2. Click on the **View Availment** link to view the records of availments under a selected LC.

3. Click the **Initiate Amendment** link to initiate the LC amendment The **Initiate Import LC Amendment** screen appears.

4. 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.

5. 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: Repeat frequency and cumulative will come only in case of revolving LC.

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7.2 <u>View Import Letter Of Credit - Attached Documents</u>

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.

6. 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.

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View 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.

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

7.3 Amendments

7.3.1 Initiate Amendment

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

7.3.2 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 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.

Field Name	Description
Expiry Date	Displays the new expiry date of the LC.
LC Amount	Displays the new LC amount.
Status	Displays the status of raised amendment.

8. Click the required link in the **Amendment Number** column. The **Import LC Amendment** screen with detailed Issued Amendments appears.
   OR
   Click the View link to view the export LC Amendment.

9. Click **Initiate Amendment** to initiate an amendment.
   OR
   Click **Cancel** to cancel the transaction. The **Dashboard** appears.
   OR
   Click **Back** to navigate back to previous screen.

10. 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.

7.4 <u>Bills</u>

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

11. 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.

12. Click the **Shipping Guarantee** 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.

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View Import Letter of Credit – Bills

Field Description

Field Name	Description
Inward Bill Number	Displays the Inward Bill number. Click on Inward Bill Number link to view the Bill details.
Date Received	Displays the date on which the Bill is received.
Bill Amount	Displays the Bill amount with currency for the LC.
Status	Displays the status of the Bill is received.
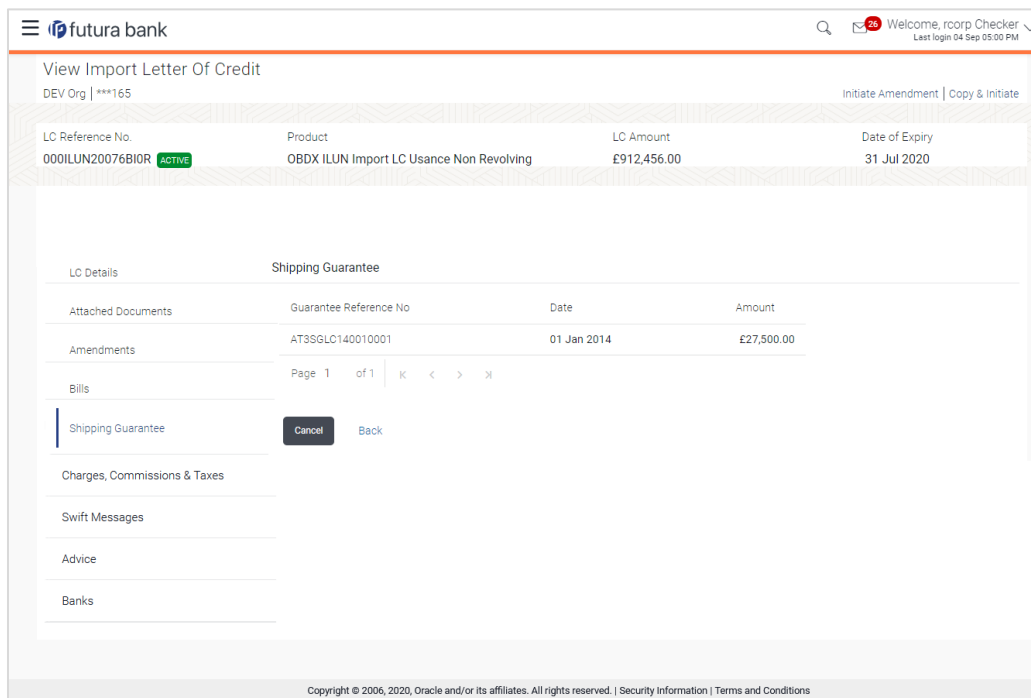
13. Click on **Inward Bill Number** to view the Bill details. The **View Import Bill- General Bill** details linked to the LC number screen appears. Refer View Import Bill.
    OR
    Click **Cancel** to cancel the transaction. The **Dashboard** appears.
    OR
    Click **Back**.
    The **View Import LC** screen appears.

14. Click the **Shipping Guarantee** 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.

7.5 <u>Shipping Guarantee</u>

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

15. Click **Shipping Guarantee** tab to view the shipping guarantee details.
    OR
    Click **Back**.
    The **View Import LC** screen appears.
    OR
    Click **Cancel** to cancel the transaction. The **Dashboard** appears.

View Import Letter of Credit - 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.

16. Click the required link in the **Guarantee Reference Number** column. The view guarantee page appears.

17. 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
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

18. **Click** the **Charges** tab to view the charge details.
OR
Click the Initiate Shipping Guarantee link to initiate the Shipping Guarantee.
OR
Click the **Copy and Initiate** link to copy details of LC, and initiate a new LC. The **Initiate Letter of Credit** screen.

7.6   Charges Commissions & Taxes

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

19. Click Charges **Commissions & Taxes** tab to view the charges, commissions and taxes against LC.
OR
Click **Back**.
The **View Import LC** screen appears.
OR
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

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View Import Letter of Credit - Charges

Field Description

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.

Field Name	Description
Taxes	
Description of Taxes	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.
Commissions	
Commission for	Displays the all commissions charged by bank.
Percentage	Displays the percentage of LC charged as commission.
Amount	Displays the amount of commission.

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 LC, and initiate a new LC. The **Initiate Letter of Credit** screen.

7.7 <u>SWIFT Messages</u>

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.

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View Import 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 MT 700, MT 707 etc.
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.
Event Description	Displays the description of the event.
Description	The details of the SWIFT message.

27. Click the **Advice** tab to view the advice 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.

7.8 <u>Advices</u>

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

28. 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.

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View 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.
Event Description	The detail description of the event of the advice.
Action	The action to be taken that is to download the SWIFT details.

29. 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.

30. 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.

7.8.1 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.

32. Click the **Bank** tab to view the bank 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.

7.9 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.

33. 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 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	

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.

34. 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.

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8. View Import Bill

Using this option, you can view the details of existing Import Bills in the application. You can search the required Import Bills using different search criteria and download the 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
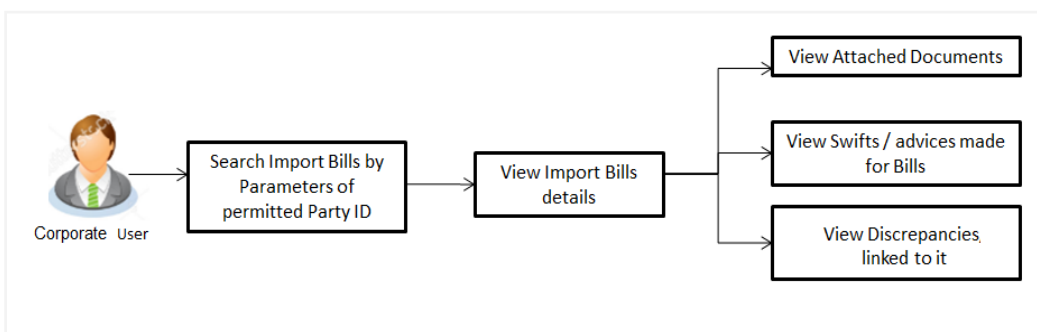
How to reach here:

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

To view Import Bill:

1. The **View Import Bill** screen appears.

View Import Bill

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 • Liquidated • Closed • Reversed
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** screen appears with the search results.
   OR
   Click **Reset** to reset the search criteria.
   OR
   Click **Cancel** to cancel the transaction. The Dashboard appears.

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View Import Bill – Search Result

Field Description

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 who needs to pay the 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.

4. 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.

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

8.1 General Bill Details

1. The **General Bill Details** tab appears.
   OR
   Click **Settle** to initiate a settlement of Bill. For more details refer **Settlement of Bills** transaction.
   OR
   Click **Back** to navigate back to previous screen.

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View Import Bill – General Bill Details

Field Description

Field Name	Description
Bill Number	Displays the bill number of the LC.
Linked to LC	Displays the reference number of the LC.

Field Name	Description
Outstanding Amount	The outstanding amount of the Import Bill.
Maturity Date	The maturity date of the Import Bill.
Exporter & Importer Details	
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 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.

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Field Name	Description
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.
Maturity Date	The maturity date of the Import Bill.
Bill Amount	Displays the amount of the Import Bill.
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.
Settlement Date	The settlement date 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 goods for shipment.

Field Name	Description
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
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.

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Field Name	Description
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	
Remarks	Any instructions provided to bank for creation of LC is mentioned here.

2. Click the **Settle Bill** link to settle the bills.

8.2 <u>Discrepancies</u>

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

4. Click **Discrepancies** tab
   The **Discrepancies** details appears in the **View Import Bill** screen.
   OR
   Click **Back**.
   The **View Import Bill** screen appears.
   OR
   Click **Cancel** to cancel the transaction. The **Dashboard** appears.

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View Import Bill – 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.

8.3 <u>Charges & Taxes</u>

This tab lists Charges and Taxes against bill.

Field Description

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.

8.4   <u>SWIFT Messages</u>

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

5. 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
   Click **Cancel** to cancel the transaction. The **Dashboard** appears.

ORACLE

View Import Bill – 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 740 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 message to download the message in selected format like PDF formats, if required.

1.1.3 SWIFT Messages 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.

a. Click ☒ to close the window.

8.5 Advices

This denotes all the Advices being exchanged.

7. Click **Advices** tab. The summary of all the Advices being exchanged.
   OR
   Click **Back**.
   The **View Import Bill** screen appears.
   OR
   Click **Cancel** to cancel the transaction. The **Dashboard** appears.

View Import Bill - 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.
Event Description	Displays the description of the event.
Action	The action to be taken that is to download the SWIFT details.

8. 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.

9. Click the **Download** link against the advice to download the advice in selected format like PDF formats, if required.

8.5.1 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.

    a. Click ✕ to close the window.

9. Click **Back**.
   The **View Import Bill** screen appears.
   OR
   Click **Cancel** to cancel the transaction. The **Dashboard** appears.

8.6 Loans

This denotes all the see all the linked loans account with the corresponding Loan amount.

10. Click **Loans** tab. The summary of all the linked loans account along with the amount appears.
    OR
    Click **Back**.
    The **View Import Bill** screen appears.
    OR
    Click **Cancel** to cancel the transaction. The **Dashboard** appears.

View Import Bill - Loans

Field Description

Field Name	Description
Loan Account No.	The linked loans account.
Loan Amount	The loan amount of the linked loan account.

FAQs

1. **Do you need a credit facility to use this product?**

   No, you do not need a credit facility to use this feature.

2. **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.

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9. Bill Discrepancies Acceptance

User can search amendments under Export Letter of Credits using various parameters like Beneficiary Name, LC 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

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.

Bill Discrepancy Customer Acceptance Search Result

Field Description

Field Name	Description
Search	

Field Name	Description
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.

5. Click the **Download** link   to download the Acceptance record in selected format like PDF formats, if required.

Bill Discrepancy Acceptance - Discrepancy Details

9.1   Initiate customer acceptance for Bill discrepancy

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

Workflow
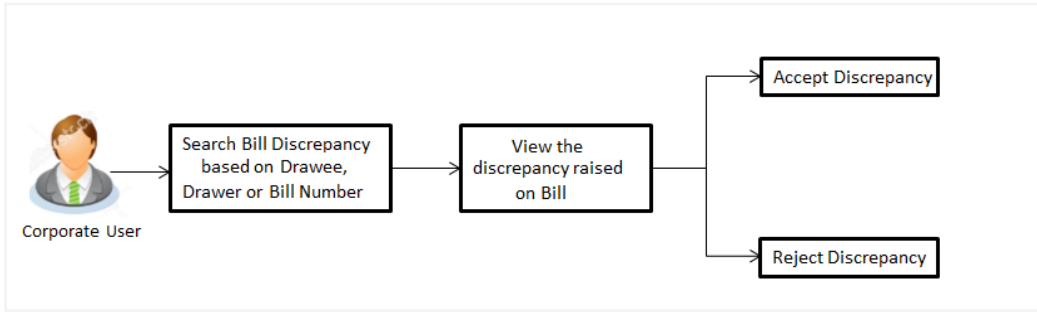
To initiate customer acceptance for Bill discrepancy:

1. Enter the search criteria, if required.

2. Click **Search**.
   The **Bill Discrepancy Acceptance** screen appears with the search result.

3. Click the required link in the **Bill Reference Number** column.
   The **Bill Discrepancy Acceptance** screen appears with the discrepancy details.

Bill Discrepancy Acceptance - Discrepancy Details

Field Description

Field Name	Description
Sr No.	The serial number of the discrepancy records.
Description	The reason for raising the discrepancy.
Received Date	Displays date on which the discrepancy has been identified and received.
Resolved Date	Displays the date when the resolution to discrepancy was provided.

Field Name	Description
Resolution	The resolution status of the discrepancy. The options are: • Accept • Reject

4. From the **Resolution** list, select the appropriate option.

5. Click **Initiate**. The transaction accepted / rejected based on input.
   OR
   Click **Back**. The **Bill Discrepancy Acceptance** screen with search result appears.
   OR
   Click **Cancel** to cancel the transaction, The **Dashboard** appears.

6. The **Bill Discrepancy Acceptance** review screen appears. 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.

7. The success message initiation of Bill Discrepancy Acceptance appears. Click **Go to Dashboard**, to navigate to the dashboard.

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10. Settlement of Bills

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.

Using this option, user can settle one or more Bills under LC in the application.

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
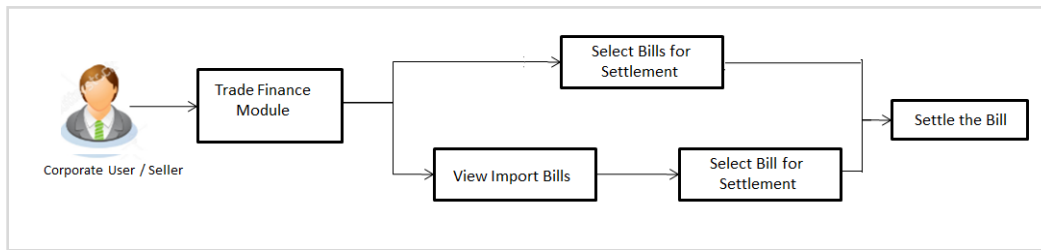
These are explained in detail underneath.

How to reach here:

Dashboard > Toggle menu > Trade Finance > Letter Of Credit > Import Letter of Credit > Settlement of Bills
OR
Dashboard > Toggle menu > Trade Finance > Import Letter of Credit > View Bills > View Bill details > Settle

To settle the Bill:

1. Select the checkbox against the **Bill Reference Number** which is to be settled. The Bill details appears.

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Settlement of Bills

Field Description

Field Name	Description
Bill Reference Number	The Bill reference number.
	Displays the link to view the Import Bill details.
Exporter Name	The beneficiary name against whom Bill is to be created.
Maturity Date	The date on which the Bill will gets matured.
Linked LC Number	The LC number to whom the Bill is linked.
Payment Type	The type of payment associated with the Bill.
	it can be:
	• Sight
	• Usance
Bill Amount	Displays the amount of the Import Bill.

Input Payment Details

This section appears on selection of respective checkbox against the **Bill Reference Number**.

Pay From	Source account from which the funds are to be transferred for settlement of Bill.
Balance	Net balance in the selected source account.

2. From the **Pay From** list, select the account from which the transfer needs to be made for settlement of Bill.

3. Click **Submit** to initiate the selected Bills settlement. The **Settlement of Bills – Verify** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.

4. 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 **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.

5. The success message initiation of Bill settlement appears.
   OR
   Click **View Bill Settlement Details** to view the Bill settlement details.

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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.

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11. View Export Letter of Credit

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

The 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 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
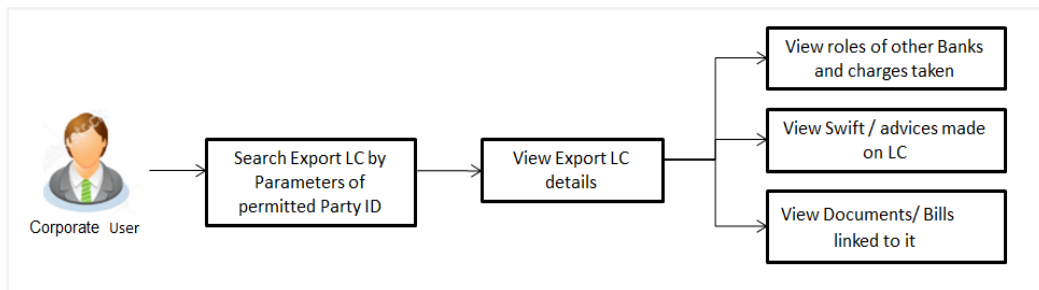
How to reach here:

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

To view Export Letter of Credit:

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

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View Export Letter of Credit

Field Description

Field Name	Description
Applicant Name	The name of applying party.
LC Status	The status of LC currently. The options are: • All • Hold • Active • Cancelled • Closed • Reversed
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
LC Drawing Status	The LC drawing status. The options are: • All • Partial • Full • Undrawn • Expired
Issue Date From	The start date of the issue date range used for searching the LC.
Issue Date To	The end date of the issue date range used for searching the LC.
Expiry Status	Select whether 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 LC.
Expiry Date To	The end date of the expiry date range used for searching the LC.

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

3. Click **Search**.
   The **View Export LC screen** appears with the search results.
   OR
   Click **Clear** to reset the search criteria.
   OR

   Click ▽ to filter based on the above criteria.
   OR
   Click **Cancel** to cancel the transaction, The **Dashboard** appears.

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View Export Letter of Credit – Search Result

Field Description

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

4. Click the required link in the **LC Number** column.
   The **View Export Letter of Credit** screen appears with the details of the selected LC.
   By default, the **LC Details** tab appears.

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

6. Click **LC Details** tab.

11.1 <u>LC Details</u>

7. Click **LC Details** tab.
   The **LC Details** tab appears in the **View Export Letter of Credit** screen.
   OR
   Click **Back**.
   The **View Export Letter of Credit** screen appears.
   OR
   Click **Cancel** to cancel the transaction, The **Dashboard** appears.

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View Export LC – 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 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.
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.

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Field Name	Description
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 **Hide Information** link to hide the fields.

Field Name	Description
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.
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 • Negotiation
Credit Available With	Indicates the bank where credit is currently available with.
Negotiation/ Deferred Payment Details	Indicates the details of mixed payment. 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.

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Field Name	Description
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.
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.

11.2 <u>Goods and Shipment</u>

8. Click **Shipment** tab.
   The **Shipment** tab appears in the **View Export LC** screen.
   OR
   Click **Back**.
   The **View Export LC** screen appears.
   OR
   Click **Cancel** to cancel the transaction, The Dashboard appears.

View Export LC – Goods and Shipment tab

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Field Description

Field Name	Description
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.
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.

11.3 <u>Documents</u>

9. Click **Documents** tab.
   The **Documents** tab appears in the **View Export LC** screen.
   OR
   Click **Back**.
   The **View Export LC** screen appears.

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

View Export LC – Documents tab

Field Description

Field Name	Description

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	Name of the document uploaded for the LC.
Original	The number of original documents uploaded for the selected document.
Copies	The number of copies uploaded for the selected document.
Clause	Displays the document clause mentioning the number of copies and other conditions.

More Information

Following fields appear if you click the More Information link.

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

Additional Conditions	The description of further conditions of the documentary credit.

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.

11.4 <u>Instructions</u>

10. Click **Instructions** tab.
    The **Instructions** tab appears in the **View Export LC** screen.
    OR
    Click **Back**.
    The **View Export LC** screen appears.
    OR
    Click **Cancel** to cancel the transaction, The **Dashboard** appears.

View Export LC – Instructions tab

Instruction

Issuing Bank
CITIGB2LXXX
CITII NEW BANK
CITIGB2LXXX
new tech park

49G
Special Payment Conditions for Beneficiary

49H
Special Payment Conditions for Bank Only

49
Confirmation Instructions
Without

72Z
Sender to Receiver Information

71D
Charges
to be borne by bene

Applicant Account for Charges

Hide Information

Cancel   Back

Field Description

Field Name	Description
Issuing Bank	The name of the issuing bank.
Issuing Bank Address	The address of the issuing bank.

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Field Name	Description
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.

More Information

Following fields appear if you click the **More Information** link.

Click the **Hide Information** 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	The details of charges.

11.5 <u>Attached Documents</u>

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

11. Click **Attached Documents** tab to view the attached documents.
OR
Click **Back**.
The **View Export Letter Of Credit** screen appears.
OR
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

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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.

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

13. Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.

11.6 <u>Amendments</u>

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

14. Click **Amendments** tab. The amendments detail appears.
    OR
    Click **Back**.
    The **View Export LC** screen appears.
    OR
    Click **Cancel** to cancel the transaction, The **Dashboard** appears.

View Export LC – 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.

15. 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.

11.6.1 <u>View Amendment Details</u>

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

Issued Amendment – Detailed

Documents				Compare with Previous Values
Document Name	Original	Copies		
AIRDOC	3/5	2	View Clause	
INSDOC	5/8	3	View Clause	
INVDOC	4/8	6	View Clause	
MARDOC	0/0	0	View Clause	
OTHERDOC	0/0	0	View Clause	

Page 1 of 1 (1-5 of 5 items) |< < 1 > >|

58A
Additional conditions
ddf ffgfghg

48 [Modified]
Documents to be presented within/beyond (noOfDays) days after the
date of shipment but within validity of this credit.
19

Incoterms

Instruction   Compare with Previous Values

Issuing Bank
CITIGB2LNNN
CITIBANK ENGLAND
CITIGB2LNNN
new tech area

49G   **49H**
Special Payment Conditions for Beneficiary   Special Payment Conditions for Bank Only
dfffg fgffgggfgf amend   gfggf fgfgfggf amend

49   **78**
Confirmation Instructions   Instructions to the Paying/Accepting/Negotiating Bank

58A
Requested Confirmation Party

72Z   **71D**
Sender to Receiver Information [Modified]   Charges
TELEBEN sdfdfdffg   sdfdffgfg fgfgfgf amend

Charges Borne By Applicant

Back

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

11.7 Bills

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

16. Click **Bill** tab. The summary of all the Export Bills appears.
    OR
    Click **Back**.
    The **View Export LC** screen appears.
    OR
    Click **Cancel** to cancel the transaction, The **Dashboard** appears.

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View Export LC - Bills

Field Description

Field Name	Description
Initiate Bill	Displays the link to initiate a new Bill linked to the 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**.
Negotiation Date	Displays the date on which the Bill is negotiated.
Bill Amount	Displays the Bill amount with currency for the LC.
Status	Displays the status of the Bill.

17. Click on **Negotiation Ref 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.
OR
Click **Back**.
The **View Export Letter of Credit** screen appears.

11.8 <u>Charges Commission & Taxes</u>

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

18. Click **Charges Commission & Taxes** tab to view the charges against LC.
    OR
    Click **Back**.
    The **View Export Letter of Credit** screen appears.
    OR
    Click **Cancel** to cancel the transaction, The **Dashboard** appears.

View Export Letter of Credit- Charges

Field Description

Field Name	Description
Charges	
Account No.	Displays the account number for levying Cancellation Charges / Export Advice Charges.

