

Corporate Trade Finance User Manual  
Oracle Banking Digital Experience  
Release 21.1.0.0.0

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**ORACLE®**

Corporate Trade Finance User Manual  
May 2021

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## 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

## 2. Transaction Host Integration Matrix

### Legends

<b>NH</b>	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	✓	✓

<b>Sr No</b>	<b>Transaction / Function Name</b>	<b>Oracle Banking Trade Finance 14.5.0.0.0</b>	<b>Oracle Trade Finance Process Management 14.5.0.0.0*</b>
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	✗	✓

[Home](#)

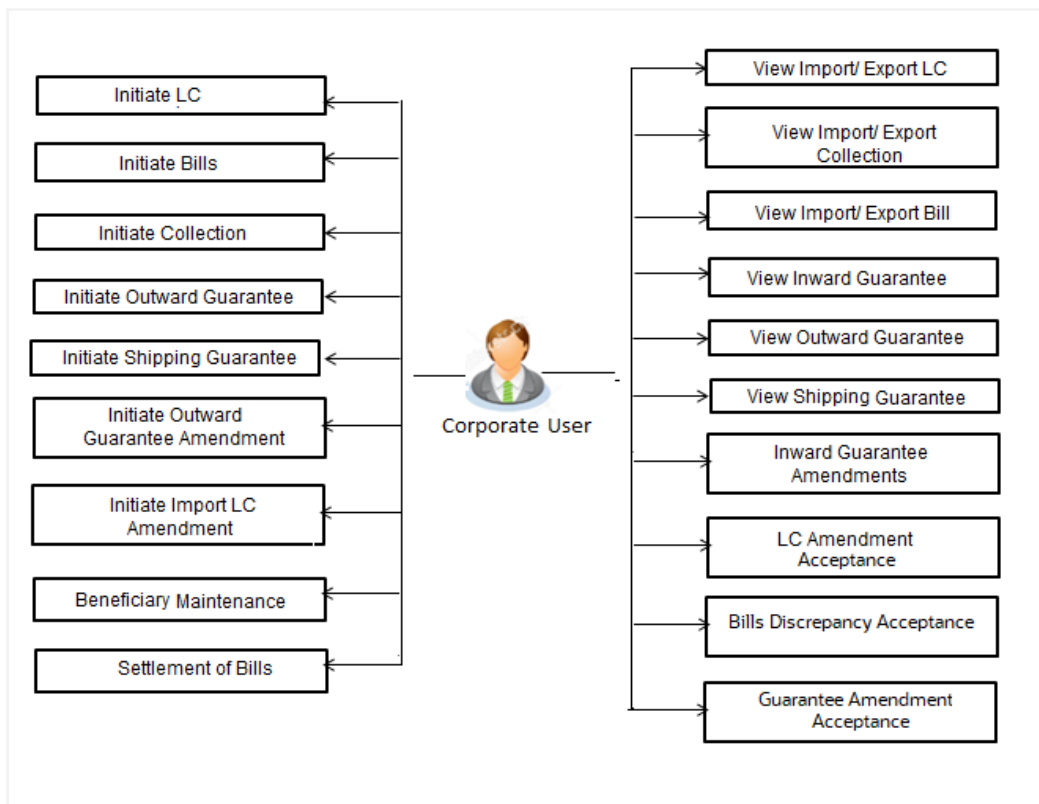
## 3. Trade Finance

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

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

**Note:** This module is not supported on mobile devices.

### Workflow



### 3.1 **Letter of Credit**

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

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

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

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

### 3.2 **Collection**

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

### 3.3 **Guarantees**

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

### 3.4 **Beneficiary Maintenance**

To ease the user from filling up the details of beneficiary, a facility to maintain beneficiary is added. User can create add, edit or delete beneficiary details and also have different access type, if he wants to share the same beneficiary with other users. Also, it can be defined as in which 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.



### 3.5 **Shipping Guarantee**

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

### 3.6 **Application Tracker**

User gets a simple tracking tool for all his applications which are either saved and can be fetched further for retrieval or which are submitted for further processing. He can also look for the pending clarifications received from bank, and reply to them.

[Home](#)

## 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.

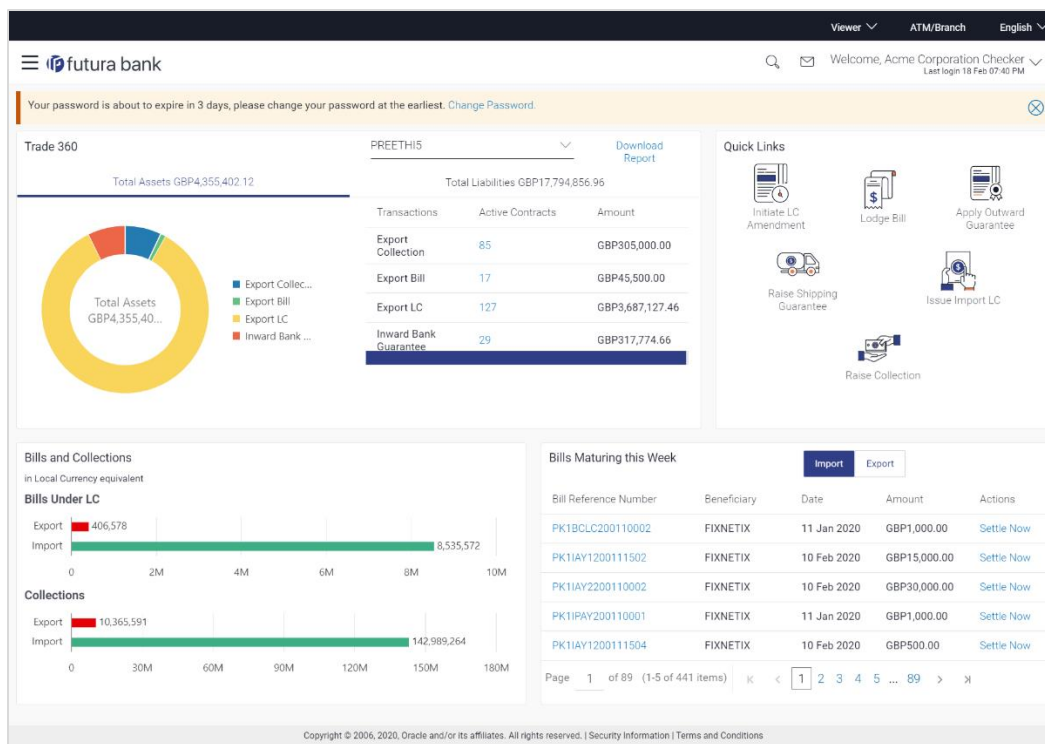
Below mentioned widgets are available in Trade Finance Overview:

- 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



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:

- 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

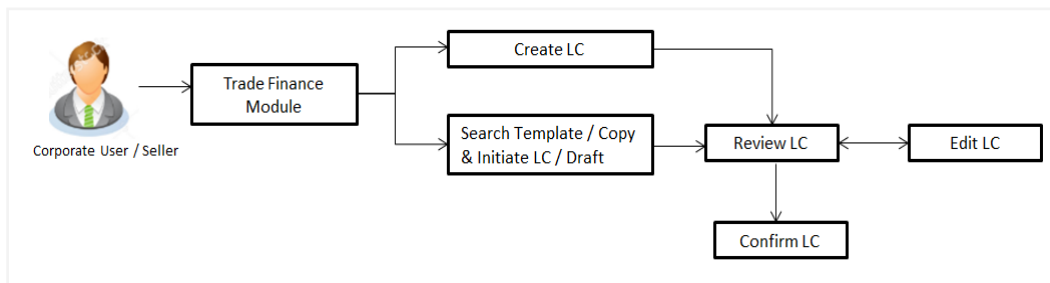
Using this option, you can initiate an Import Letter of Credit (LC) in the application. A Letter of Credit is a bank document which undertakes that the seller will receive payment against the stipulated documents, provided the terms and conditions have been satisfied.

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

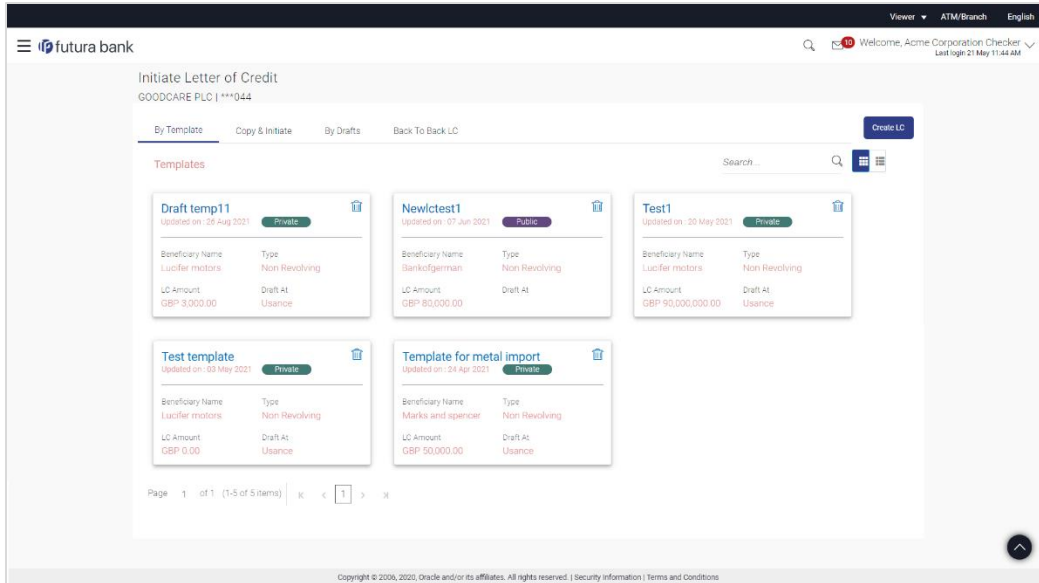
*Dashboard > Trade Finance > Overview > Quick Links > Issue Letter of Credit*

### 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.



## Field Description

Field Name	Description
<b>Party Name</b>	The name of the applicant is displayed.
<b>Party ID</b>	The party Id of the LC product is displayed in a masked format.
<b>Search By</b>	Enter the name of the LC template to search and view its details. Partial search is allowed.
<b>Initiate Letter of Credit Template Card</b>	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.




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

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

<b>Draft at</b>	The LC draft type i.e. 'Sight' or 'Usance'.
-----------------	---

<b>Views</b>	The user can select the view type.
--------------	------------------------------------


- Card
- Tabular

1. Select and click the Letter of Credit template card whose details you want to view.  
OR  
In the **Search By** field, enter the name of the specific Letter of Credit Template whose details you want to view.  
The specific Letter of Credit Template detail record appears.  
OR  
Click **Create LC** to create a new Letter of Credit template.  
OR  
Click  or  to view the initiate LC template as Summarized or Tabular view.  
OR  
Click  to delete the initiated LC template card.

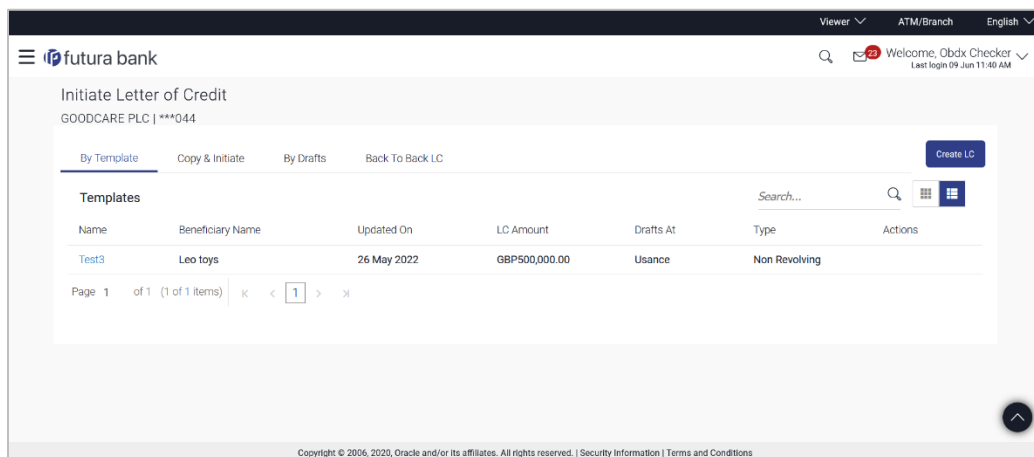
### Initiate LC Template - Tabular View

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  to view the initiate LC template as Tabular view.  
The **Initiate Letter of Credit** tabular view page appears.

### Initiate Letter of Credit - Tabular View



The screenshot displays the 'Initiate Letter of Credit' interface for 'GOODCARE PLC | \*\*\*044'. It features a navigation bar with 'By Template', 'Copy & Initiate', 'By Drafts', and 'Back To Back LC' tabs. A 'Create LC' button is located in the top right. Below the navigation is a table of templates with the following data:

Name	Beneficiary Name	Updated On	LC Amount	Drafts At	Type	Actions
Test3	Leo toys	26 May 2022	GBP500,000.00	Usance	Non Revolving	


The page also shows pagination: 'Page 1 of 1 (1 of 1 items)' and a search bar.

## 5.1 Search LC template

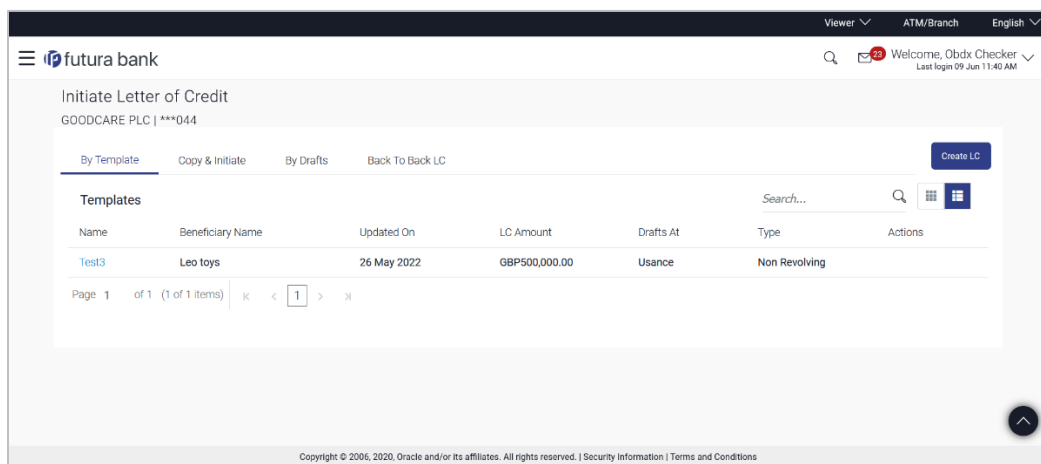
User can save LC application as a Template so that same can be used for creation of similar kind of LCs, if required in future. User can search the saved LC template using Template Name.

**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



The screenshot shows the 'Initiate Letter of Credit' page for 'GOODCARE PLC | \*\*\*044'. It features a search bar with the text 'Search...' and a magnifying glass icon. Below the search bar is a table with the following data:

Name	Beneficiary Name	Updated On	LC Amount	Drafts At	Type	Actions
Test3	Leo toys	26 May 2022	GBP500,000.00	Usance	Non Revolving	

Page 1 of 1 (1 of 1 items)

### Field Description

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

<b>Party Name</b>	The name of the LC product is displayed.
-------------------	--

<b>Party ID</b>	The account number of the LC product is displayed.
-----------------	--

### Search Result

<b>Name</b>	The name using which template is stored and can be used to initiate a LC application.
-------------	---

<b>Beneficiary Name</b>	The beneficiary name against whom LC is to be created.
-------------------------	--

<b>Updated On</b>	The latest updated date of the template.
-------------------	--

<b>LC Amount</b>	The amount of LC.
------------------	-------------------

<b>Draft at</b>	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.

- Click the **Name** link to view the LC details. The **LC Details** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

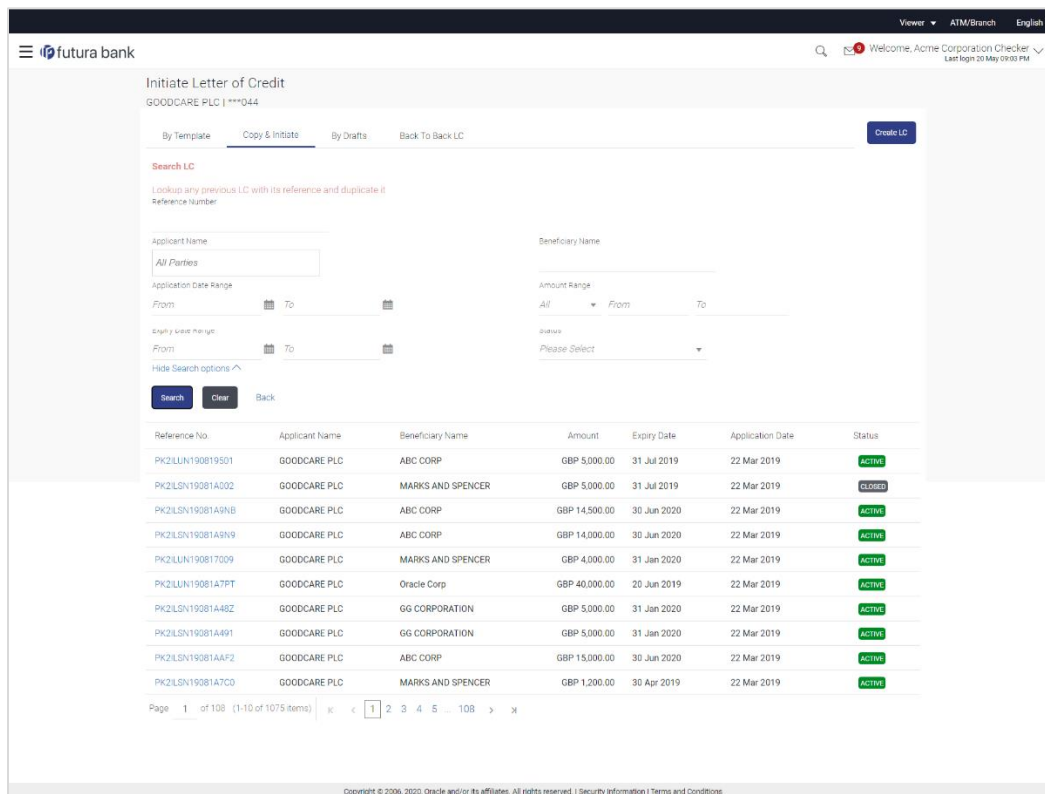
## 5.2 Copy and Initiate LC

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:

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



Initiate Letter of Credit  
GOODCARE PLC | \*\*\*\*044

By Template Copy & Initiate By Drafts Back To Back LC Create LC

**Search LC**  
Lookups any previous LC with its reference and duplicate it  
Reference Number

Applicant Name:   
Beneficiary Name:   
Application Date Range: From  To   
Amount Range: All  From  To   
Issue:

Search Clear Back

Reference No.	Applicant Name	Beneficiary Name	Amount	Expiry Date	Application Date	Status
PK2LLN190819501	GOODCARE PLC	ABC CORP	GBP 5,000.00	31 Jul 2019	22 Mar 2019	ACTIVE
PK2LSN19081A002	GOODCARE PLC	MARKS AND SPENCER	GBP 5,000.00	31 Jul 2019	22 Mar 2019	CLOSED
PK2LSN19081A9NB	GOODCARE PLC	ABC CORP	GBP 14,500.00	30 Jun 2020	22 Mar 2019	ACTIVE
PK2LSN19081A9N9	GOODCARE PLC	ABC CORP	GBP 14,000.00	30 Jun 2020	22 Mar 2019	ACTIVE
PK2LLN190817009	GOODCARE PLC	MARKS AND SPENCER	GBP 4,000.00	31 Jan 2020	22 Mar 2019	ACTIVE
PK2LLN19081A7PT	GOODCARE PLC	Oracle Corp	GBP 40,000.00	20 Jun 2019	22 Mar 2019	ACTIVE
PK2LSN19081A48Z	GOODCARE PLC	GG CORPORATION	GBP 5,000.00	31 Jan 2020	22 Mar 2019	ACTIVE
PK2LSN19081A491	GOODCARE PLC	GG CORPORATION	GBP 5,000.00	31 Jan 2020	22 Mar 2019	ACTIVE
PK2LLN19081A4F2	GOODCARE PLC	ABC CORP	GBP 15,000.00	30 Jun 2020	22 Mar 2019	ACTIVE
PK2LSN19081A7CD	GOODCARE PLC	MARKS AND SPENCER	GBP 1,200.00	30 Apr 2019	22 Mar 2019	ACTIVE

Page 1 of 108 (1-10 of 1075 items) < 1 2 3 4 5 ... 108 > x

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**Field Description**

<b>Field Name</b>	<b>Description</b>
-------------------	--------------------

**Search LC**

<b>Reference Number</b>	The existing LC reference number which needs to be copied and similar one initiated.
-------------------------	--

<b>Applicant Name</b>	The name of the applicant.
-----------------------	----------------------------

<b>Beneficiary Name</b>	The name of the beneficiary of the LC.
-------------------------	--

<b>Application Date Range</b>	The start and end date of application of the LC.
-------------------------------	--

<b>Amount Range</b>	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.

<b>Expiry Date Range</b>	The expiry date range of the LC.
--------------------------	----------------------------------

<b>Status</b>	The status of the LC.
---------------	-----------------------

**Search Result**

<b>Reference No</b>	The existing LC reference number which has been selected for copy and initiate. Click on the link to view the details of LC initiated.
---------------------	--

<b>Applicant Name</b>	The name of the applicant.
-----------------------	----------------------------

<b>Beneficiary Name</b>	The name of the beneficiary of the LC.
-------------------------	--

<b>Amount</b>	The amount for the Letter of Credit along with the currency under which the LC issued.
---------------	--

<b>Expiry Date</b>	The expiry date of the LC.
--------------------	----------------------------

<b>Application Date</b>	The date of application of the LC.
-------------------------	------------------------------------

<b>Status</b>	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.

## 5.3 Search LC Drafts

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


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

---

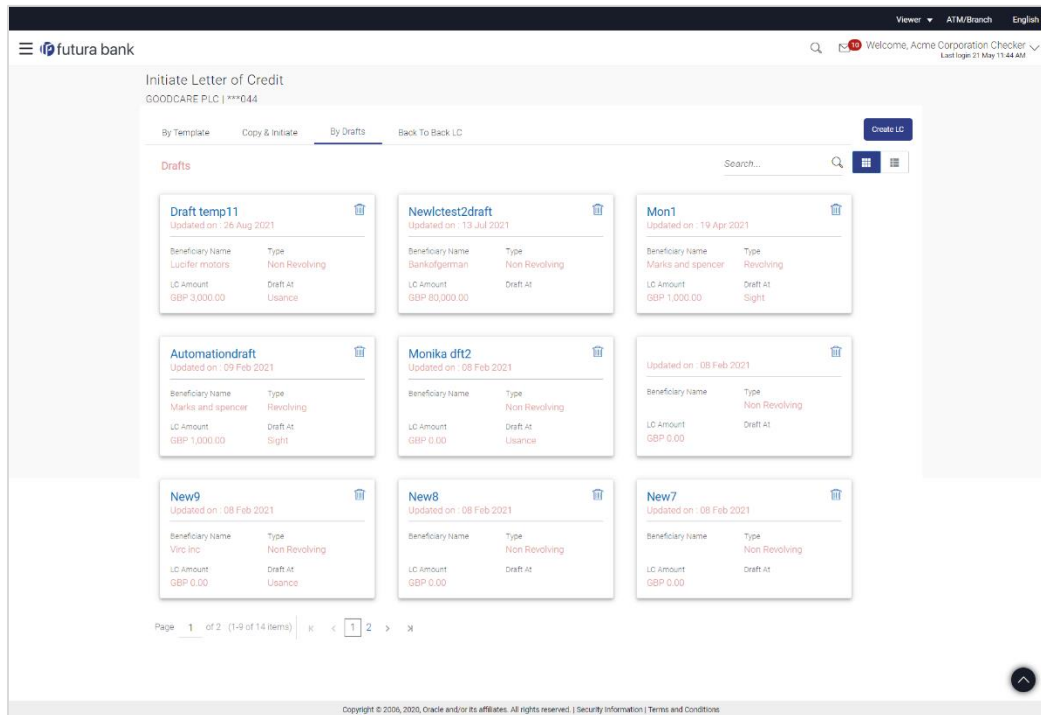
**Note:** LC Application saved as **Draft** can be used only once for LC Application initiation.

---

### To search the LC draft:

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

### LC Draft - Summarized View - Search Result



The screenshot shows the 'Initiate Letter of Credit' page for 'GOODCARE PLC | \*\*\*044'. The 'Drafts' section is active, displaying a grid of draft cards. Each card includes the draft name, update date, beneficiary name, type, LC amount, and draft at. The search bar at the top is empty, and the results are sorted by draft name.

Draft Name	Updated on	Beneficiary Name	Type	LC Amount	Draft At
Draft temp11	26 Aug 2021	Lucifer motors	Non Revolving	GBP 3,000.00	Usance
Newlctest2draft	13 Jul 2021	Bankofgerman	Non Revolving	GBP 80,000.00	Draft At
Mon1	19 Apr 2021	Markis and spencer	Revolving	GBP 1,000.00	Draft At Sight
Automationdraft	09 Feb 2021	Markis and spencer	Revolving	GBP 1,000.00	Draft At Sight
Monika dft2	08 Feb 2021		Non Revolving	GBP 0.00	Draft At Usance
	08 Feb 2021		Non Revolving	GBP 0.00	Draft At
New9	08 Feb 2021	Virc inc	Non Revolving	GBP 0.00	Draft At Usance
New6	08 Feb 2021		Non Revolving	GBP 0.00	Draft At
New7	08 Feb 2021		Non Revolving	GBP 0.00	Draft At

### Field Description




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

<b>Search By</b>	Enter the name of the LC draft to search and view its details. Partial search is allowed.
------------------	--

**Search Result - Summarized View card form**

---


Field Name	Description
<b>Initiate Letter of Credit draft Card</b>	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.
<b>Initiate Letter of Credit draft Card Details</b>	
Following details are present on each Letter of Credit Template card.	
<b>Draft Name</b>	The name of the LC application saved as draft.
<b>Updated On</b>	The latest updated date of the template.
<b>Beneficiary Name</b>	The beneficiary name against whom LC is to be created.
<b>Type</b>	The corresponding LC product type and as supported by Host.
<b>LC Amount</b>	The amount of LC.
<b>Draft at</b>	The LC draft type i.e. 'Sight' or 'Usance'.
<b>Views</b>	The user can select the view type. <ul style="list-style-type: none"> <li>• Card</li> <li>• Tabular</li> </ul>

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  or  to view the initiate LC draft as Card or Tabular view.  
OR  
Click  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  to view the initiate LC template as Tabular view.  
The **Initiate Letter of Credit** tabular view page appears.