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Field Name	Description
Description of Charges	Displays the reason/ narration of charges levied for various LC processes.
Date	Displays the date on which charges were levied.
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.

11.9 <u>SWIFT Messages</u>

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.

19. Click **SWIFT Messages** tab. The summary of all the all SWIFT messages between both the parties appears.
    OR
    Click **Back**.
    The **View Export** Letter of Credit screen appears.
    OR
    Click **Cancel** to cancel the transaction, The **Dashboard** appears.

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View 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.

20. 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.

11.9.1 SWIFT Messages Details
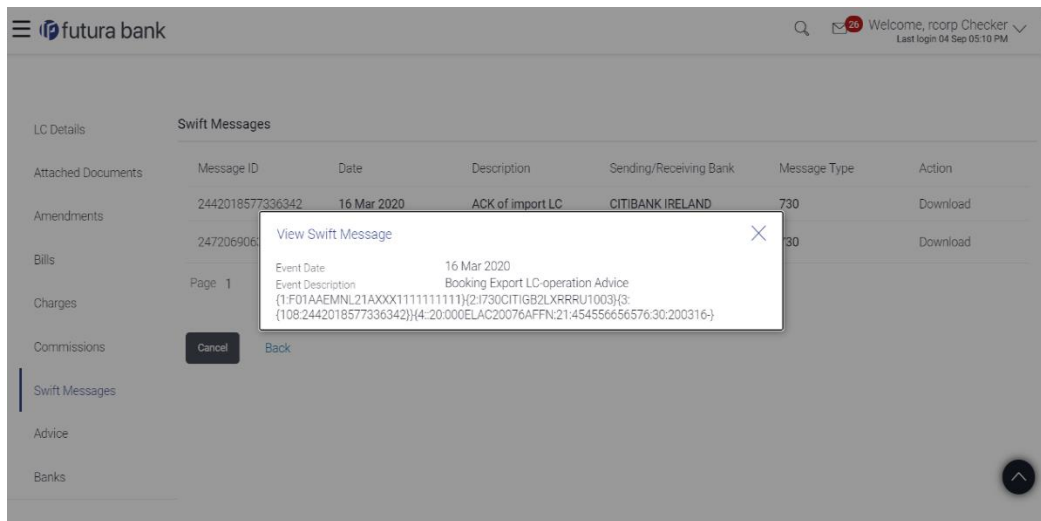
Field Description

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

a. Click ✕ to close the window.

11.10 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.

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View Export LC - 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.
Event Description	Displays the description of the event.
Action	The action to be taken that is to download the Advice details.

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.

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11.10.1 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.

a. Click ✕ to close the window.

11.11 Banks

This tab denotes the banks which are involved for other than for issuing purpose like Negotiating Bank, Confirming Bank, Advising through Bank etc.

27. Click **Bank** tab. The summary of all the banks which are involved in transactions other than issuing purpose.
OR
Click **Back**.
The **View Export LC** screen appears.
OR
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

View Export LC – 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	

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.

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](#)

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12. LC Customer Acceptance

User can search amendments under Export Letter of Credits using various parameters like Beneficiary Name, LC Number, and Applicant Name etc.

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 > LC Amendment Acceptance > LC Customer Acceptance

To search LC Amendments:

1. Select the **LC Amendment** option.

2. Enter the search criteria, if required

3. Click **Search.**
   The **LC Amendment 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.

LC Amendment Acceptance - Export LC Search Result

Field Description

Field Name	Description
Search	

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Field Name	Description
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. Click the desired **View link** to view the amendment number of the LC.
   The amendment details appear.

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LC Amendment Acceptance - Amendment Details

| Viewer ∨ | ATM/Branch | English ∨ |

☰ �ip futura bank

🔍 ✉26 Welcome, rcorp Checker ∨
Last login 04 Sep 09:46 AM

View Export LC Amendment

DEV Org | ***165

LC Reference No.	Product	LC Amount	Date of Issue
PK2ELAC19081ASJV	Export LC sight Non Revolving	£123,455.00	22 Mar 2019

LC Details   Compare with Previous Values

51A
Applicant
GOODCARE PLC
Address
12 King Street
Country
GREAT BRITAIN
Date of Application

31D [Modified]
Date of Expiry   Place of Expiry
20 Jun 2019   place new

32B [Modified]
LC Amount
£127,455.00

39A [Modified]
LC Amount Tolerance
Under (%)   Above (%)
0   10
Total Exposure
£123,455.00
Payment Details

41A [Modified]
Credit Available By
Mixed Payment
Credit Available With
CITIGB2LNNN

Drafts
No

40A
Type of Documentary Credit
Revolving
No
Cumulative
No
Transferable
No

59
Beneficiary Name
DEV Org
Address
DEVCGB2LOOO
Gemini
area no 21
Country
GB

39C [Modified]
Additional Amount Covered
new amt coovered

42C
Drafts At

Goods & Shipment   Compare with Previous Values

43P [Modified]
Partial Shipment
Allowed

44A [Modified]
Place of Taking in Charge/Dispatch from
sds a

44F [Modified]
Port of Discharge/Airport of Destination
df a

44C/44D [Modified]
Shipment
Date

43T [Modified]
Transshipment
Allowed

44E [Modified]
Port of Loading/Airport of Departure
dfdfd a

44B [Modified]
Place of Final Destination/For Transportation
csdsdsf a

Latest Shipment Date
29 Mar 2019

Sr No	Goods	Description of Goods	Units	Price Per Unit
1	CILLAFABRIC	CILLAFABRIC		
2	COAL	COAL		

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12.1 Initiate customer acceptance for LC Amendments

Using this option, you can accept / reject LC Amendments. The amended value comes on the screen and the previous value is shown beneath the same field in red.

Workflow
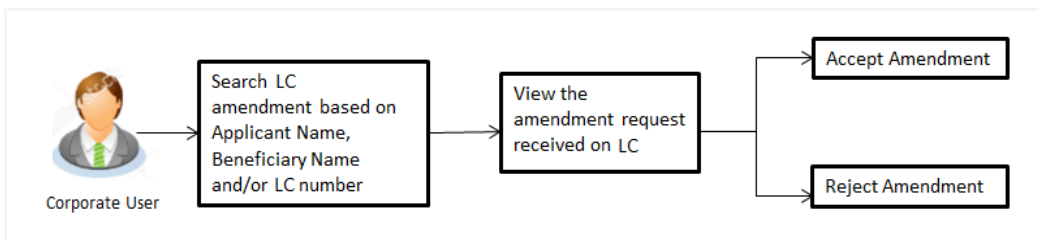
To initiate customer acceptance for amendment:

1. Enter the search criteria, if required.

2. Click **Search**.
   The **LC Amendment Acceptance** screen appears with the search result.

3. Click the required link in the **Amendment Number** column.
   The **LC Amendment Acceptance** screen appears with the amendment details.

LC Amendment Acceptance - LC Amendment Details

Viewer ∨	**ATM/Branch**	**English** ∨	

≡ 🇫 futura bank   🔍 ✉26 Welcome, rcorp Checker ∨
Last login 04 Sep 09:46 AM

View Export LC Amendment
DEV Org | ***165

LC Reference No.	Product	LC Amount	Date of Issue
PK2ELAC19081ASJV	Export LC sight Non Revolving	£123,455.00	22 Mar 2019

LC Details   Compare with Previous Values

51A
Applicant
GOODCARE PLC
Address
12 King Street
Country
GREAT BRITAIN
Date of Application

40A
Type of Documentary Credit
Revolving
No
Cumulative
No
Transferable
No

31D Modified

Date of Expiry   Place of Expiry
20 Jun 2019   place new

59
Beneficiary Name
DEV Org
Address
DEVCGB2LOOO
Gemini
area no 21
Country
GB

32B Modified
LC Amount
£127,455.00

39A Modified
LC Amount Tolerance
Under (%)   Above (%)
0   10
Total Exposure
£123,455.00
Payment Details

39C Modified
Additional Amount Covered
new amt coovered

41A Modified
Credit Available By
Mixed Payment
Credit Available With
CITIGB2LNNN

Drafts
No

42C
Drafts At

Goods & Shipment   Compare with Previous Values

43P Modified
Partial Shipment
Allowed

43T Modified
Transshipment
Allowed

44A Modified
Place of Taking in Charge/Dispatch from
sds a

44E Modified
Port of Loading/Airport of Departure
dfdfd a

44F Modified
Port of Discharge/Airport of Destination
df a

44B Modified
Place of Final Destination/For Transportation
csdsdsf a

44C/44D Modified
Shipment
Date

Latest Shipment Date
29 Mar 2019

Sr No	Goods	Description of Goods	Units	Price Per Unit
1	CILLAFABRIC	CILLAFABRIC		
2	COAL	COAL		

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Note: For field details, refer section **Initiate LC Details** tab.

4. Click **Accept** to accept the amendment.
   OR
   Click **Reject** to reject the amendment.
   OR
   Click **Back**. The **LC Amendment Acceptance** screen with search result appears.
   OR
   Click **Cancel** to cancel the transaction. The **Dashboard** appears.

5. The success message initiation of LC Amendment Acceptance appears along with the reference number.

6. Click **Go to Dashboard**, to navigate to the dashboard.

[Home](#)

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13. Initiate Bills

Using this option, user can initiate 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
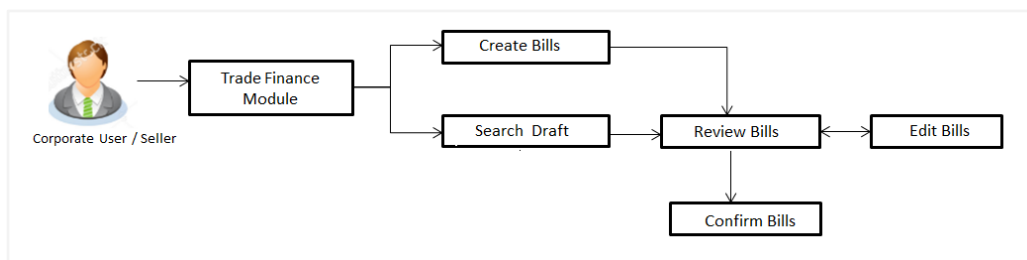
User has two options to initiate Bills

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
OR
Dashboard > Trade Finance > Overview > Quick Links > Lodge Bill

13.1 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 Bill draft:

1. In the **Search** field, enter the draft name.

2. Click 🔍 . The saved Bill draft appears based on search criteria.

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Bills Draft - Search Result
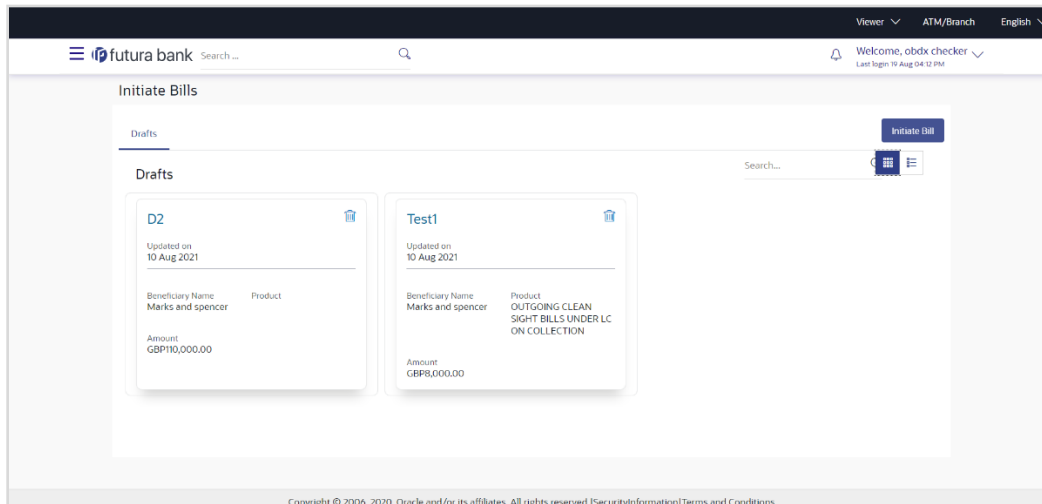
Field Description

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.
   OR
   Click [icon] or [icon] to view the initiate LC draft as Card or Tabular view.

13.2 Initiate a Bill

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

To initiate a Bill:

1. Click **Initiate Bills** on **Initiate Bills** screen.

Initiate Bills

Field Description

Field Name	Description
Lookup LC Reference	The option to select LC reference number, which is attached to the Bill.
Party ID	The party ID of applying party.
Branch	The bank branch where the Bills contract is to be created.
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.
Issuing Bank	

Field Name	Description
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 Number	The user provided bank reference number for the transaction.

2. From the **Lookup LC Reference No** list, select the appropriate bill reference number.
   OR
   Click the **Advanced Lookup** link. The Advanced Lookup overlay screen appears.

3. Enter the filter criteria to search the bill.

4. Click **Apply**. The **Advanced Lookup** screen appears with the search results.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Reset** to clear the filter criteria.

5. Click on the desired **LC Number** link.

6. Click **Verify** to verify the linkage of LC to the Bill.
   OR
   Click **Reset** to cancel the entered LC linkage.

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 in the **Parties** section, enter the user provided customer reference number.

10. In the **Bank Reference Number** field in the **Parties** section, enter the user provided bank reference number.

11. Click **Next** or click the **Bill Details** tab.
    The B**ill 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.

13.2.1 <u>Initiate Bills - Bill Details tab</u>

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
Document Attached	It asks user if any document is a part of Bill. 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 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.

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.

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Field Name	Description
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.

Field Name	Description
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.
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

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Field Name	Description
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 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.

14. In the **Payment Type** field, select the appropriate option.

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;

   a. From the **Base Date Description** list, select the appropriate option.

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      b.   From the **Base Date** field, select the appropriate date.

      c.   In the **Bill Amount** field, enter the bill amount.

18. If you select **Multi Tenor** option in **Payment Type** field;

      a.   Click the **Add Tenor** link to add the tenor record.

      b.   From the **Base Date Description** list, select the appropriate option.

      c.   From the **Base Date** field, select the appropriate date.

      d.   In the **Tenor Days** field, enter the tenor days. The Maturity Date appears.

      e.   In the **Transit Days** field, enter the transit days.

      f.   In the **Bill Amount** field, enter the bill amount.

      g.   Click 🗑 to delete the record.
          OR
          Click the **Add Tenor** link to add the tenor record.

19. 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.

20. Click **Next** or click the **Goods & Shipment Details** tab.
      The **Shipment Details** tab appears in the **Initiate Bills** screen.
      OR
      Click **Initiate Bills**. The transaction is saved and the **Initiate Bills – Verify** screen appears.
      OR
      Click **Save As,** system allows transaction details to be saved as a draft. (For more details, refer **Save As Draft** section.)
      OR
      Click **Cancel** to cancel the transaction, The **Dashboard** appears.

13.2.2 Initiate Bills - Goods & Shipment Details tab

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

Initiate Bills - Goods & Shipment Details tab

Field Description

Field Name	Description
Place of Taking in Charge/ Dispatch from	The place from where shipment will be done.
Place of Final Destination/ For Transportation	The place of final destination of goods.
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.

Sr No	The serial number of goods.
Goods	The type of good being shipped has to be chosen.
Goods Description	The description of goods.

Field Name	Description
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.

21. In the **Place of Taking Charge/ Dispatch From** field, enter the name of the place where the goods are to be received.

22. In the **Place of Final Destination/For Transportation** field, enter the name of the place for delivery of goods.

23. 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.

24. In the **Port of Discharge/ Airport of Destination** field, enter the name of the place for delivery of goods.

25. In the **Description of Goods & Services** section,

    a.   From the **Goods** list, choose the desire goods being shipped.

    b.   In the **Goods Description** field, enter the description of the goods traded under the LC.

    c.   In the **Quantity** field, enter the number of units of the selected good.

    d.   In the **Cost/ Unit** field, enter the price per unit of the selected good.

    e.   Click the **Add Goods** link if you want to add more goods.
    OR

    Click 🗑 delete the goods record.

26. Click the **Documents** tab.

27. The **Documents** tab appears in the **Initiate Bills** screen.
OR
Click **Back** to go back to previous screen.
OR
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

13.2.3 <u>Initiate Bills - Charges tab</u>

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

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Initiate Bills - Charges 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.

Field Name	Description
Amount	Displays the amount of taxes.
Total Amount	Displays the total tax amount.

28. In the **Charges**, **Taxes** section , select the appropriate account, from the **Account No**. list

29. 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

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

13.2.4 <u>Initiate Bills - Attachments tab</u>

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

To Attach Documents:

Attachments tab - Upload Document

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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 unique identification number for 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.

31. Click **Drag and Drop** to browse and select the required document present on your computer. The **Attach Document** popup window appears.

32. Click **Upload** to upload document. The **Attach Documents** tab appears along with list of attached documents.
    OR
    Click **Delete** to remove the attached document.

33. In the **Remarks** field add notes for attaching documents.

34. Select the **Terms and Conditions** checkbox to accept the Terms and Conditions.

35. Click **Initiate Bills**. The transaction is saved and the **Initiate Bills – Verify** screen appears.
    OR
    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.

36. 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.
    OR
    Click **Cancel** to cancel the transaction.

37. The success message initiation of Bills appears along with the reference number. Click **OK** to complete the transaction.
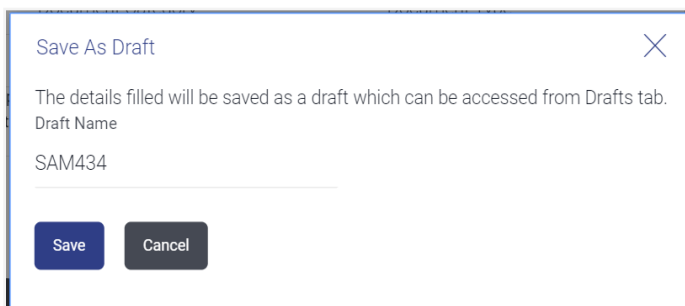
13.3 <u>Save As Draft</u>

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

To save Bills application as draft:

1. Enter the required details in Bills application.

2. Click **Save As** and then select **Draft** option.

Save as Draft

Save As Draft   ✕

The details filled will be saved as a draft which can be accessed from Drafts tab.
Draft Name

SAM434

| Save | Cancel |

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 with an attachment.

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14. View Export Bill

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
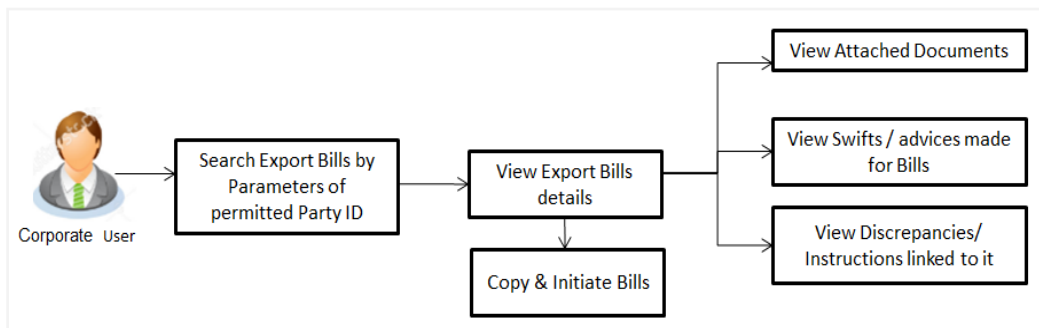
How to reach here:

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

To view Export Bill:

1. The **View Export Bill** screen appears.

View Export Bill

Field Description

Field Name	Description
Bill Reference Number	The name of Exporter party.
Status	The current status of the Bill. The options are: • Active • Hold • Cancelled • Liquidated • Closed • Reversed
Exporter Name	The name of the Exporter under the Bill.
Importer Name	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.

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.

4. 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.

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Field Name	Description
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.
Status	The status of the Export Bill.

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

14.1 <u>General Bill Details</u>

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)

1. Click **General** tab.
    OR
    Click **Back** to navigate back to previous screen.

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View Export Bill – General Bill Details

Field Description

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.

Field Name	Description
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 & Importer Details	
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.
Application Date	The application date 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)
Product	The product of the Export Bill.
Tenor	The tenor of the Bill.

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Field Name	Description
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.
Maturity Date	The tenor added to the base date, when the Bill ceases to exist.
Bill Amount	The Bill amount with base currency in which Bill is originated.
Issuing Bank	
SWIFT Code	The SWIFT code of issuing Bank.
Issuing Bank	The name of Bank who acts on behalf of Drawee.
Address	The address of Issuing Bank.
Country	The name of Issuing Bank's country.
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 the goods for shipment.

Field Name	Description
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	

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Field Name	Description
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 Bill.
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 Bill.
Clause	Displays the default description of clauses, however user can modify the same.
Incoterms	Displays the INCO terms for the Bill application.
Instructions	
Remarks	Any instructions provided to bank is mentioned here.

2. Click **Settle Bills** to settle the bills. The **Settlement of Bills** screen appears.
   OR
   Click **Back** to navigate to the previous screen.
   The **View Export Bill** screen appears.

14.2 <u>Discrepancies</u>

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

3. Click **Discrepancies** tab.
   The **Discrepancies** tab appears in the **View Export Bill** screen.
   OR
   Click **Back**.
   The **View Export Bill** screen appears.
   OR
   Click **Cancel** to cancel the transaction.

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View Export Bill – 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 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.

14.3 Charges & Taxes

This tab lists charges, Commission and Taxes against bill.

Charges & Taxes

Field Description

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.

14.4 SWIFT Messages

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

4. Click **SWIFT Messages** tab.
    The **SWIFT Messages** tab appears in the **View Export Bill** screen.
    OR
    Click **Back**.
    The **View Export Bill** screen appears.
    OR
    Click **Cancel** to cancel the transaction.

View Export Bill – 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.

5. 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.

6. Click the **Download** link against the advice to download the advice in selected format like PDF formats, if required.

14.4.1 SWIFT Messages Details
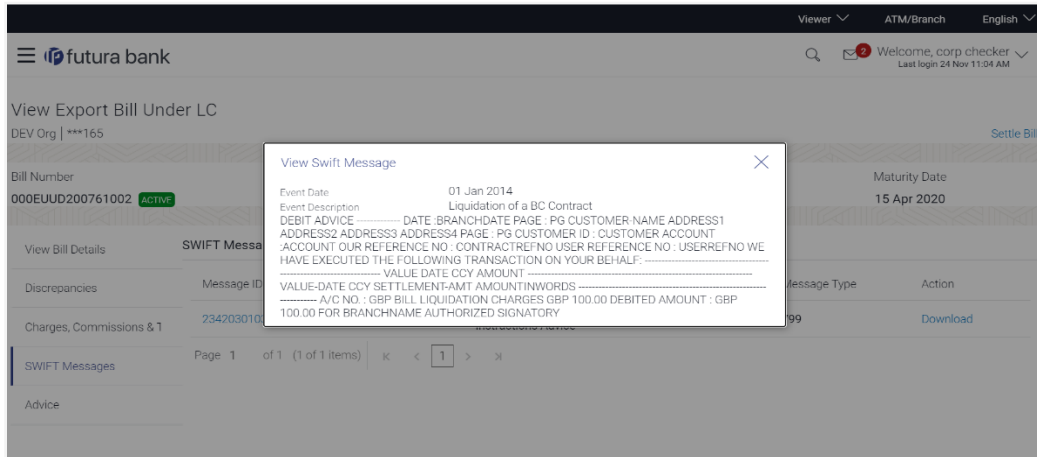
Field Description

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

a. Click ✕ to close the window.