## LC Draft - Search Result - Tabular form




Name	Beneficiary Name	Updated On	LC Amount	Drafts At	Type	Actions
Draft temp11	Lucifer motors	26 Aug 2021	GBP 3,000.00	Usance	Non Revolving	
Newicest2draft	Bankofgerman	13 Jul 2021	GBP 80,000.00		Non Revolving	
Mon1	Marks and spencer	19 Apr 2021	GBP 1,000.00	Sight	Revolving	
Automationdraft	Marks and spencer	09 Feb 2021	GBP 1,000.00	Sight	Revolving	
Monika dft2		08 Feb 2021	GBP 0.00	Usance	Non Revolving	
		08 Feb 2021	GBP 0.00		Non Revolving	
New9	Virc inc	08 Feb 2021	GBP 0.00	Usance	Non Revolving	
New8		08 Feb 2021	GBP 0.00		Non Revolving	
New7		08 Feb 2021	GBP 0.00		Non Revolving	
New 5	Marks and spencer	03 Feb 2021	GBP 0.00	Sight	Non Revolving	

### Field Description

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

#### Search Result

<b>Name</b>	The name of the LC application saved as draft.
<b>Beneficiary Name</b>	The beneficiary name against whom LC draft is created.
<b>Updated On</b>	The latest updated date of the draft.
<b>LC Amount</b>	The amount of LC.
<b>Draft At</b>	The LC draft type i.e. 'Sight' or 'Usance'.
<b>Type</b>	The corresponding LC product type and as supported by Host.
<b>Actions</b>	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.

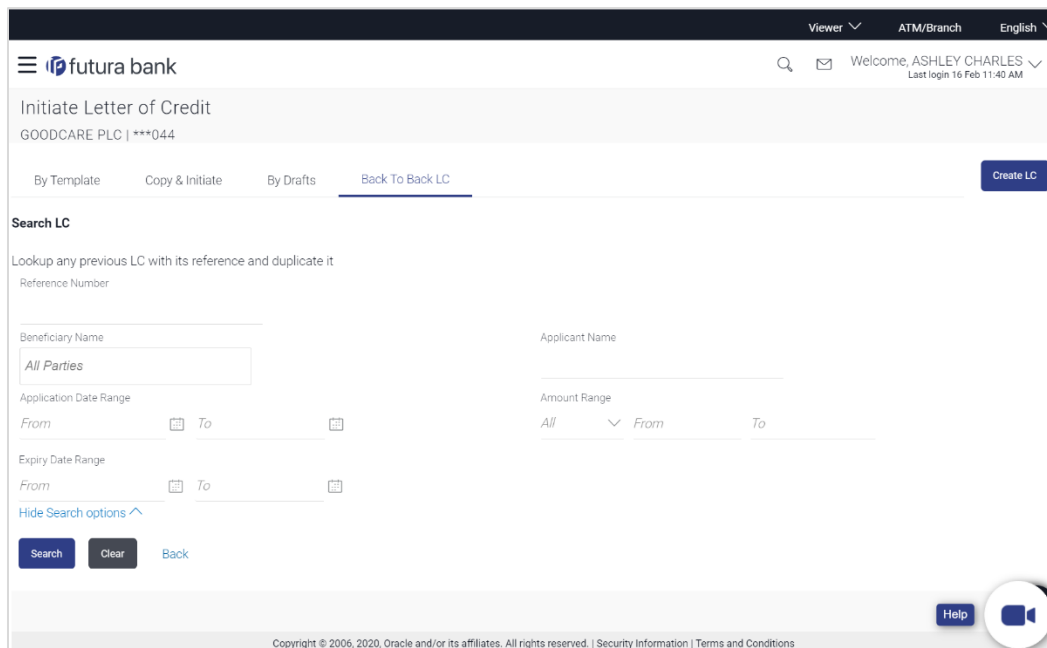
## 5.4 Back to Back LC

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



The screenshot displays the 'Initiate Letter of Credit' interface for Futura Bank. The user is logged in as Ashley Charles. The 'Back To Back LC' tab is selected, showing search options for existing LCs. The search criteria include Reference Number, Beneficiary Name (currently set to 'All Parties'), Applicant Name, Application Date Range (From/To), and Expiry Date Range (From/To). There are 'Search', 'Clear', and 'Back' buttons at the bottom of the search section. A 'Create LC' button is visible in the top right corner of the main content area.

**Field Description**

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

## Back to Back LC - Search Result

Initiate Letter of Credit  
GOODCARE PLC | \*\*\*044

By Template Copy & Initiate By Drafts **Back To Back LC** [Create LC](#)

**Search LC**  
Lookup any previous LC with its reference and duplicate it  
Reference Number

Beneficiary Name:  Applicant Name:

Application Date Range: From  To  Amount Range: All  From  To

Expiry Date Range: From  To

Hide Search options [^](#)

[Search](#) [Clear](#) [Back](#)

Reference No.	Applicant Name	Beneficiary Name	Amount	Expiry Date	Application Date	Status
<a href="#">000ELAC20076ARE6</a>	PREETHI4	NATIONAL FREIGHT CORP	GBP45,000.00	14 Jun 2020	16 Mar 2020	ACTIVE
<a href="#">PK1ELAC20011A7C2</a>	FIXNETIX	NATIONAL FREIGHT CORP	GBP10,000.00	10 Apr 2020	11 Jan 2020	ACTIVE
<a href="#">PK1ELAC20011A8HQ</a>	FIXNETIX	NATIONAL FREIGHT CORP	GBP10,000.00	10 Apr 2020	11 Jan 2020	ACTIVE
<a href="#">PK2ELCT19081BABC</a>	FIXNETIX	NATIONAL FREIGHT CORP	GBP10,000.00	20 Jun 2019	22 Mar 2019	ACTIVE
<a href="#">PK2ELCT19081BB30</a>	FIXNETIX	NATIONAL FREIGHT CORP	GBP10,000.00	20 Jun 2019	22 Mar 2019	ACTIVE
<a href="#">PK2ELCT19081BB36</a>	FIXNETIX	NATIONAL FREIGHT CORP	GBP10,000.00	20 Jun 2019	22 Mar 2019	ACTIVE
<a href="#">000ELAC20076AQME</a>	Blackworth Pharma	NATIONAL FREIGHT CORP	GBP2,000.00	14 Jun 2020	16 Mar 2020	ACTIVE
<a href="#">PK1ELAC20011ASSD</a>	FIXNETIX	NATIONAL FREIGHT CORP	GBP100,000.00	10 Apr 2020	11 Jan 2020	ACTIVE
<a href="#">PK1ELAC20011ASEJ</a>	FIXNETIX	NATIONAL FREIGHT CORP	GBP20,000.00	10 Apr 2020	11 Jan 2020	ACTIVE
<a href="#">PK2ELAC19081BMAP</a>	Test Corporate Inc	NATIONAL FREIGHT CORP	GBP1,000.00	20 Jun 2019	22 Mar 2019	ACTIVE

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## Field Description

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

### Search Result

<b>Reference No.</b>	The LC reference number. Click on the link to view the details of LC initiated.
<b>Applicant Name</b>	The name of the applicant is displayed.
<b>Beneficiary Name</b>	The name of the beneficiary of the back to back LC.
<b>Amount</b>	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
<b>Expiry Date</b>	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.
<b>Application Date</b>	The date of application of the back to back LC.
<b>Status</b>	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 **Initiate a Letter of Credit**

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

### 5.5.1 **Letter of Credit Details tab**

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

#### **To initiate the LC:**

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

## Letter of Credit Initiation - Initiate LC

futura bank
Viewer ATM/Branch English

Welcome, Acme Corporation Checker  
Last login: 20 Aug 2021 09:53 AM

Initiate Letter of Credit  
 GOODCARE PLC | \*\*\*044

- LC Details
- Goods and Shipment Details
- Documents and Conditions
- Instructions
- Charges
- Attachments

**LC Details**

**99** Applicant  
 GOODCARE PLC

**Address**  
 12 King Street  
 Country  
 GB

**40A** Type of Documentary Credit  
 Transferable  Non Transferable

**LC Type**  
 Sight  Usance  Mixed Payment

**Revolving**  
 Yes  No

**Select Product**  
 ILSA - ILSR Import LC Sight Revol.

**Auto-Renewal**  
 Yes  No

**Revolving Type**  
 Value  Time

**Cumulative**  
 Yes  No

**Repeat Frequency**  
 Days

**31B** Date of Expiry  **Place of Expiry**

**99** Beneficiary Details  
 Existing  New

**Beneficiary Name**  
 Lucifer Motors

**Address**  
 299-300, Michelle Arcade  
 Bourke Street, EC2N 2DL  
 London  
 Country  
 United Kingdom

**32B** LC Amount  
 GBP

**LC Amount Tolerance**  
 Under(%)  Above(%)

**Total Exposure**  
 GBP 3,300.00

**39C** Additional Amount Covered

**41A** Credit Available By  
 Negotiation

**42P** Negotiation/Deferred Payment Details

**Credit Available With**  
 Swift Code  Bank Address  
 CITIGB2LNNN

**Lookup SWIFT Code**

**42C**

Serial Number	Tenor	Credit Days From	Drawee Bank	Draft Amount	Actions
1	0	10	FUTURA	GBP 0.00	<input type="button" value="✖"/>

[Add Another Draft](#)

**Limits**  
 Party ID: GOODCARE PLC  
 Link


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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Applicant</b>	Displays the LC applicant name based on the selected party ID.
<b>Address</b>	Displays the LC applicant address.
<b>Limits</b>	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.
<b>View Limit Details</b>	Click the link to open the Facility Summary screen.
<b>Country</b>	Displays the country of the LC applicant.
<b>Type of Documentary Credit</b>	Move the slider to select the type of documentary credit. The type of documentary credit are: <ul style="list-style-type: none"> <li>• Transferable/Non Transferable</li> </ul>
<b>LC Type</b>	The type of LC. The options are: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> <li>• Mixed Payment</li> </ul>
<b>Revolving</b>	Indicate whether the product is revolving or not. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Select Product</b>	The LC product to be selected.
<b>Auto Reinstatement</b>	This states that reinstatement will happen automatically, if not chosen it has to be done manually if required. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p>This field is enabled if <b>Yes</b> option is selected in the <b>Revolving</b> field.</p>


Field Name	Description
<b>Revolving Type</b>	<p>The Indicates revolving type.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Value: LC revolves in value.</li> <li>• Time : LC revolves in time</li> </ul> <p>This field is enabled if <b>Yes</b> option is selected in the <b>Revolving</b> field.</p>
<b>Cumulative</b>	<p>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.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p>This field is enabled if <b>Time</b> option is selected in the <b>Revolving Type</b> field.</p>
<b>Repeat Frequency</b>	<p>The time duration of revolving frequency</p> <p>The values can be entered in terms of:</p> <ul style="list-style-type: none"> <li>• Days</li> <li>• Month</li> <li>• Years</li> </ul> <p>This field is enabled if the <b>Time</b> option is selected in <b>Revolving Type</b> list.</p>
<b>Date of Expiry</b>	<p>The expiry date of the LC.</p> <p>The expiry date must be later than the application date.</p>
<b>Place of Expiry</b>	<p>The place where LC would expire.</p>
<b>Beneficiary Details</b>	<p>The beneficiary type.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Existing</li> <li>• New</li> </ul>
<b>Beneficiary Name</b>	<p>The name of the LC beneficiary.</p> <p>This field allows the user to select the beneficiary's name from drop-down, if <b>Existing</b> option is selected in the <b>Beneficiary Details</b> field.</p> <p>This field allows the user to enter the beneficiary's name if <b>New</b> option is selected in the <b>Beneficiary Details</b> field.</p>

Field Name	Description
<b>Address</b>	The address of the LC beneficiary. This field is enabled to enter the address details, if <b>New</b> option is selected in the <b>Beneficiary Details</b> field.
<b>Country</b>	The country of the LC beneficiary. This field is enabled to enter the country name, if <b>New</b> option is selected in the <b>Beneficiary Details</b> field.
<b>LC Amount</b>	The currency under which the LC can be issued. Indicates the amount for the Letter of Credit.
<b>LC Amount Tolerance</b>	The tolerance relative to the documentary credit amount as a percentage plus and/or minus that amount. Enter the values for: <ul style="list-style-type: none"> <li>• Under (-) %</li> <li>• Above (+) %</li> </ul>
<b>Total Exposure</b>	Displays the total LC amount including the positive tolerance, with the currency.
<b>Additional Amounts Covered</b>	This field specifies any additional amounts available to the beneficiary under the terms of the credit, such as insurance, freight, interest, etc.
<b>Credit Available By</b>	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: <ul style="list-style-type: none"> <li>• Acceptance</li> <li>• Deferred Payment</li> <li>• Mixed Payment</li> <li>• Negotiation</li> <li>• Sight Payment</li> </ul>
<b>Negotiation/ Deferred Payment Details</b>	Indicates the details of Negotiation/ Deferred Payment. This field is enabled if the <b>Negotiation/ Deferred Payment</b> option is selected in the <b>Credit Available By</b> field.
<b>Mixed Payment Details</b>	Indicates the details of mixed payment. This field is enabled if the <b>Mixed Payment</b> option is selected in the <b>Credit Available By</b> field.

Field Name	Description
<b>Credit Available With</b>	Indicates the details of Bank where credit would become available. It is captured by Bank's SWIFT code.  The options are: <ul style="list-style-type: none"> <li>• SWIFT Code</li> <li>• Bank Address</li> </ul>
<b>Lookup SWIFT Code</b>	Select the SWIFT code of the issuing bank.  This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Credit Available With</b> field.
<b>SWIFT code Look up</b>	
The following fields appear on a pop up window if the <b>Lookup SWIFT Code</b> link is clicked.	
<b>Swift Code</b>	The facility to lookup bank details based on SWIFT code.
<b>Bank Name</b>	The facility to search for the SWIFT code based on the bank name.
<b>City</b>	The facility to search for the SWIFT code based on city.
<b>SWIFT Code Lookup - Search Result</b>	
<b>Bank Name</b>	The names of banks as fetched on the basis of the search criteria specified.
<b>Address</b>	The complete address of each bank as fetched on the basis of the search criteria specified.
<b>SWIFT Code</b>	The list of SWIFT codes as fetched on the basis of the search criteria specified.
<b>Bank Details</b>	Name and Address of the bank where credit would be available.  This field is enabled if the <b>Bank Address</b> option is selected in the <b>Credit Available With</b> field.
<b>Drafts section</b>	
<hr/> <p><b>Note:</b> Click  to remove any draft added earlier to the LC application. Click <b>Add Another Draft</b> to add new draft.</p> <hr/>	
<b>Serial Number</b>	The serial number of drafts to be drawn under the documentary credit.
<b>Tenor (In Days)</b>	The tenor of drafts to be drawn under the documentary credit.

Field Name	Description
<b>Credit Days From</b>	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: <ul style="list-style-type: none"> <li>• Invoice Date</li> <li>• B/L Date</li> <li>• Others</li> </ul>
<b>Drawee Bank</b>	The drawee bank of the LC.
<b>Draft Amount</b>	The various drafts amount for the LC application.
<b>Action</b>	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.



## Letter of Credit Initiation - Goods and Shipment Details tab

The screenshot shows the 'Goods and Shipment Details' tab in the Futura Bank Letter of Credit Initiation interface. The interface includes a sidebar with navigation options: LC Details, Goods and Shipment Details (selected), Documents and Conditions, Instructions, Charges, and Attachments. The main content area displays the following fields:

- 43P Partial Shipment:** Allowed
- 43T Trans-shipment:** Allowed
- 44A Place of Taking in Charge/Dispatch from:** Mumbai
- 44E Port of Loading/Airport of Departure:**
- 44F Port of Discharge/Airport of Destination:** London
- 44B Place of Final Destination/For Transportation:**
- 44C / 44D Shipment:** Date (selected), Period

Below these fields is a table for adding goods:

Goods	Goods Description	Quantity	Cost/Unit	Gross Amount	
1	AUTOMOBILES	CLUTCH PLATES	10	50	500

At the bottom of the table, there is a '+ Add Goods' link and a '+ Add Goods' button. Below the table are navigation buttons: Next, Save As Draft, Cancel, and Back.

### Field Description

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

<b>Partial Shipment</b>	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

<b>Trans-shipment</b>	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
<b>Place of Taking in Charge/ Dispatch From</b>	The place of receipt from where shipment will be done.
<b>Port of Loading/ Airport of Departure</b>	The port of loading or airport of departure to be indicated on the transport document.
<b>Port of Discharge/ Airport of Destination</b>	The port of discharge or airport of destination to be indicated on the transport document.
<b>Place of Final Destination/ For Transportation</b>	The place of dispatch or taking in charge of the goods or loading on board.
<b>Shipment Period</b>	The period of shipment during which the goods are to be loaded on board /dispatched /taken in charge.
<b>Shipment Date</b>	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.
<b>Note:</b> It is mandatory to enter the values either in the <b>Latest Shipment Date</b> or <b>Shipment Period</b> field.	

### Goods

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

<b>Goods</b>	The type of good being shipped has to be chosen.
<b>Description</b>	The description about the goods.
<b>Quantity</b>	The quantity of goods.
<b>Cost/Unit</b>	The number of units of the good covered under the LC.
<b>Gross Amount</b>	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.

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

Viewer ATM/Branch English

futura bank

Welcome, corp checker  
Last login 21 Nov 04:46 PM

Documents & Conditions  
DEV Org | \*\*\*165

LC Details

Goods and Shipment Details

Documents and Conditions

Instructions

Charges

46A

Select Documents

Name of Document	Original	Number of Copies	Clause
<input checked="" type="checkbox"/> Air Way	0 / 0	0	<a href="#">View / Edit Clauses</a>
<input checked="" type="checkbox"/> OTHERDOC	0 / 0	0	<a href="#">View / Edit Clauses</a>
<input checked="" type="checkbox"/> Sea Way	0 / 0	0	<a href="#">View / Edit Clauses</a>
<input checked="" type="checkbox"/> Insurance	0 / 0	0	<a href="#">View / Edit Clauses</a>
<input checked="" type="checkbox"/> Invoice	0 / 0	0	<a href="#">View / Edit Clauses</a>

Page 1 of 1 (1-5 of 5 items)

Add Document

47A Additional Conditions

Condition Code	Identifier	Description
SND2RECM700	Please Select	Sender to receiver information

Refer Codes and Description

Add Condition

48

Documents to be presented within/beyond days after the date of shipment but within validity of this credit

10

Incoterms

Cost, Insurance and Freight (name...)

Next Save As Draft Cancel Back

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## 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.

<b>Field Name</b>	<b>Description</b>
<b>Number of Copies</b>	The required number of copies required for the selected document.
<b>Clause</b>	The clauses maintained in the bank application for each of the document. A document can have multiple clauses.
<b>View Clause</b>	The link to view the clause maintained in the bank application for each of the document.
<b>View Clause</b>	<p>This section appears if you select a document and click the View Clause link.</p> <p>In a blank clause, corporate user can enter the details to have a clause customized to his/her requirement.</p>
<b>Selected</b>	<p>The clauses that you have selected from the <b>Clause List</b>.</p> <p>The selected clauses related documents are to be attached to the selected document.</p>
<b>Clause</b>	The name of the clause.
<b>Clause Description</b>	The description and number of the selected clause.
<b>Additional Conditions</b>	
<b>Condition Code</b>	The additional condition code of the documentary credit.
<b>Identifier</b>	The identifier of the conditions of the documentary credit.
<b>Description</b>	The description of further conditions of the documentary credit.
<b>Reference</b>	<p>This section appears if you select a document and click the <b>Refer Codes and Description</b> link.</p>
<b>Name of Condition</b>	The name of the condition of the documentary credit.
<b>Description of Condition</b>	The description of the documentary credit.
<b>Documents to be presented within /beyond days after the date of shipment but within validity of this credit</b>	<p>The number of days after the date of shipment when the documents will be presented to bank.</p> <hr/> <p>Note: On adding these days to the date of application, it should be within validity period.</p> <hr/>

Field Name	Description
<b>Incoterm</b>	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 Letter of Credit Initiation - Instructions tab

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

## Letter of Credit Initiation - Instructions tab

Documents & Conditions  
GOODCARE PLC | \*\*\*044

LC Details Instructions

Goods and Shipment Details

Documents and Conditions

Instructions

Charges

Attachments

Advising Bank  
 Swift Code  Name and Address  
 CITIGB2LNNN   
 Lookup SWIFT Code

49G  
Special Payment Conditions for Beneficiary  
CVCV

49H  
Special Payment Conditions for Bank Only  
VCV

49  
Confirmation Instructions  
 Confirm  May Add  Without

72Z  
Sender to Receiver Information  
CVCV

71D  
Charges  
VOCVCV

Instructions to the Bank: Not forming part of LC  
CVCVCVCV

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## Field Description

Field Name	Description
Advising Bank	The option to select the mode of advising bank. The options are: <ul style="list-style-type: none"> <li>• SWIFT Code</li> <li>• Name and Address</li> </ul>

Field Name	Description
<b>Lookup SWIFT Code</b>	Search and select the SWIFT code of the advising bank, available in the application. This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Advising Bank</b> field.
<b>SWIFT code Look up</b>	
The following fields appear on a pop up window if the <b>Lookup SWIFT Code</b> link is clicked.	
<b>Swift Code</b>	The facility to lookup bank details based on SWIFT code.
<b>Bank Name</b>	The facility to search for the SWIFT code based on the bank name.
<b>Country</b>	The facility to search for the SWIFT code based on the country.
<b>City</b>	The facility to search for the SWIFT code based on city.
<b>SWIFT Code Lookup - Search Result</b>	
<b>Bank Name</b>	The names of banks as fetched on the basis of the search criteria specified.
<b>Address</b>	The complete address of each bank as fetched on the basis of the search criteria specified.
<b>SWIFT Code</b>	The list of SWIFT codes as fetched on the basis of the search criteria specified.
<b>Name and Address</b>	Name and address of the advising bank. This field is enabled if the <b>Name and Address</b> option is selected in the <b>Advising Bank</b> field.
<b>Bank Name</b>	Enter the name of the advising bank.
<b>Bank address</b>	Enter the complete address of the advising bank.
<b>Special Payment Conditions for Beneficiary</b>	User can input special payment conditions applicable to the beneficiary, for example, post financing request/ conditions.
<b>Special Payment Conditions for Bank Only</b>	User can input special payment conditions applicable to bank without disclosure to the beneficiary, for example, post-financing request /conditions.



Field Name	Description
<b>Confirmation Instruction</b>	<p>The confirmation instructions for the requested confirmation party.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Confirm - The requested confirmation party is requested to confirm the credit</li> <li>• May Add - The requested confirmation party may add its confirmation to the credit</li> <li>• Without - No confirmation is requested</li> </ul>
<b>Requested Confirmation Party</b>	<p>Bank which is requested to add its confirmation or may add its confirmation.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Advising Bank</li> <li>• Advise Through Bank</li> <li>• Confirming Bank</li> </ul> <p>This field is enabled if the May Confirm or Confirm option is selected in the Confirmation Instruction list.</p>
<b>Confirming Bank</b>	<p>Indicates the confirming party is the Confirming bank.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Swift Code</li> <li>• Bank Address</li> </ul> <p>This field is enabled if the <b>Advise Through Bank</b> or <b>Confirming Bank</b> option is selected.</p>
<b>Swift Code</b>	<p>The Swift code of the confirming bank or Advise through Bank.</p> <p>This field is enabled if the <b>Swift Code</b> option is selected.</p>
<b>Bank Name</b>	<p>Name of the confirming bank or Advise through Bank.</p> <p>This field is enabled if the <b>Bank Address</b> option is selected.</p>
<b>Bank Address</b>	<p>Address of the confirming bank or Advise through Bank.</p> <p>This field is enabled if the <b>Bank Address</b> option is selected.</p>
<b>Sender to Receiver Information</b>	<p>The additional information for the receiver.</p>
<b>Charges</b>	<p>Specify charges to be borne by the beneficiary.</p>
<b>Instructions to the Bank : Not forming part of LC</b>	<p>Specify the instructions for the bank users.</p>

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 Letter of Credit Initiation – Charges Tab

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

Viewer ATM/Branch English

WELCOME, OBDX CHECKER  
Last login 11 Jun 11:57 AM

Documents & Conditions  
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Applicant Account for Charges  
xxxxxxxxxxxx0017

Balance: GBP999,999,999,957,696,900.00  
Charges, Commissions & Taxes

Charges

Description of Charges	Amount
LC COURIER CHARGES IN BILLS	GBP1,500.00
LC COURIER CHARGES IN BILLS	GBP1,500.00
External Charge	GBP100.00
LC COURIER CHARGES IN BILLS	GBP1,500.00
COURIER CHARGES FOR LC ISSUE	GBP150.00

Taxes

Description of Taxes	Amount
LCTAX	GBP44,000.00
LCTAX1	GBP12.00
LCTAX2	GBP162.30

Commissions

Commission for	Percentage	Amount
LC issuance Commission (Commitment)-Non periodic	2.25	GBP12,375.00
LC issuance Commission (Commitment)-Non periodic	3	GBP1,352.46

Next Save As Draft Cancel Back

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### Field Description

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

<b>Applicant Account for Charges</b>	The applicant charge account.
--------------------------------------	-------------------------------

#### Charges

<b>Description of Charges</b>	The description of the charges.
-------------------------------	---------------------------------

<b>Amount</b>	The amount that is charged under that head.
---------------	---

#### Taxes

Field Name	Description
<b>Description of Taxes</b>	The description of the taxes.
<b>Amount</b>	The amount that is charged under that head.
<b>Commissions</b>	
<b>Commissions for</b>	The commission component.
<b>Percentage</b>	The percentage of commission.
<b>Amount</b>	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 Letter of Credit Initiation - Attachments tab

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

**To Attach Documents:**

## Attachments tab - Upload Document

Initiate Letter of Credit  
GOODCARE PLC | \*\*\*044

LC Attachments

Drop files here or click here to Add Files

File size should not be more than 5 MB. Supported files: .JPG, .PNG, .DOC, .PDF, .TXT, .ZIP. Multiple files can be uploaded at a time.

Document Name	Document Category	Document Type	Add Remarks
LetterofCredit.txt	DOCTYPE001	TRADE_APPLICATION	

Delete

Save As Template  
 Yes  No

Access Type  
 Public  Private

Template Name

Template for Metal Import


I accept the Terms & Conditions

Preview Draft Copy


Submit Save As Draft Cancel Back

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### Field Description

Field Name	Description
<b>Drag and Drop</b>	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
<b>Document Name</b>	Displays the name of the attached documents. Displays the link to download the attached document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Add Remarks</b>	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document.
<b>Save as Template</b>	Options to save the transaction as template. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>

Field Name	Description
<b>Access Type</b>	<p>Indicates the type of access for the template.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul> <p>This field is enabled if the <b>Yes</b> option is selected in Save as Template.</p>
<b>Template Name</b>	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.

## 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.

## Initiate Back to Back Letter of Credit

Viewer ATM/Branch English

WELCOME Welcome, Acme Corporation Checker Last login 21 May 11:44 AM

### Initiate Letter of Credit

GOODCARE PLC | \*\*\*\*044

- LC Details
- Goods and Shipment Details
- Documents and Conditions
- Instructions
- Charges
- Attachments

**LC Details**

Linked LC number  
PK2ELAC19081AGL9

Applicant  
GOODCARE PLC

Address  
12 King Street  
Country  
GB

Limits  
Party ID: GOODCARE PLC  
LMT:

**40A**  
Type of Documentary Credit  
 Transferable  non Transferable

LC Type  
 Sight  Usance  Mixed Payment

Revolving  
 Yes  No

Select Product  
CNSS - OBDXR ILUN Import LC Us... Q

**31D**  
Date of Expiry  
21 May 2022

Place of Expiry  
London

**59**  
Beneficiary Details  
 Existing  New

Beneficiary Name  
Lucifer Motors

Address  
299-300, Michelle Arcade  
Bourne Street, EC2N 2DL  
London  
Country  
GB

**32B**  
LC Amount  
GBP 0.00

LD Amount Tolerance  
Under(%) 7 Above(%) 10

Total Exposure  
GBP 0.00

**39C**  
Additional Amount Covered

**41A**  
Credit Available By  
Acceptance

Credit Available With  
 Swift Code  Bank Address

Bank Details  
Futura Bank

**42C**

Serial Number	Tenor	Credit Days From	Drawee Bank	Draft Amount	Actions
1	0	10	Demo Bank	GBP 0.00	<input type="button" value="🗑️"/>

Add Another Draft

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### Field Description

#### Field Name

#### Description

**Linked LC Number**


Displays the linked Export LC reference number.




Field Name	Description
<b>Applicant</b>	Displays the LC applicant name based on the selected party ID.
<b>Address</b>	Displays the LC applicant address.
<b>Limits</b>	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.
<b>View Limit Details</b>	Click the link to open the Facility Summary screen.
<b>Country</b>	Displays the country of the LC applicant.
<b>Type of Documentary Credit</b>	Move the slider to select the type of documentary credit. The type of documentary credit are: <ul style="list-style-type: none"> <li>• Transferable/</li> <li>• Non Transferable</li> </ul>
<b>LC Type</b>	The type of LC. The options are: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> <li>• Mixed Payment</li> </ul>
<b>Revolving</b>	Indicate whether the product is revolving or not. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Select Product</b>	The LC product to be selected.
<b>Auto Reinstatement</b>	This states that reinstatement will happen automatically, if not chosen it has to be done manually if required. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p>This field is enabled if <b>Yes</b> option is selected in the <b>Revolving</b> field.</p>

Field Name	Description
<b>Revolving Type</b>	<p>The Indicates revolving type.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Value: LC revolves in value.</li> <li>• Time : LC revolves in time</li> </ul> <p>This field is enabled if <b>Yes</b> option is selected in the <b>Revolving</b> field.</p>
<b>Cumulative</b>	<p>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.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p>This field is enabled if <b>Time</b> option is selected in the <b>Revolving Type</b> field.</p>
<b>Repeat Frequency</b>	<p>The time duration of revolving frequency</p> <p>The values can be entered in terms of:</p> <ul style="list-style-type: none"> <li>• Days</li> <li>• Month</li> <li>• Years</li> </ul> <p>This field is enabled if the <b>Time</b> option is selected in <b>Revolving Type</b> list.</p>
<b>Date of Expiry</b>	<p>The expiry date of the LC.</p> <p>The expiry date must be later than the application date.</p>
<b>Place of Expiry</b>	<p>The place where LC would expire.</p>
<b>Beneficiary Details</b>	<p>The beneficiary type.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Existing</li> <li>• New</li> </ul>
<b>Beneficiary Name</b>	<p>The name of the LC beneficiary.</p> <p>This field allows the user to select the beneficiary name from drop-down, if <b>Existing</b> option is selected in the <b>Beneficiary Details</b> field.</p> <p>This field allows the user to enter the beneficiary name if <b>New</b> option is selected in the <b>Beneficiary Details</b> field.</p>

Field Name	Description
<b>Address</b>	The address of the LC beneficiary. This field is enabled to enter the address details, if <b>New</b> option is selected in the <b>Beneficiary Details</b> field.
<b>Country</b>	The country of the LC beneficiary. This field is enabled to enter the country name, if <b>New</b> option is selected in the <b>Beneficiary Details</b> field.
<b>LC Amount</b>	The currency under which the LC can be issued. Indicates the amount for the Letter of Credit.
<b>LC Amount Tolerance</b>	The tolerance relative to the documentary credit amount as a percentage plus and/or minus that amount. Enter the values for: <ul style="list-style-type: none"> <li>• Under (-) %</li> <li>• Above (+) %</li> </ul>
<b>Total Exposure</b>	Displays the total LC amount including the positive tolerance, with the currency.
<b>Additional Amounts Covered</b>	This field specifies any additional amounts available to the beneficiary under the terms of the credit, such as insurance, freight, interest, etc.
<b>Credit Available By</b>	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: <ul style="list-style-type: none"> <li>• Acceptance</li> <li>• Deferred Payment</li> <li>• Mixed Payment</li> <li>• Negotiation</li> <li>• Sight Payment</li> </ul>
<b>Negotiation/ Deferred Payment Details</b>	Indicates the details of Negotiation/ Deferred Payment. This field is enabled if the <b>Negotiation/ Deferred Payment</b> option is selected in the <b>Credit Available By</b> field.
<b>Mixed Payment Details</b>	Indicates the details of mixed payment. This field is enabled if the <b>Mixed Payment</b> option is selected in the <b>Credit Available By</b> field.

Field Name	Description
<b>Credit Available With</b>	<p>Indicates the details of Bank where credit would become available. It is captured by Bank's SWIFT code.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• SWIFT Code</li> <li>• Bank Address</li> </ul>
<b>Lookup SWIFT Code</b>	<p>Select the SWIFT code of the issuing bank.</p> <p>This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Credit Available With</b> field.</p>
<b>SWIFT code Look up</b>	
The following fields appear on a pop up window if the <b>Lookup SWIFT Code</b> link is clicked.	
<b>Swift Code</b>	The facility to lookup bank details based on SWIFT code.
<b>Bank Name</b>	The facility to search for the SWIFT code based on the bank name.
<b>Country</b>	The facility to search for the SWIFT code based on the country.
<b>City</b>	The facility to search for the SWIFT code based on city.
<b>SWIFT Code Lookup - Search Result</b>	
<b>Bank Name</b>	The names of banks as fetched on the basis of the search criteria specified.
<b>Address</b>	The complete address of each bank as fetched on the basis of the search criteria specified.
<b>SWIFT Code</b>	The list of SWIFT codes as fetched on the basis of the search criteria specified.
<b>Bank Details</b>	<p>Name and Address of the bank where credit would be available.</p> <p>This field is enabled if the <b>Bank Address</b> option is selected in the <b>Credit Available With</b> field.</p>
<b>Drafts section</b>	
<hr/> <p><b>Note:</b> Click  to remove any draft added earlier to the LC application. Click <b>Add Another Draft</b> to add new draft.</p> <hr/>	
<b>Serial Number</b>	The serial number of drafts to be drawn under the documentary credit.
<b>Tenor (In Days)</b>	The tenor of drafts to be drawn under the documentary credit.

Field Name	Description
<b>Credit Days From</b>	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: <ul style="list-style-type: none"> <li>• Invoice Date</li> <li>• B/L Date</li> <li>• Others</li> </ul>
<b>Drawee Bank</b>	The drawee bank of the LC.
<b>Draft Amount</b>	The various drafts amount for the LC application.
<b>Actions</b>	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 Save As Template

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

**Field Description**

Field Name	Description
<b>Template Type</b>	<p>Indicates the type of access for the template.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>

**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.

## Save as Draft

Save ✕

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

Name of the Draft

AutomationPrivatetemp1

---

## Field Description

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

<b>Draft Name</b>	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](#)

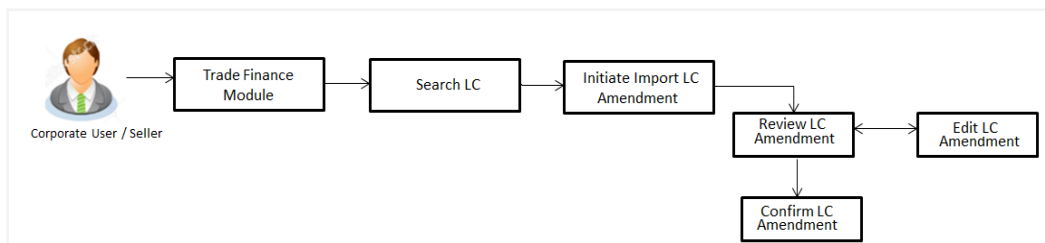
## 6. Initiate Import LC Amendment

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 have 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.



## Import LC Amendments - Search Result

LC Number	Applicant Name	Beneficiary Name	Amount
000ILUN20076BIOR	DEV ORG	Oracle Corp	£912,456.00
000ILUN20076BJ6E	DEV ORG	Oracle Corp	£100,000.00
000ILUN20076BJ6H	DEV ORG	CITIBANK IRELAND	£3,344,555.00
000ILUN20076BIEK	DEV ORG	Oracle Corp	£663,456.00
000ILUN20076BJY4	DEV ORG	CITIBANK IRELAND	£3,344,555.00
000ILUN20076BJY5	DEV ORG	Oracle Corp	£3,344,555.00
000ILUN20076BKCO	DEV ORG	Oracle Corp	£963,456.00
000ILSR200764002	DEV ORG	sunrise coffee	£123,456.00
000ILSR200764502	DEV ORG	sunrise coffee	£563,456.00
000ILSR200767505	DEV ORG	TEST1	£3,000.00

Page 1 of 2 (1-10 of 11 items) < 1 2 >

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### Field Description

Field Name	Description
<b>Search</b>	
<b>Search</b>	Specify the LC Number/ Applicant Name/ Beneficiary Name of LC for whom amendments to be made.
<b>Search Result</b>	
<b>LC Number</b>	The LC reference number generated while creating LC.
<b>Applicant Name</b>	The LC applicant name based on the selected party ID.
<b>Beneficiary Name</b>	The name of the beneficiary of the LC.
<b>Amount</b>	The amount for the Letter of Credit along with the currency under which the LC issued.

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

## Initiate Import LC Amendment

Viewer ▼ ATM/Branch English ▼

Welcome, Acme Corporation Checker ▼  
Last login 23 Feb 07:30 PM

### Initiate Import LC Amendment

GOODCARE PLC | \*\*044

LC Reference No. PK1ILUN20011BNT2 <span style="color: green; font-weight: bold; font-size: 0.8em;">ACTIVE</span>	Product OBDXR ILUN Import LC Usance Non Revolving	Date Of Issue 11 Jan 2020
---	--	------------------------------

- LC Details
- Goods and Shipment Details
- Documents and Conditions
- Instructions

#### LC Details

**50**

Applicant Name  
GOODCARE PLC

Address  
12 King Street

Country  
GB

**Limits**

Party ID: GOODCARE PLC

Limit

**40A**

Type of Documentary Credit

Transferable  Non Transferable

LC Type  
Sight

**31D**

Date of Expiry	Place of Expiry
30 Jun 2020	<input type="checkbox"/> UNITED STATES

**59**

Beneficiary Name  
ABC CORP

Address  
fdjfhgkjl

ttatdfghgkj

fghgkjl

Country  
United Kingdom ▼

**32B**

LC Amount  
GBP15,000.00

LC Amount Tolerance

Under(%)	Above(%)
10	10

Total Exposure  
GBP16,500.00

**39C**  
Additional Amount Covered  
new amouunt new

**41A**  
Credit Available By  
Acceptance

Credit Available With  
 Swift Code  Bank Address

Bank Details  
ANY BANK

**42C**

Serial Number	Tenor	Credit Days From	Drawee Bank	Draft Amount	Actions
No data to display.					

[Add Another Draft](#)

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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.

---

[Home](#)

## 7. View Import letter of credit

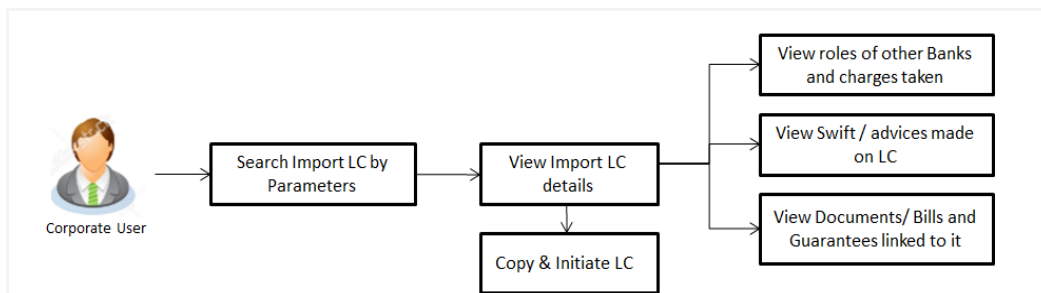
Using this option, you can view the details of existing Import Letters of Credit (LC) in the application. You can search the required LC using different search criteria.

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



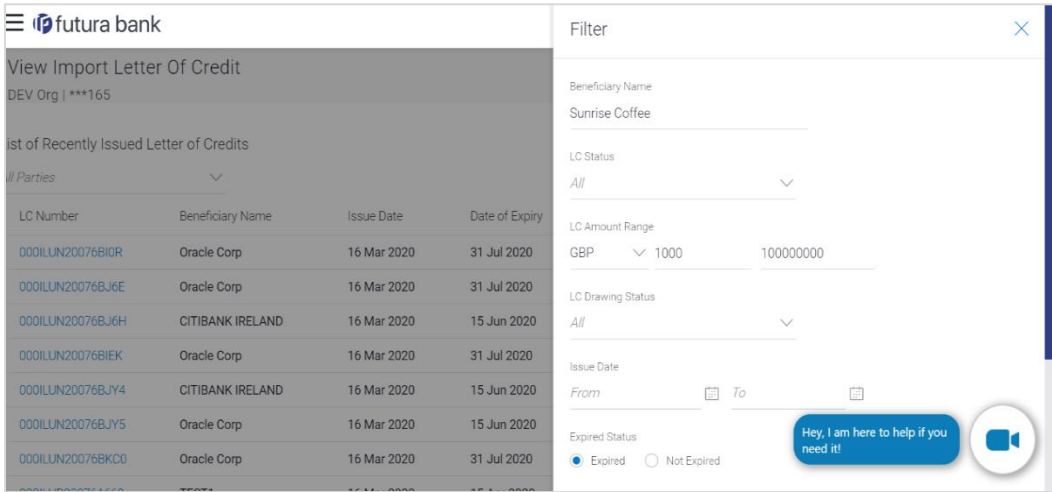
### How to reach here:

*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.

Filter Import Letter Of Credit



Field Description

Field Name	Description
<b>Beneficiary Name</b>	The name of beneficiary party.
<b>LC Status</b>	The status of LC currently. The options are: <ul style="list-style-type: none"> <li>• Hold</li> <li>• Active</li> <li>• Cancelled</li> <li>• Closed</li> <li>• Reversed</li> </ul>
<b>LC Currency</b>	The currency for the LC.
<b>LC Amount Range</b>	The start and end value of the amount range used for searching the LC.
<b>LC Drawing Status</b>	The LC amount drawing status. The options are: <ul style="list-style-type: none"> <li>• Partial</li> <li>• Full</li> <li>• Undrawn</li> <li>• Expired</li> </ul>
<b>Issue Date From</b>	The start date of the issue date range used for searching the LC.

Field Name	Description
<b>Issue Date To</b>	The end date of the issue date range used for searching the LC.
<b>Expired Status</b>	To select whether LC being searched is expired or not. The options are: <ul style="list-style-type: none"> <li>Expired</li> <li>Not Expired</li> </ul>
<b>Expiry Date From</b>	The start date of the expiry date range used for searching the LC.
<b>Expiry Date To</b>	The end date of the expiry date range used for searching the LC.

- 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

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

List of Recently Issued Letter of Credits

All Parties → Search... Download

LC Number	Applicant Name	Beneficiary Name	Issue Date	Date of Expiry	LC Status	LC Amount	Outstanding Amount
PK11LUN20011BM9K	NATIONAL FREIGHT CORP	FIXNETIX	11 Jan 2020	10 May 2020	ACTIVE	GBP1,000.00	GBP1,000.00
PK2ILSN190845012	NATIONAL FREIGHT CORP	Test Corporate Inc	25 Mar 2019	23 Jun 2019	ACTIVE	GBP20,000.00	GBP22,000.00
PK11LUN20011BLVM	NATIONAL FREIGHT CORP	FIXNETIX	11 Jan 2020	10 May 2020	ACTIVE	GBP1,600.00	GBP1,600.00
PK11LUN20011BM9L	NATIONAL FREIGHT CORP	FIXNETIX	11 Jan 2020	10 May 2020	ACTIVE	GBP1,000.00	GBP1,000.00
PK11LUN20011BL3V	NATIONAL FREIGHT CORP	FIXNETIX	11 Jan 2020	10 May 2020	ACTIVE	GBP1,000.00	GBP1,000.00
PK11LUN20011BMNF	NATIONAL FREIGHT CORP	FIXNETIX	11 Jan 2020	10 May 2020	CLOSED	GBP1,000.00	GBP0.00
000LUN20076D1KO	NATIONAL FREIGHT CORP	PREETHII	16 Mar 2020	14 Jul 2020	ACTIVE	GBP1,000.00	GBP1,000.00
PK11LUN20011BMNI	NATIONAL FREIGHT CORP	FIXNETIX	11 Jan 2020	10 May 2020	ACTIVE	GBP1,000.00	GBP1,000.00

Page 1 of 142 (1-8 of 1129 items) | < 1 2 3 4 5 ... 142 > ✕

ⓘ All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.

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### Field Description

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

### List of Recently Issued Letter Of Credit

Field Name	Description
<b>LC Number</b>	This is the LC number of the LC application.
<b>Applicant Name</b>	The name of the applicant.
<b>Beneficiary Name</b>	The name of the LC beneficiary.
<b>Issue Date</b>	The issue date of the Import LC.
<b>Date of Expiry</b>	The date when the LC expires and holds no more valid.
<b>LC Status</b>	The Import LC status i.e. whether is active/closed etc.
<b>LC Amount</b>	The amount for which LC is created.
<b>Outstanding Amount</b>	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 **View Import Letter Of Credit - LC Details** screen appears.



### View Import Letter Of Credit - LC Details

futura bank

Viewer ATM/Branch English

View Import Letter Of Credit

GOODCARE PLC | \*\*\*044

[Copy & Initiate](#)

LC Reference No.	Product	LC Amount	Date of Expiry
PK2/LUN190817009 <span style="color: green; font-weight: bold;">ACTIVE</span>	OBDXR ILUN Import LC Usance Non Revolving	GBP4,000.00	31 Jan 2020

Attached Documents

Amendments

Bills

Shipping Guarantee

Charges, Commissions & Taxes

Swift Messages

Advice

Banks

**LC Details**

<p><b>51A</b> Applicant GOODCARE PLC Address 12 King Street Country United Kingdom Date of Application 22 Mar 2019</p>	<p><b>31D</b> Date of Expiry 31 Jan 2020</p> <p>Place of Expiry UNITED STATES</p>	<p><b>40A</b> Type of Documentary Credit Non Transferable Non Revolving</p>
<p><b>31B</b> LC Amount GBP4,000.00 <a href="#">View Availments</a></p>	<p><b>59</b> Beneficiary Name MARKS AND SPENCER Address MARGUS2SXXX Country United States</p>	
<p><b>39A</b> LC Amount Tolerance Under (%) 0 Above (%) 0 Total Exposure GBP4,000.00</p>	<p><b>39C</b> Additional Amount Covered</p>	
<p><b>41A</b> Credit Available By Acceptance Credit Available With ANY BANK IN US Drafts No <a href="#">Hide Information</a></p>	<p><b>42C</b> Drafts At</p>	

**Goods & Shipment**

<p><b>43P</b> Partial Shipment Not Allowed</p>	<p><b>43T</b> Transshipment Not Allowed</p>	
<p><b>44A</b> Place of Taking in Charge/Dispatch from</p>	<p><b>44E</b> Port of Loading/Airport of Departure NEW YORK</p>	
<p><b>44F</b> Port of Discharge/Airport of Destination LONDON</p>	<p><b>44B</b> Place of Final Destination/For Transportation</p>	

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

[Hide Information](#)

**Documents**

Document Name	Original	Copies	Clause
BOL	0/0	0	<a href="#">View Clause</a>
INSDOC	0/0	0	<a href="#">View Clause</a>
INVOICE	0/0	0	<a href="#">View Clause</a>

Page 1 of 1 (1-3 of 3 items) | < 1 >

**58A**  
Additional conditions

**48**  
Documents to be presented within/beyond days after the date of shipment but within validity of this credit  
21

Incoterms  
Cost, Insurance and Freight (named destination port)

[Hide Information](#)

**Instruction**

Advising Bank SWIFT ID

**49G**  
Special Payment Conditions for Beneficiary  
SPECIAL PAYMENT CONDITION  
BENEFICIARY

**49H**  
Special Payment Conditions for Bank Only  
SPECIAL PAYMENT CONDITION BANK

**49**  
Confirmation Instructions  
Confirm

**58A**  
Requested Confirmation Party  
Advise Through Bank  
Advise Through Bank  
RABO BANK  
NL

[More Information](#)

[Copy & Initiate](#) [Cancel](#) [Back](#)

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**Availments for LC PK11LUN211256001**

No	Date	Description	Amount
1	5/5/21	This availment is triggered by Bill No. PK11BLD211250001 in Bills	GBP 10,000.00
2	5/5/21	This availment is triggered by Bill No. PK11BLD211250002 in Bills	GBP 0.00
3	5/5/21	This availment is triggered by Bill No. PK11BLD211250501 in Bills	GBP 0.00
4	5/5/21	This availment is triggered by Bill No. PK11BLD211250502 in Bills	GBP 0.00
Total Availment			GBP 10,000.00

**View Import Letter Of Credit**  
NATIONAL FREIGHT CORP | \*\*\*\*153

LC Reference No. PK11LUN211256001 **ACTIVE** | Product: Import LC Usance Non Revolving

**LC Details**

Attached Documents

Amendments

Bills

Shipping Guarantee

Linkages

**51A**  
Applicant: NATIONAL FREIGHT CORP  
Address: PKBANK71XXX  
Country: United Kingdom  
Accountee: NATIONAL FREIGHT CORP  
Date of Application: 5/5/21

**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.

<b>Field Name</b>	<b>Description</b>
<b>Product</b>	The Import LC product name under which the LC is created.
<b>LC Amount</b>	The amount availed against the LC.
<b>Date of Expiry</b>	The date when the LC expires and holds no more valid.
<b>LC Details</b>	
<b>Applicant</b>	Displays the LC applicant name based on the selected party ID.
<b>Address</b>	Displays the LC applicant address.
<b>Country</b>	Displays the country of the LC applicant.
<b>Date of Application</b>	The LC issue date.
<b>Date of Expiry</b>	The expiry date of the LC. The expiry date must be later than the application date.
<b>Place of Expiry</b>	The place where LC would expire.
<b>LC Amount</b>	The amount availed against the LC.
<b>View Availments</b>	These shows the sum total of amount availed against LC by the beneficiary. Click on the <b>View Availments</b> link to open the list of availments done. Displays the Availment No/Date/ Description /Amount details.
<b>No</b>	The availment record serial number. This field appears if you click the <b>View Availments</b> link.
<b>Date</b>	The date of availment. This field appears if you click the <b>View Availments</b> link.
<b>Description</b>	The description of availment under an LC. This field appears if you click the <b>View Availments</b> link.
<b>Amount</b>	The amount availed against the LC. This field appears if you click the <b>View Availments</b> link.
<b>Total Availment</b>	The total amount availed against the LC. This field appears if you click the <b>View Availments</b> link.

Field Name	Description
<b>Type of Documentary Credit</b>	The type of documentary credit are: <ul style="list-style-type: none"> <li>• Transferable</li> <li>• Revolving</li> </ul>
<b>Revolving Type</b>	Indicates revolving type. This field appears if the <b>SWIFT Code</b> option is selected in the <b>Credit Available With</b> field.
<b>Auto Reinstatement</b>	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.
<b>Cumulative</b>	Displays whether the frequency is cumulative for the LC.
<b>Beneficiary Name</b>	The name of the LC beneficiary.
<b>Address</b>	The address of the LC beneficiary.
<b>Country</b>	The country of the LC beneficiary.
<b>More Information</b>	Following fields appear if you click the <b>More Information</b> link. Click the <b>Hide Information</b> link to hide the fields.
<b>LC Amount Tolerance Under %</b>	The tolerance relative to the documentary credit amount as a percentage plus and/or minus that amount.
<b>Total Exposure</b>	Displays the total LC amount including the positive tolerance, with the currency.
<b>Credit Available By</b>	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.
<b>Credit Available With</b>	Indicates the details of Bank where credit would become available. It is captured by Bank's SWIFT code.
<b>Mixed Payment Details</b>	Indicates the details of mixed payment. This field is appears if the <b>Mixed Payment</b> option was selected in the <b>Credit Available By</b> field.
<b>Additional Amounts Covered</b>	This field specifies any additional amounts available to the beneficiary under the terms of the credit, such as insurance, freight, interest, etc.
<b>Drafts At</b>	The number of drafts available.

Field Name	Description
<b>Goods &amp; Shipment</b>	
<b>Partial Shipment</b>	Displays whether partial shipments is allowed or not or is conditional.
<b>Place of Taking in Charge/ Dispatch From</b>	The place of receipt from where shipment will be done.
<b>Port of Discharge/ Airport of Destination</b>	The port of discharge or airport of destination to be indicated on the transport document.
<b>Shipment</b>	The period of shipment during which the goods are to be loaded on board /dispatched /taken in charge.
<b>Transshipment</b>	Displays whether transshipment is allowed or not or is conditional.
<b>Port of Loading/ Airport of Departure</b>	The port of loading or airport of departure to be indicated on the transport document.
<b>Place of Final Destination/ For Transportation</b>	The place of dispatch or taking in charge of the goods or loading on board.
<b>More Information</b>	
Following fields appear if you click the <b>More Information</b> link.	
Click the <b>Hide Information</b> link to hide the fields.	
<b>Goods</b>	The type of good being shipped.
<b>Description of Goods</b>	The description of goods.
<b>Units</b>	The number of units of the goods.
<b>Price Per Unit</b>	The price per unit of the goods.
<b>Documents</b>	
<b>Document Name</b>	Displays the lists of all the documents required to be represented.
<b>Original</b>	Displays the number "n" out of "m" original documents will be provided to bank.
<b>Copies</b>	Displays the number of copies that will be submitted as a set of documents for LC.

Field Name	Description
<b>Clause</b>	<p>Displays the default description of clauses, however user can modify the same.</p> <p>Click the <b>View Clause</b> link to view the clause maintained in the bank application for each of the document or to modify as per needs.</p>
<b>More Information</b>	<p>Following fields appear if you click the <b>More Information</b> link.</p> <p>Click the <b>Hide Information</b> link to hide the fields.</p>
<b>Additional Conditions</b>	The description of further conditions of the documentary credit.
<b>Documents to be presented within /beyond _____ days after the date of shipment but within validity of this credit</b>	<p>The number of days after the date of shipment when the documents will be presented to bank.</p> <hr/> <p><b>Note:</b> On adding these days to the date of application, it should be within validity period.</p> <hr/>
<b>Incoterm</b>	Displays the INCO terms for the LC application.
<b>Instruction</b>	
<b>Advising Bank SWIFT ID</b>	Displays the SWIFT ID and address of the Advising Bank.
<b>Special Payment Conditions for Beneficiary</b>	User can input special payment conditions applicable to the beneficiary, for example, post financing request/ conditions.
<b>Confirmation Instructions</b>	The confirmation instructions for the requested confirmation party.
<b>Special Payment Conditions for Bank Only</b>	User can input special payment conditions applicable to bank without disclosure to the beneficiary, for example, post-financing request /conditions.
<b>Requested Confirmation Party</b>	<p>Bank which is requested to add its confirmation or may add its confirmation.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Advising Bank</li> <li>• Advise Through Bank</li> <li>• Confirming Bank</li> </ul> <p>This field is enabled if the May Confirm or Confirm option is selected in the Confirmation Instruction list.</p>
<b>Advise Through Bank</b>	Displays the SWIFT Id/Name/ of the Advise Through Bank.