14.5 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.

7. Click **Advices** tab. The summary of all the Advices being exchanged.
   OR
   Click **Back**.
   The **View Export Bill** screen appears.
   OR
   Click **Cancel** to cancel the transaction.

View Export Bill - 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.
Event Description	Displays the event description.
Action	The action to be taken that is to download the Advice details.

8. 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.

9. Click the Download link against the advice to download the advice in selected format like PDF formats, if required.

14.5.1 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.

a. Click ✖ to close the window.

10. Click **Back**.
The **View Export Bill** screen appears.
OR
Click **Cancel** to cancel the transaction.

14.6 Loans

This denotes all the linked loans account with the corresponding Loan amount.

11. Click **Loans** tab. The summary of all the linked loans account along with the amount appears.
OR
Click **Back**.
The **View Export Bill** screen appears.
OR
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

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View Export Bill - Loans

Field Description

Field Name	Description
Loan Account No.	The linked loans account.
Loan Amount	The loan amount of the linked loan account.

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](#)

ORACLE

15. View Import Collection

Using this option, you can view the details of existing Import Collection in the application. You can search the required 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
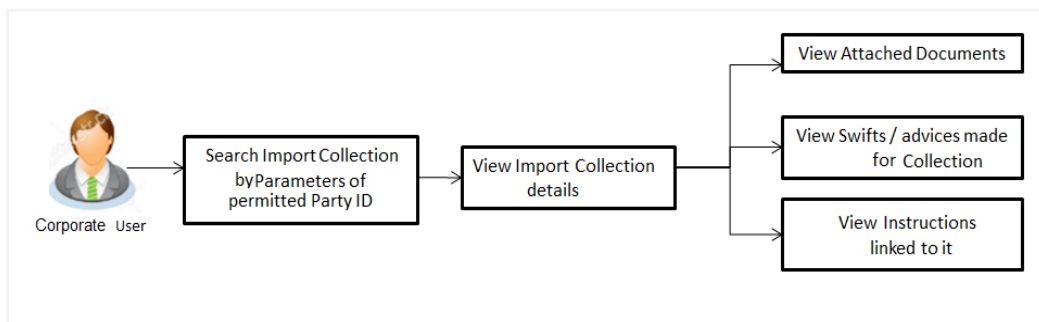
How to reach here:

Dashboard > Toggle menu > Trade Finance > Collection > Import Collection > View Import Collection

To view Import Collection:

1. The **View Import Collection** screen appears.

View Import Collection

Field Description

Field Name	Description
Collection Reference Number	The Import Collection reference number.
Status	The current status of the Collection. The options are: • Active • Hold • Cancelled • Liquidated • Closed • 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 Issuing Date From	The start date of the Collection date range used for searching the Collection.
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. 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.

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View Import Collection – Search Result

Field Description

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.

4. 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.

5. Click the **Download** link to download the Import Collection details list. You can download the list in PDF formats.

15.1 General Collection Details

1. Click **General** tab.
   OR
   Click **Back** to navigate back to previous screen.

View Import Collection – General Collection Details

Field Description

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.
Application Date	The application date of the Import Collection.
Customer Reference Number	The user provided customer reference number for the transaction.
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

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Field Name	Description
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.
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	Displays the amount of the Import Collection.
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.
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.

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Field Name	Description
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.
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.
Incoterms	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.

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15.2 <u>Charges & Taxes</u>

This tab lists charges and Taxes against bill.

2. Click **Charges & Taxes** tab. The **charges and taxes** in the **View Export Collection** screen.
   OR
   Click **Back**.

   The **View Export Collection** screen appears.

Field Description

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.

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

15.3 <u>SWIFT Messages</u>

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

3. Click **SWIFT Messages** tab.
   The **SWIFT Messages** tab appears in the **View Import Collection** screen.
   OR
   Click **Back**.
   The **View Import Collection** screen appears.
   OR
   Click **Cancel** to cancel the transaction. The **Dashboard** appears.

View Import Collection – 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.

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Field Name	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.

4. 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.

5. Click the **Download** link against the SWIFT messages to download in selected format like PDF formats, if required.

15.3.1 SWIFT Messages 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.

b. Click ✕ to close the window.

15.4 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 Collection** screen appears.
   OR
   Click **Cancel** to cancel the transaction. The **Dashboard** appears.

View Import Collection - 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.
Event Description	Displays the description of the event.
Action	The action to be taken that is to download the advice 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 in selected format like PDF formats, if required.

15.4.1 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.

c. Click ✕ to close the window.

Home

16. Initiate Collection

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
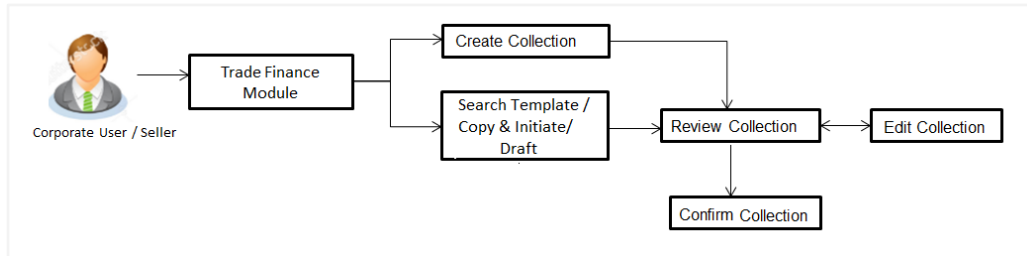
User has three options to initiate Collection

    a.   Using existing Templates

    b.   Using existing Drafts

    c.   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
OR
Dashboard > Trade Finance > Overview > Quick Links > Raise Collection

16.1 <u>Search Collection template</u>

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 Collection template:

1. In the **Search** field, enter the template name.

2. Click 🔍 . The saved Collection a template appears based on search criteria.

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Collection 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 Collection application.
Beneficiary	The beneficiary name against whom Collection is to be created.
Product	The name of product selected for Collection.
Created by	The name of the maker who created the template.
Last Updated	The last updated date of the template.
Access Type	The type of access granted to template whether it is public or private.

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

Field Description

Field Name	Description

16.2 <u>Search Collection Drafts</u>
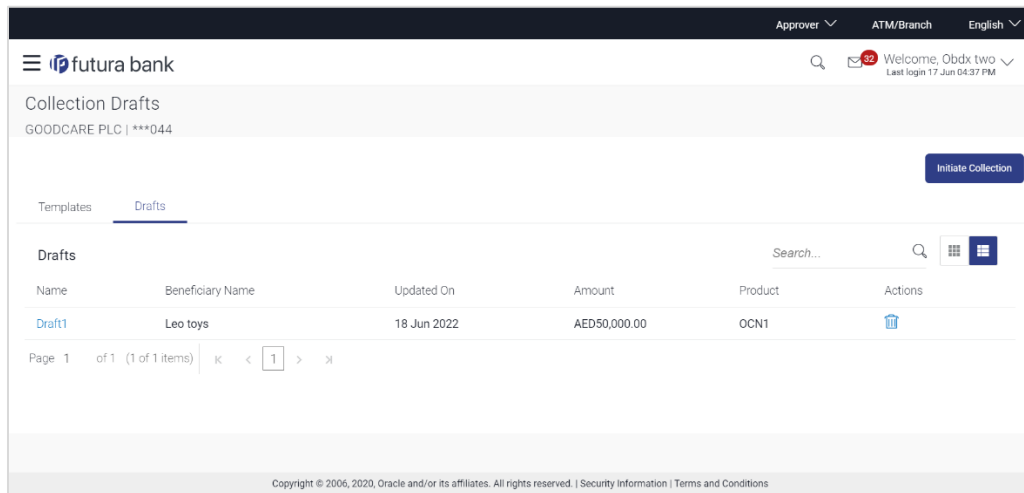
User can save Collection application as a Draft so that it can be used if required in future. User can search the saved Collection draft using Draft Name.

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

To search the Collection draft:

1. In the **Search** field, enter the draft name.

2. 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.

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

16.3 Initiate a Collection

Using this option, you can initiate a Collection in the application. To initiate a 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 Collection:

1. Click **Initiate Collection** on **Initiate Collection** screen.

Initiate Collection

Field Description

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	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.
Country	The country of beneficiary party.
Customer Reference Number	The user provided customer reference number for the transaction.
Bank Reference Number	The user provided bank reference number for the transaction.
Product Details	

ORACLE
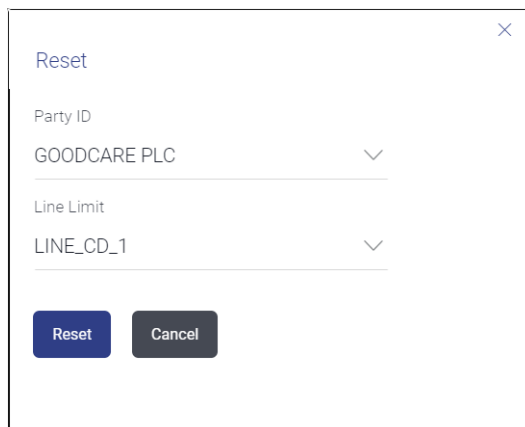
Field Name	Description
Payment Type	The type of payment associated with the Collection. The options are: • Sight • Usance • Multi Tenor
Document Attached	It asks user if any document is a part of Collection. The options are: • Yes (Documentary) • No (Clean)
Select Product	Indicates the product type as coming from Host based on the input parameters (Payment etc).

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

Field Name	Description
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.
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.

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Field Name	Description
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.
Collection Amount	The Collection amount.
Collection Currency	The currency in which Collection will be done.

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

Tenor	The tenor of the Collection.
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 Collection application.
Maturity Date	The tenor added to the base date, when the Collection ceases to exist.

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.

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Field Name	Description
Base Date	The date to be considered as base date for collection application.
Tenor Days	The tenor days of the collection.
Transit Days	The transit days of the collection.
Maturity Date	The tenor added to the base date, when the collection ceases to exist.
Currency	The base currency in which Bill is originated.
Collection Amount	The collection amount.
In Local Currency Equivalent	The collection amount in local currency.

2. From the **Drawer Details** field, select the drawer.

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 drawer under the selected Line.

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d. From the **Party ID** list, select the appropriate party Id.

e. From the **Line Limit** list, select the appropriate limit.

f. 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.

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.

5. 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 **Document Attached** field to confirm any documents as a part of Collection.

9. From the **Product** list, select the appropriate option.

10. From the **Base Date Description** list, select the appropriate option.

11. From the **Base Date** field, select the appropriate date.

12. 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.

13. In the **Original (First Mail)/ (Second Mail)** fields, enter the number of originals required for the selected document.

14. In the **Copies (First Mail)/ (Second Mail)** fields, enter the number of copies required for the selected document.

15. In the **Clause** column, click the **View/Edit** link of the selected document.

a. In the **Clause Description** field, enter/ modify the description of the clause, if required.

b. Click **OK**. The clause description are saved.
OR
Click Reset to reset and discard the changes.

16. If you select **Multi Tenor** option in **Payment Type** field;

a. Click the **Add Tenor** link to add the tenor record.

b. From the **Base Description** list, select the appropriate option.

c. From the **Base Date** field, select the date.

d. In the **Tenor Days** field, enter the tenor days. The Maturity Date appears.

e. In the **Transit Days** field, enter the transit days.

f. From the **Currency** list, select the appropriate currency.

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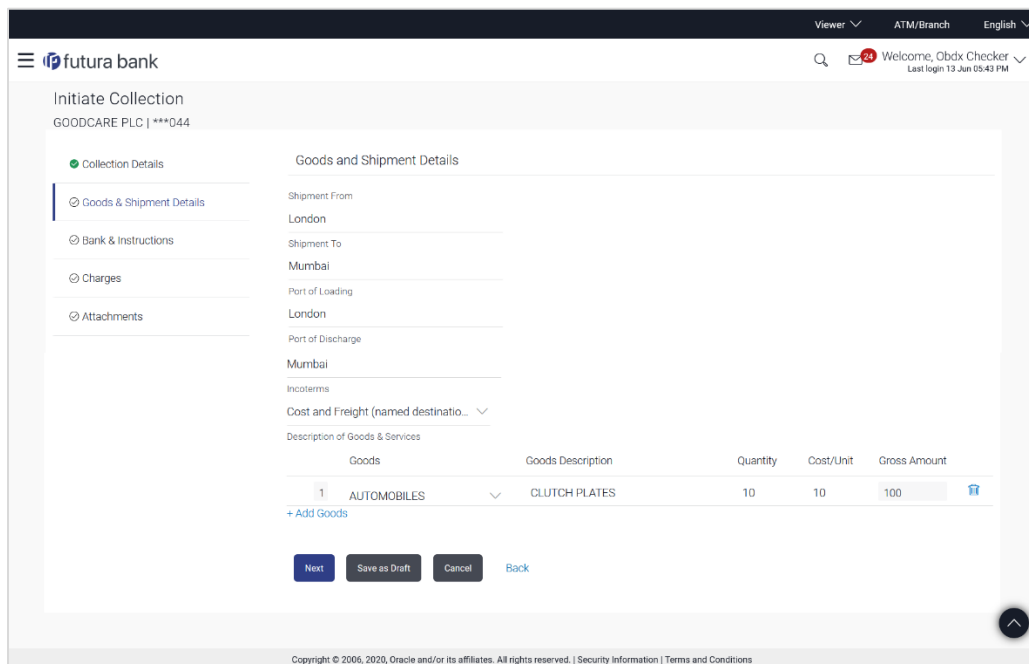
g. In the **Collection Amount** field, enter the bill amount.

h. Click 🗑 to delete the record.
OR
Click the **Add Tenor** link to add the tenor record.

17. If you select **Sight** or **Usance** option in **Payment Type** field;

a. From the **Base Date Description** list, select the appropriate option.

b. From the **Base Date** field, select the appropriate date.

c. In the **Bill Amount** field, enter the bill amount.

18. 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 Initiate Collection – Goods & Shipment Details tab

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

Initiate Collection - Goods & Shipment Details tab

Field Description

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.
Incoterm	Indicates the INCO terms for the LC application.
Goods	
Section to add or remove the goods for shipment.	
Goods	The type of good being shipped has to be chosen.
Description of Goods	The description of goods.
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.

14. In the **Shipment From** field, enter the name of the place where the goods are to be received.

15. In the **Shipment To** field, enter the name of the place for delivery of goods.

16. In the **Port of Loading** field, enter the place of dispatch or taking in charge of the goods or loading on board.

17. In the **Port of Discharge** field, enter the name of the place for delivery of goods.

18. 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 LC.

    c. In the **Quantity** field, enter the number of units of the selected good.

    d. In the **Cost/ Unit** field, enter the price per unit of the selected good.

    e. From the **Incoterms** list, choose the appropriate option.

19. Click the **Instructions** tab.

20. 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 Collection - Instructions tab

This tab includes the miscellaneous information which has to be passed to Bank as an instruction while initiating the Collection.

Initiate Collection - Instructions tab

Field Description

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 **SWIFT Code** option is selected in the **Collection Bank** field.
Lookup SWIFT Code	Search and select the SWIFT code of the advising bank, available in the application.

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.
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 **Name & Address** option is selected in the **Collection Bank** 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.
Remarks	Any instructions provided to bank for creation of Collection is mentioned here.

21. In the **Collection Bank** field, select the appropriate option.

22. 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

23. Click **Verify** to verify the details.
    The Issuing bank details appears.
    OR
    Click **Reset** to cancel entered details.

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24. 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

21. From the **Country** field, select the appropriate country

22. In the **Remarks** field, enter the instructions provided to bank for creation of Collection.

23. Click **Continue** or click the **Attachments** tab.

24. Click **Back** to go back to previous screen.
    OR
    Click **Cancel** to cancel the transaction, The **Dashboard** appears.

16.3.3 Initiate Collection - Charges, Commission & Taxes

This tab lists charges and Taxes against collection.

25. Click **Charges & Taxes** tab. The **Charges Commission and Taxes** tab in the **Initiate Collection** screen appears.
    OR
    Click **Back**.

Charges Commission and Taxes

Field Description

Field Name	Description
Charges	

Field Name	Description
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.

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

27. 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.

16.3.4 <u>Collection Initiation - Attachments tab</u>

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.

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Initiate Collection - Attachments tab

Field Description

Field Name	Description
Documents List	
Documents list have the list of documents.	
Sr No	The serial number of the document attached record list.
Document ID	Displays the unique identification number for 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.
Remarks	Displays the notes added, if any, for attaching the document.
Remove	Allow user to remove the attached document.

24. The **Attach Documents** tab appears along with list of attached documents.

Note: Click ![trash icon] to remove to the attached document.

25. Click **Attach** Document to upload the document.
    The **Attach Document** popup window appears.

Initiate Collection- Attach Document popup
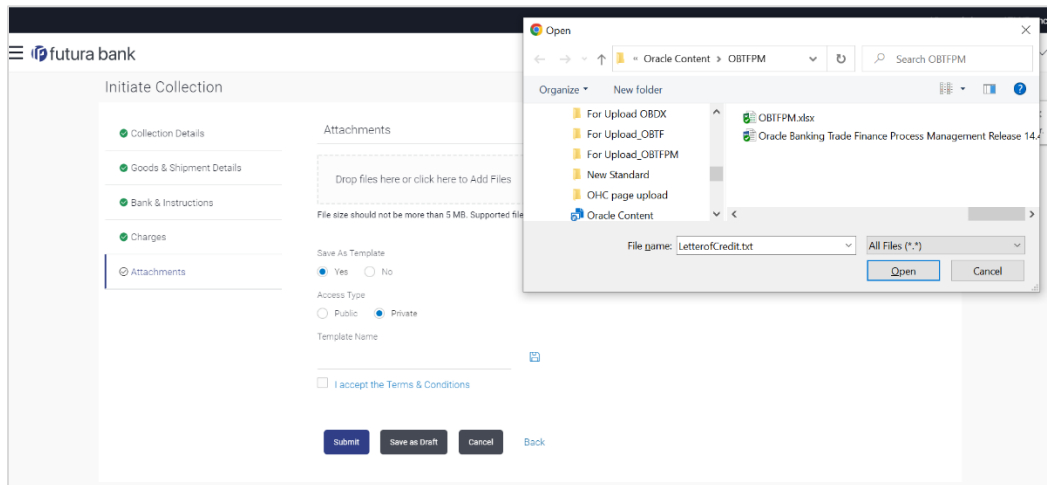
    a.   From the **Document Category** select the appropriate option.

    b.   From the **Document Type** select the appropriate option.

    c.   In the **Remarks** field add notes for attaching documents.

    d.   Click **Choose File** to browse and select the required document present on your computer.

    e.   Click **Upload** to upload document. The **Attach Documents** tab appears along with list of attached documents.
    OR
    Click **Cancel** to cancel the transaction.

    f.   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.

26. Select the **Terms and Conditions** checkbox to accept the Terms and Conditions.

27. 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.

28. 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.
OR
Click **Cancel** to cancel the transaction.

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

16.4 <u>Save As Template</u>

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.

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OR
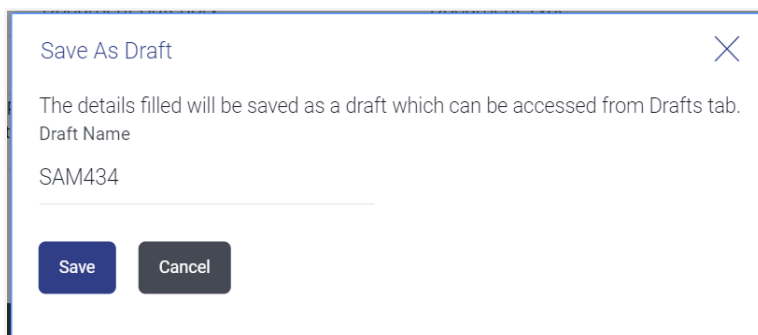Click **Cancel** to cancel the transaction.

16.5 <u>Save As Draft</u>

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

Save As Draft   ✕

The details filled will be saved as a draft which can be accessed from Drafts tab.
Draft Name

SAM434

[Save] [Cancel]

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.

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17. View Export Collection

Using this option, you can search, view and download the details of the 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 Export Collection list in pdf format.

Pre-Requisites

- User must have a valid login credentials

- User must have certain Export Collection

Workflow
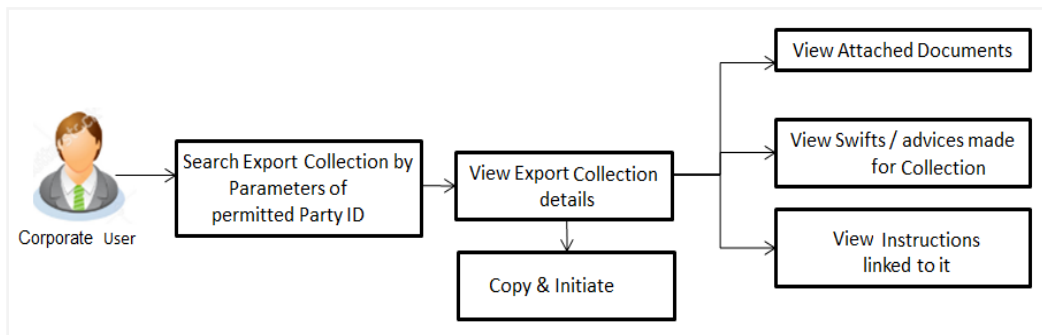
How to reach here:

Dashboard > Toggle menu > Trade Finance > Collection > Export Collection >View Export Collection

To view Export Collection:

1. The **View Export Collection** screen appears.

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View Export Collection

Field Description

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 • Closed • 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. The user has to select the currency.
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.

3. Click **Search**.
   The **View Export Collection** screen appears with the search results.
   OR
   Click **Reset** to reset the search criteria.
   OR
   Click **Cancel** to cancel the transaction.

View Export Collection – 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.

4. 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.

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

17.1 <u>View Collection Details</u>

1. Click **View Collection Details** tab.

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View Export Collection – General Collection Details

Field Description

Field Name	Description
Collection Number	The export Collection number.
Outstanding Amount	The outstanding amount of the export collection.

Field Name	Description
Maturity Date	The maturity date of the export collection.
Drawer and Drawee Details	
Drawer Name	The name of the drawer of the Export Collection. He is the creator of Collection.
Address	The address of the drawer of the Export Collection.
Country	The country of the drawer of the Export Collection.
Application Date	The application date of the 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 Export Collection.
Country	The country of the drawee of the 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 Collection. it can be: • Sight • Usance
Document Attached	It asks user if documents are a part of Collection. It can be: • Yes (Documentary) • No (Clean)
Product	The product of the Export Collection.
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.

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Field Name	Description
Base Date	The date to be considered as base date for Collection application.
Maturity Date	The maturity date of the Export Collection. It is number of days for the tenor from the base date.
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.

Section to add or remove the goods for shipment.

Field Name	Description
Sr No	The serial no of different 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.
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.

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Field Name	Description
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.
View Clause	User can view the default description of clauses by clicking **View Clause** link.
Incoterm	Indicates the INCO terms for the collection application.
Instructions	
Remarks	Any instructions provided to bank is mentioned here.