Field Name	Description
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### More Information

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

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

<b>Sender to Receiver Information</b>	The additional information for the receiver.
---------------------------------------	--

<b>Applicant Account for Charges</b>	The applicant account for charges.
--------------------------------------	------------------------------------

<b>Charges</b>	The details specify charges to be borne by the beneficiary.
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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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View Import Letter Of Credit  
GOODCARE PLC | \*\*\*044

LC Reference No. 000ILUN20076AENT **Active** Product OBDXR ILUN Import LC Usance Non Revolving LC Amount GBP50,000.00 Date of Expiry 13 Jun 2020

Attached Documents

Sr No	Document Id	Document Category	Document Type	Remarks	Action
1	2JPM_****01	IDPROOF	IDPROOF	rem for docs	

## 7.2 View Import Letter Of Credit - Attached Documents

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

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.



## View Import Letter Of Credit – Attached Documents

The screenshot shows the Futura Bank interface for viewing an Import Letter of Credit. The header includes the bank logo, user name 'Obdx two', and login time. The main content area shows the LC Reference No. (GOODCARE PLC | \*\*\*044) and a status of 'ACTIVE'. Below this, a table lists LC details: LC Reference No., Product (OBDR ILUN Import LC Usance Non Revolving), LC Amount (GBP50,000.00), and Date of Expiry (13 Jun 2020). A section titled 'Attached Documents' contains a table with the following data:

Sr No	Document Id	Document Category	Document Type	Remarks	Action
1	2JPM_***01	IDPROOF	IDPROOF	rem for docs	

## Field Description

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

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

## 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

The screenshot shows the 'View Import Letter Of Credit' page in the Futura Bank system. The page header includes the Futura Bank logo, a search icon, and a user greeting: 'Welcome, rcorp Checker' with a last login time of '04 Sep 10:22 AM'. The main heading is 'View Import Letter Of Credit' with a sub-heading 'DEV Org | \*\*\*165'. There are two action links: 'Initiate Amendment' and 'Copy & Initiate'. Below this is a table with the following data:

LC Reference No.	Product	LC Amount	Date of Expiry
000ILUN20076BIOR <span style="color: green;">ACTIVE</span>	OBDX ILUN Import LC Usance Non Revolving	£912,456.00	31 Jul 2020

Below the table is a section titled 'Amendments' with a table of amendment details:

Amendment Number	Issue Date	Expiry Date	LC Amount	Status	
1	16 Mar 2020	31 Jul 2020	£912,456.00	ACCEPTED	<a href="#">View</a>
2	16 Mar 2020	31 Jul 2020	£912,456.00	REJECTED	<a href="#">View</a>

Below the amendment table is a pagination control: 'Page 1 of 1 (1-2 of 2 items)' with navigation arrows and a '1' in a box. There are three buttons: 'Initiate Amendment' (blue), 'Cancel' (grey), and 'Back' (blue). On the left side of the page, there is a sidebar menu with the following items: 'Attached Documents', 'Amendments' (highlighted), 'Bills', 'Shipping Guarantee', 'Charges', 'Commissions', 'Swift Messages', 'Advice', and 'Banks'. At the bottom of the page, there is a copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

#### 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
<b>Expiry Date</b>	Displays the new expiry date of the LC.
<b>LC Amount</b>	Displays the new LC amount.
<b>Status</b>	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 **Bills**

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.

## View Import Letter of Credit – Bills

View Import Letter Of Credit  
GODDCARE PLC | \*\*\*044

Initiate Amendment | Copy & Initiate

LC Reference No.	Product	LC Amount	Date of Expiry
PK2ILUN19081A7PT <span>ACTIVE</span>	OBDXR ILUN Import LC Usance Non Revolving	GBP40,000.00	20 Jun 2019

LC Details Bills

Attached Documents	Inward Bill Number	Date Received	Bill Amount	Status
	<a href="#">PK2IULL190817001</a>	22 Mar 2019	GBP10,000.00	<span>ACTIVE</span>

Amendments

Page 1 of 1 (1 of 1 items) < 1 >

Shipping Guarantee Cancel Back

Charges, Commissions & Taxes

Swift Messages

Advice

Banks

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## Field Description

## Field Name Description

<b>Inward Bill Number</b>	Displays the Inward Bill number. Click on Inward Bill Number link to view the Bill details.
<b>Date Received</b>	Displays the date on which the Bill is received.
<b>Bill Amount</b>	Displays the Bill amount with currency for the LC.
<b>Status</b>	Displays the status of the Bill is received.

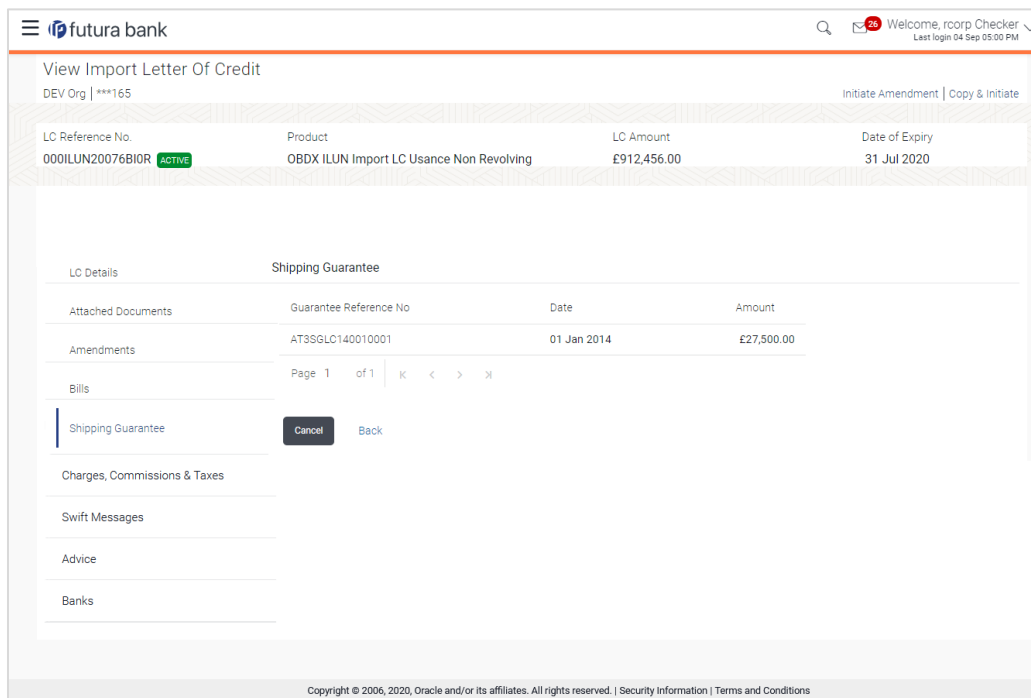
13. Click on **Inward Bill Number** to view the Bill details. The **View Import Bill- General Bill** details linked to the LC number screen appears. Refer [View Import Bill](#).  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.  
OR  
Click **Back**.  
The **View Import LC** 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 Shipping Guarantee

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

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



The screenshot shows the 'View Import Letter of Credit' page for 'DEV Org | \*\*\*165'. The page is titled 'View Import Letter of Credit' and includes a search bar, a user profile 'Welcome, rcorp Checker' with a last login of '04 Sep 05:00 PM', and a navigation menu. The main content area is divided into two tabs: 'LC Details' and 'Shipping Guarantee'. The 'Shipping Guarantee' tab is active, displaying a table with the following data:

LC Reference No	Product	LC Amount	Date of Expiry
000ILUN20076BIOR <span style="color: green;">ACTIVE</span>	OBDX ILUN Import LC Usance Non Revolving	£912,456.00	31 Jul 2020

Below the table, there is a section for 'Shipping Guarantee' with a 'Cancel' button and a 'Back' link. The page also includes a footer with copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

### Field Description

Field Name	Description
<b>Guarantee Reference No</b>	Displays the reference number of shipping guarantees linked to LC.
<b>Date</b>	Displays the date when guarantee was created.
<b>Amount</b>	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.

### View Import Letter of Credit - Charges

Viewer ATM/Branch English

2 Welcome, corp checker  
Last login 23 Nov 02:16 PM

futura bank

DEV Org | \*\*\*165
Initiate Amendment | Copy & Initiate

<b>LC Reference No.</b>	<b>Product</b>	<b>LC Amount</b>	<b>Date of Expiry</b>
000ILUN20076BIOR <span style="color: green; font-weight: bold; font-size: 0.8em;">ACTIVE</span>	OBDX ILUN Import LC Usance Non Revolving	£912,456.00	31 Jul 2020

<b>LC Details</b>  Attached Documents  Amendments  Bills  Shipping Guarantee  <b>Charges, Commissions &amp; 1</b>  Swift Messages  Advice  Banks	<b>Charges, Commissions &amp; Taxes</b>  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Account No</th> <th style="width: 45%;">Description of Charges</th> <th style="width: 15%;">Date</th> <th style="width: 15%;">Amount</th> </tr> </thead> <tbody> <tr> <td>xxxxxxxxxxxx0018</td> <td>LC SWIFT Charge for amendment</td> <td>16 Mar 2020</td> <td>£150.00</td> </tr> <tr> <td>xxxxxxxxxxxx0018</td> <td>LC Courier Charges Collected in Bills</td> <td>16 Mar 2020</td> <td>£1,500.00</td> </tr> <tr> <td>xxxxxxxxxxxx0018</td> <td>LC Courier Charge</td> <td>16 Mar 2020</td> <td>£150.00</td> </tr> <tr> <td>xxxxxxxxxxxx0018</td> <td>Other bank Fee</td> <td>16 Mar 2020</td> <td>£50.00</td> </tr> <tr> <td>xxxxxxxxxxxx0018</td> <td>LC Courier Charge for amendment</td> <td>16 Mar 2020</td> <td>£50.00</td> </tr> <tr> <td>xxxxxxxxxxxx0018</td> <td>LC SWIFT Charge for amendment</td> <td>16 Mar 2020</td> <td>£50.00</td> </tr> </tbody> </table> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Description of Taxes</th> <th style="width: 15%;">Value Date</th> <th style="width: 15%;">Transaction Date</th> <th style="width: 10%;">Amount</th> </tr> </thead> <tbody> <tr> <td colspan="4">No data to display.</td> </tr> </tbody> </table> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Commission for</th> <th style="width: 20%;">Percentage</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr> <td>LC issuance Commission (Commitment)-Non periodic</td> <td>1</td> <td>£3,967.02</td> </tr> <tr> <td>LC issuance Commission (Commitment)-Non periodic</td> <td>1.5</td> <td>£2,000.00</td> </tr> </tbody> </table>	Account No	Description of Charges	Date	Amount	xxxxxxxxxxxx0018	LC SWIFT Charge for amendment	16 Mar 2020	£150.00	xxxxxxxxxxxx0018	LC Courier Charges Collected in Bills	16 Mar 2020	£1,500.00	xxxxxxxxxxxx0018	LC Courier Charge	16 Mar 2020	£150.00	xxxxxxxxxxxx0018	Other bank Fee	16 Mar 2020	£50.00	xxxxxxxxxxxx0018	LC Courier Charge for amendment	16 Mar 2020	£50.00	xxxxxxxxxxxx0018	LC SWIFT Charge for amendment	16 Mar 2020	£50.00	Description of Taxes	Value Date	Transaction Date	Amount	No data to display.				Commission for	Percentage	Amount	LC issuance Commission (Commitment)-Non periodic	1	£3,967.02	LC issuance Commission (Commitment)-Non periodic	1.5	£2,000.00
Account No	Description of Charges	Date	Amount																																											
xxxxxxxxxxxx0018	LC SWIFT Charge for amendment	16 Mar 2020	£150.00																																											
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Description of Taxes	Value Date	Transaction Date	Amount																																											
No data to display.																																														
Commission for	Percentage	Amount																																												
LC issuance Commission (Commitment)-Non periodic	1	£3,967.02																																												
LC issuance Commission (Commitment)-Non periodic	1.5	£2,000.00																																												

Cancel
Back

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### Field Description

Field Name	Description
<b>Charges</b>	
<b>Account No.</b>	Debit account number of the applicant.
<b>Description of Charges</b>	Displays the description charges applicable.
<b>Date</b>	Displays the date on which charges are applicable.
<b>Amount</b>	Displays the amount of charges.

7-19

Field Name	Description
<b>Taxes</b>	
<b>Description of Taxes</b>	Displays the description charges applicable.
<b>Value Date</b>	Displays the value date of the taxes.
<b>Transaction Date</b>	Displays the date on which the transaction is done.
<b>Amount</b>	Displays the amount of taxes.
<b>Commissions</b>	
<b>Commission for</b>	Displays the all commissions charged by bank.
<b>Percentage</b>	Displays the percentage of LC charged as commission.
<b>Amount</b>	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 SWIFT Messages

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

25. Click **SWIFT Messages** tab. The summary of all the all SWIFT messages between both the parties appears.  
 OR  
 Click **Back**.  
 The **View Import LC** screen appears.  
 OR  
 Click **Cancel** to cancel the transaction. The **Dashboard** appears.



## View Import Letter of Credit - SWIFT Messages

The screenshot shows the Futura Bank interface. At the top, there is a navigation bar with the Futura Bank logo, a search icon, and a user profile for 'Welcome, corp checker' with a last login of '23 Nov 02:16 PM'. Below this, the page title is 'View Import Letter Of Credit' with a sub-header 'DEV Org | \*\*\*165'. There are two links: 'Initiate Amendment' and 'Copy & Initiate'. A summary table shows LC Reference No. 000ILUN20076BI0R (ACTIVE), Product OBDX ILUN Import LC Usance Non Revolving, LC Amount £912,456.00, and Date of Expiry 31 Jul 2020. Below this, there are tabs for 'LC Details' and 'Swift Messages'. The 'Swift Messages' tab is active, showing a table with columns: Attached Documents, Message ID, Date, Description, Sending/Receiving Bank, Message Type, and Action. The table contains four rows of data, all with a 'Download' action. A pagination bar shows 'Page 1 of 1 (1-4 of 4 items)'. Below the table, there are buttons for 'Cancel' and 'Back'. At the bottom, there are tabs for 'Advice' and 'Banks'. A copyright notice is visible at the very bottom: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

Attached Documents	Message ID	Date	Description	Sending/Receiving Bank	Message Type	Action
Amendments	2812064750950679	16 Mar 2020	Amendment Instrument	CITIBANK IRELAND	707	Download
Bills	2282011074809375	16 Mar 2020	Amendment Instrument	CITIBANK ENGLAND	707	Download
Shipping Guarantee	2252037684736277	16 Mar 2020	L/C instrument	CITIBANK IRELAND	700	Download
Charges, Commissions & T	2282010641849657	16 Mar 2020	Amendment Instrument	CITIBANK IRELAND	707	Download

## Field Description

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

The screenshot shows the Futura Bank interface for viewing SWIFT messages. A modal window titled "View Swift Message" is open, displaying the following details:

Field	Value
Event Date	16 Mar 2020
Event Description	Initiation Of Amendment Confirmation
Message Text	{1:F01AAEMNL21AXXX1111111111}(2:1707CITIGB2LXRRN)(3:(108:2812064750950679)) (4:20:000ILUN20076BIORZ1:NONREF:31C:200316:30:200316:26E:3:59:ORACLE CORPORACGB2LOOONNEW TECH PARKPLOT NO 29:33B:GBP902456;34B:GBPT0000;79:NEW AMOUNT)

## Field Description

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

<b>Event Date</b>	Displays the event date.
<b>Event Description</b>	Displays the description of the event.
<b>Description</b>	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 Advices

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

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.

## View Import Letter of Credit - Advices

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

Initiate Amendment | Copy & Initiate

LC Reference No.	Product	LC Amount	Date of Expiry
PK2ILUN19126C2GO <span>ACTIVE</span>	OBDXR ILUN Import LC Usance Non Revolving	GBP10,000.00	31 May 2019

Message ID	Date	Description	Event Description	Action
1412258404261167		L/C instrument	Booking LC or Guarantee Issue	Download
1412258404258162		Cash Collateral Advices	Booking LC or Guarantee Issue	Download

Page 1 of 1 (1-2 of 2 items) < >

Cancel Back

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## Field Description

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

<b>Message ID</b>	Unique identification number for the message.
-------------------	---

<b>Date</b>	Date of sending advice.
-------------	-------------------------

<b>Description</b>	The detail description of advice.
--------------------	-----------------------------------

<b>Event Description</b>	The detail description of the event of the advice.
--------------------------	--

<b>Action</b>	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

The screenshot shows the Futura Bank interface. At the top, there is a search bar and a user greeting: "Welcome, rcorp Checker" with a dropdown arrow and "Last login 28 Aug 11:28 PM". Below this, the LC details are displayed:

- LC Reference No.: 000ILUN20076BK00 (ACTIVE)
- Product: OBDX ILUN Import LC Usance Non Revolving
- LC Amount: £963,456.00
- Date of Expiry: 31 Jul 2020

A "View Advice" modal window is open, showing the following details:

- Event Date
- Event Description: Booking LC or Guarantee Issue
- Debit Advice ----- 11-JAN-20 FIXNETIX FIXNETIX PKBANK41XXX Dear Sir(s), Our Reference : 000ILUN20076BK00 LC Contract Amount : 963456 We have debited your account as follows : Value Date : 16-MAR-20 Account Debited : PK100001540018 LC Courier Charge GBP 150.00 Total GBP 150.00 Yours faithfully, ----- AUTHORISED SIGNATORY

Below the modal, there is a table of LC details:

LC Details	Advice	Message ID	Description	Action
Amendments		2382005568061712	Debit Advice	Booking LC or Guarantee Issue Download
Bills		2382005568059608	Debit Advice	Booking LC or Guarantee Issue Download
Shipping Guarantee		2382005568056883	Debit Advice	Booking LC or Guarantee Issue
Charges		2382005568054926	Debit Advice	Booking LC or Guarantee Issue

At the bottom right of the interface, there is a chat button that says "Hey, I am here to help if you need it!" and a video call icon.

### 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

The screenshot shows the 'View Import LC' page in the Futura Bank system. The page displays the LC Number 000ILUR200765501 and provides details for three banks: Reimbursing Bank, Advise Through Bank, and Confirming Bank. The Reimbursing Bank details are as follows:

Field	Value
Swift	OATAG8000XX
Name	OATS_AT1_BANK_GBP
Address	OATAT8000XX
Country	UK UNITED KINGDOM

The Advise Through Bank details are as follows:

Field	Value
Swift	TREB800000XX
Name	000_TRADE BANK1
Address	TREB800000XX
Country	LONDON UNITED KINGDOM

The interface also includes a sidebar with navigation options: LC Details, Attached Documents, Amendments, Bills, Shipping Guarantee, Charges, Commissions &, Swift Messages, Advice, and Banks. The Banks tab is currently selected.

## 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
<b>SWIFT</b>	Displays the SWIFT Id of the Advise Through Bank.
<b>Name</b>	Displays the name of the Advise Through Bank.
<b>Address</b>	Displays the address of the Advise Through Bank.
<b>Country</b>	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.

[Home](#)

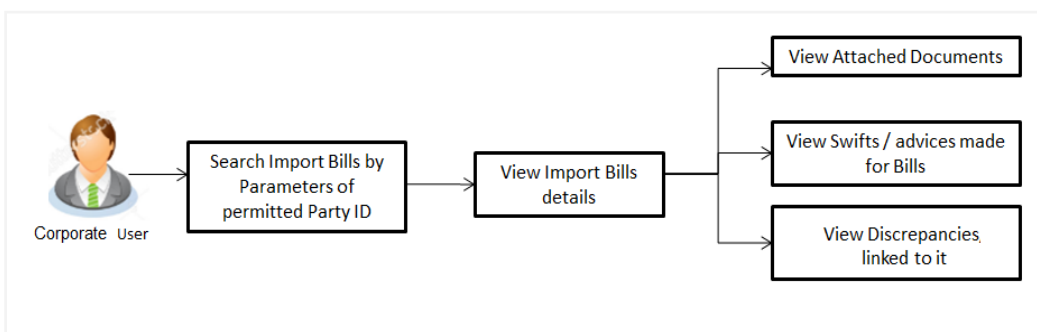
## 8. View Import Bill

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**

<b>Field Name</b>	<b>Description</b>
<b>Bill Reference Number</b>	The Import Bill reference number.
<b>Status</b>	The current status of the Bill. The options are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Liquidated</li> <li>• Closed</li> <li>• Reversed</li> </ul>
<b>Importer Name</b>	The name of the Importer who needs to pay the Bill.
<b>Exporter Name</b>	The name of Exporter who has uploaded the Bill.
<b>Bill Amount From</b>	The start of the Bill amount range used for searching the Bill.
<b>Bill Amount To</b>	The end of the Bill amount range used for searching the Bill.
<b>Bill Date From</b>	The start date of the Bill date range used for searching the Bill.
<b>Bill Date To</b>	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.



## View Import Bill – Search Result

View Import Bill  
GOODCARE PLC | \*\*\*044

Search

Bill Reference Number  Status *Please Select*

Importer Name  Exporter Name

Bill Amount Range *All*  *From*  *To*  Bill Date Range *From*  *To*

**Bills Maturing** [Download](#)

Bill Reference Number	Exporter Name	Importer Name	Release Against	Transaction Date	Bill Amount	Status
<a href="#">PK2IAYB190810001</a>	MARKS AND SPENCER	GOODCARE PLC	INCOMING USANCE CLEAN BILLS UNDER LC ON ACCEPTANCE	22 Mar 2019	GBP12,009.90	ACTIVE
<a href="#">PK2ISLP190812001</a>	MARKS AND SPENCER	GOODCARE PLC	INCOMING CLEAN SIGHT BILLS UNDER LC ON PAYMENT	22 Mar 2019	GBP1,000.00	ACTIVE
<a href="#">PK2IVY2190811001</a>	MARKS AND SPENCER	GOODCARE PLC	INCOMING SIGHT DOCUMENTRY BILLS UNDER LC ON ADVANCE	22 Mar 2019	GBP97,900.00	ACTIVE
<a href="#">PK2IVY2190811501</a>	MARKS AND SPENCER	GOODCARE PLC	INCOMING SIGHT DOCUMENTRY BILLS UNDER LC ON ADVANCE	22 Mar 2019	GBP1,000.00	ACTIVE
<a href="#">PK2IVY2190811502</a>	MARKS AND SPENCER	GOODCARE PLC	INCOMING SIGHT DOCUMENTRY BILLS UNDER LC ON ADVANCE	22 Mar 2019	GBP100.00	ACTIVE
<a href="#">PK2IUULL190813001</a>	ABC CORP	GOODCARE PLC	INCOMING DOCUMENTARY USANCE BILLS UNDER LC ON ACCEPTANCE	22 Mar 2019	GBP15,400.00	LIQUIDATED
<a href="#">PK2IVY2190811002</a>	MARKS AND SPENCER	GOODCARE PLC	INCOMING SIGHT DOCUMENTRY BILLS UNDER LC ON ADVANCE	22 Mar 2019	GBP1,000.00	ACTIVE
<a href="#">PK2IVY2190813501</a>	MARKS AND SPENCER	GOODCARE PLC	INCOMING SIGHT DOCUMENTRY BILLS UNDER LC ON ADVANCE	22 Mar 2019	GBP1,000.00	ACTIVE
<a href="#">PK2IUCL190810501</a>	GG CORPORATION	GOODCARE PLC	INCOMING CLEAN USANCE BILLS UNDER LC ON ACCEPTANCE (ADVANCE BY LOAN)	22 Mar 2019	GBP5,000.00	ACTIVE
<a href="#">PK2IUULL190814502</a>	MARKS AND SPENCER	GOODCARE PLC	INCOMING DOCUMENTARY USANCE BILLS UNDER LC ON ACCEPTANCE	22 Mar 2019	GBP22,000.00	ACTIVE

Page 1 of 40 (1-10 of 397 items)       ...

All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.

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## Field Description

Field Name	Description
<b>Bill Reference Number</b>	The Bill reference number. Displays the link to view the Import Bill details.
<b>Exporter Name</b>	The name of the Exporter of the Import Bill.
<b>Importer Name</b>	The name of the Importer who needs to pay the Bill.
<b>Release Against</b>	The product name of the Import Bill.
<b>Transaction Date</b>	The transaction date of the Import Bill.
<b>Bill Amount</b>	The Import Bill amount.
<b>Status</b>	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.

## View Import Bill – General Bill Details

futura bank
Welcome, Obdx Checker  
Last login 11 Jun 05:57 PM

View Import Bill Under LC  
ABC CORP | \*\*\*044 [Settle Bill](#)

Bill Number PK2IULL190813001LIQUIDATED	Linked to LC PK2ILSN19081A9N9LIQUIDATED	Outstanding Amount GBP15,400.00	Maturity Date 21 Apr 2019
---	--	------------------------------------	------------------------------

View Bill Details

**Exporter & Importer Details**

Discrepancies	Exporter Name ABC CORP Address fdjhjgkjl tststgfhgkj fgjhgkjl Country United Kingdom	Importer Name GOODCARE PLC Address 12 King Street Country																																				
Charges & Taxes	Application Date 22 Mar 2019 Customer Reference Number NONE																																					
SWIFT Messages	Bank Reference Number NONE																																					
Advice	<b>Product Details</b> Payment Type USANCE Product INCOMING DOCUMENTARY USANCE BILLS UNDER LC ON ACCEPTANCE Base Date Description																																					
Loans	Document Attached Yes Tenor 30 Base Date 22 Mar 2019 Bill Amount GBP15,400.00 Maturity Date 21 Apr 2019 Negotiating bank Address Settlement Date 22 Mar 2019																																					
	<b>Goods &amp; Shipment</b> Shipment From Port of Loading Goods																																					
	Shipment To Port of Discharge																																					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Goods</th> <th>Description of Goods</th> <th>Units</th> <th>Price Per Unit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>MACHINE1</td> <td>MACHINE AS PER ORDER N</td> <td></td> </tr> </tbody> </table>		Goods	Description of Goods	Units	Price Per Unit	1	MACHINE1	MACHINE AS PER ORDER N																													
Goods	Description of Goods	Units	Price Per Unit																																			
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	<b>Documents</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Document Name</th> <th>Original (First Mail)</th> <th>Copies (First Mail)</th> <th>Original (Second Mail)</th> <th>Copies (Second Mail)</th> <th></th> </tr> </thead> <tbody> <tr> <td>Air Way</td> <td>1/2</td> <td>2</td> <td>0/0</td> <td>0</td> <td><a href="#">View Clause</a></td> </tr> <tr> <td>Bill of Lading</td> <td>0/0</td> <td>0</td> <td>0/0</td> <td>0</td> <td><a href="#">View Clause</a></td> </tr> <tr> <td>Insurance</td> <td>0/0</td> <td>2</td> <td>0/0</td> <td>0</td> <td><a href="#">View Clause</a></td> </tr> <tr> <td>Invoice</td> <td>1/2</td> <td>0</td> <td>0/0</td> <td>0</td> <td><a href="#">View Clause</a></td> </tr> <tr> <td>OTHERDOC</td> <td>0/0</td> <td>0</td> <td>0/0</td> <td>0</td> <td><a href="#">View Clause</a></td> </tr> </tbody> </table>		Document Name	Original (First Mail)	Copies (First Mail)	Original (Second Mail)	Copies (Second Mail)		Air Way	1/2	2	0/0	0	<a href="#">View Clause</a>	Bill of Lading	0/0	0	0/0	0	<a href="#">View Clause</a>	Insurance	0/0	2	0/0	0	<a href="#">View Clause</a>	Invoice	1/2	0	0/0	0	<a href="#">View Clause</a>	OTHERDOC	0/0	0	0/0	0	<a href="#">View Clause</a>
Document Name	Original (First Mail)	Copies (First Mail)	Original (Second Mail)	Copies (Second Mail)																																		
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Bill of Lading	0/0	0	0/0	0	<a href="#">View Clause</a>																																	
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	<b>Instruction</b> Remarks <a href="#">Back</a>																																					

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## Field Description

Field Name	Description
<b>Bill Number</b>	Displays the bill number of the LC.
<b>Linked to LC</b>	Displays the reference number of the LC.

<b>Field Name</b>	<b>Description</b>
<b>Outstanding Amount</b>	The outstanding amount of the Import Bill.
<b>Maturity Date</b>	The maturity date of the Import Bill.
<b>Exporter &amp; Importer Details</b>	
<b>Exporter Name</b>	The name of the Exporter of the Import Bill. He is the one who uploads Bills.
<b>Address</b>	The address of the Exporter of the Import Bill.
<b>Country</b>	The country of the Exporter of the Import Bill.
<b>Application Date</b>	The date of application of the Import Bill.
<b>Customer Reference Number</b>	The user provided customer reference number for the transaction.
<b>Importer Name</b>	The name of person who is receiving Bills to be settled.
<b>Address</b>	The address of the Importer of the Import Bill.
<b>Country</b>	The country of the Importer of the Import Bill.
<b>Bank Reference Number</b>	The user provided bank reference number for the transaction.
<b>Product Details</b>	
<b>Payment Type</b>	The type of payment associated with the Bill. it can be: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> </ul>
<b>Product</b>	The product of the Import Bill.
<b>Base Date Description</b>	It is the description of the chosen base date.
<b>Document Attached</b>	It asks user if any documents a part of Bill. It can be: <ul style="list-style-type: none"> <li>• Yes (Documentary)</li> <li>• No (Clean)</li> </ul>
<b>Tenor</b>	The tenor of the Bill.

<b>Field Name</b>	<b>Description</b>
<b>Base Date</b>	The date to be considered as base date for Bill application. It is number of days for the tenor from the base date.
<b>Maturity Date</b>	The maturity date of the Import Bill.
<b>Bill Amount</b>	Displays the amount of the Import Bill.
<b>Negotiating Bank</b>	The name of the negotiating bank of the Import Bill.
<b>Address</b>	The address of the negotiating bank of the Import Bill.
<b>Country</b>	The country of the negotiating bank of the Import Bill.
<b>Settlement Date</b>	The settlement date of the Import Bill.
<b>Goods &amp; Shipment</b>	
<b>Shipment From</b>	The Place of Receipt from where shipment will be done.
<b>Shipment To</b>	The place of delivery of goods.
<b>Port of Loading</b>	The place of dispatch of the goods or loading on board.
<b>Port of Discharge</b>	The port of discharge.
<b>Goods</b>	
	Section to view the goods for shipment.
<b>Sr No</b>	The serial number for different lines of goods.
<b>Goods</b>	The type of good being shipped has to be chosen.
<b>Description of Goods</b>	The description of goods.
<b>Units</b>	The number of units of the goods
<b>Price Per Unit</b>	The price per unit of the goods.
<b>Documents</b>	
<b>Document Name</b>	Displays the lists of all the documents required to be represented.
<b>Original (First Mail)</b>	Displays the number "n" out of "m" original documents of the first mail that will be provided to bank.

Field Name	Description
<b>Copies (First Mail)</b>	Displays the number of copies of the first mail, that will be submitted as a set of documents.
<b>Original (Second Mail)</b>	Displays the number “n” out of “m” original documents of the second mail that will be provided to bank.
<b>Copies (Second Mail)</b>	Displays the number of copies of the first mail, that will be submitted as a set of documents.
<b>View Clause</b>	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.
<b>Incoterm</b>	Displays the INCO terms for the application..
<b>Instructions</b>	
<b>Remarks</b>	Any instructions provided to bank for creation of LC is mentioned here.

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

## 8.2 **Discrepancies**

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

- 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.

## View Import Bill – Discrepancies tab

View Import Bill Under LC  
MARKS AND SPENCER | \*\*\*044 [Settle Bill](#)

Bill Number	Linked to LC	Outstanding Amount	Maturity Date
PK2IAY8190810001 <b>ACTIVE</b>	PK2ILSN190812001 <b>ACTIVE</b>	GBP12,009.90	21 Apr 2019

View Bill Details | **Discrepancies**

Discrepancies	Received Date	Description	Status	Resolved Date
Charges & Taxes	22 Mar 2019	GATEDIS1	Unresolved	

SWIFT Messages  
Advice  
Loans

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## Field Description

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

8.3 Charges & Taxes

This tab lists Charges and Taxes against bill.

View Import Bill Under LC  
FIXNETIX | \*\*\*153 [Settle Bill](#)

Bill Number	Linked to LC	Outstanding Amount	Maturity Date
PK1IVY4200110501 <b>ACTIVE</b>	PK1CLCI200111501 <b>ACTIVE</b>	GBP30,000.00	31 Jan 2020

View Bill Details | **Charges & Taxes**

Charges & Taxes	Charges			
Charges & Taxes	Account No	Description of Charges	Date	Amount
SWIFT Messages	xxxxxxxxxxxx0016	BCOFNGC	11 Jan 2020	GBP800.00
	xxxxxxxxxxxx0016	BC SWIFT Charge	11 Jan 2020	GBP150.00

Advice  
Loans

Taxes	Description of Taxes	Value Date	Transaction Date	Amount
	No data to display.			

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Charges</b>	
<b>Account No</b>	Debit account number of the applicant.
<b>Description of Charges</b>	Displays the description charges applicable.
<b>Date</b>	Displays the date on which charges are applicable.
<b>Amount</b>	Displays the amount of charges.
<b>Taxes</b>	
<b>Description of Charges</b>	Displays the description charges applicable.
<b>Value Date</b>	Displays the value date of the taxes.
<b>Transaction Date</b>	Displays the date on which the transaction is done.
<b>Amount</b>	Displays the amount of taxes.

**8.4 SWIFT Messages**

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.



## View Import Bill – SWIFT Messages tab

View Import Bill Under LC  
NATIONAL FREIGHT CORP | \*\*\*044 [Settle Bill](#)

Bill Number	Linked to LC	Outstanding Amount	Maturity Date
PK2ISLP19126ALM0LIQUIDATED	PK2ILSN19081A55XLIQUIDATED	GBP10,000.00	22 Mar 2019

View Bill Details	SWIFT Messages					
Discrepancies	Message ID	Date	Description	Sending/Receiving Bank	Message Type	Action
Charges & Taxes	<a href="#">2182139335498339</a>	06 May 2019	Advice of Payment - LC	Preethi Krishnan	756	<a href="#">Download</a>

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

SWIFT Messages

Advice

Loans

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## Field Description


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

- 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.
- 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.

- 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

View Import Bill Under LC  
MARKS AND SPENCER | \*\*\*044 [Settle Bill](#)

Bill Number	Linked to LC	Outstanding Amount	Maturity Date
PK2IULL190814502 <span>ACTIVE</span>	PK2ILSN19081A5SD <span>ACTIVE</span>	GBP22,000.00	23 May 2020

Discrepancies	Message ID	Date	Description	Event Description	Action
Charges & Taxes	1362001607422862	11 Jan 2020	Debit Advice	Initiation of a BC Contract	<a href="#">Download</a>
SWIFT Messages	1362001607425782	11 Jan 2020	Debit Advice	Initiation of a BC Contract	<a href="#">Download</a>
SWIFT Messages	1362001607427774	11 Jan 2020	Debit Advice	Initiation of a BC Contract	<a href="#">Download</a>
Advice	1362001607418985	11 Jan 2020	Debit Advice	Initiation of a BC Contract	<a href="#">Download</a>

Page 1 of 1 (1 of 4 items) [1](#)

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## Field Description

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


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

## 8.5.1 Advices Details

The screenshot shows the 'View Import Bill Under LC' interface. At the top, it identifies the user as 'Oracle Corp | \*\*\*165'. Key details include: Bill Number 000IULL20076A3UY (ACTIVE), Linked to LC 000ILUN20076C0X8 (ACTIVE), Outstanding Amount £8,343.00, and Maturity Date 15 Apr 2020. A 'View Advice' modal window is displayed, showing an event on 01 Jan 2014: 'Liquidation of a BC Contract'. The modal contains a 'DEBIT ADVICE' with the following details: DATE: 01 Jan 2014, BRANCH: PG, CUSTOMER: PG, ADDRESS: PG, ADDRESS3: PG, ADDRESS4: PG, PAGE: PG, CUSTOMER ID: PG, CUSTOMER ACCOUNT: PG, ACCOUNT OUR REFERENCE NO.: PG, CONTRACT REF NO.: PG, USER REFERENCE NO.: PG, USER REF NO.: PG. The modal also states: 'HAVE EXECUTED THE FOLLOWING TRANSACTION ON YOUR BEHALF: VALUE DATE CCY AMOUNT', 'VALUE DATE CCY SETTLEMENT AMT AMOUNT IN WORDS', and 'A/C NO.: GBP BILL LIQUIDATION CHARGES GBP 100.00 DEBITED AMOUNT: GBP 100.00 FOR BRANCHNAME AUTHORIZED SIGNATORY'. The modal includes a close button (X) and a 'Download' link for each row of data.

### Field Description

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

View Import Bill Under LC  
FIXNETIX | \*\*\*153 [Settle Bill](#)

Bill Number	Linked to LC	Outstanding Amount	Maturity Date
PK1IULL20011A9A7 <span>ACTIVE</span>	PK1ILUN20011B8RN <span>ACTIVE</span>	GBP200,000.00	10 Feb 2020

View Bill Details | **Loans**

Discrepancies	Loan Account No	Loan Amount
	xxxxxxxxxxxx0022	GBP42,500.00

SWIFT Messages  
Advice  
Loans

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## Field Description

Field Name	Description
<b>Loan Account No.</b>	The linked loans account.
<b>Loan Amount</b>	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.

[Home](#)

## 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:

- Select the **Bill Discrepancy** option.
- Enter the search criteria, if required
- 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

Bill Reference Number	Product Name	Beneficiary Name	LC Reference Number	Bill Amount
000IUULL20076A2PA	INCOMING DOCUMENTARY USANCE BILLS UNDER LC ON ACCEPTANCE	Oracle Corp	000ILUN20076BI0R	£21,900.00
000IUULL20076A2P9	INCOMING DOCUMENTARY USANCE BILLS UNDER LC ON ACCEPTANCE	Oracle Corp	000ILUN20076BI0R	£123,900.00
000ISLP200764501	INCOMING CLEAN SIGHT BILLS UNDER LC ON PAYMENT	CITIBANK IRELAND	000ILUN20076BJ6H	£144,555.00
000ISLP200764002	INCOMING CLEAN SIGHT BILLS UNDER LC ON PAYMENT	sunrise coffee	000ILSR200764502	£461,000.00
000IUULL20076A335	INCOMING DOCUMENTARY USANCE BILLS UNDER LC ON ACCEPTANCE	Oracle Corp	000ILUN20076BJ6H	£1,144,555.00
000IUULL20076A1JL	INCOMING DOCUMENTARY USANCE BILLS UNDER LC ON ACCEPTANCE	Oracle Corp	000ILUN20076BI0R	£30,000.00

### Field Description

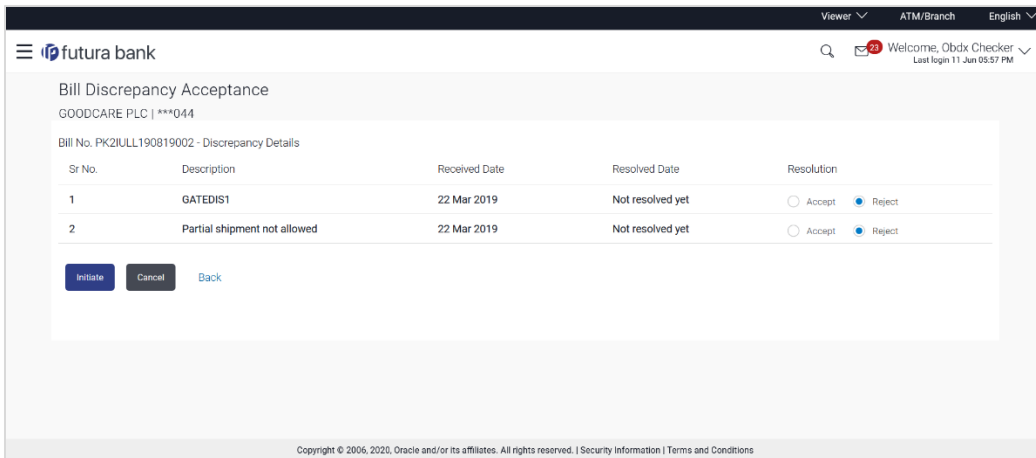
Field Name	Description
------------	-------------

**Search**

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

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

### Bill Discrepancy Acceptance - Discrepancy Details



The screenshot shows the Futura Bank interface for Bill Discrepancy Acceptance. The page title is "Bill Discrepancy Acceptance" for "GOODCARE PLC | \*\*\*044". The bill number is "PK2IULL190819002 - Discrepancy Details". A table displays the following data:

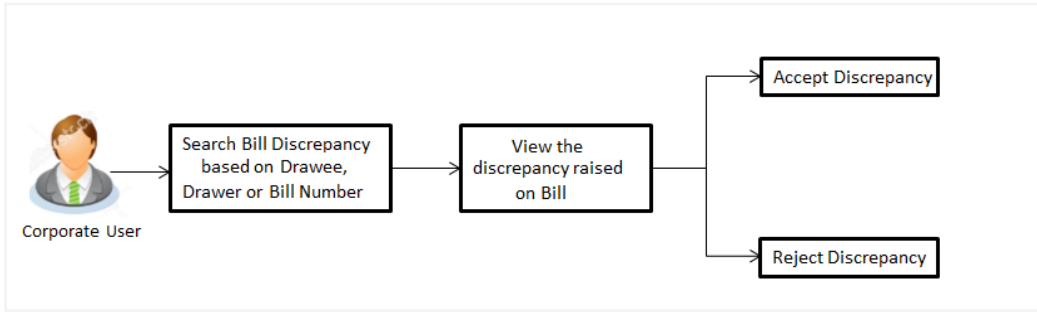
Sr No.	Description	Received Date	Resolved Date	Resolution
1	GATEDIS1	22 Mar 2019	Not resolved yet	<input type="radio"/> Accept <input checked="" type="radio"/> Reject
2	Partial shipment not allowed	22 Mar 2019	Not resolved yet	<input type="radio"/> Accept <input checked="" type="radio"/> Reject

Below the table are buttons for "Initiate", "Cancel", and "Back". The footer contains the copyright notice: "Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions".

## 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

Bill Discrepancy Acceptance  
GOODCARE PLC | \*\*\*044

Bill No. PK2IULL190819002 - Discrepancy Details

Sr No.	Description	Received Date	Resolved Date	Resolution
1	GATEDIS1	22 Mar 2019	Not resolved yet	<input type="radio"/> Accept <input checked="" type="radio"/> Reject
2	Partial shipment not allowed	22 Mar 2019	Not resolved yet	<input type="radio"/> Accept <input checked="" type="radio"/> Reject

Initiate Cancel Back

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### Field Description

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



Field Name	Description
<b>Resolution</b>	The resolution status of the discrepancy. The options are: <ul style="list-style-type: none"><li>• Accept</li><li>• Reject</li></ul>

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.

[Home](#)

## 10. Settlement of Bills

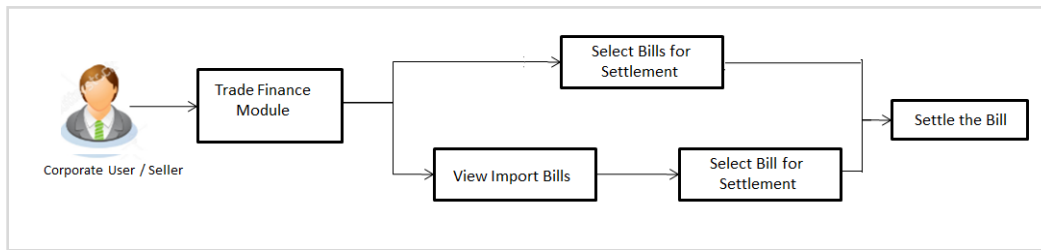
Once the goods are shipped and the Importer receives the trade documents, the Exporter draws out the Bills to be paid by the Importer. With the introduction of the 'Settlement of Bill' transaction, the Importer can now liquidate the Bills he has received under his Import LC, i.e. he can instruct the 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.

## Settlement of Bills

Viewer
ATM/Branch
English
UBS 14.3 AT3 Branch

futura bank

Welcome, Psd checker

Settlement of Bills

Bill Settlement
 Due Today

Select Bills

<input checked="" type="checkbox"/>	<b>AT3EUUD140012001</b>				
	Exporter Name NATRAJ INDUSTRIES	Maturity Date 01 Jan 2014	Linked LC No AT3LCUD140012001	Payment Type	Bill amount £250,000.00
	Input Payment Details				
	pay from				
	xxxxxxxxxxxx0018 - jonny				
	Balance : £18,090.89				
<input checked="" type="checkbox"/>	<b>AT3EUUD140014001</b>				
	Exporter Name NATRAJ INDUSTRIES	Maturity Date 01 Jan 2014	Linked LC No AT3LCUD140012001	Payment Type	Bill amount £40,000.00
	Input Payment Details				
	pay from				
	xxxxxxxxxxxx0018 - jonny				
	Balance : £18,090.89				
<input checked="" type="checkbox"/>	<b>AT3IULC140010001</b>				
	Exporter Name raving	Maturity Date 01 Jan 2014	Linked LC No AT3LCUD140012001	Payment Type	Bill amount £44,000.00
	Input Payment Details				
	pay from				
	xxxxxxxxxxxx0018 - jonny				
	Balance : £18,090.89				
<input checked="" type="checkbox"/>	<b>AT3IULC140012007</b>				
	Exporter Name NATRAJ INDUSTRIES	Maturity Date 01 Jan 2014	Linked LC No AT3LCUD140012001	Payment Type	Bill amount £32,000.00
	Input Payment Details				
	pay from				
	xxxxxxxxxxxx0018 - jonny				
	Balance : £18,090.89				

Show More

Back

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Bill Reference Number</b>	The Bill reference number. Displays the link to view the Import Bill details.
<b>Exporter Name</b>	The beneficiary name against whom Bill is to be created.
<b>Maturity Date</b>	The date on which the Bill will gets matured.
<b>Linked LC Number</b>	The LC number to whom the Bill is linked.
<b>Payment Type</b>	The type of payment associated with the Bill. it can be: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> </ul>
<b>Bill Amount</b>	Displays the amount of the Import Bill.

**Input Payment Details**

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

<b>Pay From</b>	Source account from which the funds are to be transferred for settlement of Bill.
<b>Balance</b>	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.

OR

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

---

**Note:**

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

[Home](#)

## 11. View Export Letter of Credit

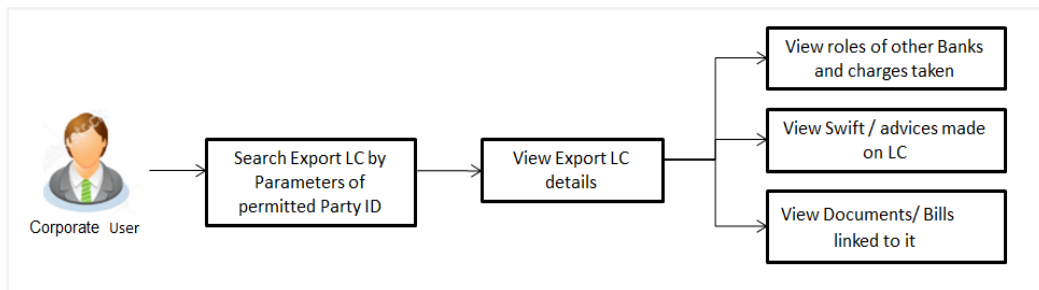
Using this option, you can view the details of existing Export Letters of Credit (LC) in the application. You can search the required LC using different search criteria and download the LC list in pdf.

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.

## View Export Letter of Credit

The screenshot displays the Futura Bank interface for viewing export letters of credit. The main content area shows a table of recently issued letters of credit. A filter sidebar is open on the right, allowing users to refine their search based on various criteria.

LC Number	Applicant Name	Issue Date	Date of Expiry
FK2ELAC19081ASJV	GOODCARE PLC	22 Mar 2019	20 Jun 2019
000ELAC20076ACQE	Test Corporate Inc	16 Mar 2020	14 Jul 2020
000ELAC20076ACCJ	Test Corporate Inc	16 Mar 2020	14 Jul 2020
000ELAC20076ADI6	Test Corporate Inc	16 Mar 2020	14 Jul 2020
000ELAC20076ADW2	Test Corporate Inc	16 Mar 2020	22 Jul 2020
000ELAC20076AENU	Oracle Corp	16 Mar 2020	16 Jun 2020
000ELAC20076ACCI	Test Corporate Inc	16 Mar 2020	14 Jul 2020
000ELAC20076AENU	Oracle Corp	16 Mar 2020	16 Jun 2020
000ELAC20076ACCI	Test Corporate Inc	16 Mar 2020	14 Jul 2020

**Filter**

Applicant Name  
Sunrise Coffee

LC Status  
All

LC Amount Range  
All From To

LC Drawing Status  
All

Issue Date  
01 Jul 2020 31 Aug 2020

Expired Status  
 Expired  Not Expired

Expiry Date  
03 Aug 2020 31 Aug 2020

Buttons: Apply, Cancel, Clear

Chat bubble: Hey, I am here to help if you need it!

## Field Description

Field Name	Description
<b>Applicant Name</b>	The name of applying party.
<b>LC Status</b>	The status of LC currently. The options are: <ul style="list-style-type: none"> <li>• All</li> <li>• Hold</li> <li>• Active</li> <li>• Cancelled</li> <li>• Closed</li> <li>• Reversed</li> </ul>
<b>LC Amount From</b>	The start of the amount range used for searching the LC.
<b>LC Amount To</b>	The end of the amount range used for searching the LC.

Field Name	Description
<b>LC Drawing Status</b>	The LC drawing status. The options are: <ul style="list-style-type: none"> <li>• All</li> <li>• Partial</li> <li>• Full</li> <li>• Undrawn</li> <li>• Expired</li> </ul>
<b>Issue Date From</b>	The start date of the issue date range used for searching the LC.
<b>Issue Date To</b>	The end date of the issue date range used for searching the LC.
<b>Expiry Status</b>	Select whether LC being searched is expired or not. The options are: <ul style="list-style-type: none"> <li>• Expired</li> <li>• Non Expired</li> </ul>
<b>Expiry Date From</b>	The start date of the expiry date range used for searching the LC.
<b>Expiry Date To</b>	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.



## View Export Letter of Credit – Search Result

Viewer ATM/Branch English

futura bank

Welcome, corp checker  
Last login 23 Nov 09:08 PM

View Export Letter Of Credit  
DEV Org | \*\*\*165

List of Recently Issued Letter of Credits

All Parties → Search... Download

LC Number	Applicant Name	Beneficiary Name	Issue Date	Date of Expiry	LC Status	LC Amount	Outstanding Amount
<a href="#">PK2ELAC19081ASJV</a>	GOODCARE PLC	DEV ORG	22 Mar 2019	20 Jun 2019	ACTIVE	£123,455.00	£123,455.00
<a href="#">000ELAC20076AGZ6</a>	Oracle Corp	DEV ORG	16 Mar 2020	16 Jun 2020	ACTIVE	£60,000.00	£40,000.00
<a href="#">000ELAC20076ACCCJ</a>	Test Corporate Inc	DEV ORG	16 Mar 2020	14 Jul 2020	ACTIVE	£12,424.00	£5,000.00
<a href="#">000ELAC20076ADI6</a>	Test Corporate Inc	DEV ORG	16 Mar 2020	14 Jul 2020	ACTIVE	£12,424.00	£11,328.62
<a href="#">000ELAC20076ADW2</a>	Test Corporate Inc	DEV ORG	16 Mar 2020	22 Jul 2020	ACTIVE	£43,644.00	£43,644.00
<a href="#">000ELAC20076AENU</a>	Oracle Corp	DEV ORG	16 Mar 2020	16 Jun 2020	ACTIVE	£230,000.00	£230,000.00
<a href="#">000ELAC20076ACCI</a>	Test Corporate Inc	DEV ORG	16 Mar 2020	14 Jul 2020	ACTIVE	£111,424.00	£111,424.00
<a href="#">000ELAC20076AHD4</a>	Test Corporate Inc	DEV ORG	16 Mar 2020	14 Jul 2020	ACTIVE	£125,000.00	£125,000.00

Page 1 of 2 (1-8 of 14 items) < 1 2 > x

ⓘ All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.

## Field Description

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


- 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.
- 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 **LC Details**

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.

## View Export LC – LC Details



Viewer ATM/Branch English


Welcome, Obdx Checker

Last login 02 Jul 03:29 PM

### View Export Letter Of Credit

MARKS AND SPENCER | \*\*044

LC Reference No.	Product	LC Amount	Date of Expiry
PK2ELAC19081BJL3 <span style="color: green; font-weight: bold;">ACTIVE</span>	Export LC sight Non Revolving	GBP1,000,000.00	20 Jun 2019

LC Details

LC Details

Attached Documents	<b>51A</b> Applicant MARKS AND SPENCER Address MARGUSZSXXX Country United States Date of Application 22 Mar 2019	<b>40A</b> Type of Documentary Credit Transferable Non Revolving
Amendments		
Bills		
Charges, Commissions & Taxes		
Swift Messages	<b>31D</b> Date of Expiry 20 Jun 2019	<b>59</b> Beneficiary Name GOODCARE PLC Address 12 King Street Country GB
Advice	<b>31B</b> LC Amount GBP1,000,000.00 <a href="#">View Availments</a>	
Banks	<a href="#">More Information</a>	

#### Goods & Shipment

<b>43P</b> Partial Shipment Not Allowed	<b>43T</b> Transshipment Not Allowed
<b>44A</b> Place of Taking in Charge/Dispatch from	<b>44E</b> Port of Loading/Airport of Departure
<b>44F</b> Port of Discharge/Airport of Destination	<b>44B</b> Place of Final Destination/For Transportation
<b>44C/44D</b> Shipment <a href="#">More Information</a>	

#### Documents

Document Name	Original	Copies	Clause
AIRDOC	1	1	<a href="#">View Clause</a>
INSDOC	1	0	<a href="#">View Clause</a>
INVDOC	1	0	<a href="#">View Clause</a>
MARDOC	1	0	<a href="#">View Clause</a>
OTHERDOC	1	0	<a href="#">View Clause</a>

Page 1 of 1 (1-5 of 5 items) K < 1 > X

[More Information](#)

#### Instruction

Issuing Bank WFBIUS6S WELLS FARGO LA WFBIUS6S	<b>49G</b> Special Payment Conditions for Beneficiary
<b>49</b> Confirmation Instructions May Confirm	<b>49H</b> Special Payment Conditions for Bank Only
<b>58A</b> Requested Confirmation Party <a href="#">More Information</a>	

Cancel
Back

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Party Name and ID</b>	The name and ID of LC applying party.
<b>LC Reference No.</b>	Displays the reference number of the LC.
<b>Product</b>	The export LC product name under which the LC is created.
<b>LC Amount</b>	The amount availed against the LC.
<b>Date of Expiry</b>	The date when the LC expires and holds no more valid.
<b>Applicant</b>	The name of LC applicant.
<b>Address</b>	Displays the LC applicant address.
<b>Country</b>	Displays the country of the LC applicant.
<b>Date of Application</b>	The date of LC application.
<b>Date of Expiry</b>	Displays the expiry date of the LC.
<b>Place of Expiry</b>	Displays the place of LC expiry.
<b>LC Amount</b>	Displays the amount and currency of the LC.
<b>Type of Documentary Credit</b>	The type of documentary credit are: <ul style="list-style-type: none"> <li>• Transferable/ Non Transferable</li> <li>• Revolving/Non Revolving</li> </ul>
<b>Revolving Type</b>	Indicates revolving type.
<b>Auto Reinstatement</b>	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.
<b>Cumulative</b>	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: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Transferable</b>	Displays the form of the LC, either transferable/ non-transferable.