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

17.2 <u>Charges & Taxes</u>

This tab displays the various types of charges and their amount against the contract borne by the Exporter.

3. Click **Charges & Taxes** tab.
The **Charges & Taxes** tab appears in the **View Export Collection** screen.
OR
Click **Copy and Initiate** to copy details of Collection, and initiate a new Collection. The **Initiate Collection** screen appears.
OR
Click **Back** to navigate back to previous screen.

View Export Collection – Instructions tab

Field Description

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 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.

17.3 <u>SWIFT Messages</u>

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

4. Click **SWIFT Messages** tab.
   The **SWIFT Messages** tab appears in the **View Export Collection** screen.
   OR
   Click **Back**.
   The **View Export Collection** screen appears.
   OR
   Click **Cancel** to cancel the transaction.

View Export Collection – 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 700, MT 707 etc.
Action	The action to be taken that is to download the SWIFT details.

5. 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.

6. Click the **Download** link against the SWIFT messages to download in selected format like PDF formats, if required.

17.3.1 SWIFT Messages Details
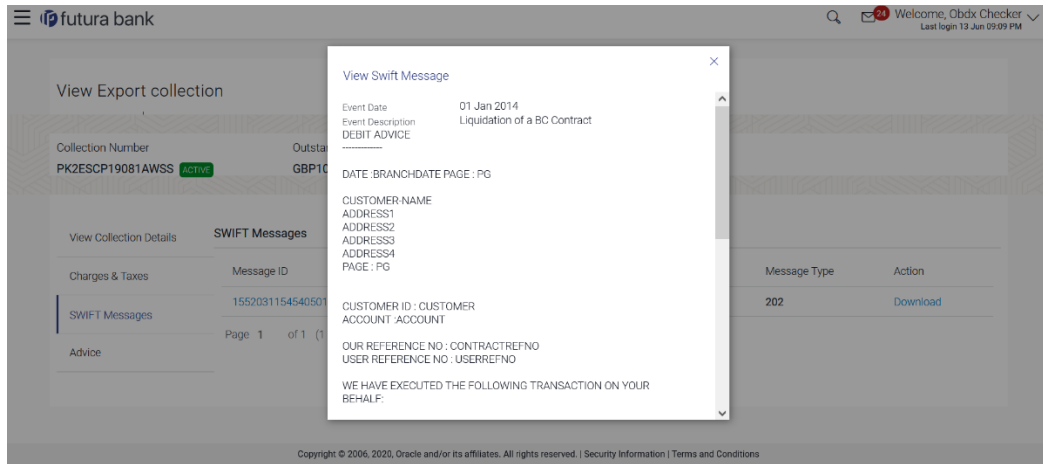
Field Description

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

a. Click **Download** link to download the SWIFT messages in selected format like PDF formats, if required.

b. Click ✕ to close the window.

17.4 Advices

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

6. Click **Advices** tab. The summary of all the Advices being exchanged.
OR
Click **Back**.
The **View Export Collection** screen appears.
OR
Click **Cancel** to cancel the transaction.

View Export Collection - 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.
Event Description	Displays the description of the event.
Action	The action to be taken that is to download the advice 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.

17.4.1 <u>Advices Details</u>

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 **Download** link to download the Advices in selected format like PDF formats, if required.

b. Click ✕ to close the window.

Home

18. View Inward Guarantee

Using this option, you can view existing 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 fulfil 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 Bank Guarantees (also called Inward 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 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
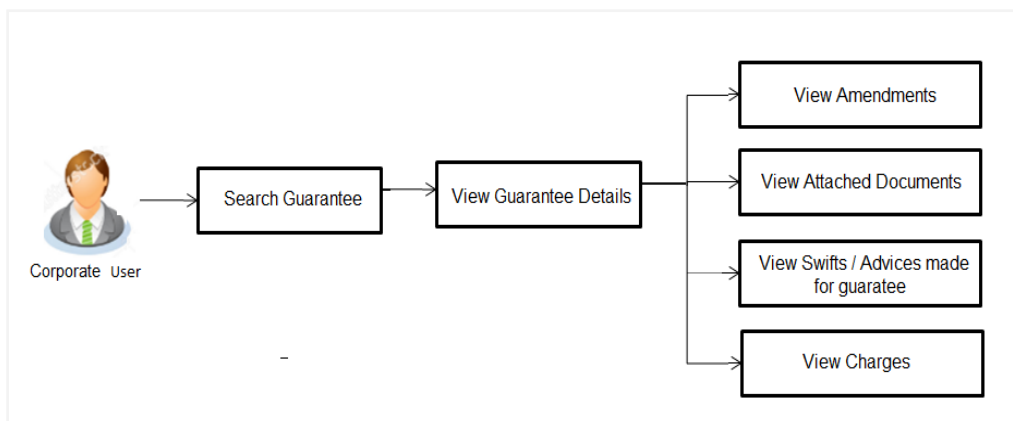
How to reach here:

Dashboard > Toggle menu > Trade Finance > Bank Guarantee > Inward Bank Guarantee > View Bank Guarantee

To view Inward guarantee:

1. The **View Inward Guarantee** screen appears.

2. Click 🔽 to filter based on the filter criteria. The Filter overlay screen appears.

View Inward Guarantee - Search

Field Description

Field Name	Description
Applicant Name	This is the name of corporate who has made the Inward guarantee in favour of Beneficiary.
Inward Guarantee Status	The current status of the Inward Guarantee. The options are: • Active • Hold • Cancelled • Reversed • Closed
Issuing Bank	The name of the bank that have issued the guarantee.
Issuing Bank Reference No.	The reference number of the issuing bank.
Undertaking Amount From	The start of the amount range used for searching the Inward Guarantee.
Undertaking Amount To	The end of the amount range used for searching the Inward Guarantee.
Issue Date	The issue date range of the Inward Guarantee.

Field Name	Description
Expiry Date	The date range in which the 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 No.** 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 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.

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View Inward Guarantee – Search Result

Field Description

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 No.	The reference number of the issuing bank.
Date Of Expiry	Displays the date on which the Guarantee will get expired.

Field Name	Description
Status	Displays the current status of the Inward Guarantee.
	The status could be:
	• Active
	• Hold
	• Cancelled
	• Reversed
	• Closed
Undertaking Amount	Displays the currency and amount of the Inward Guarantee application.
Outstanding Amount	Displays the undrawn amount of the Inward Guarantee.
Claims	Displays the amount utilized under the guarantee.

Claim

The below fields displayed when user clicks on **Claim** number below **Claim** column.

Field Name	Description
Claim Number	Displays the claim number.
Date	Displays the date of the claim.
Description	Displays the description about claim.
Amount	Displays the claim amount.

11. Click the required link in the **Guarantee Number** column.
    The **View Inward Guarantee** screen appears with the details of the selected Inward guarantee.
    By default, the **Inward Guarantee Details** tab appears.

12. Click **Inward Guarantee Details** tab.

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18.1 Inward Guarantee Details

View Inward Guarantee – Inward Guarantee Details

Field Description

Field Name	Description
Guarantee Number	The 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 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	
Issuing Bank	Displays the name of the issuing bank.
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.

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Field Name	Description
Advising Through Bank	Displays the advise through bank.
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.
Commitment Details	
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 interests, 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 Presentation Instruction	Displays the details of the document and presentation instructions present in the Outward Guarantee.

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Field Name	Description

Expiry and Extension Instructions

This section includes the expiry condition and extension applicable for the Inward Guarantee application.

Field Name	Description
Expiry Type	Displays the type of validity applicable to the 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 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 non-extension of automatic extension while creating Inward Guarantee.
Automatic Extension Final Expiry Date	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 Guarantee and for his information.

Delivery Details

This section includes the details of the delivery of the inward Guarantee.

Field Name	Description
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.
    OR
    Click the **View Claim**s link to view the guarantee claims.
    OR
    Click **Back**.
    The **View Inward Guarantee** screen appears.

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18.2 <u>Amendments</u>

This tab displays the amendments done for the Inward Guarantee.

16. Click **Amendments** tab to view amendment details for the Inward Guarantee.
The **Amendments** detail appears in the **View Inward Guarantee** screen.
OR
Click **Back**.
The **View Inward Guarantee** screen appears.

View Inward Bank Guarantee - Amendments tab

Field Description

Field Name	Description
Amendment Number	Displays the amendment number of the Inward Guarantee.
Issue Date	Displays the issue date of the Inward Guarantee.
Expiry Date	Displays the modified expiry date of the Inward Guarantee.
New Guarantee amount	Displays the modified amount of the Inward Guarantee.
Status	Displays the status of the Inward Guarantee.

17. Click the <u>**View**</u> link of the required amendment.
The **Issued Amendments** screen appears for the selected Inward Guarantee Amendment.
OR
Click **Back**.
The **View Inward Guarantee** screen appears.

18.2.1   View Amendment Details

This screen allows the user to view the details of the amendment done under selected Inward Bank Guarantee.

Amendments Details

18. Click **Compare with Previous Values** link in each section, to compare the old values with new one.
OR
Click **Back**.
The **View Inward Guarantee** screen appears.
OR
Click **View Charges** link in the **Bank Instructions** section to view the charge details.

18.3 Attached Documents

You can view the list of all documents uploaded by you.

19. Click **Attached Documents** tab to view the list of all documents uploaded The **Attached Documents** details appears in the **View Inward Guarantee** screen.
OR
Click **Back**.
The **View Inward Guarantee** screen appears.

18.3.1 View Attached Documents

View 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.

Field Name	Description
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.

20. Click the required link in the **Document ID** column to download the attached document.
    OR
    Click **Back**.
    The **View Inward Guarantee** screen appears.

18.4 <u>Charges</u>

This tab lists charges for the Inward Guarantee.

21. Click **Charges** tab to view list of commissions and charges for the Inward Bank.
    The **Charges** detail appears in the **View Inward Guarantee** screen.
    OR
    Click **Back**.
    The **View Inward Guarantee** screen appears.

View Inward Guarantee – Charges tab

Field Description

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.
Commissions	
Commission for	Displays the all commissions charged by bank.
Percentage	Displays the percentage of Guarantee amount charged as commission.
Amount	Displays the amount of commission.

18.5 <u>SWIFT Messages</u>

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.

22. Click **SWIFT Messages** tab.
    the summary of all the all SWIFT messages between both the parties appears.
    OR
    Click Back.
    The **View Inward Guarantee** screen appears.

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View Inward Guarantee – 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.

23. 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.

24. Click the **Download** link against the SWIFT messages to download in selected format like PDF formats, if required.

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18.5.1 SWIFT Message Details
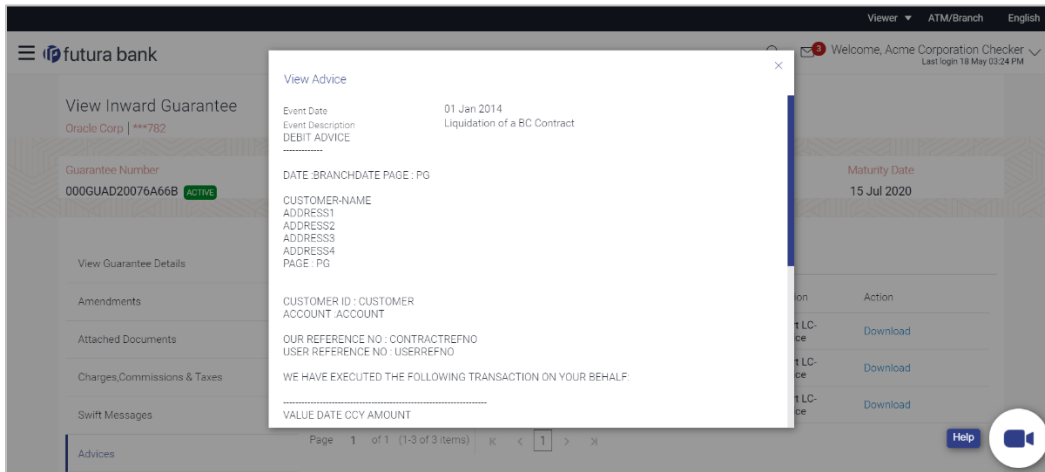
Field Description

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

a. Click ✕ to close the window.

18.6 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.

25. Click **Advices** tab. The summary of all the Advices being exchanged.
OR
Click **Back**.
The **View Inward Guarantee** screen appears.

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View Inward Guarantee - Advices Tab

Field Description

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

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.

27. Click the **Download** link against the advice to download in selected format like PDF formats, if required.

18.6.1 Advice Details
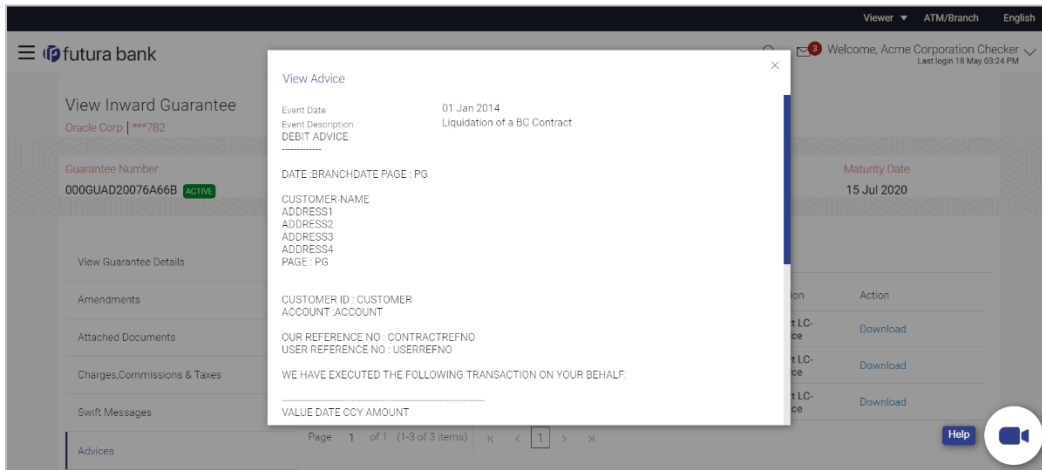
Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the event.
Description	The details of the advice.

a. Click ✕ to close the window.

28. Click **Back**.
The View Inward Guarantee screen appears.

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19. Guarantee Amendments Acceptance

User can search Guarantee Amendments done under guarantee.

How to reach here:

Dashboard > Toggle menu > Trade Finance > Bank Guarantee> Inward Bank Guarantee > Guarantee Amendment Acceptance

To search discrepancies in Inward Guarantee:

1. Select the **Guarantee Amendments** option.

2. Enter the search criteria, if required

3. Click **Search.**
   The **Guarantee Amendment 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.

Inward Guarantee Amendment - Customer Acceptance Search Result
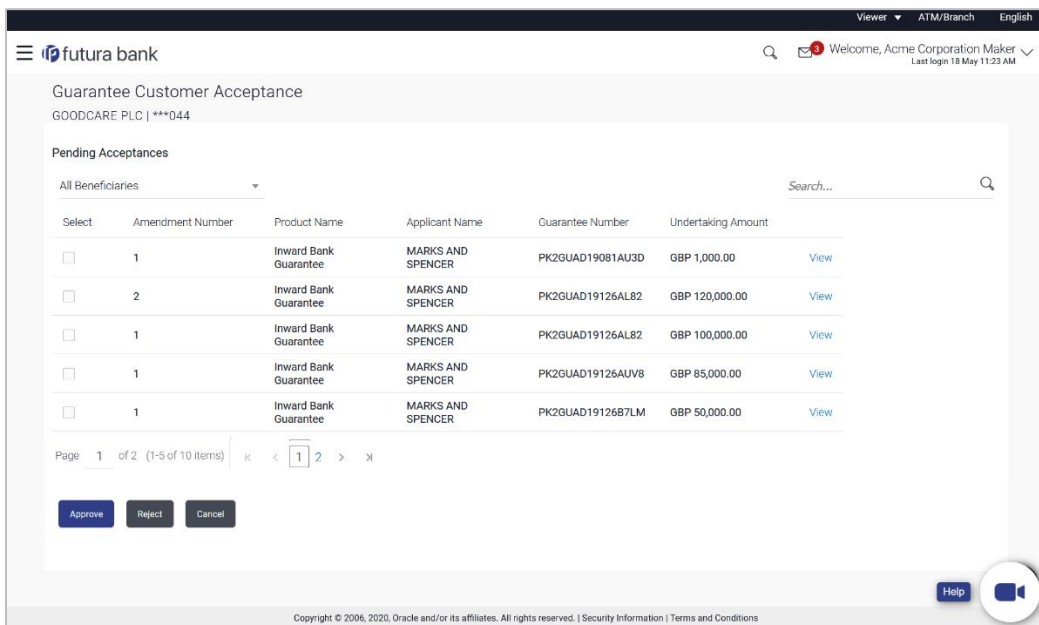
Field Description

Field Name	Description
Search	
All Beneficiaries	Select the specific beneficiary to filter the search result based on specific beneficiary.

Field Name	Description
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 Amount	The undertaking amount for the Inward Guarantee.

4. Select the required Amendment Number record.

5. 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.

6. 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.

7. The success message Guarantee Amendment Acceptance appears along with the reference number. Click **Go to Dashboard**, to navigate to the dashboard.

8. Click on the desired **View** link to View Guarantee Amendment details screen appear.

Guarantee Amendment Acceptance - Amendment Details

19.1 <u>Initiate customer acceptance for Guarantee Amendment</u>

Using this option, you can accept / reject amendments for Inward / Outward Guarantee.

Workflow
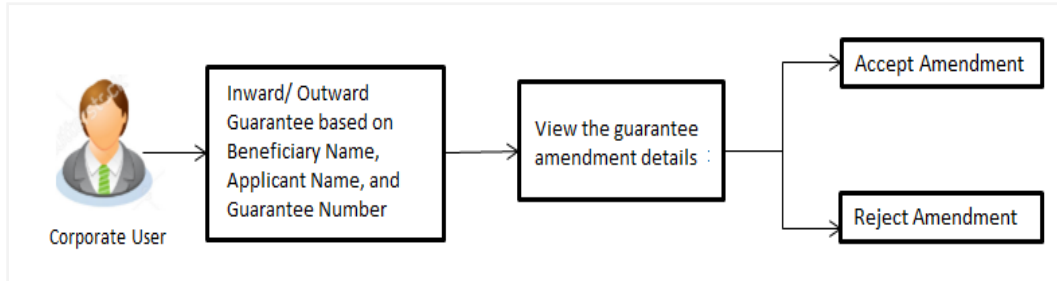
To initiate customer acceptance for Guarantee Amendment:

9. Enter the search criteria, if required.

10. Click **Search**.
   The **Guarantee Amendment Acceptance** screen appears with the search result.

11. Click the required link in the **Amendment Number** column.
    The **Guarantee Amendment Acceptance** screen appears with the amendment details.

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Guarantee Amendment Acceptance - Amendment Details

12. Click **Accept** to accept the amendment.
OR
Click **Reject** to reject the amendment.

OR
Click **Back**. The **Guarantee Amendment Acceptance** screen with search result appears.
OR
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

13. The success message Guarantee Amendment Acceptance appears along with the reference number.

14. Click **Go to Dashboard**, to navigate to the dashboard.

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20. Claims

This option allows the user to lodge a claim on received Bank Guarantee from OBDX. User can search the 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 Id and login credentials in place

 How to reach here:

Dashboard > Toggle menu > Trade Finance > Bank Guarantee > Inward Bank Guarantee > Lodge Claim > Claims

20.1 <u>Search Claims</u>

 User can search the bank guarantee against which he wants to lodge a claim.

To search a bank guarantee:

1. Navigate to **Claims** screen

Claims - Guarantee   Search

Field Description

Field Name	Description
Guarantee Number	The guarantee number of the guarantee against which the user can lodge a claim.

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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.

2. 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.

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Claims - Guarantee   Search Results

Field Description

Field Name	Description
Search Result	
Guarantee Number	The guarantee number of the 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 guarantee.
Issue Date	The date on which the guarantee issued.
Expiry Date	The expiry date of the guarantee.
Guarantee Status	The status of the issued guarantee.

Field Name	Description
Undertaking Amount	The undertaking amount along with the currency for which the guarantee is issued.
Outstanding Amount	The outstanding amount along with the currency of the issued guarantee.
Claim	The claimed amount.

3. Click the **Guarantee Number** link to view the guarantee claim details. The Claims detail screen appears.

20.2 <u>Claims - Detail</u>

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:

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Claims – Detail

Field Description

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.
Beneficiary Name	The name of the beneficiary of the guarantee to be claimed.
Outstanding Amount	The outstanding amount along with the currency of the guarantee.
Lodgement Date	The date on which the claim was lodged. This field appears if the user click on **More Information** link.
Expiry Type	The type of validity of guarantee. This field appears if the user click on **More Information** link.
Expiry Date	The expiry date of the guarantee. This field appears if the user click on **More Information** link.
Demand Indicator	Displays the details of whether the multiple or partial demands are permissible while initiating Guarantee claim. This field appears if the user click on **More Information** 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 Guarantee. This field appears, if you select **Pay or Extend** option in the **Demand Type** 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.

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Field Name	Description
Demand Statement	The demand statement.
Presentation Completion Details	The details of presentation completion. Applicable only if demand statement is provided.
Sender To Receiver Information	The additional information for the receiver.
Remarks	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 **Remarks** 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 **Terms and Conditions** check box to accept the Terms and Conditions.

16. Click **Preview Draft Copy** to have a preview of draft.

17. Click **Submit**. The transaction is saved and the **Claims – Review** screen appears.
OR
Click **Back** to go back to previous screen.
OR
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

18. 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.

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

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21. Initiate 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.

Note: These Guarantee screens are as per SWIFT 2020 and assuming bank is working with same guidelines.

Pre-Requisites

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

Workflow
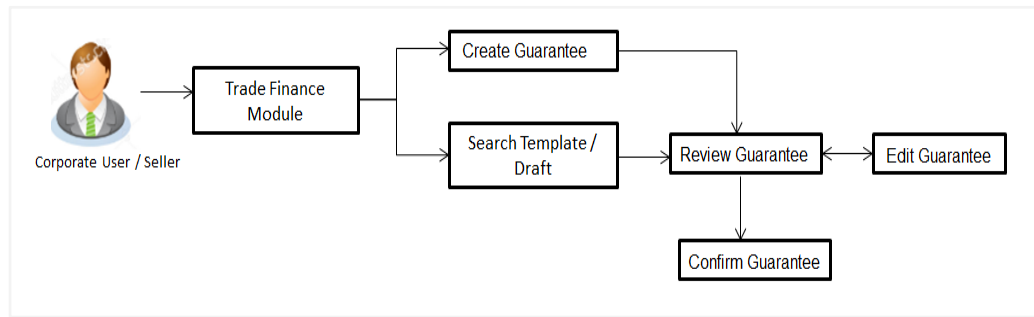
User has three options to initiate Collection

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 Bank Guarantee
OR
Dashboard > Trade Finance > Overview > Quick Links > Apply Outward Guarantee

21.1 Search 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 Guarantee template:

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1. In the **Search** field, enter the template name.