<b>Field Name</b>	<b>Description</b>
<b>Beneficiary Details</b>	
<b>Beneficiary Name</b>	The name of the LC beneficiary.
<b>Address</b>	The address of the LC beneficiary.
<b>Country</b>	The country of the LC beneficiary.
<b>Product Details</b>	
<b>Product</b>	The Export LC product under which the LC is created.
<b>More Information</b>	
Following fields appear if you click the More Information link.	
Click the <b>Hide Information</b> link to hide the fields.	
<b>LC Amount Tolerance Under %</b>	Displays the tolerance of the LC, if tolerance is allowed.
<b>Total Exposure</b>	Displays the total LC amount including the positive tolerance, with the currency.
<b>Credit Available By</b>	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: <ul style="list-style-type: none"> <li>• Acceptance</li> <li>• Def Payment</li> <li>• Mixed Payment</li> <li>• Negotiation</li> </ul>
<b>Credit Available With</b>	Indicates the bank where credit is currently available with.
<b>Negotiation/ Deferred Payment Details</b>	Indicates the details of mixed payment. This field is appears if the Mixed Payment option was selected in the Credit Available By field.
<b>Additional Amounts Covered</b>	This field specifies any additional amounts available to the beneficiary under the terms of the credit, such as insurance, freight, interest, etc.
<b>Drafts At</b>	The number of drafts available.

Field Name	Description
<b>Drafts section</b>	
<b>The number of drafts available.</b>	
<b>Tenor (In Days)</b>	The number of days of its validity.
<b>Credit Days From</b>	Displays the date from which the Draft tenure shall be counted.
<b>Draft Amount</b>	The amount which is sought by beneficiary on representation of draft.
<b>Drawee Bank</b>	The name of drawee bank, which would represent draft for claiming money against LC.

## 11.2 Goods and Shipment

- 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

The screenshot shows the 'Goods & Shipment' tab in the Futura Bank interface. The page header includes the Futura Bank logo and a user greeting: 'Welcome, Obdx Checker' with a last login time of '13 Jun 10:24 AM'. The main content area is titled 'Goods & Shipment' and contains a list of fields and their values:

- 43P** Partial Shipment: N/A
- 43T** Transshipment: N/A
- 44A** Place of Taking in Charge/Dispatch from: del
- 44E** Port of Loading/Airport of Departure: ryc
- 44F** Port of Discharge/Airport of Destination: lonn
- 44B** Place of Final Destination/For Transportation: mumm
- 44C/44D** Shipment Period: new period

Below this list is a table with the following columns: Goods, Description of Goods, Units, and Price Per Unit. The table contains one row:

Goods	Description of Goods	Units	Price Per Unit
1	COTTON	cotton	

At the bottom right of the table, there is a 'Total Amount' label. A 'Hide Information' link is located at the bottom left of the screen.

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Partial Shipment</b>	Displays whether or not partial shipments are allowed under the documentary credit.
<b>Transshipment</b>	Displays whether or not transshipment is allowed under the documentary credit.
<b>Place of Taking in Charge/ Dispatch From</b>	The place of receipt from where shipment will be done.
<b>Port of Discharge/ Airport of Destination</b>	The port of discharge or airport of destination to be indicated on the transport document.
<b>Port of Loading/ Airport of Departure</b>	The port of loading or airport of departure to be indicated on the transport document.
<b>Place of Final Destination/ For Transportation</b>	The place of dispatch or taking in charge of the goods or loading on board.
<b>Shipment</b>	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.**

<b>Sr No</b>	Serial Number.
<b>Goods</b>	The type of good being shipped has to be chosen.
<b>Description of Goods</b>	The description of goods.
<b>Units</b>	The number of units of the goods
<b>Price Per Unit</b>	The price per unit of the goods.

**11.3 Documents**

9. Click **Documents** tab.  
The **Documents** 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 – Documents tab**

Document Name	Original	Copies	Clause
AIRDOC	0/0	0	<a href="#">View Clause</a>
INSDOC	0/0	0	<a href="#">View Clause</a>
INVDOC	0/0	0	<a href="#">View Clause</a>
MARDOC	0/0	0	<a href="#">View Clause</a>
OTHERDOC	0/0	0	<a href="#">View Clause</a>

Page 1 of 1 (1-5 of 5 items) [K](#) < 1 > [X](#)

**58A**  
Additional conditions

**48**  
Documents to be presented within/beyond days after the date of shipment but within validity of this credit  
12

[Hide Information](#)

**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.

<b>Document Name</b>	Name of the document uploaded for the LC.
<b>Original</b>	The number of original documents uploaded for the selected document.
<b>Copies</b>	The number of copies uploaded for the selected document.
<b>Clause</b>	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.

<b>Additional Conditions</b>	The description of further conditions of the documentary credit.
------------------------------	--



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

## 11.4 Instructions

- 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  
CITI NEW BANK  
CITIGB2LXXX  
new tech park

<p><b>49G</b> Special Payment Conditions for Beneficiary</p> <p><b>49</b> Confirmation Instructions Without</p> <p><b>72Z</b> Sender to Receiver Information  Applicant Account for Charges</p>	<p><b>49H</b> Special Payment Conditions for Bank Only</p> <p><b>71D</b> Charges to be borne by bene</p>
---	--

[Hide Information](#)



[Back](#)

### Field Description

Field Name	Description
<b>Issuing Bank</b>	The name of the issuing bank.
<b>Issuing Bank Address</b>	The address of the issuing bank.

Field Name	Description
<b>Special Payment Conditions for Beneficiary</b>	User can input special payment conditions applicable to the beneficiary, for example, post financing request/ conditions.
<b>Special Payment Conditions for Bank Only</b>	User can input special payment conditions applicable to bank without disclosure to the beneficiary, for example, post-financing request /conditions.
<b>Confirmation Instructions</b>	The confirmation instructions for the requested confirmation party.
<b>More Information</b>	
Following fields appear if you click the <b>More Information</b> link.	
Click the <b>Hide Information</b> link to hide the fields.	
<b>Sender to Receiver Information</b>	The additional information for the receiver.
<b>Applicant Account for Charges</b>	The applicant account for charges.
<b>Charges</b>	The details of charges.

## 11.5 Attached Documents

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

## Attached Documents

View Export Letter Of Credit  
MARKS AND SPENCER | \*\*\*044

LC Reference No. PK2ELAC190819504 <b>ACTIVE</b>	Back to Back LC No. PK2BBL19081A5SD	Product Export LC sight Non Revolving	LC Amount GBP69,000.00	Date of Expiry 20 Jun 2019
--	--	--	---------------------------	-------------------------------

LC Details

Attached Documents

Sr No	Document Id	Document Category	Document Type	Remarks
1	3.IPM_****13	IDPROOF	IDPROOF	Adhar card

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.

Cancel Back

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## Field Description

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

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

The screenshot shows the 'View Export Letter Of Credit' interface for 'MARKS AND SPENCER | \*\*\*044'. The main header includes 'View Export Letter Of Credit' and 'MARKS AND SPENCER | \*\*\*044'. Below this, a table displays LC details:

LC Reference No.	Product	LC Amount	Date of Expiry
PK2ELAC19081A001 <span style="color: green;">active</span>	Export LC sight Non Revolving	GBP4,844,546.00	20 Jun 2019

Below the table, there are tabs for 'LC Details' and 'Amendments'. The 'Amendments' tab is active, showing a table with the following columns: Amendment Number, Issue Date, Expiry Date, LC Amount, and Status. A 'View' link is present next to the status.

Amendment Number	Issue Date	Expiry Date	LC Amount	Status
1	22 Mar 2019	20 Jun 2019	GBP4,844,546.00	ACCEPTED

Navigation controls include 'Page 1 of 1 (1 of 1 items)' and 'Cancel' and 'Back' buttons.

### Field Description

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

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

#### Issued Amendment – Detailed

Viewer
ATM/Branch
English

29 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
000ELAC20076AENU	Export LC sight Non Revolving	£200,000.00	16 Mar 2020

LC Details

[Compare with Previous Values](#)

**51A** Applicant  
Oracle Corp  
Address  
ORACGB2L000  
new tech park  
plot mo 23  
Country  
GREAT BRITAIN  
Date of Application

**31D** Modified  
Date of Expiry  
16 Jun 2020

**32B** Modified  
LC Amount  
£230,000.00

**39A** LC Amount Tolerance  
Under (%)  
0  
Total Exposure  
£230,000.00  
Payment Details

**41A** Credit Available By  
Mixed Payment  
Credit Available With  
CITIGB2LRRR  
Drafts  
No

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

**59** Beneficiary Name  
DEV Org  
Address  
DEVCGB2L000  
Gemini  
area no 21  
Country  
GB

**39C** Modified  
Additional Amount Covered  
sdfdfdfd

**42C** Drafts At

Goods & Shipment

[Compare with Previous Values](#)

**43P** Modified  
Partial Shipment  
Allowed

**44A** Place of Taking in Charge/Dispatch from  
deef

**44F** Modified  
Port of Discharge/Airport of Destination  
cdfd fvg amend

**44C/44D** Modified  
Shipment  
Period

**43T** Modified  
Transshipment  
Allowed

**44E** Modified  
Port of Loading/Airport of Departure  
sdss fg vff amend

**44B** Place of Final Destination/For Transportation  
dfgfgf

Shipment Period  
dfdf fgfgfg fvgfgffg

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

Documents [Compare with Previous Values](#)

Document Name	Original	Copies	
AIRDOC	3/5	2	<a href="#">View Clause</a>
INSDOC	5/8	3	<a href="#">View Clause</a>
INVDOC	4/8	6	<a href="#">View Clause</a>
MARDOC	0/0	0	<a href="#">View Clause</a>
OTHERDOC	0/0	0	<a href="#">View Clause</a>

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**  
Special Payment Conditions for Beneficiary  
dffg fgfgggfgf amend

**49H**  
Special Payment Conditions for Bank Only  
gfggf fgfggf amend

**49**  
Confirmation Instructions

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

**58A**  
Requested Confirmation Party

**72Z**  
Sender to Receiver Information Modified  
TELEBEN sdfdfdfg

**71D**  
Charges  
sdfdfgfg fgfggf amend

Charges Borne By Applicant

Back

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**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.

## View Export LC - Bills

## Field Description

Field Name	Description
<b>Initiate Bill</b>	Displays the link to initiate a new Bill linked to the Export LC.
<b>Negotiation Reference No.</b>	Displays the negotiation reference number of the Export Bill. Displays the link to view the Export Bill details. Refer <b>View Export Bill</b> .
<b>Negotiation Date</b>	Displays the date on which the Bill is negotiated.
<b>Bill Amount</b>	Displays the Bill amount with currency for the LC.
<b>Status</b>	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 Charges Commission & Taxes

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

The screenshot shows the 'View Export Letter of Credit' page for 'GOODCARE PLC | \*\*\*165'. The LC Reference No. is PK2ELAC19081ASJV (ACTIVE). The Product is 'Export LC sight Non Revolving', the LC Amount is £123,455.00, and the Date of Expiry is 20 Jun 2019. The interface is divided into two main sections: 'Charges, Commissions & Taxes' and 'Taxes'. Under 'Charges, Commissions & Taxes', there is a table for 'Charges' with columns for Account No., Description of Charges, Date, and Amount. One charge is listed: Account No. xxxxxxxxxxxx0018, Description of Charges: Export Advice charges, Date: 22 Mar 2019, Amount: £100.00. Under 'Taxes', there is a table for 'Taxes' with columns for Description of Taxes, Value Date, Transaction Date, and Amount. It shows 'No data to display.' for both the Taxes and Commissions sections. At the bottom, there are 'Cancel' and 'Back' buttons.

### Field Description

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



Field Name	Description
<b>Description of Charges</b>	Displays the reason/ narration of charges levied for various LC processes.
<b>Date</b>	Displays the date on which charges were levied.
<b>Amount</b>	Displays the amount charged for the process.
<b>Taxes</b>	
<b>Description of Taxes</b>	Displays the description taxes applicable.
<b>Value Date</b>	Displays the value date of the taxes.
<b>Transaction Date</b>	Displays the date on which the transaction is done.
<b>Amount</b>	Displays the amount of taxes.
<b>Commission</b>	
<b>Commission for</b>	Displays the commission charges in terms of percentage for the issued LC.
<b>Percentage</b>	Displays the percentage of LC charged as commission.
<b>Amount</b>	Displays the amount charged as commission.

## 11.9 SWIFT Messages

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

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.

## View Export Letter of Credit- SWIFT Messages

The screenshot shows the Oracle Futura Bank web interface. At the top, there's a navigation bar with 'Viewer', 'ATM/Branch', and 'English' dropdowns. Below that, the page title is 'View Export Letter Of Credit' for Oracle Corp | \*\*\*044. A summary table displays LC Reference No. (PK2ELAC19081AHD2), Back to Back LC No. (PK2ILUN190847001), Product (Export LC sight Non Revolving), LC Amount (GBP86,000.00), and Date of Expiry (20 Jun 2019). The 'ACTIVE' status is highlighted in green. Below this, a 'Swift Messages' table is shown with columns: Message ID, Date, Description, Sending/Receiving Bank, Message Type, and Action. A single message is listed with Message ID 1442021217659820, Date 22 Mar 2019, Description ACK of import LC, Sending/Receiving Bank CITI new bank, and Message Type 730. The Action column contains a 'Download' link. The interface also includes sections for 'Attached Documents', 'Amendments', 'Bills', 'Charges, Commissions & Taxes', 'Swift Messages', 'Advice', and 'Banks'. A 'Cancel' button and a 'Back' link are visible near the 'Charges, Commissions & Taxes' section. The footer contains copyright information: Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions.

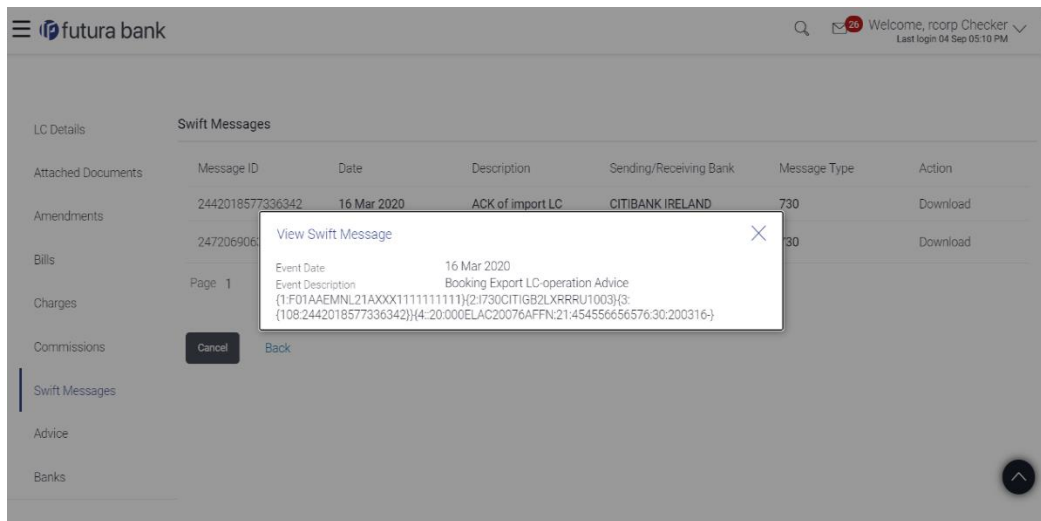
## Field Description

Field Name	Description
<b>Message ID</b>	Unique identification number for the message.
<b>Date</b>	Date of sending advice.
<b>Description</b>	The SWIFT message detailed description.
<b>Sending/Receiving Bank</b>	This displays the name of bank who has sent/received the message.
<b>Message Type</b>	This shows the type of message sent/received such as MT700, MT 707 etc.
<b>Action</b>	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
<b>Event Date</b>	Displays the event date.
<b>Event Description</b>	Displays the description of the event.
<b>Description</b>	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.

## View Export LC - Advices

View Export Letter Of Credit  
MARKS AND SPENCER | \*\*\*044

LC Reference No.	Product	LC Amount	Date of Expiry
PK2ELAC19126CDNH <span>ACTIVE</span>	Export LC sight Non Revolving	GBP56,999.00	20 Jun 2019

Attached Documents	Message ID	Date	Description	Event Description	Action
Amendments	0812254179394143		Covering letter to beneficiary	Booking Export LC-operation Advice	<a href="#">Download</a>
Bills	0812254179400201		Cash Collateral Advices	Booking Export LC-operation Advice	<a href="#">Download</a>

Page 1 of 1 (1-2 of 2 items) | [K](#) | [<](#) | [1](#) | [>](#) | [»](#)

Swift Messages: [Cancel](#) [Back](#)

Advice

Banks

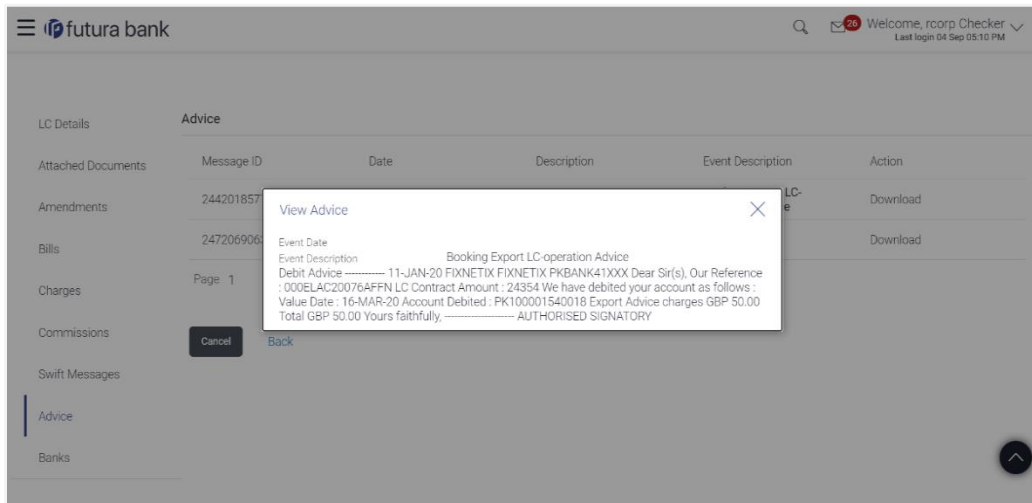
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## Field Description

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

### 11.10.1 Advices Details



#### Field Description

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

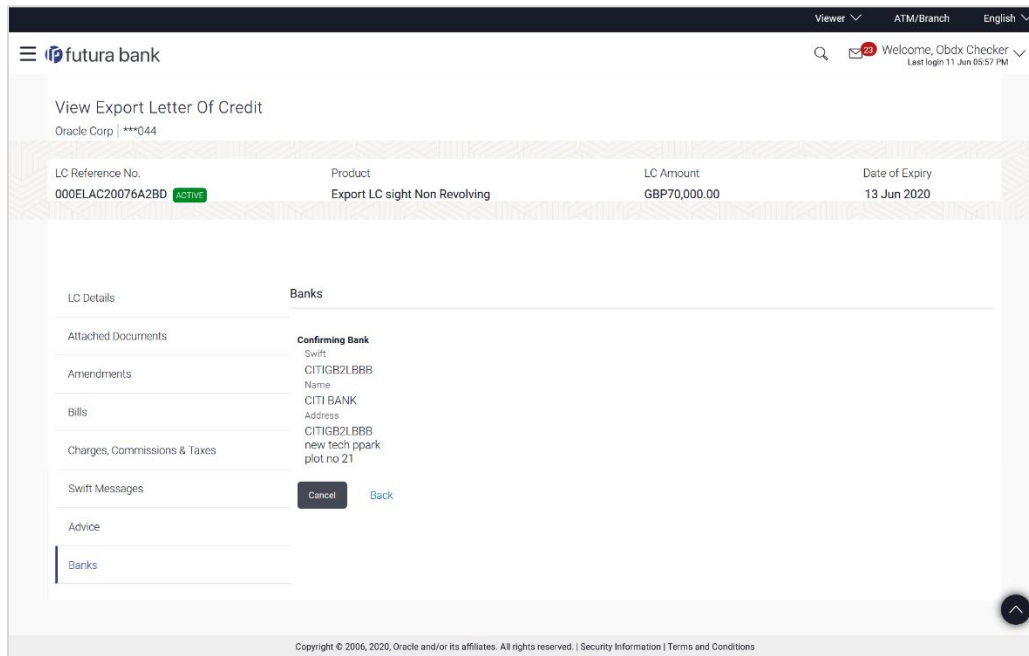
Click **Back**.

The **View Export LC** screen appears.

OR

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

## View Export LC – Banks tab



Viewer ATM/Branch English

futura bank

Welcome, Obdx Checker  
Last login 11 Jun 05:57 PM

View Export Letter Of Credit  
Oracle Corp | \*\*\*044

LC Reference No.	Product	LC Amount	Date of Expiry
000ELAC20076A2BD <span>Active</span>	Export LC sight Non Revolving	GBP70,000.00	13 Jun 2020

LC Details

Attached Documents

Amendments

Bills

Charges, Commissions & Taxes

Swift Messages

Advice

**Banks**

**Confirming Bank**

Swift: CITIGB2LBBB  
Name: CITI BANK  
Address: CITIGB2LBBB new Tech ppark plot no 21

Cancel Back

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## Field Description

Field Name	Description
<b>Reimbursing Bank</b>	
<b>SWIFT</b>	Displays the SWIFT Id of the Reimbursing Bank.
<b>Name</b>	Displays the name of the Reimbursing Bank.
<b>Address</b>	Displays the address of the Reimbursing Bank.
<b>Country</b>	Displays the country of the Reimbursing Bank.
<b>Confirming Bank</b>	
<b>SWIFT</b>	Displays the SWIFT Id of the Confirming Bank.
<b>Name</b>	Displays the name of the Confirming Bank.
<b>Address</b>	Displays the address of the Confirming Bank.
<b>Country</b>	Displays the country of the Confirming Bank.
<b>Advise Through Bank</b>	

Field Name	Description
<b>SWIFT</b>	Displays the SWIFT Id of the Advise Through Bank.
<b>Name</b>	Displays the name of the Advise Through Bank.
<b>Address</b>	Displays the address of the Advise Through Bank.
<b>Country</b>	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](#)

## 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:

- Select the **LC Amendment** option.
- Enter the search criteria, if required
- 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

LC customer Acceptance  
DEV Org | \*\*\*165

Pending Acceptances

All Beneficiaries ▼ Search... 🔍

Select	Amendment Number	Product Name	Applicant Name	LC Number	LC Amount	
<input type="checkbox"/>	1	Export Letter Of Credit	GOODCARE PLC	PK2ELAC19081ASJV	£127,455.00	<a href="#">View</a>
<input type="checkbox"/>	2	Export Letter Of Credit	Test Corporate Inc	000ELAC20076ADW2	£63,644.00	<a href="#">View</a>

Page 1 of 1 (1:2 of 2 items) ⏪ < 1 > ⏩

[Approve](#) [Reject](#) [Cancel](#)

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### Field Description

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

Search	
--------	--



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

## LC Amendment Acceptance - Amendment Details

Viewer v ATM/Branch English v

29 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** Modified

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

**31D** Modified

Date of Expiry  
20 Jun 2019

**32B** Modified

LC Amount  
£127,455.00

**39A** Modified

LC Amount Tolerance  
Under (%)  
0

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  
DEVCGB2LO00  
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  
dfdf 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		

**Documents** [Compare with Previous Values](#)

Document Name	Original	Copies	
AIRDOC	5/7	3	<a href="#">View Clause</a>
INSDOC	6/8	4	<a href="#">View Clause</a>
INVDOC	4/7	2	<a href="#">View Clause</a>
MARDOC	6/9	3	<a href="#">View Clause</a>
OTHERDOC	0/0	0	<a href="#">View Clause</a>

Page 1 of 1 (1-5 of 5 items) ⏪ < 1 > ⏩

**58A**  
Additional conditions  
rww amount

**48**  
Documents to be presented within/beyond (noOfDays) days after the date of shipment but within validity of this credit.  
0

Incoterms

---

**Instruction** [Compare with Previous Values](#)

Issuing Bank  
CITIGB2LRRR  
CITIBANK IRELAND  
CITIGB2LRRR  
new diamond area

**49G**  
Special Payment Conditions for Beneficiary  
sdsds bene

**49**  
Confirmation Instructions Modified

**58A**  
Requested Confirmation Party  
COB

**72Z**  
Sender to Receiver Information  
PHONBEN skdsfffd

Charges Borne By Applicant

Back

**49H**  
Special Payment Conditions for Bank Only  
bank cond

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

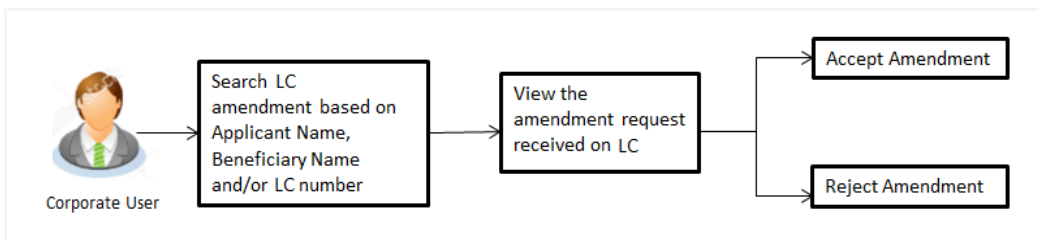
**71D**  
Charges  
new bene charge

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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 ▼

🔍 📧 29 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** Modified

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

**31D** Modified

Date of Expiry  
20 Jun 2019

**32B** Modified

LC Amount  
£127,455.00

**39A** Modified

LC Amount Tolerance

Under (%)  
0

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  
DEVCGB2L000  
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  
dfdf a

**44B** Modified

Place of Final Destination/For Transportation  
csdsdf a

Latest Shipment Date  
29 Mar 2019

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

**Documents** [Compare with Previous Values](#)

Document Name	Original	Copies	
AIRDOC	5/7	3	<a href="#">View Clause</a>
INSDOC	6/8	4	<a href="#">View Clause</a>
INVDOC	4/7	2	<a href="#">View Clause</a>
MARDOC	6/9	3	<a href="#">View Clause</a>
OTHERDOC	0/0	0	<a href="#">View Clause</a>

Page 1 of 1 (1-5 of 5 items) ⏪ < 1 > ⏩

**58A**  
Additional conditions  
rww amount

**48**  
Documents to be presented within/beyond (noOfDays) days after the date of shipment but within validity of this credit.  
0

Incoterms

---

**Instruction** [Compare with Previous Values](#)

Issuing Bank  
CITIGB2LRRR  
CITIBANK IRELAND  
CITIGB2LRRR  
new diamond area

**49G**  
Special Payment Conditions for Beneficiary  
sdsds bene

**49**  
Confirmation Instructions Modified

**58A**  
Requested Confirmation Party  
COB

**72Z**  
Sender to Receiver Information  
PHONBEN skdsffdf

Charges Borne By Applicant

Back

**49H**  
Special Payment Conditions for Bank Only  
bank cond

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

**71D**  
Charges  
new bene charge

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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](#)

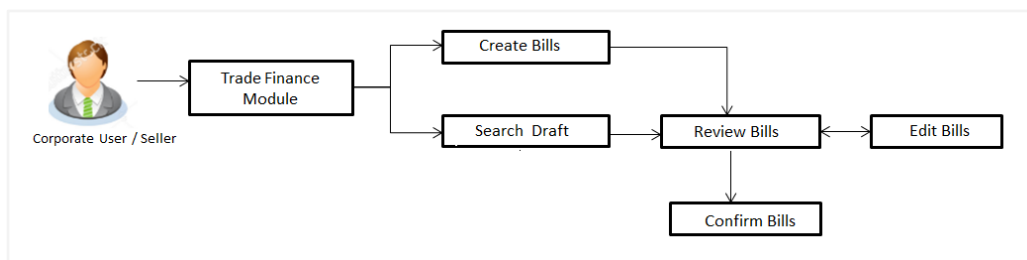
## 13. Initiate Bills

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

- Using existing Drafts
- 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.