2. Click 🔍 . The saved guarantee templates appears based on search criteria.

Guarantee Template - Search Result
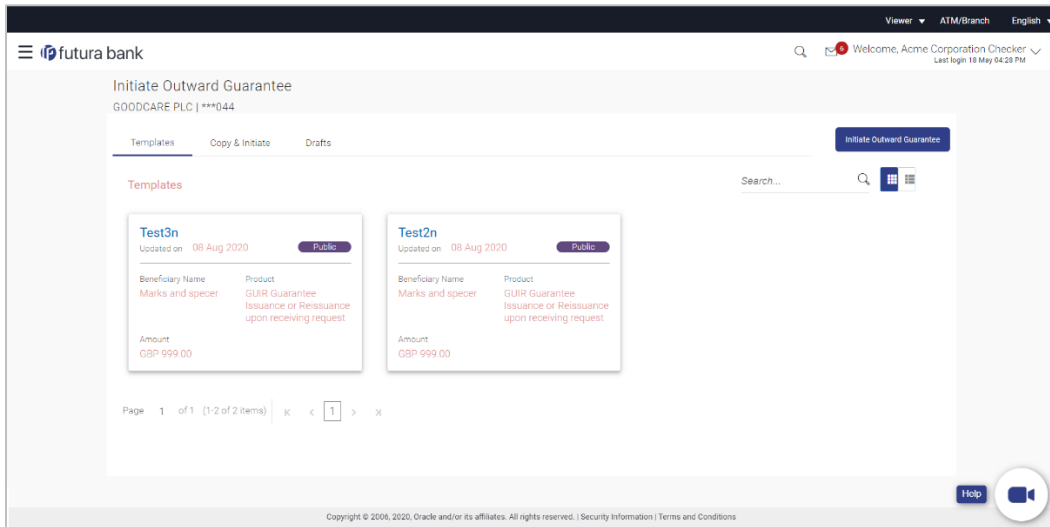
Field Description

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 Outward Guarantee.
Product	Product for the given Bank Guarantee.
Amount	The currency and amount of the Outward Guarantee application.

3. Click **Initiate Outward Guarantee**. The **Initiate Outward Guarantee** screen appears.
   OR
   Click **Cancel** to cancel the transaction, The **Dashboard** appears.
   OR
   Click ▦ or ☰ to view the initiate Outward Guarantee template as Summarized or Tabular view.

21.2 <u>Copy and Initiate Outward Guarantee</u>

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:

1. In the **Search** field, enter the Bank Guarantee with its reference number.

2. Click 🔍 . The saved Outward Guarantee appears based on search criteria.
   OR
   Click **Clear** to reset the data entered.
   OR
   Click **Cancel** to cancel the transaction.

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Initiate Outward Guarantee - Search Result

Field Description

Field Name	Description
Bank Guarantee Number	The existing Outward Guarantee reference number which needs to be copied and similar one initiated.
Applicant Name	The name of the applicant party of the Outward Guarantee.
Beneficiary Name	The name of the beneficiary of the Outward Guarantee.
Issue Date Range (From To)	The start and end date of the issuance of Outward Guarantee.
Undertaking Amount Range (From To)	The currency and the undertaking amount range of the Outward Guarantee application that are to be searched.

Field Name	Description
Expiry Date Range (From To)	The expiry start and end date of the Outward Guarantee that are to be searched. This field appears, if you click the **More Search Options** link.
Status	The status of the Outward Guarantee application. This field appears, if you click the **More Search Options** link.
Search Result	
Reference Number	The existing Outward Guarantee reference number to be copy and initiate. Click on the link to view the details of Outward Guarantee initiated.
Applicant Name	The name of the applicant party of the Outward Guarantee.
Beneficiary Name	The name of the beneficiary of the Outward Guarantee.
Amount	The currency and amount of the Outward Guarantee application.
Expiry Date	The expiry date of the Outward Guarantee.
Issue Date	The start and end date of the issuance of Outward Guarantee.
Status	The status of the Outward Guarantee application.

3. Click on the desired Outward Guarantee reference number whose details to be copied. The **Initiate Outward Guarantee** screen appears.

4. Do the desired changes and, click **Initiate Outward Guarantee** to create new Outward Guarantee.

21.3 <u>Search Guarantee Drafts</u>

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 Guarantee draft:

5. In the **Search** field, enter the draft name.

6. Click $\boxed{Q}$. The saved guarantee draft appears based on search criteria.

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Guarantee Draft - Search Result
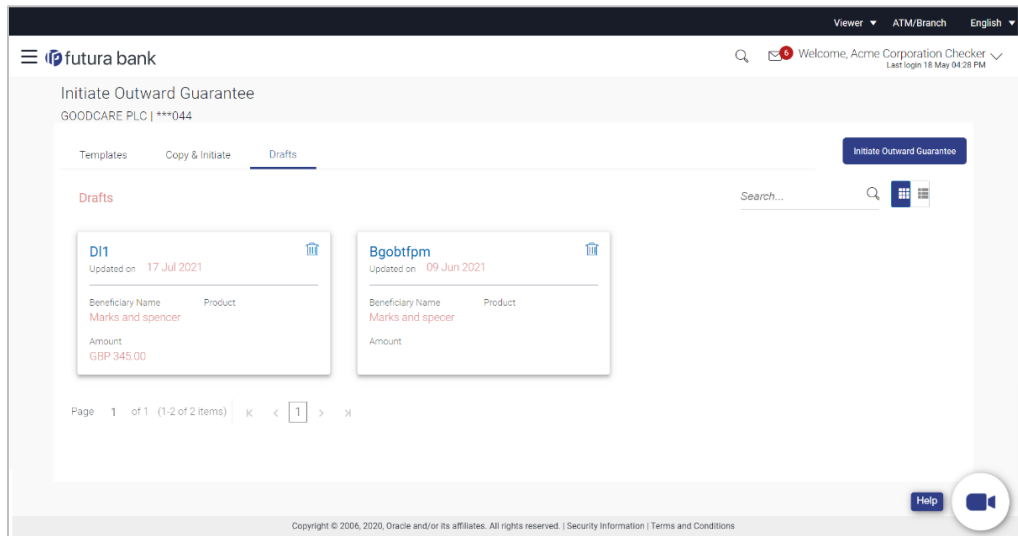
Field Description

Field Name	Description
Search Result	
Name	The name of the Guarantee application saved as draft.
Beneficiary Name	The name of the beneficiary of the Outward Guarantee.
Updated On	The latest updated date of the template.
Product	Product for the given Bank Guarantee.
Amount	The currency and amount of the Outward Guarantee application.
Actions	Click the delete icon 🗑 to delete the record.

7. Select and click the Outward Guarantee draft card whose details you want to view.
   OR
   In the **Search** field, enter the name of the specific Outward Guarantee draft whose details you want to view.
   The specific Letter of Credit draft detail record appears.
   OR
   Click **Initiate Outward Guarantee**. The **Initiate Outward Guarantee** screen appears.
   OR

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

   Click 🗑 to delete the initiate LC draft card.

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

21.4 <u>Initiate an Outward Guarantee</u>

Using this option, you can initiate an Outward Guarantee in the application.

To initiate Bank Guarantee application:

1. Click **Initiate Outward Guarantee** on **Initiate Outward Guarantee** screen.

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Outward Guarantee Details

Field Description

Field Name	Description
Party Name	The name of the applicant is displayed.
Party ID	The party Id of the customer which has access to creating guarantee.

Field Name	Description
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.
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.
Beneficiary Details	Indicates beneficiary party type. The options are: • Existing • New

Field Name	Description
Beneficiary Name	The name of beneficiary party.
	This field allows you to enter the beneficiary name, if you select **New** option from **Beneficiary Details** field.
	This field allows you to select the beneficiary name, if you select **Existing** option from **Beneficiary Details** field.
Address	The address of beneficiary party.
	This field is enabled only if the **New** option is selected in the **Beneficiary Type** field.
Country	The country of beneficiary party.
	This field is enabled only if the **New** option is selected in the **Beneficiary Type** 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 **SWIFT Code** option is selected in the **Advising Bank** 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.
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.

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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 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.
Address	The address of Advising Bank. This field is enabled if the **Bank Address** option is selected in the **Advising Through Bank** 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. 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.

9. 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.

10. In the **Advising Through Bank** field, select the appropriate option.

11. 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.

12. Click **Next** or click the **Commitment** Details tab.
The Commitment Details 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 section.)
OR
Click **Back** to go back to previous screen.
OR
Click **Cancel** to cancel the transaction.

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21.4.1 Initiate Outward Guarantee - Commitment Details tab

This tab includes the commitment details of the Outward Guarantee application.

Initiate Outward Guarantee - Commitment Details tab

Field Description

Field Name	Description
Contract Reference No.	The beneficiary's reference number for the Outward Guarantee contract.

Field Name	Description
Undertaking Amount	The amount for which the Outward Guarantee was created along with the currency.
	The amount equivalent to the local currency is displayed.
Additional Amount Information	The details of the obligator/ Concerning party for the Outward Guarantee, and information for the undertaking such as interests, tolerances.
	+/- Tolerances to be specified as 2n/2n format.
Effective Date	The effective date of the Outward Guarantee.
Transfer Indicator	The toggle button to define whether transfer of the instrument is permissible for the Outward Guarantee.
Transfer Conditions	The details of the transfer values under the Outward Guarantee.
	This field is enabled only if the **Transfer Indicator** 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 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 Outward Guarantee or not.
	The options available for selection are:
	• NMLT Multiple demands not permitted
	• NMPT Multiple and partial demands not permitted
	• NPRT Partial demands not permitted

13. In the **Contract Reference No.** field, enter the beneficiary's reference number for the Outward Guarantee contract.

14. In the **Undertaking Amount** field, select the currency and enter the amount for the Outward Guarantee application.

15. In the **Additional Amount Information** field, enter the details of additional information for the undertaking such as interests, tolerances.

16. In the **Effective Date** field, select the effective date of the Outward Guarantee.

17. Click the **Transfer Indicator** toggle button to decide whether the undertaking is transferrable or not.

If **Transfer Indicator** is "**Yes**";

    i.   In the **Transfer Condition** field, enter the details of the transfer values under the Outward Guarantee.

18. In the **Underlying Transaction Details** field, enter the details of the underlying business transactions for which undertaking is issued.

19. In the **Charges** field, enter the details of the charges, and who will bear it for the Outward Guarantee.

20. 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.

21. From the **Demand Indicator** list, select the permissible demands for initiating Outward Guarantee.

22. 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.

21.4.2 Initiate Outward Guarantee - Presentation Documents and Undertaking Terms and Conditions tab

This tab includes the documents and undertaking terms and conditions present in the Outward Guarantee application.

Initiate Outward Guarantee - Presentation Documents and Undertaking Terms and Conditions tab

Field Description

Field Name	Description
Undertaking Terms and Condition	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 Presentation Instruction	The details of the document and presentation instructions present in the Outward Guarantee. Please provide the presentation instructions (for example, form and/or place of presentation) including documents required to make a complying demand.

23. 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

24. In the **Document and Presentation Instruction** field, enter details of the document and presentation instructions present in the Outward Guarantee.

25. Click **Next** or click the **Expiry and Extension Instructions** tab.
    The **Expiry and Extension Instruction** tab appears in the **Initiate Outward Guarantee** screen.
    OR
    Click **Back** to go back to previous screen.
    OR
    Click **Cancel** to cancel the transaction.

21.4.3 <u>Initiate Outward Guarantee – Instructions tab</u>

This tab includes the expiry condition and extension applicable for the Outward Guarantee application.

Initiate Outward Guarantee – Instructions tab

Field Description

Field Name	Description
Expiry Type	The type of validity applicable to the Outward Guarantee. The options are: - Fixed - Conditional - Open
Expiry Condition	The expiry condition for the Outward Guarantee. This field is enabled only if **Conditional** option selected in the **Expiry Type** list.
Guarantee Expiry Date	The date after which 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.

Below Automatic Extension related fields appear, if **Fixed** or **Conditional** option is selected in the **Expiry Type** field.

Field Name	Description
Automatic Extension Period	The period after which automatic extension is given to the Outward Guarantee. The options are: - Days - One Year - Other
Automatic Extension Details	The details of the automatic extension of the Outward Guarantee. This field is enabled to fill details only if the **Other** option is selected in the **Automatic Extension Period** list. And if **Days** option is selected the number of days can be entered.
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 Outward Guarantee.
Automatic Extension Final Expiry Date	The date after which validity of automatic extension to the Outward Guarantee expires.

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Field Name	Description
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.

26. From the **Expiry Type** list, select the type of expiry applicable to the Outward Guarantee.

27. If Expiry **Type** is **Conditional**;

    i. In the **Expiry Condition** field, enter the expiry conditions for the Outward Guarantee.

28. From the **Closure Date** list, select the date of closure for the Outward Guarantee.

29. From the **Guarantee Expiry Date** list, select the expiry date for the Outward Guarantee.

30. 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 Outward Guarantee.

    b. If the **Automatics Extension Period** is selected as **Other**;

        ii. In the **Automatics Extension Details** field, enter the details of the automatic extension of the Outward Guarantee.

31. 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.

32. In the **Automatic Extension Notification Period** field, enter the period after which notification would be given for non-extension of automatic extension while creating Outward Guarantee.

33. From the **Automatic Extension Final Expiry Date** list, select the date after which automatic extension validity expires of the Outward Guarantee.

34. In the **Sender to Receiver Information** field, enter the additional information.

35. In the **Instructions to the Bank** field, enter additional instructions that you want to give to the Bank.

36. 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.

21.4.4 <u>Initiate Outward Guarantee – Delivery Details tab</u>

This tab includes the details of the delivery of the Outward Guarantee will be done.

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Initiate Outward Guarantee – Delivery Details tab

Field Description

Field Name	Description
Delivery Of Original Undertaking	The details of delivery of the original undertaking will be done.
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 **Beneficiary** option is selected in the **Delivery To/ Collection By** 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 **Other** option selected in the **Delivery To/ Collection By** field.

37. In the **Delivery Of Original Undertaking** field, enter the details of delivery of the original undertaking will be done.

38. In the **Delivery To/ Collection** by field, select the appropriate option to whom the delivery of undertaking is given.

a. If **Delivery To/ Collection By i**s **Other**;

   i. In the **Name & Address** field, enter the details of person whom undertaking delivery is to be given.

39. Click **Continue** or click the **Charges** tab.
    The **Charges** tab appears in the **Initiate Outward Guarantee** screen.
    OR
    Click **Back** to go back to previous screen.
    OR
    Click **Cancel** to cancel the transaction.

21.4.5 <u>Initiate Outward Guarantee – Charges Tab</u>

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

Charges, Commissions and Taxes

Field Description

Field Name	Description
Applicant Account for Charges	The applicant charge account.
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.
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.

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Field Name	Description
Transaction Date	Displays the date on which the transaction is done.
Amount	The commission amount.
Equivalent Amount	The equivalent commission amount.

40. 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

21.4.6 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.
🗑	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 **Yes** option is selected in Save as Template.
Template Name	The name using which template is stored and can be used in future.

41. Click **Drag and Drop** to browse and select the required document present on your computer.
    The **Attach Document** popup window appears.

42. Select the required document present on your computer to upload.

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

    c. 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.

43. Select the **Terms and Conditions** check box to accept the Terms and Conditions.

44. Click **Preview Draft Copy** to have a preview of draft.

45. Select the **Terms and Conditions** checkbox to accept the Terms and Conditions.

46. 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.

47. 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.
    OR
    Click **Cancel** to cancel the transaction, The **Dashboard** appears.

48. The success message initiation of Outward Guarantee appears along with the reference number. Click **OK** to complete the transaction.

21.5 <u>Save As Template</u>

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

Save As Template   ✕

The details filled will be saved as a template which can be accessed from Templates tab.
Template Type

○ Public   ● Private

Template Name

Samd11

[Save] [Cancel]

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.

21.6 <u>Save As Draft</u>

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.

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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

Save As Draft   ✕

The details filled will be saved as a draft which can be accessed from Drafts tab.
Draft Name

SAM434

[Save]   [Cancel]

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
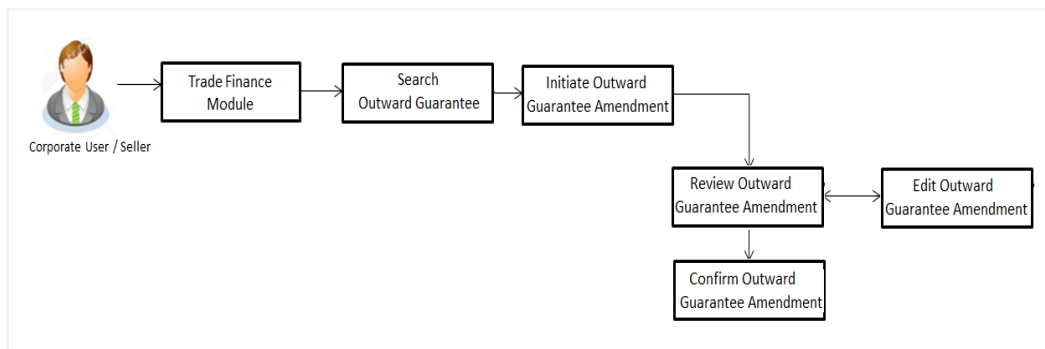   Click **Cancel** to cancel the transaction.

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22. Initiate Outward Guarantee Amend

Using this option, you can apply for amendment of an existing 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 Bank Guarantee

22.1 Search 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 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.

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Initiate Outward Guarantee Amendment - Search Result

Field Description

Field Name	Description
Search	
Search By	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.

3. Click on the desired **Guarantee Number** for whom amendments are to be made. The Initiate Outward Guarantee Amendment screen appears.

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

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.

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23. View Outward Guarantee

Using this option, you can view existing 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 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 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
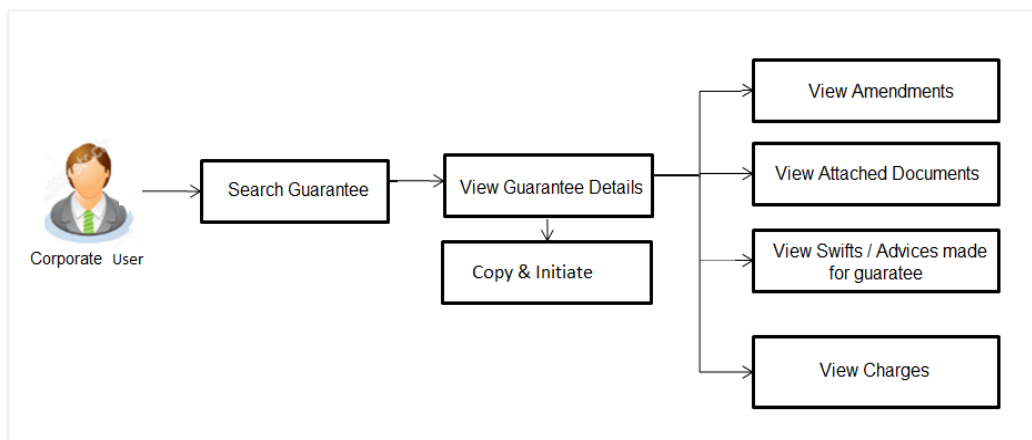
 How to reach here:

Dashboard > Toggle menu > Trade Finance > Bank Guarantee > Outward Bank Guarantee > View Bank Guarantee

To view Outward Guarantee:

1. The **View Outward Guarantee** screen appears.

2. Click [filter icon] 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 • Closed
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 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 Outward Guarantee – Search Result

Field Description

Field Name	Description
Guarantee Number	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.
Outstanding Amount	Displays the undrawn amount of the Outward Guarantee.

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.

6. 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.

23.1 Outward Guarantee Details

1. The **View Outward Guarantee Details** screen appears.
    OR
    Click **Copy and Initiate** to copy details of Outward Guarantee, and initiate a new Outward Guarantee. The **Initiate Outward Guarantee** screen appears.
    OR
    Click **back** to navigate back to previous screen.

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View Outward Guarantee – Outward Guarantee Details

Field Description

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 Outward Guarantee number.
Product	Displays the product type as coming from Host.
Contract Amount	The contract amount of the Outward Guarantee.
Maturity Date	The maturity date of the 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.
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	
SWIFT Code	Displays the SWIFT code of Advising Bank.

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Field Name	Description
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 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 interests, tolerances. +/- Tolerances to be specified as 2n/2n format.
Effective Date	Displays the effective date of the Outward Guarantee
Transfer Indicator	Displays the whether the multiple or partial demands are permissible for the Outward Guarantee.
Transfer Conditions	The details of the transfer values under the Outward Guarantee. This field is visible only if the **Transfer Indicator** is opted.
Charges	Displays the details charges, and who will bear it for the 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.
Demand indicator	Displays the details of whether the multiple or partial demands are permissible while initiating Outward Guarantee or not.

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Field Name	Description

Presentation Documents And Undertaking Terms and Conditions

This tab includes the presentation documents and undertaking terms and conditions present in the Outward Guarantee 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 Outward Guarantee.

Expiry & Extension Instructions

This tab includes the expiry condition and extension applicable for the Outward Guarantee application.

Expiry Type	Displays the type of validity applicable to the Outward Guarantee. The options are: - COND Expiry condition (including option for specified date of expiry). - FIXD Specified date of expiry (either with or without automatic extension). - OPEN No specified date of expiry.
Guarantee Expiry Date	Displays the date after which Outward Guarantee will expire.
Expiry Condition	The expiry condition for the Outward Guarantee. This field is enabled only if **Conditional** option selected in the **Expiry Type** list.
Guarantee Expiry Date	The date after which Outward Guarantee will expire.
Closure Date	Displays the closing date of the Outward Guarantee. The closure date must be after expiry date of the Outward Guarantee.
Automatic Extension Period	Displays the period after which automatic extension is given to the Outward Guarantee.
Automatic Extension Details	Displays of the automatic extension of the Outward Guarantee. This field appears only if the **Other** option is selected in the **Automatic Extension Period** list. And if **Days** option is selected the number of days can be seen.

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Field Name	Description
Automatic Extension Non-Extension Notification	Displays the notification given for non-extension of automatic extension while creating Outward Guarantee.
Automatic Extension Notification Period	Displays the period after which notification given for non-extension of automatic extension while creating Outward Guarantee.
Automatic Extension Final Expiry Date	Displays the date after which validity of automatic extension to the Outward Guarantee expires.
Delivery Details	
This tab includes the details of the delivery of the 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 Outward Guarantee, and initiate a new Outward Guarantee. The **Initiate Outward Guarantee** screen appears.
OR
Click **Initiate Amendmen**t to go to the **Initiate Outward Guarantee** transaction.
OR
Click **Back** to navigate back to previous screen.

23.2 <u>Amendments</u>

This tab displays the amendments done for the 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 Outward Guarantee** screen.
OR
Click **Back**.
The **View Outward Guarantee** screen appears.
OR
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

23.2.1 <u>Initiate Amendment</u>

For more information on Initiate Outward Guarantee Amendment, refer **Initiate Outward Guarantee Amendment** transaction.

23.2.2 <u>View Amendment</u>

This tab displays the amendments done to the guarantee.

View Outward Bank Guarantee - Amendments tab

Field Description

Field Name	Description
Amendment Number	Displays the amendment number of the Outward Guarantee.
	Displays the link to view details of the Outward Guarantee amendment.
Issue Date	Displays the issue date of the Outward Guarantee.
Expiry Date	Displays the modified expiry date of the Outward Guarantee, if changed.
New Guarantee amount	Displays the modified amount of the Outward Guarantee, if changed.
Status	Displays the statusof the Outward Guarantee.

4. Click the **View** link.
   The **Outward Guarantee Amendment** screen appears for the selected Outward Guarantee amendment.
   OR
   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 Amendmen**t to go to the **Initiate Outward Guarantee** transaction.
   OR
   Click **Back** to navigate back to previous screen.

23.2.3 View Amendment Details

This screen allows the user to view the details of the amendment done under selected Outward Bank Guarantee.

Amendments Details

5. Click **Compare with Previous Values** link in each section, to compare the old values with new one.
    OR
    Click **Back**.
    The **View Inward Guarantee** screen appears.
    OR
    Click **View Charges** link in the **Bank Instructions** section to view the charge details.

23.3 Attached Documents

You can view the list of all documents uploaded by you.

6. Click **Attached Documents** tab to view the list of all documents uploaded The **Attached Documents** detail appears in the View Outward Guarantee screen.
    OR
    Click **Back**.
    The **View Outward Guarantee** screen appears.
    OR
    Click **Cancel** to cancel the transaction, The **Dashboard** appears.

23.3.1 View Attached Documents

View Outward Guarantee – Attached Documents tab

Field Description

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

Field Name	Description
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.
Remarks	Displays the notes added, if any, for attaching the document.

7. Click the required link in the **Document ID** column to download the attach document.
   OR
   Click **Back**.
   The **View Outward Guarantee** screen appears.
   OR
   Click **Cancel** to cancel the transaction, The **Dashboard** appears.

23.4 <u>Charges, Commissions and Taxes</u>

This tab lists charges, commissions and taxes levied for the Outward Guarantee.

8. 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 Outward Guarantee** screen.
   OR
   Click **Back**.
   The **View Outward Guarantee** screen appears.
   OR
   Click **Cancel** to cancel the transaction, The **Dashboard** appears.

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View Outward Guarantee – Charges, Commissions and Taxes tab

Field Description

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	
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.

Field Name	Description
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.

23.5 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 Outward Guarantee.

9. Click **SWIFT Messages** tab.
The summary of all the all SWIFT messages between both the parties appears.
OR
Click **Back**.
The **View Outward Guarantee** screen appears.
OR
Click **Cancel** to cancel the transaction.

View Outward Guarantee – 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 MT760, MT767 etc
Action	The action to be taken that is to download the SWIFT details.

10. 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.

11. Click the **Download** link against the SWIFT messages to download in selected format like PDF formats, if required.

23.5.1 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.

a. Click ⊠ to close the window.

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

23.6 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.

12. Click **Advices** tab. The summary of all the Advices being exchanged.
OR
Click **Back**.
The **View Outward Guarantee** screen appears.
OR
Click **Cancel** to cancel the transaction.

View Outward Guarantee - Advices Tab

Field Description

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

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

13. 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.

14. Click the **Download** link against the advice to download in selected format like PDF formats, if required.

23.6.1 Advice Details
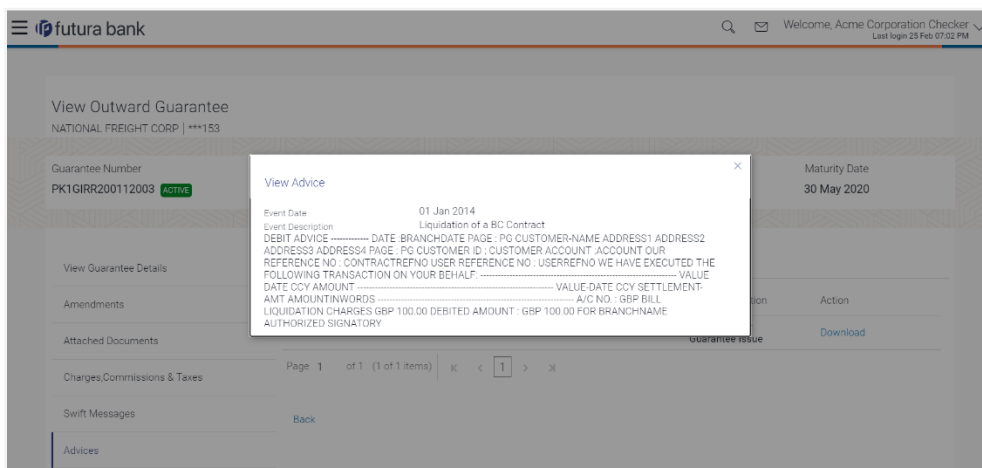
Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the event.
Description	The details of the advice.

b. Click ☒ to close the window.

15. Click **Back**.
    The **View Outward Guarantee** screen appears.
    OR
    Click **Cancel** to cancel the transaction.

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24. Initiate 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
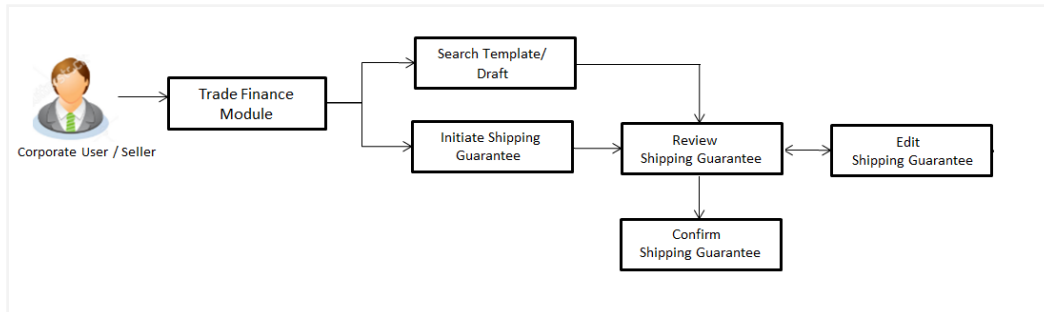
How to reach here:

Dashboard > Toggle menu > Trade Finance > Shipping Guarantee > Initiate Shipping Guarantee
OR
Dashboard > Toggle menu > Trade Finance > Letter of Credit > Import Letter of Credit > View Letter of Credit
OR
Dashboard > Trade Finance > Overview > Quick Links > Raise Shipping Guarantee

24.1 Search 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 shipping guarantee template:

1. In the **Search** field, enter the template name.

2. Click 🔍 . The saved Collection a templates appears based on search criteria.

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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.
Beneficiary	The beneficiary name against whom shipping guarantee is to be created.
Product	The Export Collection product.
Created by	The name of the maker who created the template.
Last Updated	The last updated date of the template.
Access Type	The type of access granted to template whether it is public or private.

3. Click **Cancel** to cancel the transaction.
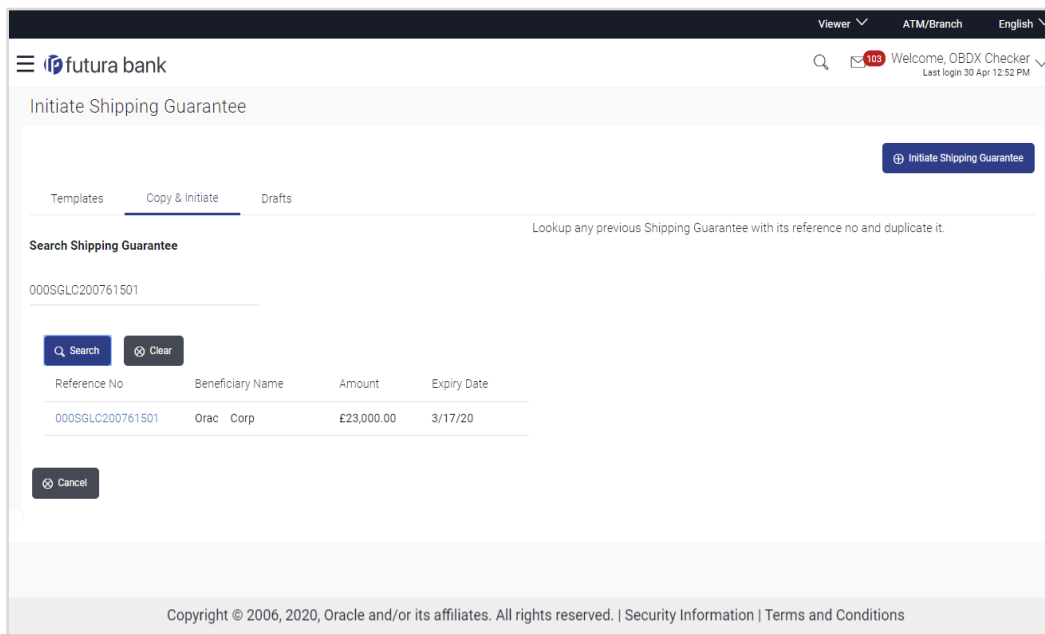
24.2 Copy and Initiate Shipping Guarantee

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 shipping guarantee:

1. In the **Search** field, enter the Shipping Guarantee with its reference number.

2. Click 🔍 . The saved shipping guarantee appears based on search criteria.
   OR
   Click **Clear** to reset the data entered.
   OR
   Click **Cancel** to cancel the transaction.

Initiate Shipping Guarantee - Search Result

Field Description

Field Name	Description
Shipping Guarantee Reference Number	The existing guarantee reference number which needs to be copied and similar one initiated.
Search Result	
Reference Number	The existing guarantee reference number whose to be copy and initiate. Click on the link to view the details of guarantee initiated.

Field Name	Description
Beneficiary Name	The name of the beneficiary of the guarantee.
Amount	The currency and amount of the guarantee application.
Expiry Date	The expiry date of the guarantee.

3. Click on the desired guarantee reference number whose details to be copied. The **Initiate Shipping Guarantee** screen appears.

4. Do the desired changes and, click **Initiate Shipping Guarantee** to create new guarantee.

24.3 Search Shipping Guarantee Drafts
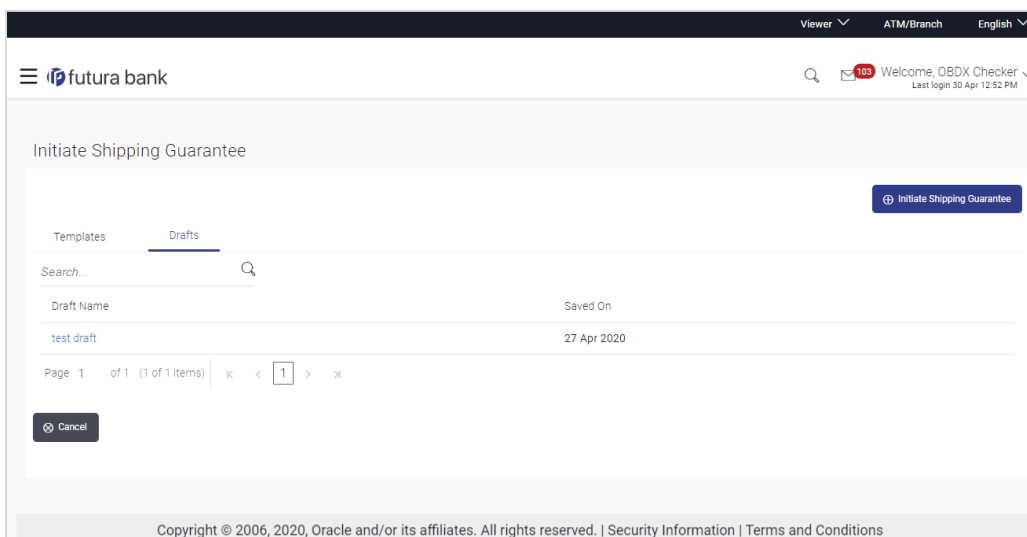
User can save shipping guarantee application as a Draft so that it can be used if required in future. User can search the saved shipping guarantee draft using Draft Name.

Note: Shipping Guarantee Application saved as Draft can be re used any number of times for Shipping Guarantee Initiation.

To search the shipping guarantee draft:

1. In the Search field, enter the draft name.

2. Click ⌕. The saved Collection a drafts appears based on search criteria.

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.

24.4 Initiate a Shipping Guarantee

Using this option, you can initiate a shipping guarantee in the application. To initiate a Collection in the application, you must enter details such as your LC linkage, Shipping Guarantee Details, Shipment Details, Instructions, and Attachments etc.

To initiate shipping guarantee:

1. Click Initiate Shipping Guarantee on Initiate Shipping Guarantee screen.

Initiate Shipping Guarantee
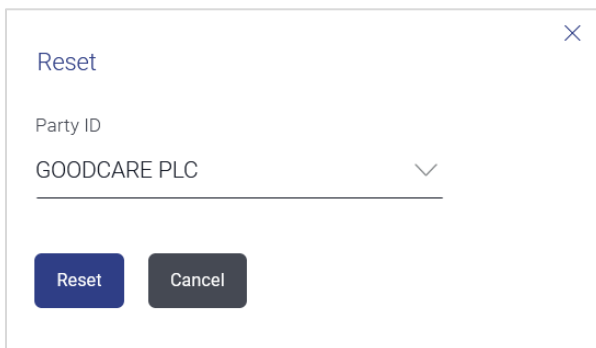
Field Description

Field Name	Description
Issue Under	Indicates whether the shipping is initiated under LC or Collection. The options are: • LC • Collection
Lookup LC Reference No.	Indicates option to select the LC reference number. This field appears if you select **LC** option in the **Issue Under** filed.

Advanced Lookup

Below fields appear if you click Advanced lookup link.

Field Name	Description
Applicant Name	The name of the applicant.
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.

Field Name	Description
LC Number	The searched LC reference number.
Beneficiary Name	The name of the beneficiary.
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.
Outstanding Amount	This field specifies any outstanding amount available along with the currency.

Field Name	Description

Applicant Details

Below applicant related fields appear if you select **Collection** option in the **Issue Under** filed.

Applicant Details

Applicant Name	The name of applying party.
Address	The address of applying party.
Country	The country of applying party.

Beneficiary Details

Beneficiary Type	Indicates beneficiary party type.
	The options are:
	• Existing
	• New
Beneficiary Name	The name of beneficiary party.
	This field is allow the user to select the beneficiary, if the **Existing** option is selected in the **Beneficiary Type** field.
	This field allows the user to enter the beneficiary, if **New** option is selected in the **Beneficiary Type** field.
Address	The address of beneficiary party.
	This field is enabled and allows the user to enter the address, if **New** option is selected in the **Beneficiary Type** field.
	This field is read-only, if the **Existing** option is selected in the **Beneficiary Type** field.
Country	The country of beneficiary party.
	This field is enabled and allows the user to select the country, if **New** option is selected in the **Beneficiary Type** field.
	This field is read-only, if the **Existing** option is selected in the **Beneficiary Type** 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.

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Field Name	Description
Shipping Guarantee Amount	The shipping guarantee amount along with the currency.

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**,

      i. 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.

   a. From the **Party ID** list, select the appropriate party Id.

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b. 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** field, enter the name of beneficiary party.

        ii. In the **Address** field, enter the address of beneficiary party.

        iii. From the **Country** list, select the appropriate option.

5. From the **Select 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 **Continue** or click the **Goods and Shipment Details** tab.
The **Goods and Shipment Details** tab appears in the **Initiate Shipping Guarantee** screen.
OR
Click Save AsDraft, 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.

24.4.1 <u>Initiate Shipping Guarantee - Goods and Shipment Details tab</u>

This tab includes the shipment details of the Guarantee application.

Initiate Shipping Guarantee - Goods and Shipment Details tab

Field Description

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 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
Shipment From	The place of receipt from where shipment will be done.
Shipment To	The place of delivery of goods.
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 Goods & Services	
Sr No	Serial Number.
Goods	The type of good being shipped has to be chosen.
Description of Goods	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.

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Field Name	Description
Shipping Guarantee Details	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.

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.In the **Description of Goods & Services** section,

    a. In the **Goods** field, choose the desire good being shipped.

    b. In the **Description of Goods** field, enter the description of the goods traded under the Guarantee.

    c. In the **Quantity** field, enter the number of units of the goods traded under the Guarantee.

    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 🗑 to remove the already added goods.
       OR
       Click **Continue** to save the details entered and proceeds to next level of details.
       OR
       Click the **Charges, Commissions and Taxes** tab.

19. The **Charges, Commissions and Taxes** tab appears 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.)
    OR
    Click **Back** to go back to previous screen.
    OR
    Click **Cancel** to cancel the transaction. The **Dashboard** appears.

20. Click **Initiate Shipping Guarantee - Instructions** tab.

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24.4.2 Initiate Shipping Guarantee – Charges, Commissions and Taxes

Field Description

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.
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
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.

21. From the **Account No.** list, select the appropriate account number.

22. 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.)
OR
Click **Back** to go back to previous screen.
OR
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

24.4.3 <u>Initiate Shipping Guarantee - Instructions tab</u>

This tab includes the miscellaneous information such as Advising Bank, Instructions to the bank (not forming part of guarantee).

Initiate Shipping Guarantee - Instructions tab

Field Description

Field Name	Description
Instructions to the Bank (not forming part of Shipping Guarantee)	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.
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.

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 **Yes** option is selected in Save as Template.
Template Name	The name using which template is stored and can be used in future.

23. In the **Instructions to the Bank** field, enter the additional instructions that you want to give to the bank.

24. Click **Drag and Drop** Files to browse and select the required document present on your computer.
The **Attach Document** popup window appears.

25. Select the required document present on your computer to upload.

26. Click **Upload** to upload document. The Attach Documents tab appears along with list of attached documents.
 OR
Click **Delete** to delete all the attachments.

27. In the **Save as Template** field, select **Yes**, if you want to save the transaction as template.

    a. 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.

28. Select the I **accept Terms and Conditions** check box to accept the Terms and Conditions.

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

30. Click **Submit**. The transaction is saved and the Initiate Shipping Guarantee – Verify screen appears.
OR
Click **Back** to go back to previous screen.
OR
Click **Cancel** to cancel the transaction, The Dashboard appears.

31. The review screen appears. It displays all the 4 sections with their respective fields namely Shipping **Shipping Guarantee Details, Shipment Details, 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.

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

24.5 <u>Save As Template</u>

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 ⌄ , and then select Template option.

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Save as Template

Save As Template   ✕

The details filled will be saved as a template which can be accessed from Templates tab.
Template Type

○ Public   ● Private

Template Name

Samd11

[Save]   [Cancel]

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.

24.6 <u>Save As Draft</u>

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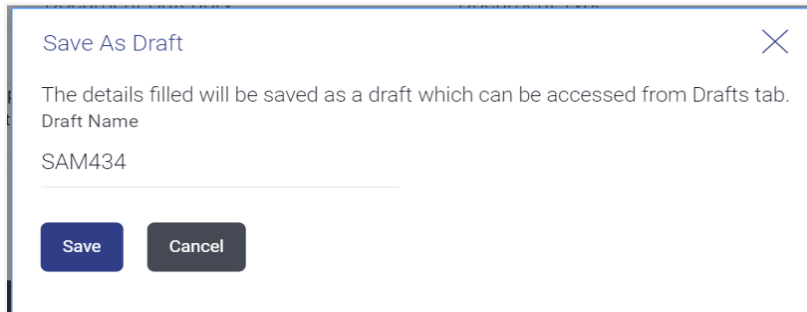
Note: User cannot save application with attached document as Draft.

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To save Shipping Guarantee application as draft:

1. Enter the required details in Shipping Guarantee application.

2. Click **Save As** and then select Draft option.

Save as Draft

Save As Draft ✕

The details filled will be saved as a draft which can be accessed from Drafts tab.
Draft Name

SAM434

Save   Cancel

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. 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.

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25. View shipping Guarantee

Using this option, you can view existing 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 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.

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
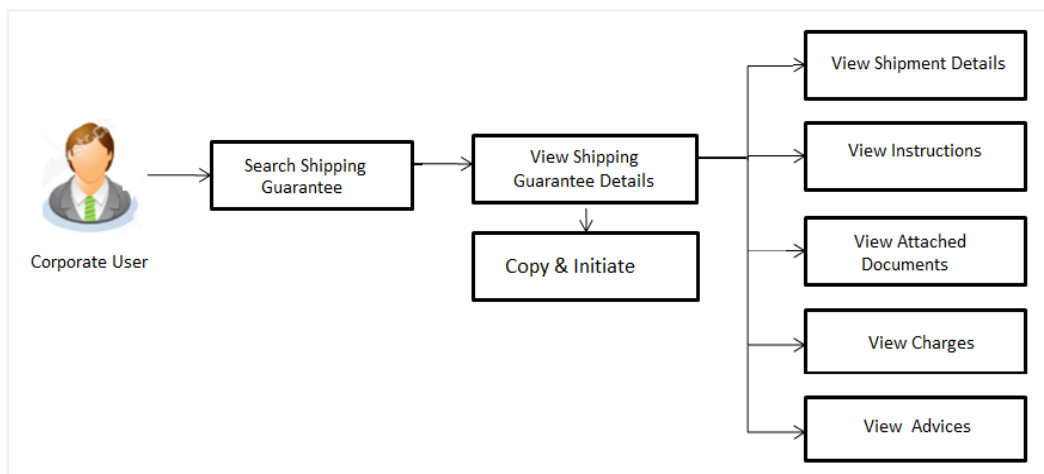
How to reach here:

Dashboard > Toggle menu > Trade Finance > Shipping Guarantee > View Shipping Guarantee

To view Shipping guarantee:

1. The **View Shipping Guarantee** screen appears.

2. Click ⛁ to filter based on the filter criteria. The **Filter** overlay screen appears.

View Shipping Guarantee - Search

Field Description

Field Name	Description
Shipping Guarantee Reference Number	The shipping guarantee number.
Beneficiary Name	The name of the beneficiary of the shipping guarantee.
Shipping Guarantee Status	The status of the shipping guarantee. The options are: • All • Active • Hold • Cancelled • Closed • Reversed
Shipping Guarantee Amount From - To	The shipping guarantee amount.

Field Name	Description
Expiry Date	The expiry date range of the guarantee.
LC Linkage	The LC is linked to guarantee or not.

3. Enter the search criteria.

4. Click **Search**.
   The **View Shipping Guarantee** screen appears with the search results.
   OR
   Click **Reset** to reset the search criteria.
   OR
   Click **Cancel** to cancel the transaction.

View Shipping Guarantee – Search Result

Field Description

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.

Field Name	Description
Beneficiary Name	Displays the name of the beneficiary of the shipping guarantee.
Linked LC Number	Displays the linked LC number if the shipping guarantee is attached to it.
Amount	Displays the amount of the shipping guarantee.
Status	Displays the status of the shipping guarantee.
Expiry Date	Displays the expiry date of the shipping guarantee.

5. Click on the desired record link in the **Shipping Guarantee Reference Number** column.
The **View Shipping Guarantee** screen appears with the details of the selected shipping guarantee.
By default, the **Shipping Guarantee Details** tab appears.

6. Click **Shipping Guarantee Details** tab.

25.1 <u>Shipping Guarantee Details</u>

7. The **View Shipping Guarantee Details** screen appears.
OR
Click **Copy and Initiate** to copy details of Shipping Guarantee, and initiate a new shipping guarantee. The **Initiate Shipping Guarantee** screen appears.
OR
Click **back** to navigate back to previous screen.

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View Shipping Guarantee – Shipping Guarantee Details

Field Description

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 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	

Field Name	Description
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 application date when Bill has been initiated.
Beneficiary Details	
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 & Shipment Details

This tab includes the 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.
Bill of Lading	Displays the bill of lading.