---

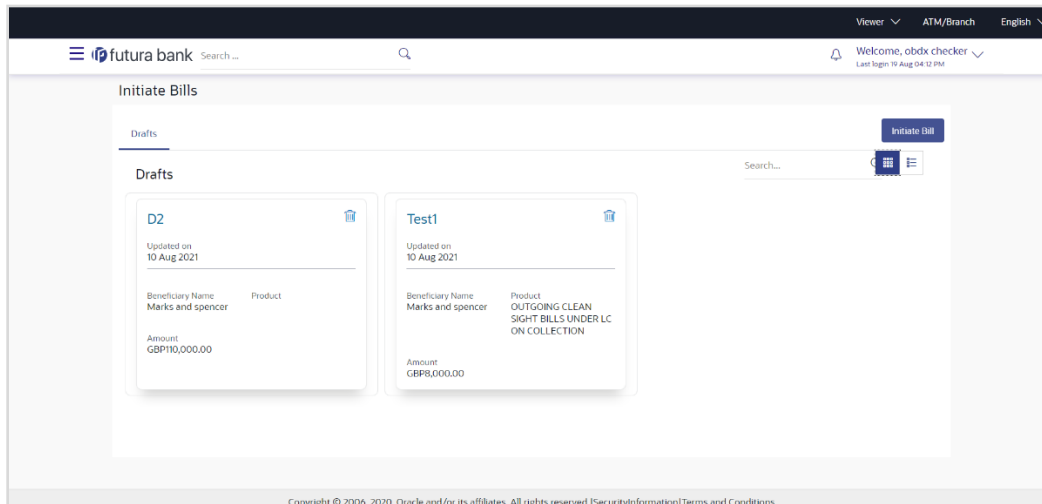
**Note:** Bill Application saved as **Draft** can be used only one time for Bill Application initiation.

---

#### 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.

## Bills Draft - Search Result



### Field Description

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

3. Click **Initiate Bills** to initiate the bill transaction.

OR

Click  or  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

The screenshot shows the 'Initiate Bills' interface for 'GOODCARE PLC | \*\*\*044'. The form is divided into several sections:

- LC Details:** Includes a 'Lookup LC Reference' field with the value 'PK2ELAC190814503' and a 'Reset' button.
- Exporter & Importer Details:** A table-like section with two columns:
 

Exporter Name	Importer Name
GOODCARE PLC	MARKS AND SPENCER
Address	Address
12 King Street	MARGUS25XXX
Country	Country
United Kingdom	United States
- Issuing Bank:** Includes a 'CITIIB2LXXX' field with a 'Reset' button, and an address field: 'CITI NEW BANK, CITIIB2LXXX, Plot no 25, Contract Reference No: 7878, Bank Reference No: 64655776878'.

At the bottom, there are three buttons: 'Next', 'Save as Draft', and 'Cancel'. The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security information | Terms and Conditions'.

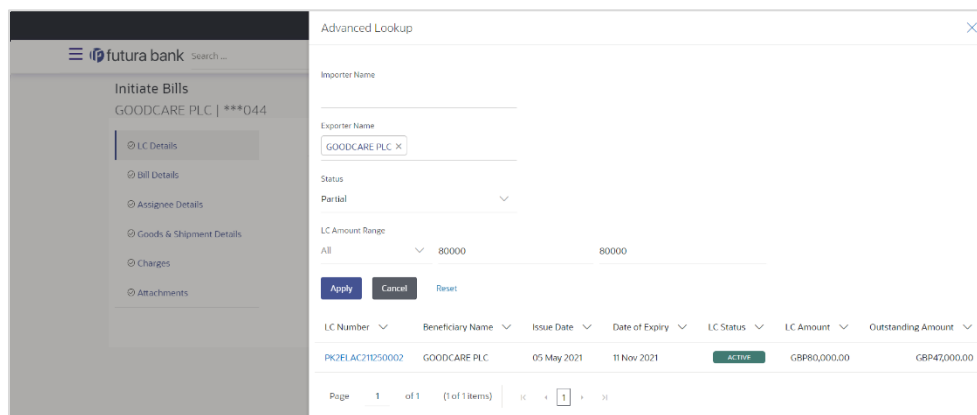
## Field Description

Field Name	Description
<b>Lookup LC Reference</b>	The option to select LC reference number, which is attached to the Bill.
<b>Party ID</b>	The party ID of applying party.
<b>Branch</b>	The bank branch where the Bills contract is to be created.
<b>Exporter &amp; Importer Details</b>	
<b>Exporter Name</b>	The name of Exporter party.
<b>Address</b>	The address of Exporter party.
<b>Country</b>	The country of Exporter party.
<b>Importer Name</b>	The name of Importer party.
<b>Address</b>	The address of Importer party.
<b>Country</b>	The country of Importer party.
<b>Issuing Bank</b>	



Field Name	Description
<b>SWIFT Code</b>	The SWIFT code of issuing Bank.
<b>Issuing Bank Name</b>	The name of Bank who acts on behalf of Drawee.
<b>Address</b>	The address of Issuing Bank.
<b>Country</b>	The name of Issuing Bank's country.
<b>Customer Reference Number</b>	The user provided customer reference number for the transaction.
<b>Bank Reference Number</b>	The user provided bank reference number for the transaction.

- 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.



- Enter the filter criteria to search the bill.
- 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.
- Click on the desired **LC Number** link.
- Click **Verify** to verify the linkage of LC to the Bill.  
OR  
Click **Reset** to cancel the entered LC linkage.
- In the **Issuing Bank** field, enter SWIFT code of Issuing Bank.
- Click **Verify** to verify the details.  
The Issuing bank details appears.  
OR  
Click **Reset** to cancel entered details.
- 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 **Bill Details** tab appears in the **Initiate Bills** screen.  
OR  
Click **Save As Draft**, system allows transaction details to be saved as a draft. (For more details, refer **Save As Draft** section.)  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### 13.2.1 Initiate Bills - Bill Details tab

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

#### Initiate Bills – Bill Details tab

Viewer ATM/Branch English

futura bank Welcome, Obdx Checker Last login 13 Jun 10:24 AM

Advanced LC Lookup  
GOODCARE PLC | \*\*\*044

LC Details  
Bill Details  
Goods & Shipment Details  
Charges  
Attachments

Bill Details

Payment Type  
 Sight  Usance  Multi Tenor

Document Attached  
 Yes (Documentary)  No (Clean)

\* Select Product  
 OUTGOING DOCUMENTARY MUL...

Bill Amount  
 GBP GBP1,200.00

Serial No	Base Description	Base Date	Tenor Days	Transit Days	Maturity Date	Currency	Bill Amx
1	After date of Bill Of Ex...	05 May 2021				GBP	

Add Tenor

Selected Documents

Name of Document	Original(First Mail)	Copies(First Mail)	Original(Second Mail)	Copies(Second Mail)	Clause
<input checked="" type="checkbox"/> Air Way	0 / 0	0	0 / 0	0	<a href="#">View / Edit Clauses</a>
<input checked="" type="checkbox"/> OTHERDOC	0 / 0	0	0 / 0	0	<a href="#">View / Edit Clauses</a>
<input checked="" type="checkbox"/> Sea Way	0 / 0	0	0 / 0	0	<a href="#">View / Edit Clauses</a>
<input checked="" type="checkbox"/> Insurance	0 / 0	0	0 / 0	0	<a href="#">View / Edit Clauses</a>
<input checked="" type="checkbox"/> Invoice	0 / 0	0	0 / 0	0	<a href="#">View / Edit Clauses</a>

Page 1 of 1 (1-5 of 5 items)

Incoterms  
 Cost, Insurance and Freight (name...)

Next Save as Draft Cancel Back

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**Field Description**

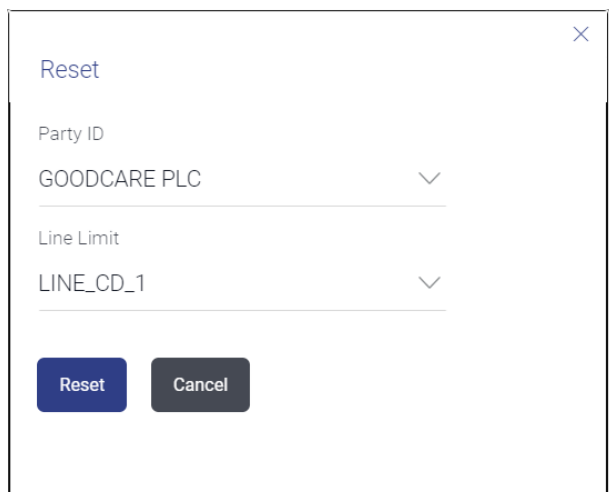
<b>Field Name</b>	<b>Description</b>
<b>Payment Type</b>	The type of payment associated with the Bill. The options are: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> <li>• Multi Tenor</li> </ul>
<b>Document Attached</b>	It asks user if any document is a part of Bill. The options are: <ul style="list-style-type: none"> <li>• Yes (Documentary)</li> <li>• No (Clean)</li> </ul>
<b>Select Product</b>	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 <b>Sight</b> and <b>Usance</b> option in Payment Type field.	
<b>Tenor</b>	The tenor of the Bill.
<b>Base Date Description</b>	This depicts the base code and its description. It describes what the chosen base date for application is.
<b>Base Date</b>	The date to be considered as base date for Bill application.
<b>Bill Amount</b>	The Bill amount.
<b>Bill Currency</b>	The base currency in which Bill is originated.
<b>Maturity Date</b>	The tenor added to the base date, when the Bill ceases to exist.
Below Tenor related fields appear if the user selects <b>Multi Tenor</b> option in <b>Payment Type</b> field.	
<b>Serial No.</b>	The serial number of the tenor record.
<b>Base Description</b>	This depicts the base code and its description. It describes what the chosen base date for application is.
<b>Base Date</b>	The date to be considered as base date for Bill application.
<b>Tenor Days</b>	The tenor days of the Bill.
<b>Transit Days</b>	The transit days of the Bill.

Field Name	Description
<b>Maturity Date</b>	The tenor added to the base date, when the Bill ceases to exist.
<b>Currency</b>	The base currency in which Bill is originated.
<b>Bill Amount</b>	The Bill amount.
<b>In Local Currency Equivalent</b>	The Bill amount in local currency.
Below Document related fields appear if the user selects Yes (Documentary) option in Document Attached field.	
<b>Selected Documents</b>	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.
<b>Checkbox</b>	Displays the documents that you have selected from the list.
<b>Name of Document</b>	Name of the document to be sent along with the LC.
<b>Original (First Mail)</b>	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.
<b>Copies (First Mail)</b>	The required number of copies required for the selected document from first mail.
<b>Original (Second Mail)</b>	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.
<b>Copies (Second Mail)</b>	The required number of copies required for the selected document from second mail.
<b>Clause</b>	The clauses maintained in the bank application for each of the document. A document can have multiple clauses.
<b>View Clause</b>	The link to view the clause maintained in the bank application for each of the document or to modify as per needs.
<b>View Clause</b>	This section appears if you select a document and click the <b>View Clause</b> link. In this section a user can view already maintained clause

Field Name	Description
<b>Clause</b>	The name of the clause.
<b>Clause Description</b>	The description and number of the selected clause.
<b>Incoterm</b>	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
<b>Party ID</b>	The party Id of the LC product.
<b>Line Limit</b>	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.

- 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 &amp; Shipment Details tab


## Field Description

Field Name	Description
<b>Place of Taking in Charge/ Dispatch from</b>	The place from where shipment will be done.
<b>Place of Final Destination/ For Transportation</b>	The place of final destination of goods.
<b>Port of Loading/ Airport of Departure</b>	The place of dispatch or loading on board of the goods.
<b>Port of Discharge/ Airport of Destination</b>	The port of discharge of goods.
<b>Description of Goods &amp; Services</b>	Section to add or remove the goods for shipment.
<b>Sr No</b>	The serial number of goods.
<b>Goods</b>	The type of good being shipped has to be chosen.
<b>Goods Description</b>	The description of goods.

Field Name	Description
<b>Quantity</b>	The number of units of the goods
<b>Cost /Unit</b>	The price per unit of the goods.
<b>Gross Amount</b>	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 Initiate Bills - Charges tab

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



## Initiate Bills - Charges tab

Initiate Bills

Charges, Commissions & Taxes

Charges

Account No	Description of Charges	Amount
xxxxxxxxxxxx0017	COURIER CHARGES FOR LC ISSUE	GBP100.00
xxxxxxxxxxxx0017	LC Charges receivables	GBP50.00
xxxxxxxxxxxx0017	SWIFT CHARGES FOR LC ISSUE	GBP50.00
		GBP200.00

Taxes

Account No	Description of Taxes	Amount
xxxxxxxxxxxx0017	LCTAX	GBP86.00
xxxxxxxxxxxx0017	LCTAX1	GBP4.00
xxxxxxxxxxxx0017	LCTAX2	GBP11.00
		GBP103.00

Next Save as Draft Cancel Back

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## Field Description

Field Name	Description
<b>Charges</b>	
<b>Account No.</b>	The account which will be charged for the specific charge.
<b>Description of Charges</b>	The description of the charges.
<b>Amount</b>	The amount that is maintained under the charge.
<b>Total Amount</b>	Displays the total charge that will be levied in the transaction.
<b>Taxes</b>	
<b>Account No.</b>	The account to be earmarked for taking the Taxes.
<b>Description of Taxes</b>	Displays the description charges applicable.

Field Name	Description
<b>Amount</b>	Displays the amount of taxes.
<b>Total Amount</b>	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.

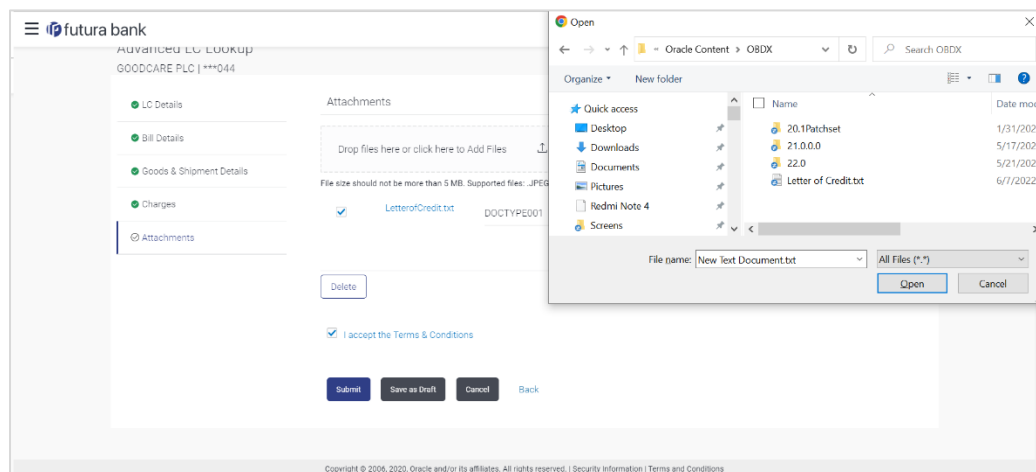
### 13.2.4 Initiate Bills - Attachments tab

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

#### Initiate Bills - Attachments tab

#### To Attach Documents:

#### Attachments tab - Upload Document



## Field Description

Field Name	Description
<b>Drag and Drop</b>	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
<b>Document Name</b>	Displays the unique identification number for the attached document. Displays the link to view the attached document
<b>Document Category</b>	The category of the document to be uploaded.
<b>Document Type</b>	The type of the document to be uploaded.
<b>Add Remarks</b>	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.

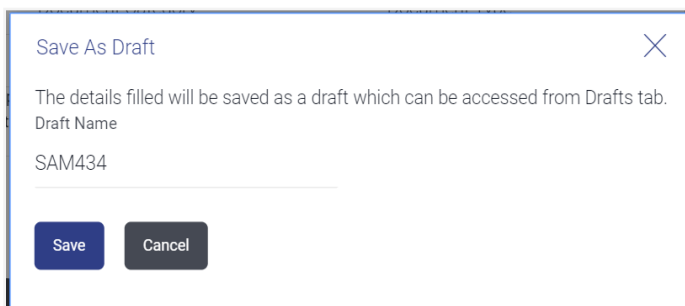
### 13.3 Save As Draft

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



#### Field Description

Field Name	Description
<b>Draft Name</b>	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.

---

[Home](#)

## 14. View Export Bill

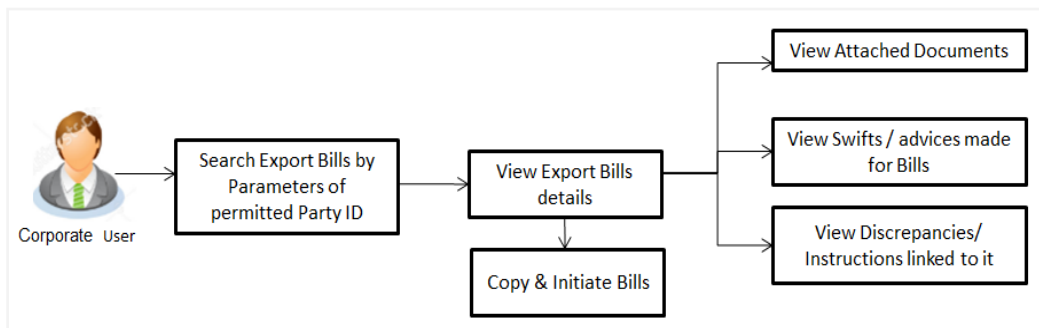
Using this option, you can search, view and download the details of the Export Bills presented under LC (Advised / Non - Advised by Bank).

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

The screenshot displays the 'View Export Bill' page in the Futura Bank system. At the top, there are navigation elements including 'Approver', 'ATM/Branch', and 'English'. The main header shows the bank logo and a user greeting: 'Welcome, Obdx two' with a last login time of '17 Jun 03:05 PM'. Below the header, the page title is 'View Export Bill' with a sub-header 'GOODCARE PLC | \*\*\*044'. A search section contains several filters: 'Bill Reference Number', 'Status' (a dropdown menu currently showing 'Please Select'), 'Exporter Name' (a text input field containing 'GOODCARE PLC'), 'Bill Amount Range' (with 'All' selected and 'From' and 'To' fields), and 'Bill Date Range' (with 'From' and 'To' fields). At the bottom of the search section are 'Search' and 'Reset' buttons. A footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

## Field Description

Field Name	Description
<b>Bill Reference Number</b>	The name of Exporter party.
<b>Status</b>	The current status of the Bill. The options are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Liquidated</li> <li>• Closed</li> <li>• Reversed</li> </ul>
<b>Exporter Name</b>	The name of the Exporter under the Bill.
<b>Importer Name</b>	The name of party who is Importer.
<b>Bill Amount From</b>	The start of the Bill amount range used for searching the Bill.
<b>Bill Amount To</b>	The end of the Bill amount range used for searching the Bill.
<b>Bill Date From</b>	The start date of the Bill date range used for searching the Bill.
<b>Bill Date To</b>	The end date of the Bill date range used for searching the Bill.

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

- Click **Search**.  
The **View Export Bills** screen appears with the search results.  
OR  
Click **Reset** to reset the search criteria.  
OR  
Click **Cancel** to cancel the transaction.
- Click the **Download** link to download all or selected columns in the Export Bill details list. You can download the list in PDF formats.

### View Export Bill – Search Result

View Export Bill  
GOODCARE PLC | \*\*\*044

Search

Bill Reference Number

Status  
Please Select

Exporter Name  
All Parties

Importer Name

Bill Amount Range  
USD From To

Bill Date Range  
From To

Search Reset

Bills Maturing [Download](#)

Bill Reference Number	Importer Name	Export Name	Release Against	Transaction Date	Bill Amount	Status
<a href="#">PK2ECUC190818501</a>	MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY USANCE BILLS UNDER LC ON COLLECTION	22 Mar 2019	USD100.00	ACTIVE
<a href="#">PK2ESUN19126AZ44</a>	MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON NEGOTIATION	06 May 2019	USD100.00	ACTIVE
<a href="#">PK2ECUC190819001</a>	MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY USANCE BILLS UNDER LC ON COLLECTION	22 Mar 2019	USD100.00	ACTIVE
<a href="#">PK2ECUC190910003</a>	MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY USANCE BILLS UNDER LC ON COLLECTION	01 Apr 2019	USD10,000.00	ACTIVE
<a href="#">PK2ECUC190841001</a>	MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY USANCE BILLS UNDER LC ON COLLECTION	25 Mar 2019	USD1,230.00	ACTIVE
<a href="#">PK2ECUC190840502</a>	MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY USANCE BILLS UNDER LC ON COLLECTION	25 Mar 2019	USD1,230.00	ACTIVE
<a href="#">PK2ECUC191261501</a>	MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY USANCE BILLS UNDER LC ON COLLECTION	06 May 2019	USD10,000.00	ACTIVE
<a href="#">PK2ESUN191267014</a>	MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON NEGOTIATION	06 May 2019	USD100.00	ACTIVE
<a href="#">PK2ESUN191266508</a>	MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON NEGOTIATION	06 May 2019	USD100.00	ACTIVE
<a href="#">PK2ESUN19126AZ2BR</a>	MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON NEGOTIATION	06 May 2019	USD1,000.00	ACTIVE

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ⓄAll authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.

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### Field Description

Field Name	Description
<b>Bill Reference Number</b>	The Bill reference number. Displays the link to view the Export Bill details.
<b>Importer Name</b>	The name of the Importer of the Export Bill.

Field Name	Description
<b>Exporter Name</b>	The name of the exporter of the Export Bill.
<b>Release Against</b>	The product name of the Export Bill.
<b>Transaction Date</b>	The transaction date of the Export Bill.
<b>Bill Amount</b>	The Export Bill amount.
<b>Status</b>	The status of the Export Bill.

- 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 General Bill Details

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

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



## View Export Bill – General Bill Details

Viewer
ATM/Branch
English

Q Welcome, Obdx Checker  
Last login 13 Jun 04:39 PM

View Export Bill Under LC  
GOODCARE PLC | \*\*\*044

Bill Number PK2ESUN19126AZ44 <span style="color: green; font-weight: bold;">ACTIVE</span>	Linked to LC PK2ECCT19126ADW5 <span style="color: green; font-weight: bold;">ACTIVE</span>	Outstanding Amount USD100.00	Maturity Date 06 May 2019
--	---	---------------------------------	------------------------------

**View Bill Details**

Discrepancies

Charges & Taxes

SWIFT Messages

Advice

Loans

**Exporter & Importer Details**

<p>Exporter Name GOODCARE PLC</p> <p>Address 12 King Street</p> <p>Country</p> <p>Application Date 06 May 2019</p> <p>Customer Reference Number</p> <p>Advice NONE</p>	<p>Importer Name MARKS AND SPENCER</p> <p>Address MARGUS2SXXX</p> <p>Country United States</p> <p>Bank Reference Number</p>
--	---

**Product Details**

<p>Payment Type SIGHT</p> <p>Product OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON NEGOTIATION</p> <p>Base Date Description</p> <p>Maturity Date 06 May 2019</p> <p>Issuing Bank CITIGB2LRRR Address CITIBANK IRELAND CITIGB2LRRR</p>	<p>Document Attached Yes</p> <p>Tenor 0</p> <p>Base Date 06 May 2019</p> <p>Bill Amount USD100.00 (Local Currency Equivalent : GBP12.90)</p>
--	--

**Goods & Shipment**

<p>Shipment From London</p> <p>Port of Loading</p> <p>Goods</p>	<p>Shipment To Chennai</p> <p>Port of Discharge</p>
---	---

Goods	Description of Goods	Units	Price Per Unit
1	COTTON	COTTON	
2	MACHINE1	MACHINE AS PER ORDER N	

**Documents**

Document Name	Original (First Mail)	Copies (First Mail)	Original (Second Mail)	Copies (Second Mail)	
1	0/0	0	0/0	0	<a href="#">View Clause</a>
1	0/0	0	0/0	0	<a href="#">View Clause</a>

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Incoterms

**Instruction**

Remarks

Settle
Back

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## Field Description

Field Name	Description
<b>Party ID</b>	The party ID of customer which is sending Export Bill.
<b>Branch</b>	The bank branch where your Export Bill was raised and LC was created.
<b>Bill Number</b>	Displays the bill number of the LC.

<b>Field Name</b>	<b>Description</b>
<b>Linked to LC</b>	Displays the reference number of the LC.
<b>Outstanding Amount</b>	The outstanding amount of the Import Bill.
<b>Maturity Date</b>	The maturity date of the Import Bill.
<b>Exporter &amp; Importer Details</b>	
<b>Exporter Name</b>	The name of the Exporter of the Export Bill. He is the creator of Bill.
<b>Address</b>	The address of the Exporter of the Export Bill.
<b>Country</b>	The country of the Exporter of the Export Bill.
<b>Application Date</b>	The application date of the Export Bill.
<b>Customer Reference Number</b>	The user provided customer reference number for the transaction.
<b>Importer Name</b>	The name of the Importer of Bill.
<b>Address</b>	The address of the Importer of the Export Bill.
<b>Country</b>	The country of the Importer of the Export Bill.
<b>Bank Reference Number</b>	The user provided bank reference number for the transaction.
<b>Product Details</b>	
<b>Payment Type</b>	The type of payment associated with the Bill. it can be: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> </ul>
<b>Document Attached</b>	It asks user if documents are a part of Bill. It can be: <ul style="list-style-type: none"> <li>• Yes (Documentary)</li> <li>• No (Clean)</li> </ul>
<b>Product</b>	The product of the Export Bill.
<b>Tenor</b>	The tenor of the Bill.

<b>Field Name</b>	<b>Description</b>
<b>Base Date Description</b>	This depicts the base code and its description. It describes what the chosen base date for application is.
<b>Base Date</b>	The date to be considered as base date for Bill application.
<b>Maturity Date</b>	The tenor added to the base date, when the Bill ceases to exist.
<b>Bill Amount</b>	The Bill amount with base currency in which Bill is originated.
<b>Issuing Bank</b>	
<b>SWIFT Code</b>	The SWIFT code of issuing Bank.
<b>Issuing Bank</b>	The name of Bank who acts on behalf of Drawee.
<b>Address</b>	The address of Issuing Bank.
<b>Country</b>	The name of Issuing Bank's country.
<b>Goods &amp; Shipment</b>	
<b>Shipment From</b>	The place from where shipment will be done.
<b>Shipment To</b>	The place of delivery of goods.
<b>Port of Loading</b>	The place of dispatch or loading on board of the goods.
<b>Port of Discharge</b>	The port of discharge of goods.
<b>Goods</b>	The types of good which are sent and whose Bill are getting linked.
<b>Goods</b>	
Section to add or remove the goods for shipment.	
<b>Goods</b>	The type of good being shipped has to be chosen.
<b>Description of Goods</b>	The description of goods.
<b>Units</b>	The number of units of the goods
<b>Price Per Unit</b>	The price per unit of the goods.
<b>Documents</b>	

Field Name	Description
<b>Document Name</b>	Displays the lists of all the documents required to be represented.
<b>Original (First Mail)</b>	Displays the number “n” out of “m” original documents of the first mail that will be provided to bank.
<b>Copies (First Mail)</b>	Displays the number of copies of the first mail, that will be submitted as a set of documents for Bill.
<b>Original (Second Mail)</b>	Displays the number “n” out of “m” original documents of the second mail that will be provided to bank.
<b>Copies (Second Mail)</b>	Displays the number of copies of the first mail, that will be submitted as a set of documents for Bill.
<b>Clause</b>	Displays the default description of clauses, however user can modify the same.
<b>Incoterms</b>	Displays the INCO terms for the Bill application.
<b>Instructions</b>	
<b>Remarks</b>	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 Discrepancies

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.