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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.	
Goods	Displays the type of good being shipped.
Description of Goods	Displays the description about the goods.
Units	Displays the number of units of the good covered under the guarantee.
Price Per Unit	Displays the price per unit of the good covered under the guarantee.
Instructions	
This tab includes the bank instruction details of the Shipment Guarantee application.	
Instructions to the Bank: Not forming part of Shipping Guarantee	The special instructions for the bank users.

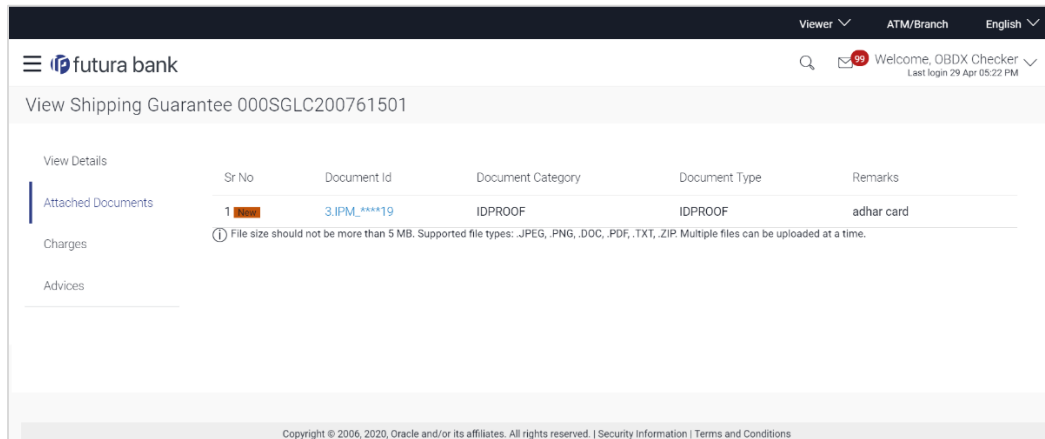8. Click **Back** to navigate back to previous screen.

25.2 <u>Attached Documents</u>

You can see attached documents related to shipping guarantee here. You can also view the list of all documents uploaded by you.

9. Click **Attached Documents** tab to view the list of all documents uploaded
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.

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25.2.1 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.

10. 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.

25.3 Charges, Commission and Taxes

This tab lists charges for the Shipping Guarantee.

11. Click **Charges** tab to view list of commissions and charges for the shipping guarantee.

12. 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 Description

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.
Date	Displays the date on which charges are applicable.
Amount	Displays the amount charged for the various processes.
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.
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.

25.4 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.

13. Click **Advices** tab. The summary of all the Advices being exchanged.
    OR
    Click **Back**.
    The **View Shipping Guarantee** screen appears.
    OR
    Click **Cancel** to cancel the transaction.

View Shipping Guarantee - Advices Tab

Field Description

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

14. Click the **Download** link against the advice to download in selected format like PDF formats, if required.

15. 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.

25.4.1 Advice Details
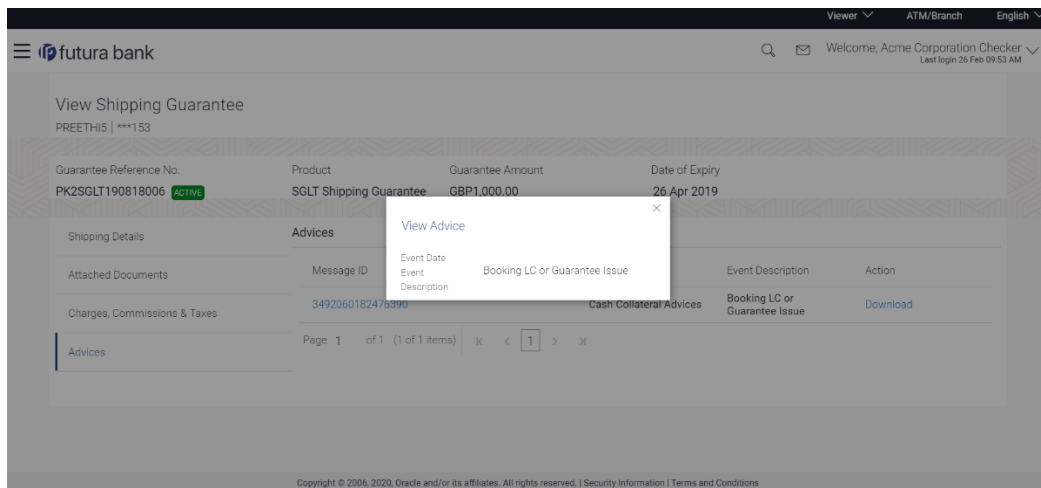
Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the event.
Description	The details of the advice.

b. Click ☒ to close the window.

16. Click **Back**.
    The **View Shipping Guarantee** screen appears.
    OR
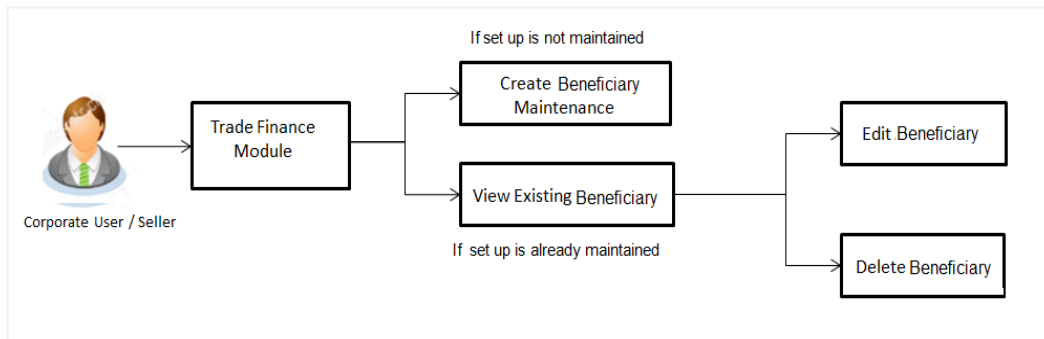   Click **Cancel** to cancel the transaction.

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26. Other Party Maintenance

Using this option, you can view, create, update and delete the Beneficiary/Drawee for the LC/Bills/Guarantee.

Pre-Requisites

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

Workflow

Features Supported In Application

Available features to corporate user in the application:

- View Beneficiary
- Create Beneficiary
- Edit Beneficiary
- Delete Beneficiary

How to reach here:

Dashboard > Toggle menu > Trade Finance > Maintenance > Other Party Maintenance

26.1 Other Party Maintenance - Summarized View

Using this option, corporate user can search and view the details of any other party maintained. This is a default view; the user is landed on this screen, records of all the other parties maintained in the application are displayed in card format. User can choose to check the complete details of a specific party by clicking on a card.

Other Party Maintenance - Summarized View

Field Description

Field Name	Description
Party Name	The name of the applicant is displayed.
Party ID	The party Id is displayed in a masked format.
Search By	Enter the name of the card to search and view its details. Partial search is allowed.
Other Party Maintenance Card	The Other Party Maintenance card displays the name of the Other Party Maintenance along with the other details like SWIFT Code, Nickname, and Applicability.
Other Party Maintenance Card Name	The name using which other party details is stored.

Field Name	Description
Access Type	The accessibility the beneficiary recorded i.e. public or private.
SWIFT Code	The SWIFT code of the Beneficiary/Drawee bank.
Nickname	The nickname of the Beneficiary/drawee.
Applicability	The transactions for which the beneficiary recorded are applicable. It can be either of them or combination of them, i.e. as selected : • Letter of Credit • Bills • Guarantee

17. To view the details of a specific beneficiary, select and click the Other Party Maintenance card. The **View Other Party Maintenance** screen with maintained details appears.
OR
In the **Search By** field, enter the name of the specific party whose details you want to view. The specific Other Party Maintenance detail record appears.
OR
Click **Create Other Party** to create a new party.
OR

Click [ ] or [ ] to view the other party maintenance as Summarized or Tabular view.
OR

Click [ ] to delete the other party maintenance card.

26.1.1 <u>Other Party Maintenance - Tabular View</u>

The Other Party Maintenance - Tabular View allows the corporate user to view the party details in table format.

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Other Party Maintenance - Tabular View

1.1.4 Other Party Maintenance - View Details

This screen allow the corporate user to view the details of other party.

Other Party Maintenance - View Details

Field Description

Field Name	Description
Other Party Name	The beneficiary against whom LC/Bills/ Guarantee is created.
Access Type	The accessibility the beneficiary recorded i.e. public or private.
Nickname	The nickname of the Beneficiary/drawee.
Bank Name	The name of beneficiary bank.
SWIFT Code	The SWIFT code of the Beneficiary/Drawee bank.
Other Party Details	
Address	The address of beneficiary to be saved.
Country	The country of the LC beneficiary.
Applicability	The transactions for which the beneficiary recorded are applicable.
	It can be either of them or combination of them, i.e. as selected :
	• Letter of Credit
	• Bills
	• Guarantee
Bank Address	The address of beneficiary bank.

2. Click **Edit** to edit the other party details.
   OR
   Click **Delete** to delete the other party.
   OR
   Click **Back** to navigate to the previous screen.

26.2 Other Party - Create

To create other party:

1. Click **Create Other Party** to create other party. The **Create Other Party** screen appears.

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Create Other Party

Field Description

Field Name	Description
Beneficiary/Drawee Details	
Beneficiary/Dra wee Name	The beneficiary against whom LC/Bills/ Guarantee is to be created.
Address	The address of beneficiary to be saved.
Country	The country of the beneficiary.

Field Name	Description
Nickname	The nickname of the Beneficiary/drawee.
Bank Details	
SWIFT Code	The SWIFT ID of the Beneficiary/Drawee Bank. Click **Lookup SWIFT Code** if required, to search and select the bank details, available in the application.

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.
Bank Details	Name and Address of the bank where credit would be available. This field is enabled if the **Bank Address** option is selected in the **Credit Available With** field.
Access Type	The accessibility the beneficiary recorded will have.
Applicability	The applicability the beneficiary recorded will have. The options are: • All • Letter of Credit • Collections • Guarantee • Shipping Guarantee • Bills

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2. In the **Name** field, enter the name of the beneficiary.

3. In the **Address** field, enter the address of the beneficiary.

4. In the **Country** field, enter the country of the beneficiary.

5. In the **Nickname** field, enter the nickname name of the beneficiary.

6. From **SWIFT Code**, use the lookup and select the right SWIFT code.

    a. Click **Verify** to verify the details.
    The beneficiary bank detail appears.
    OR
    Click **Reset** to cancel entered details.

7. From **Access Type** list, select the appropriate option.

8. From **Applicability** list, select the appropriate options.

9. Click **Save** to save the beneficiary details.
OR
Click **Back** to navigate to the previous screen.
OR
Click **Cancel** to cancel the transaction.

10. The **Review Other Party Maintenance Details** screen appears. Verify the details, and click **Confirm**.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Save As Draft**, system allows transaction details to be saved as a template or draft.
OR
Click **Cancel** to cancel the transaction. The **Dashboard** appears.
OR
Click **Back** to go back to previous screen.

11. The success message of beneficiary creation appears along with the reference number.

12. Click **Go to Dashboard**, to navigate to the **Dashboard**.

26.3 <u>Other Party Maintenance - Edit</u>

Using this option corporate user can edit the details of selected beneficiary, maintained in the application.

To modify beneficiary:

1. Enter the search criteria, and click **Search**.
OR
Click on Other Party card whose details you want to modify. The **View Other Party** screen with maintained details appears.

2. Click **Edit** to edit the beneficiary details. The **Edit Other Party** screen appears.

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Edit Other Party

3. Update the required fields.

4. Click **Save** to save the beneficiary details.
   OR
   Click **Delete** to delete the other party.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

5. The **Review Beneficiary/Drawee Details** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.

6. The success message of beneficiary updation appears.

7. Click **Go to Dashboard**, to navigate to the **Dashboard**.

26.4 Other Party Maintenance - Delete

Using this option, corporate user can search and delete an existing beneficiary.

To delete other party:

1. Repeat steps 1 to 2 of **Edit Beneficiary** section.

2. To delete beneficiary, click **Delete**.

3. The **Delete Warning** message appears.

4. Click **Yes** to delete the beneficiary.
   OR
   Click **No** to cancel the transaction.

Other Party Maintenance Delete Warning
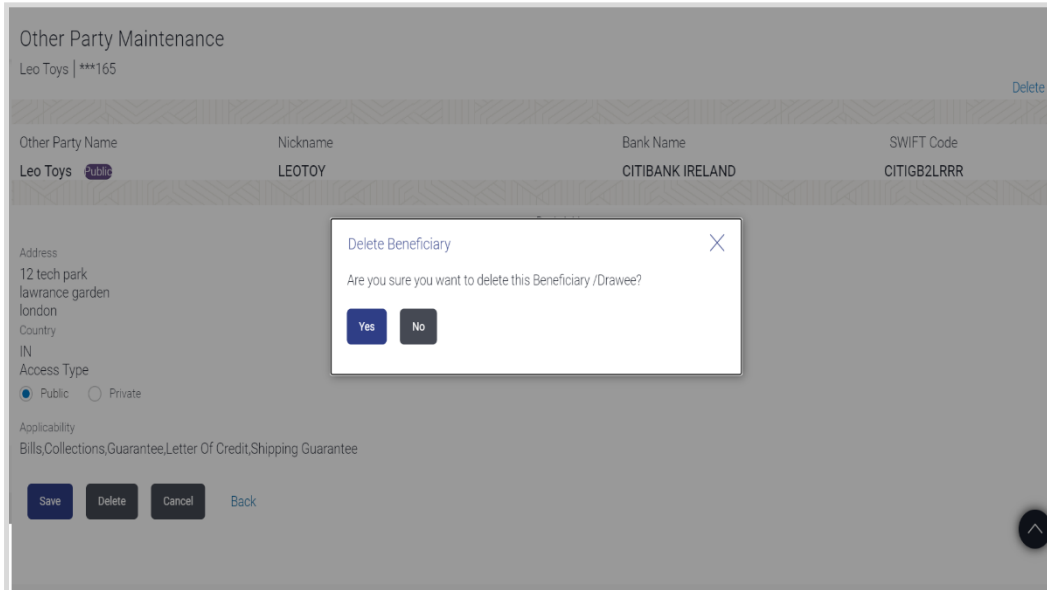
5. The **Other Party Maintenance** screen with the successful deletion message appears.

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27. Additional Condition Maintenance

Using this option, you can create (if maintenance is not already there), view and edit the additional condition required while creating Letter of Credits. Here 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.

Pre-Requisites

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

Features Supported In Application

Available features to corporate user in the application:

- Create Additional Condition
- View Additional Condition
- Edit Additional Condition
- Delete Additional Condition
- Duplicate Additional Condition

How to reach here:

Dashboard > Toggle menu > Trade Finance > Maintenance > Additional Condition Maintenance

27.1 Additional Condition Maintenance - Create

To create Additional Condition:

1. Navigate to the **Additional Condition Maintenance** screen.

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Create Additional Condition Maintenance

Field Description

Field Name	Description
Party Name	The name of the applicant is displayed.
Party ID	The party Id is displayed in a masked format.

2. Click **Create Additional Condition** to create a new additional condition. The **Add New Condition** overlay screen appears.
   OR
   Click **Back** to go back to previous screen.
   OR
   Click **Refer Code and Description** to view the codes and its description as maintained by bank. The **Reference** overlay screen appears.

Reference
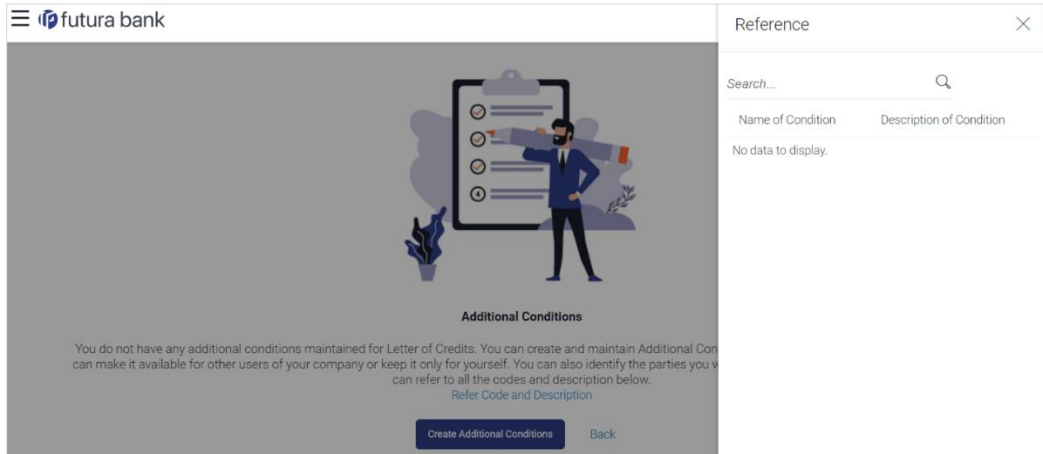
Field Description

Field Name	Description
Name of Condition	The name of the condition.
Description of Condition	The description of the condition.

3. In the **Search** field, enter the condition name.
   OR

   Click 🔍 . The saved condition appears based on search criteria.

27.2 Additional Condition Maintenance - Create

To create Additional Condition:

1. Navigate to the **Additional Condition Maintenance** screen.

Create Additional Condition Maintenance

Field Description

Field Name	Description
Select Code	The option to select the code
Description	The description of the code.
Type Identifier	User needs to provide an identifier for the description under the code.
Available to Others	The slider to allow the code to be visible to the users of the corporate. If it is not made available to others, this identifier would be available only for the user to use.

2. From **Select Code** list, select the appropriate code.

3. In the **Description** field, enter the description of the code.

4. In the **Type of Identifier** field, enter the type of identifier.

5. Move the slider to allow the code to be visible to the user.

6. Click **Add** to create a new additional condition.
   OR
   Click **Cancel** to cancel the transaction. The **Dashboard** appears.

7. The **Review Additional Condition** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.

8. The success message appears. Click **Go to Dashboard**, to navigate to the **Dashboard**.

27.3 <u>Additional Condition Maintenance - View</u>

Using this option, corporate user can view the details of any additional condition maintained.

To view the additional condition:

1. Navigate to the **Additional Condition Maintenance** screen. All the conditions mapped to the party id is displayed on the screen.

Additional Conditions Maintenance - View

Field Description

Field Name	Description
Party Name	The name of the applicant is displayed.
Party ID	The party Id is displayed in a masked format.
Additional Conditions	
Code/ Identifier	The additional condition code
Description	The description of the code.
Available to Others	Yes or No, if the condition was set to be available for others.
Actions	The action to allow the user to view, edit, duplicate and delete the code.

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2. Click ▶ to expand and view the additional condition details.
    OR
    Click **Edit** to edit the additional condition details.
    OR
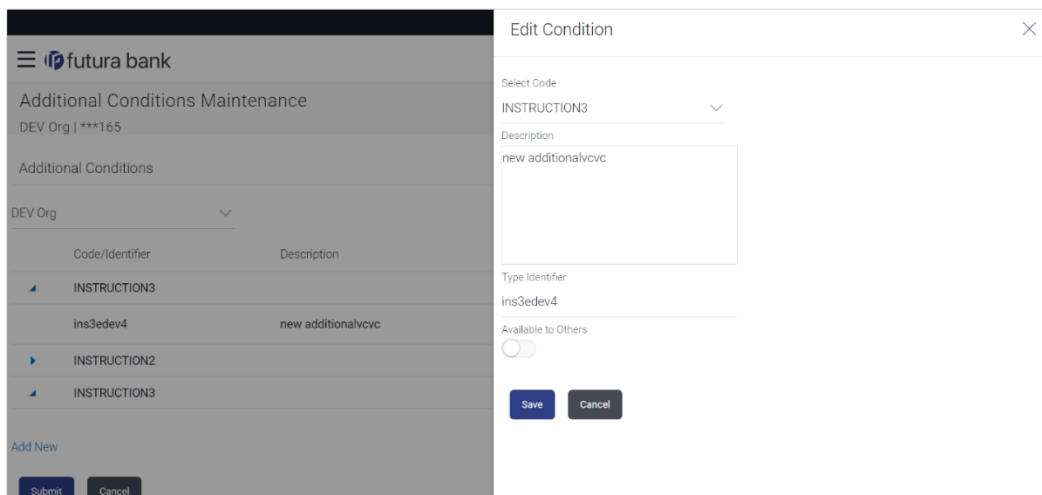   Click **Cancel** to cancel the transaction. The **Dashboard** appears.

27.4 <u>Additional Conditions Maintenance - Edit</u>

Using this option corporate user can edit the details of selected additional condition, maintained in the application.

To modify additional condition:

1. Navigate to the **Additional Condition Maintenance** screen. All the conditions mapped to the party id is displayed on the screen.

2. Click **Edit** to edit the additional condition details.

3. Click ▶ to expand and view the additional condition details.

4. Click ⠿ to access more options, and then click **Edit** to edit the details of the additional condition.
   The **Edit Condition** overlay screen appears.

Edit Conditions

5. Update the required details.

6. Click **Save** to save the details.
   OR
   Click **Cancel** to cancel the transaction.

7. Click **Submit**.
   The **Additional Conditions** Review screen appears. Verify the details, and click **Confirm** .
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Cancel** to cancel the transaction. The **Dashboard** appears.
   OR
   Click **Back** to go back to previous screen.

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8. The success message appears along with the reference number.
   Click **Go to Dashboard**, to navigate to the **Dashboard**

27.5 <u>Additional Conditions Maintenance - Delete</u>

Using this option, corporate user can search and delete an existing Additional Conditions.

To delete Additional Conditions:

1. Repeat steps 1 to 3 of **Additional Conditions - Edit** section.

2. Click ⋮ to access more options, and then click **Delete**.

3. The **Delete Warning** message appears.

4. Click **Yes** to delete the Additional Conditions.
   OR
   Click **No** to cancel the transaction.

5. The **Additional Conditions Maintenance** screen with the successful beneficiary deletion message appears. Click **Done** to complete the transaction.

27.6 <u>Additional Conditions Maintenance - Duplicate</u>

Using this option, corporate user can duplicate an existing Additional Conditions.

To duplicate Additional Conditions:

1. Repeat steps 1 to 3 of **Additional Conditions - Edit** section.

2. Click ⋮ to access more options, and then click **Duplicate** to duplicate the additional code condition details.

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28. Clause Maintenance

Using this option, 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.

Pre-Requisites

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

Features Supported In Application

Available features to corporate user in the application:

- Create Clause
- View Clause
- Edit Clause
- Delete Clause
- Duplicate Clause

 How to reach here:

Dashboard > Toggle menu > Trade Finance > Maintenance > Clause Maintenance

28.1 Clause Maintenance - Create

To create Clause:

1. Navigate to the **Clause Maintenance** screen.

Clause Maintenance - Create

Field Description

Field Name	Description
Party Name	The name of the applicant is displayed.
Party ID	The party Id is displayed in a masked format.
Party ID	The option to select the party Id for which you want to create a clause.
Select Product	The option to select the product
Document	The option to select the document.

2. From the **Party ID** list, select the party Id for which you want to create a clause.
3. From the **Select Product** lookup, select the appropriate product.
4. From the **Document** list, select the required document.
5. Click **Submit**. The **Clause Maintenance - Create** screen appears.
   OR
   Click **Cancel** to cancel the transaction. The **Dashboard** appears.
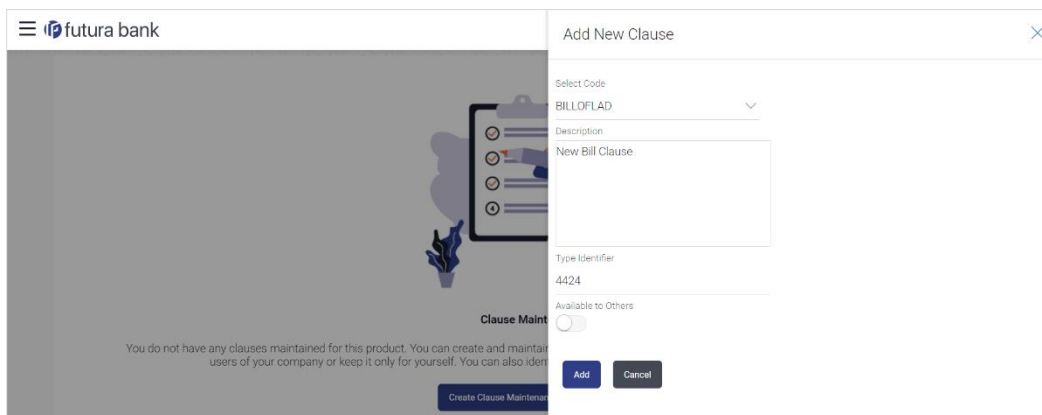
Clause Maintenance - Create
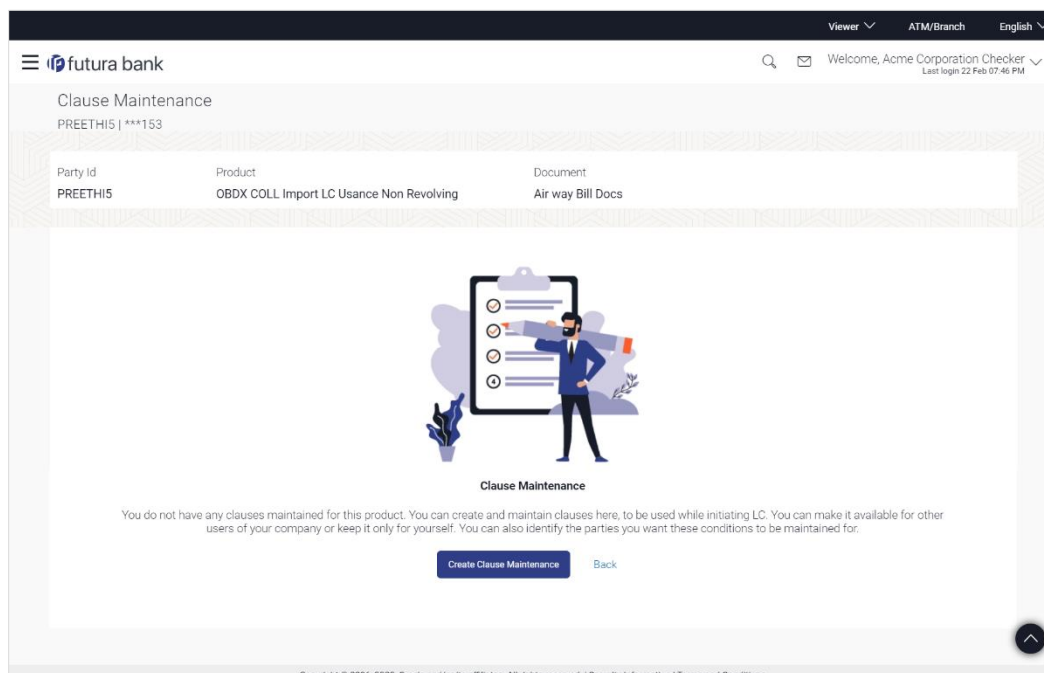
Field Description

Field Name	Description
Party Name	The name of the applicant is displayed.
Party ID	The party Id is displayed in a masked format.
Party ID	The selected party Id is displayed.
Product	The selected product is displayed.
Document	The selected document is displayed.

6. Click **Create Clause Maintenance**. The **Add New Clause** overlay screen appears.
   OR
   Click **Back** to go back to previous screen.

Clause Maintenance - Add New Clause

Field Description

Field Name	Description
Select Code	The option to select the code
Description	The description of the code.
Type of Identifier	User needs to provide an identifier for the description under the code.
Available to Others	The slider to allow the code to be visible to the users of the corporate. If it is not made available to others, this identifier would be available only for the user to use.

7. From the **Select Code** list, select the appropriate code.

8. In the **Description** field, enter the description for the clause.

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9. In the **Identifier** field, enter the identifier type for the clause.

10. Move the slider to made the clause available to others.

11. Click **Add**. The **Clause Maintenance** screen with added clause appears.
OR
Click **Cancel** to cancel the transaction.

Clause Maintenance - Added Clause
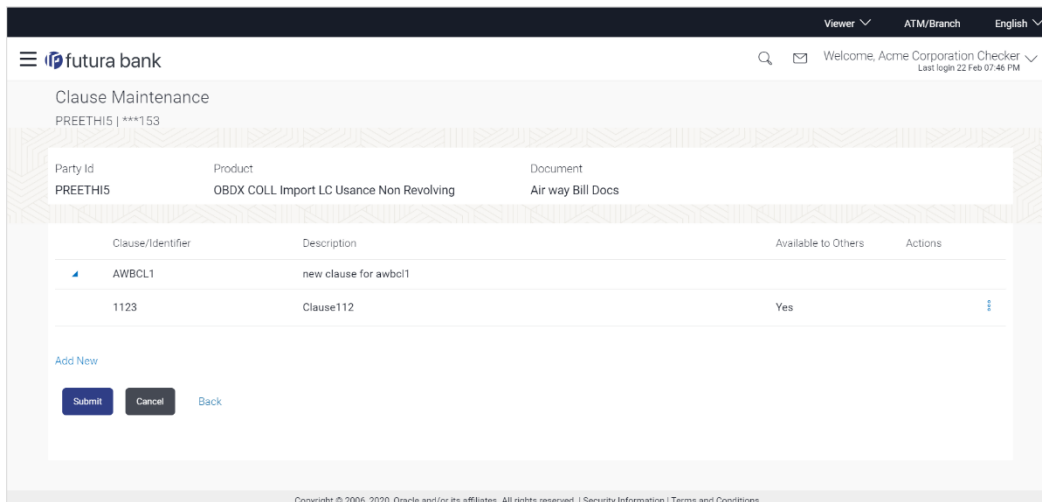
Field Description

Field Name	Description
Party ID	The selected party Id is displayed.
Product	The selected product is displayed.
Document	The selected document is displayed.
Clause/ Identifier	The identifier of the conditions of the documentary credit.
Description	The description of the selected clause.
Available to Others	The option to specify whether the clause will be available to others or not.
Actions	The action to allow the user to view, edit, duplicate and delete the clause.

12. Click ▶ to expand and view the clause details.
OR
Click the **Add New** link to add another new clause.
OR

13. Click ⋮ to access more options, for example:

- Click **View** to view the clause details.

- Click **Edit** to edit the clause details.

- Click **Duplicate** to duplicate the clause details.

- Click **Delete** to delete the clause.

- Click **Download** to download the account structure.

14. Click **Submit** to create a new clause.
OR
Click **Cancel** to cancel the transaction. The **Dashboard** appears.
OR
Click **Back** to navigate back to the previous screen.

15. The **Review** screen appears. Verify the details, and click **Confirm**.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate back to the previous screen.

16. The success message along with the reference number appears. Click **Go to Dashboard**, to navigate to the **Dashboard**.

28.2 <u>Clause Maintenance - View</u>

Using this option, corporate user can view the details of any clause maintained.

To view the clause:

1. Navigate to the **Clause Maintenance** screen.

Clause Maintenance

Field Description

Field Name	Description
Party Name	The name of the applicant is displayed.
Party ID	The party Id is displayed in a masked format.

Field Name	Description
Party ID	The option to select the party Id for which you want to create a clause.
Select Product	The option to select the product
Document	The option to select the document.

2. From the **Party ID** list, select the party Id for which you want to create a clause.

3. From the **Select Product** lookup, select the product that you want to search and view.

4. Click **Submit**. The **Clause Maintenance - View** screen appears.
   OR
   Click **Cancel** to cancel the transaction. The **Dashboard** appears.

Clause Maintenance - View

Field Description

Field Name	Description
Party ID	The selected party Id is displayed.
Product	The selected product is displayed.
Document	The selected document is displayed.
Clause Maintenance	
Clause/ Identifier	The identifier of the conditions of the documentary credit.
Description	The description of the selected clause.

Field Name	Description
Available to Others	The option to specify whether the clause will be available to others or not.
Actions	The action to allow the user to view, edit, duplicate and delete the clause.

5. Click ▶ to expand and view the clause details.
   OR
   Click Edit to edit the additional condition details.
   OR
   Click Cancel to cancel the transaction. The Dashboard appears.
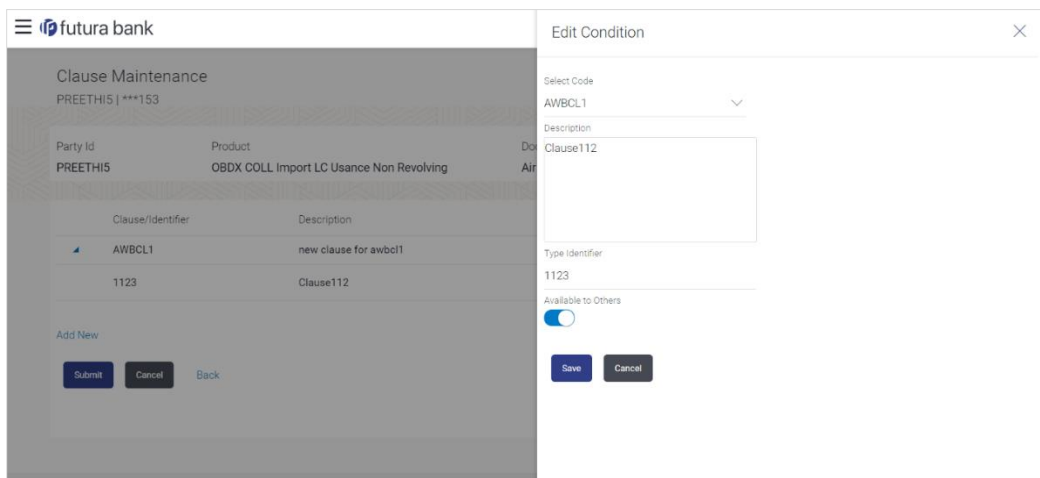   OR
   Click ⋮ to access more options.

28.3 <u>Clause Maintenance - Edit</u>

Using this option corporate user can edit the details of the selected clause, maintained in the application.

To modify a clause:

1. Repeat steps 1 to 4 of **Clause Maintenance - View** section.

2. Click **Edit** to edit the clause details.

3. Click ▶ to expand and view the clause details.

4. Click ⋮ to access more options, and then click **Edit** to edit the clause details. The **Edit Condition** overlay screen appears.

Clause Maintenance - Edit

5. Update the required details.

6. Click **Save** to save the details.
   OR
   Click **Cancel** to cancel the transaction.

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7. Click **Submit**. The Review screen appears. 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.

8. The success message appears along with the reference number.
   Click **Go to Dashboard**, to navigate to the **Dashboard**

28.4 Clause Maintenance - Delete

Using this option, corporate user can search and delete an existing Clause.

To delete a Clause:

1. Repeat steps 1 to 4 of **Clause Maintenance - View** section.

2. Click ⋮ to access more options, and then click **Delete**. The clause gets deleted.

3. The **Delete Warning** message appears.

28.5 Clause Maintenance - Duplicate

Using this option, corporate user can duplicate an existing clause.

To duplicate a Clause:

1. Repeat steps 1 to 4 of **Clause Maintenance - View** section.

2. Click ⋮ to access more options, and then click **Duplicate** to duplicate the clause.

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29. Application Tracker

The Application Tracker enables you to view the progress of submitted applications and also to retrieve and complete applications that have been saved as Draft. You can search for the required application using the application number or draft name. The Trade Finance Application tracker currently supports Initiate Import LC and Initiate Outward Guarantee, Initiate LC Amendment and Customer Acceptance – Bills & LC which are going to be processed through Trade Finance mid office.

Through the application tracker, you can perform the following actions:

- **View and update application in draft**: While filling out an application form, if you opt to save the application instead of submitting it, the application is saved in the app tracker as an 'In Draft application'. You can select any of the applications available under this widgets in order to complete not yet started stages and submit that application.

- **View submitted application**: The application tracker enables you to view details of submitted applications, which includes viewing status history, application summary and uploaded documents.

- **View applications with Pending Clarifications**: the application tracker enables you to look into the applications which has received certain clarifications from bank. User can choose to respond from there,

- **View application in progress**: The application form that are picked up by the mid-office user and are under processing, comes under "In progress" state.

- **View approved application**: The application tracker enables you to view details of applications that are approved by the approver.

- **View rejected application**: The application tracker enables you to view details of applications that are rejected by the approver.

How to reach here:

Dashboard > Toggle menu > Application Tracker

To track an application:

1. Click on the **Trade Finance** option or Click **Click Here**.
   The **Application Tracker- Trade Finance** screen appears with all the Letter of Credit and guarantees applications.
   OR
   Click **Cancel** to cancel the operation and to navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate back to previous screen.

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Application Tracker - Trade Finance

Field Description

Field Name	Description
Search By	The search the application by the **Application Number** or **Beneficiary Name**.
	In case of draft applications you can search by name of the draft.
Filter	
Type	The option to filter the application based on type.
	The options are:
	• All
	• Letter of Credit
	• Bank Guarantee
	• Import LC Amendment
	• LC Amendment Customer Acceptance
	• Bill Discrepancy Customer Acceptance

Field Name	Description
Duration	The option to filter the application based on duration of submission the applications.
	The options are:
	- Last 7 Days - Last 15 Days - Last 1 Month - Last 3 Months - Last 6 Months - Last 1 Year

Search Result

The applications are displayed in form of cards.

Application Cards

Type	Displays the type of trade finance application that is Letter of Credit or Bill Guarantee.
Party Name	Displays the party name of the applicant.
Application Number	Displays the application reference number as generated by the bank at the time the application was submitted.
Status	Displays the current application's progress. The status can be: - Draft – applications which has not yet submitted and is just saved by the applicant. - Submitted- application has been filled and submitted for further processing - In progress - application is getting processed in the mid office and is yet to be approved or rejected. - Approved – When the application is completely approved and submitted to back office - Rejected - When the application is completely rejected.
Submitted On	Displays the date and time on which the application was submitted. This is applicable for all application status except "Drafts".
Amount	Displays the amount for the Letter of Credit or Bill Guarantee is applied for.
Saved On	Displays the date and time on which the application was saved. This is applicable when application status is "Drafts".

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Field Name	Description
Draft Name	Displays the name of Draft which was used to save the application. This is applicable when application status is "Drafts".

2. Search or filter an application;
   In the **Search** field, enter the **Application Number** or **Beneficiary Name** by which

   application is to be searched, and click 🔍 .
   OR

   Click 🔽 of the filter by list, the popup showing filter options opens.

   a. From the **Type** list, select the appropriate type.
      OR
      From the **Duration** list, select the duration for which the applications needs to tracked.

   b. Click **Reset** to clear the criteria selected.

3. The cards of trade finance applications appear based on search criteria under respective tabs.

   a. Click on the **"Draft"** tab, it opens the all applications cards with **Draft** status.
      Click on an application card, details screen with pre-populated details that you have already entered and saved as draft will appear, you can update those details and fill any other details required in the application form and submit it.
      OR
      Click **Load More** to view more application cards.

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View Application Details - Draft

OR
Click "**Submit"** tab, it opens the all applications widgets with **Submit** status.

b. Click on an application card, it opens the application details screen as 'submitted' by the customer.
Click the **Documents (View/ Download Your Documents)** icon to view and download the documents that are submitted.
OR
Click the **Application Details (View Your Application)** icon to view your submitted application. Refer **Initiate LC** or **Initiate Guarantee** transactions for more details.
OR
Click **Close** to cancel the operation and to navigate back to 'Dashboard'.
OR
Click **Back** to navigate back to the previous screen.

View Application Details - Submitted
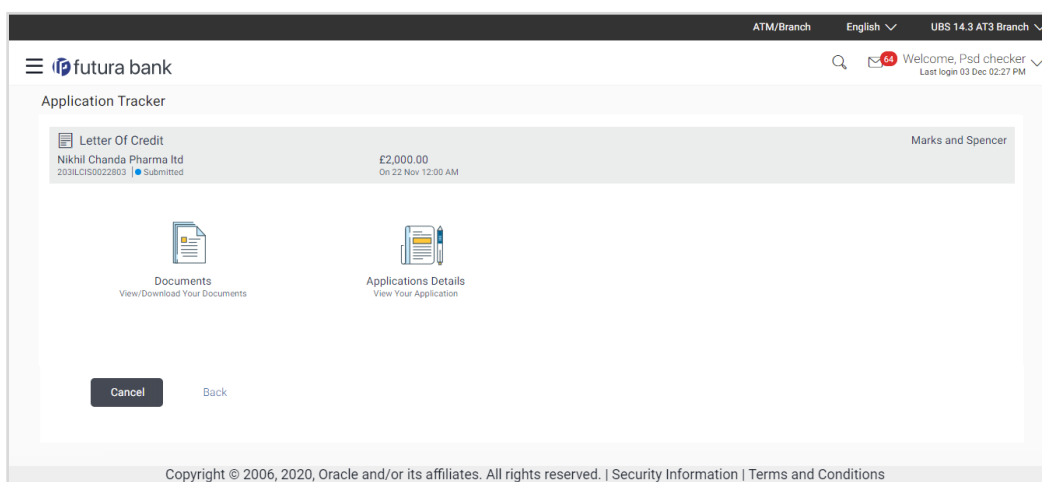
Field Description

Field Name	Description
Application Card	
Type	Displays the type of trade finance application that is Letter of Credit or Bill Guarantee.
Party Name	Displays the party name of the applicant.
Application Reference Number	Displays the application reference number as generated by the bank at the time the application was submitted.
Status	Displays the current application's progress as submitted.
Amount	Displays the amount for the Letter of Credit or Bill Guarantee is applied for.

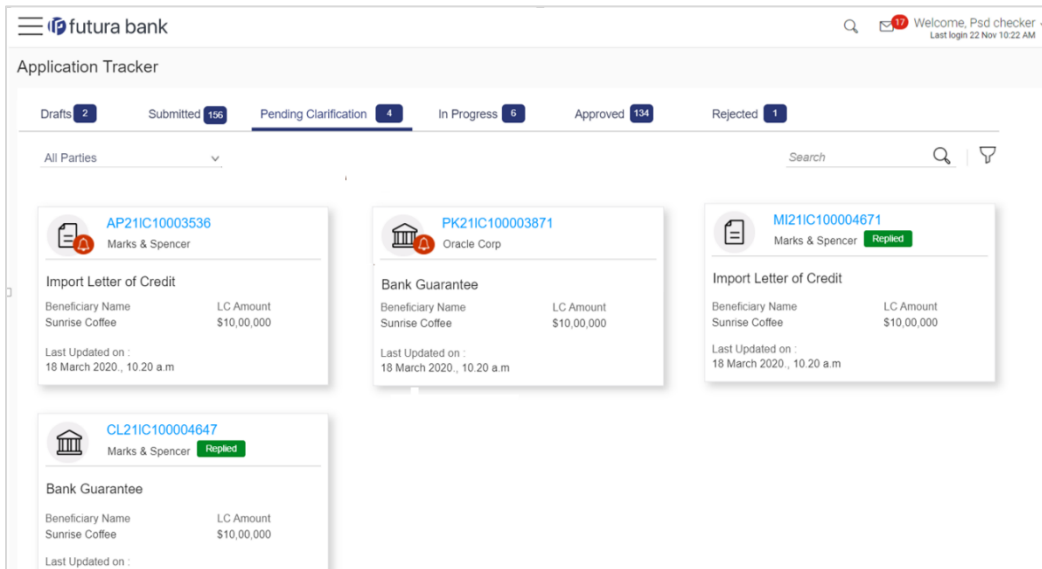| Field Name	Description
Submitted On	Displays the date and time on which the application was submitted.

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View Submitted Application Details

OR
Click **"In Progress"** tab, it opens all the applications with **In Progress** status.

c. Click on an application, the application submitted but not yet completed appears.
OR
Click **Cancel** to cancel the operation and to navigate back to 'Dashboard'.
OR
Click **Back** to navigate back to the previous screen.

OR
Click **"Approved"** tab, it opens all the applications with **Approved** status.
OR
Click **"Rejected"** tab, it opens all the applications with **Rejected** status.
OR
Click **Cancel** to cancel the operation and to navigate back to 'Dashboard'.
OR
Click **Back** to navigate back to the previous screen.

29.1.1 Pending Clarification

The Bank will request for an online clarification from the user and the user receives requests for clarification. The pending for clarification requests are displayed as card. The user can click the individual card to view the details.

Pending Clarification

Field Description

Field Name	Description
Application Card	

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Field Name	Description
Party Name	The option to select the party.
Pending Clarification Card	The Pending Clarification card displays the name of the card along with the other details like party name, Product name, amount and last updated date.
Application No	The reference no using which application was saved.
Party Name	The name of the party.
Transaction Name	The name of the transaction for which clarification s required.
Beneficiary Name	The name of the beneficiary.
Amount	The LC/ BG amount.
Last Updated On	The latest updated date of the clarification.

1. Select and click the Pending Clarification card whose details you want to view. The **Pending Clarification** detailed screen appears.

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Pending Clarification – Details

Field Description

Field Name	Description
Bank Message Window	The window displays the banks message which requires clarification.
Clarification Window	The window in which the user writes its clarification. The user can also attach the supporting documents for clarification. Once the clarification has been provided, user will not be able to modify the clarification or provide further clarification until bank sends a revised clarification request.

Field Name	Description
List of Clarifications	The previous communication between the bank and the user appears as list. User can click and view the details.

2. In the Clarification Window, enter the clarification.

3. Click the Attach Documents icon to attach the supporting documents.

4. Click **Send** to send the clarification to the bank.
   OR
   Click **Clear Text** to clear the entered details.
   OR
   Click the previous clarification list to view the earlier communication.

5. Click on an application card, it opens the application details screen as 'submitted' by the customer.
   OR
   Click the **Documents (View/ Download Your Documents**) icon to view and download the documents that are submitted.
   OR
   Click the **Application Details (View Your Application)** icon to view your submitted application. Refer Initiate LC or Initiate Guarantee transactions for more details.
   OR
   Click **Close** to cancel the operation and to navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate back to the previous screen.

FAQs

1. **Can I see the changes which has been done by mid office to my initial application submitted through channel?**

   User can only see the clarifications requested and provided and once the LC is issued, he can see the details using View LC.

2. **Can I change some part of my application, once submitted from channel?**

   It can be done by calling bank directly and not from channel.

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