## View Export Bill – Discrepancies tab

View Export Bill Under LC  
GOODCARE PLC | \*\*\*014

Bill Number	Linked to LC	Outstanding Amount	Maturity Date
PK2ESUN19081A2BDLIQUIDATED	PK2ELAT19081ASK5LIQUIDATED	GBP3,000.00	22 Mar 2019

View Bill Details

Discrepancies				
Discrepancies	Received Date	Description	Status	Resolved Date
Charges & Taxes	22 Mar 2019	GATEDIS2	Resolved	22 Mar 2019

SWIFT Messages

Advice

Loans

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## Field Description

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

## 14.3 Charges & Taxes

This tab lists charges, Commission and Taxes against bill.

## Charges & Taxes

Bill Number	Linked to LC	Outstanding Amount	Maturity Date
PK2ECUC190818501 <span>ACTIVE</span>	PK2ELAC19081BOL5 <span>ACTIVE</span>	USD100.00	29 Mar 2019

Charges & Taxes				
Charges				
Account No	Description of Charges	Date	Amount	
xxxxxxxxxxxx0017	BCCOUR	22 Mar 2019	GBP100.00	
xxxxxxxxxxxx0017	BILL SWIFT CHARGES	22 Mar 2019	GBP150.00	
xxxxxxxxxxxx0017	BCOPNCG	22 Mar 2019	GBP100.00	
Taxes				
Description of Taxes	Value Date	Transaction Date	Amount	
No data to display.				

## 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

View Export Bill Under LC  
GOODCARE PLC | \*\*\*044

Bill Number	Linked to LC	Outstanding Amount	Maturity Date
PK2ESUN19081A1JL <b>ACTIVE</b>	PK2ELCT190815502 <b>ACTIVE</b>	GBP500.00	22 Mar 2019

Message ID	Date	Description	Sending/Receiving Bank	Message Type	Action
1922028910903688	22 Mar 2019	Advice of Payment by Negotiation or Acceptance	WELLS FARGO LA	754	<a href="#">Download</a>

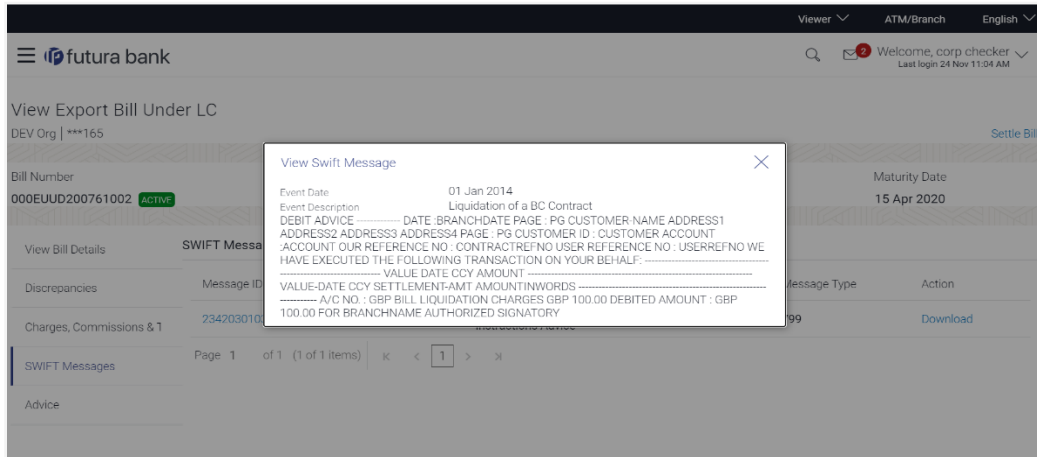
Page 1 of 1 (1 of 1 items)

### Field Description

Field Name	Description
<b>Message ID</b>	Unique identification number for the message.
<b>Date</b>	Date of sending advice.
<b>Description</b>	The SWIFT message detailed description.
<b>Sending/Receiving Bank</b>	This displays the name of bank who has sent/received the message
<b>Message Type</b>	This shows the type of message sent/received such as MT 740etc
<b>Action</b>	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.

- 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

View Export Bill Under LC  
GOODCARE PLC | \*\*\*044

Bill Number	Linked to LC	Outstanding Amount	Maturity Date
PK2EUUD190811002 <span>REVERSED</span>	PK2ELAC190813001 <span>REVERSED</span>	GBP1,890.00	23 Apr 2019

Message ID	Date	Description	Event Description	Action
2282006583976691	11 Jan 2020	Debit Advice	Initiation of a BC Contract	<a href="#">Download</a>

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## Field Description

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

## View Export Bill - Loans

View Export Bill Under LC  
PREETHIS | \*\*\*153 [Settle Bill](#)

Bill Number	Linked to LC	Outstanding Amount	Maturity Date
PK1EAY1200112501 <span>ACTIVE</span>	PK1ELCT200112502 <span>ACTIVE</span>	GBP100.00	10 Feb 2020

View Bill Details **Loans**

Discrepancies	Loan Account No	Loan Amount
	xxxxxxxxxxxx0022	GBP42,500.00

Charges & Taxes

SWIFT Messages

Advice

Loans

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## Field Description

Field Name	Description
<b>Loan Account No.</b>	The linked loans account.
<b>Loan Amount</b>	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](#)

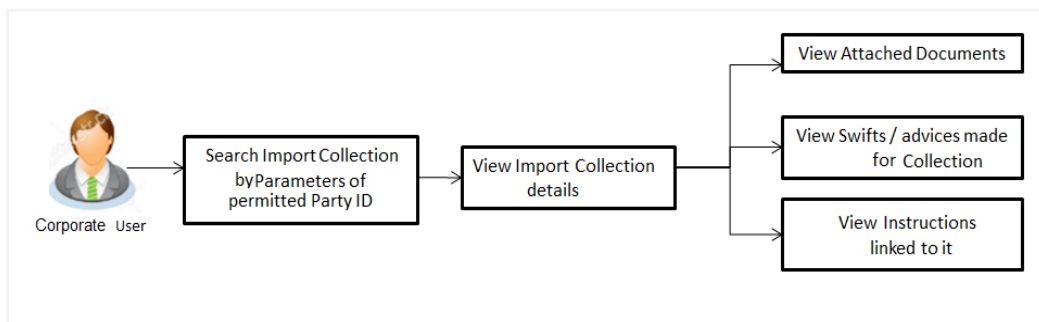
## 15. View Import Collection

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

The screenshot shows the 'View Import Collection' interface. At the top, there is a navigation bar with 'Viewer', 'ATM/Branch', and 'English' dropdowns. The Futura Bank logo is on the left, and a search icon, a notification icon with '99', and a user profile 'Welcome, OBDX Checker' with 'Last login 29 Apr 12:04 PM' are on the right. The main content area has a title 'View Import Collection' and several search filters: 'Collection Reference Number', 'Drawee' (with a dropdown), 'Collection Amount' (with 'From' and 'To' fields), 'Status' (with a dropdown), 'Drawer', and 'Collection Issuing Date' (with 'From' and 'To' date pickers). At the bottom of the filters are 'Search' and 'Reset' buttons. A footer contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Collection Reference Number</b>	The Import Collection reference number.
<b>Status</b>	The current status of the Collection. The options are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Liquidated</li> <li>• Closed</li> <li>• Reversed</li> </ul>
<b>Drawee</b>	The name of drawee. He is the receiver of Collection.
<b>Drawer</b>	The name of the drawer under the Collection.
<b>Collection Amount From</b>	The start of the Collection amount range used for searching the Collection.
<b>Collection Amount To</b>	The end of the Collection amount range used for searching the Collection.
<b>Collection Issuing Date From</b>	The start date of the Collection date range used for searching the Collection.
<b>Collection Issuing Date To</b>	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.

## View Import Collection – Search Result

View Import Collection  
GOODCARE PLC | \*\*\*044

Collection Reference Number:

Drawee:

Collection Amount: All  From  To

Status:

Drawer:

Collection Issuing Date: From  To

[Download](#)

Collection Reference Number	Drawer	Drawee	Release Against	Transaction Date	Status	Collection Amount
<a href="#">PK2ISNC190814501</a>	MARKS AND SPENCER	GOODCARE PLC	INCOMING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	22 Mar 2019	ACTIVE	GBP100.00
<a href="#">PK2ISNC19081AD49</a>	MARKS AND SPENCER	GOODCARE PLC	INCOMING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	22 Mar 2019	ACTIVE	GBP999,999.00
<a href="#">PK2ISNC19081AE9X</a>	MARKS AND SPENCER	GOODCARE PLC	INCOMING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	22 Mar 2019	HOLD	GBP999,999.00
<a href="#">PK2ISNC19081AAF1</a>	MARKS AND SPENCER	GOODCARE PLC	INCOMING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	22 Mar 2019	ACTIVE	GBP999,999.00
<a href="#">PK2ISNC19081B271</a>	MARKS AND SPENCER	GOODCARE PLC	INCOMING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	22 Mar 2019	ACTIVE	GBP999,999.00
<a href="#">PK2ISNC19081B11D</a>	MARKS AND SPENCER	GOODCARE PLC	INCOMING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	22 Mar 2019	ACTIVE	GBP999,999.00
<a href="#">PK2ISNC19081B3CP</a>	MARKS AND SPENCER	GOODCARE PLC	INCOMING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	22 Mar 2019	ACTIVE	GBP999,999.00
<a href="#">PK2ISNC19081B3QL</a>	MARKS AND SPENCER	GOODCARE PLC	INCOMING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	22 Mar 2019	ACTIVE	GBP999,999.00
<a href="#">PK2ISNC19081AZVP</a>	MARKS AND SPENCER	GOODCARE PLC	INCOMING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	22 Mar 2019	ACTIVE	GBP999,999.00
<a href="#">PK2ISNC19081BC85</a>	MARKS AND SPENCER	GOODCARE PLC	INCOMING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	22 Mar 2019	ACTIVE	GBP999,999.00

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ⓘ All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.

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## Field Description

Field Name	Description
<b>Collection Reference Number</b>	The Collection reference number. Displays the link to view the Import Collection details.
<b>Drawer</b>	The name of the drawer of the Import Collection.
<b>Drawee</b>	The name of the drawee of the Import Collection.
<b>Release Against</b>	The product name of the Import Collection.
<b>Transaction Date</b>	The transaction date of the Import Collection.
<b>Status</b>	The status of the Import Collection.
<b>Collection Amount</b>	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

The screenshot shows the 'View Import collection' page for Futura Bank. The collection number is PK2ISNC19081B271 (ACTIVE), with an outstanding amount of GBP999,999.00 and a maturity date of 11 Apr 2019. The page is divided into several sections:

- Drawer & Drawee Details:**
  - Charges & Taxes:** None listed.
  - SWIFT Messages:** None listed.
  - Advice:**
    - Drawer Name: MARKS AND SPENCER
    - Address: MARGUS2SXXX
    - Country: United States
    - Application Date: 22 Mar 2019
    - Customer Reference Number: NONE
    - Drawee Name: GOODCARE PLC
    - Address: 12 King Street
    - Country: United States
    - Bank Reference Number: 1234567100
- Product Details:**
  - Payment Type: SIGHT
  - Product: INCOMING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION
  - Base Date Description: 2019-03-22
  - Maturity Date: 11 Apr 2019
  - Remitting Bank: WFBUS6S
  - Address: WFBUS6S
  - Document Attached: Yes
  - Tenor: 0
  - Base Date: 22 Mar 2019
  - Collection Amount: GBP999,999.00
- Goods & Shipment:**
  - Shipment From: LONDON
  - Port of Loading: Goods
  - Shipment To: NEW YORK
  - Port of Discharge: Goods

Goods	Description of Goods	Units	Price Per Unit
1	COTTON	COTTON	
- Documents:**

Document Name	Original (First Mail)	Copies (First Mail)	Original (Second Mail)	Copies (Second Mail)	View Clause
Bill of Lading		0		0	View Clause
- Documents:** Page 1 of 1 (1 of 1 items)
- Incoterms:** None listed.
- Instruction:** None listed.
- Remarks:** None listed.
- [Back](#)

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Collection Number</b>	The Import Collection number.
<b>Outstanding Amount</b>	The outstanding amount of the import collection.
<b>Maturity Date</b>	The maturity date of the import collection.
<b>Drawer and Drawee Details</b>	
<b>Drawer Name</b>	The name of the drawer of the Import Collection. He is the one who uploads Collection.
<b>Address</b>	The address of the drawer of the Import Collection.
<b>Country</b>	The country of the drawer of the Import Collection.
<b>Application Date</b>	The application date of the Import Collection.
<b>Customer Reference Number</b>	The user provided customer reference number for the transaction.
<b>Drawee Name</b>	The name of person who is receiving Collection to be settled.
<b>Address</b>	The address of the drawee of the Import Collection.
<b>Country</b>	The country of the drawee of the Import Collection.
<b>Bank Reference Number</b>	The user provided bank reference number for the transaction.
<b>Product Details</b>	
<b>Payment Type</b>	The type of payment associated with the Collection. it can be: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> </ul>



<b>Field Name</b>	<b>Description</b>
<b>Document Attached</b>	It asks user if any documents a part of Collection. It can be: <ul style="list-style-type: none"> <li>• Yes (Documentary)</li> <li>• No (Clean)</li> </ul>
<b>Product</b>	The product of the Import Collection.
<b>Tenor</b>	The tenor of the Collection.
<b>Base Date Description</b>	It is the description of the chosen base date.
<b>Base Date</b>	The date to be considered as base date for Collection application. It is number of days for the tenor from the base date.
<b>Maturity Date</b>	The maturity date of the Import Collection.
<b>Collection Amount</b>	Displays the amount of the Import Collection.
<b>Remitting Bank</b>	The name of the remitting bank of the Import Collection.
<b>Address</b>	The address of the remitting bank of the Import Collection.
<b>Country</b>	The country of the remitting bank of the Import Collection.
<b>Outstanding Amount</b>	The outstanding amount of the Import Collection.
<b>Settlement Date</b>	The settlement date of the Import Collection.
<b>Acceptance Date</b>	The acceptance date of the Import Collection.
<b>Goods &amp; Shipment</b>	
<b>Shipment From</b>	The Place of Receipt from where shipment will be done.
<b>Shipment To</b>	The place of delivery of goods.
<b>Port of Loading</b>	The place of dispatch of the goods or loading on board.
<b>Port of Discharge</b>	The port of discharge.

<b>Field Name</b>	<b>Description</b>
<b>Goods</b>	The type of Good which is sent and whose Collection is getting linked.
<b>Goods</b>	
<b>Section to view the goods for shipment.</b>	
<b>Goods</b>	The type of good being shipped has to be chosen.
<b>Description of Goods</b>	The description of goods.
<b>Units</b>	The number of units of the goods.
<b>Price Per Unit</b>	The price per unit of the goods.
<b>Documents</b>	
<b>Document Name</b>	Displays the lists of all the documents required to be represented.
<b>Original (First Mail)</b>	Displays the number “n” out of “m” original documents of the first mail that will be provided to bank.
<b>Copies (First Mail)</b>	Displays the number of copies of the first mail, that will be submitted as a set of documents.
<b>Original (Second Mail)</b>	Displays the number “n” out of “m” original documents of the second mail that will be provided to bank.
<b>Copies (Second Mail)</b>	Displays the number of copies of the first mail, that will be submitted as a set of documents.
<b>View Clause</b>	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.
<b>Incoterms</b>	Displays the INCO terms for the application..
<b>Instructions</b>	
Any instructions provided to bank for creation of Collection is mentioned here.	
<b>Remarks</b>	Any instructions provided to bank for creation of Collection is mentioned here.

## 15.2 Charges & Taxes

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.

The screenshot shows the 'View Import collection' screen for Futura Bank. At the top, there is a navigation bar with the Futura Bank logo and a user profile 'Welcome, Obdx Checker' with a last login time of '13 Jun 04:39 PM'. Below the navigation bar, the main content area displays the collection details for 'Collection Number PK2ISNC19081B271' with a status of 'ACTIVE', an 'Outstanding Amount' of 'GBP999,999.00', and a 'Maturity Date' of '11 Apr 2019'. A sidebar on the left contains tabs for 'View Collection Details' and 'Charges & Taxes', with 'Charges & Taxes' being the active tab. The main content area is divided into two sections: 'Charges' and 'Taxes'. The 'Charges' section contains a table with columns for 'Account No', 'Description of Charges', 'Date', and 'Amount'. It lists two charges: 'SWIFT Messages' (Account No: xxxxxxxxxxxx0014, Description: BC SWIFT Charge, Date: 22 Mar 2019, Amount: GBP150.00) and 'Advice' (Account No: xxxxxxxxxxxx0014, Description: BOCOUR, Date: 22 Mar 2019, Amount: GBP100.00). The 'Taxes' section contains a table with columns for 'Description of Taxes', 'Value Date', 'Transaction Date', and 'Amount'. It lists one tax: 'BK TAX' (Description: BK TAX, Value Date: 22 Mar 2019, Transaction Date: 22 Mar 2019, Amount: GBP5,000.00). At the bottom of the screen, there is a copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

### Field Description

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

#### Charges

<b>Account No.</b>	Debit account number of the applicant.
--------------------	--

<b>Description of Charges</b>	Displays the description charges applicable.
-------------------------------	--

<b>Date</b>	Displays the date on which charges are applicable.
-------------	--

<b>Amount</b>	Displays the amount of charges.
---------------	---------------------------------

#### Taxes

<b>Description of Charges</b>	Displays the description charges applicable.
-------------------------------	--

<b>Value Date</b>	Displays the value date of the taxes.
-------------------	---------------------------------------

Field Name	Description
<b>Transaction Date</b>	Displays the date on which the transaction is done.
<b>Amount</b>	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 **SWIFT Messages**

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

- 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
<b>Message ID</b>	Unique identification number for the message.
<b>Date</b>	Date of sending advice.
<b>Description</b>	The SWIFT message detailed description.

Field Name	Description
<b>Sending/Receiving Bank</b>	This displays the name of bank who has sent/received the message
<b>Message Type</b>	This shows the type of message sent/received such as MT 740etc
<b>Action</b>	The action to be taken that is to download the SWIFT details.


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

- 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

The screenshot shows the 'View Import Collection' interface for Futura Bank. At the top, there's a navigation bar with 'Viewer', 'ATM/Branch', and 'English' options. Below that, the user is logged in as 'Welcome, Obdx Checker' with a last login time of '13 Jun 04:39 PM'. The main content area is titled 'View Import collection' and displays the following details:

Collection Number	Outstanding Amount	Maturity Date
PK2ISNC19081BC85 <span style="color: green;">Active</span>	GBP999,999.00	11 Apr 2019

Below this, there's a section for 'View Collection Details' with a sub-section for 'Advice'. This section contains a table of advices:

Charges & Taxes	Message ID	Date	Description	Event Description	Action
SWIFT Messages	<a href="#">1472028769117679</a>		Debit Advice	Initiation of a BC Contract	<a href="#">Download</a>
	<a href="#">1472028769186532</a>		Debit Advice	Initiation of a BC Contract	<a href="#">Download</a>
Advice	<a href="#">1472028769189969</a>		Debit Advice	Initiation of a BC Contract	<a href="#">Download</a>

At the bottom of the table, there's a pagination control: 'Page 1 of 1 (1-3 of 3 items)' with navigation arrows and a '1' in a box.

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### Field Description

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


The screenshot shows the Futura Bank interface. A modal window titled 'View Advice' is open, displaying the following information:

- Event Date: 01 Jan 2014
- Event Description: Liquidation of a BC Contract
- DEBIT ADVICE
- DATE : BRANCHDATE PAGE : PG
- CUSTOMER-NAME
- ADDRESS1
- ADDRESS2
- ADDRESS3
- ADDRESS4
- PAGE : PG
- CUSTOMER ID : CUSTOMER
- ACCOUNT : ACCOUNT
- OUR REFERENCE NO : CONTRACTREFNO
- USER REFERENCE NO : USERREFNO
- WE HAVE EXECUTED THE FOLLOWING TRANSACTION ON YOUR BEHALF:

The background page shows 'View Import collection' with details for Collection Number PK2ISNC19081BC05 (ACTIVE) and Outstanding GBP95. It also lists 'Charges & Taxes' and 'SWIFT Messages' with a table of Message IDs.

### 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](#)

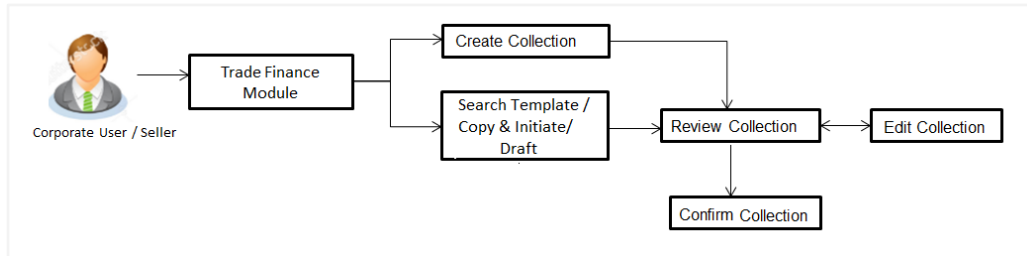
## 16. Initiate Collection

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

- Using existing Templates
- Using existing Drafts
- 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 Search Collection template


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

---

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

---

#### To search the Collection template:

1. In the **Search** field, enter the template name.
2. Click . The saved Collection a template appears based on search criteria.



## Collection Template - Search Result

The screenshot displays the 'Collection Template' search results in the Futura Bank system. The page header includes the bank logo, user information (Welcome, Obdx two), and navigation options (Approver, ATM/Branch, English). The main content area shows a table of templates with the following data:

Name	Beneficiary Name	Updated On	Created By	Product	Actions
Temp1	Leo toys	18 Jun 2022	Obdx2checker	OCN1	

Page 1 of 1 (1 of 1 items)

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## Field Description

Field Name	Description
<b>Search Result</b>	
<b>Template Name</b>	The name using which template is stored and can be used to initiate a Collection application.
<b>Beneficiary</b>	The beneficiary name against whom Collection is to be created.
<b>Product</b>	The name of product selected for Collection.
<b>Created by</b>	The name of the maker who created the template.
<b>Last Updated</b>	The last updated date of the template.
<b>Access Type</b>	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 Search Collection Drafts

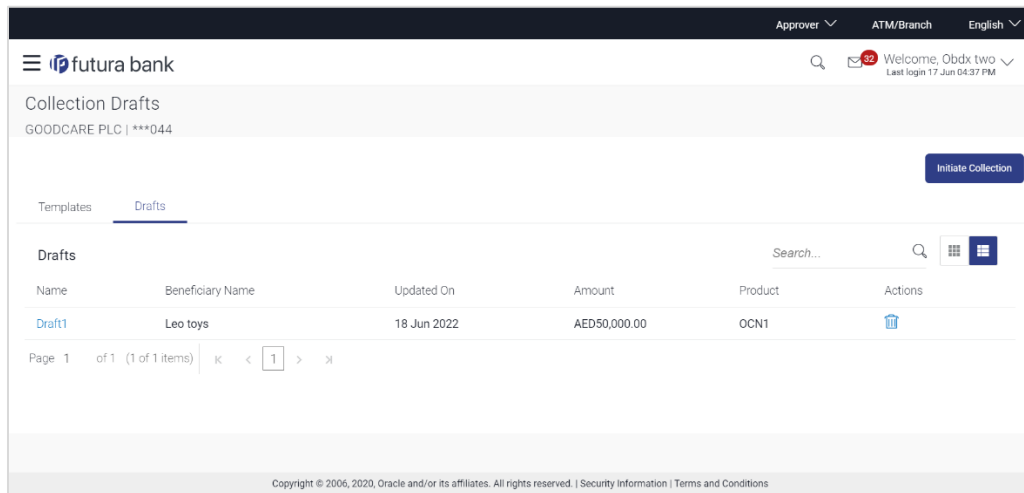
User can save Collection application as a Draft so that it can be used if required in future. User can search the saved Collection draft using Draft Name.

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


### To search the Collection draft:



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

### Collection Draft - Search Result



The screenshot displays the 'Collection Drafts' interface for 'GOODCARE PLC | \*\*\*044'. It features a search bar and a table of drafts. The table has the following data:

Name	Beneficiary Name	Updated On	Amount	Product	Actions
Draft1	Leo toys	18 Jun 2022	AED50,000.00	OCN1	

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

## Field Description

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

### Search Result

<b>Draft Name</b>	The name of the draft for Collection application saved.
-------------------	---

<b>Saved On</b>	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

Viewer ATM/Branch English

futura bank Welcome, Obdx Checker Last login 13 Jun 05:43 PM

Initiate Collection  
GOODCARE PLC | \*\*044

Collection Details

Drawer Details  
GOODCARE PLC

Address  
12 King Street  
Country  
United Kingdom

Drawee Details  
 Existing  New

Beneficiary Name  
LTOYS

Address  
new industrial area  
tech park  
London  
Country  
United Kingdom

Customer Reference Number  
6990

Bank Reference Number  
8990

Payment Type  
 Sight  Usance  Multi Tenor

Document Attached  
 Yes (Documentary)  No (Clean)

Select Product  
OBDX OUTGOING DOCUMENTARY ...

Selected Documents

Name of Document	Original(First Mail)	Copies(First Mail)	Original(Second Mail)	Copies(Second Mail)
<input checked="" type="checkbox"/> Air way Bill Docs	0 / 0	0	0 / 0	0
<input type="checkbox"/> Air Way	0 / 0	0	0 / 0	0
<input type="checkbox"/> Bill of Lading	0 / 0	0	0 / 0	0
<input type="checkbox"/> Insurance	0 / 0	0	0 / 0	0
<input type="checkbox"/> Invoice	0 / 0	0	0 / 0	0

Page 1 of 2 (1-5 of 7 items)

Collection Amount  
USD 120.00  
Local currency equivalent  
GBP88.89

Tenor  
30  
Base Date Description  
After Goods pass Foods & Drug Ad...  
Base Date  
05 May 2021

Next Save as Draft Cancel

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Collection Details</b>	
<b>Party ID</b>	The party ID of applying party.
<b>Branch</b>	The bank branch where the Collection contract is to be created.
<b>Drawer Details</b>	The name of applying party.
<b>Address</b>	The address of applying party.
<b>Country</b>	The country of applying party.
<b>Application Date</b>	Application date when Collection has to be initiated. It is the current date of the system/base branch.
<b>Drawee Details</b>	The drawee type. The options are: <ul style="list-style-type: none"> <li>• Existing</li> <li>• New</li> </ul>
<b>Limits</b>	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.
<b>View Limit Details</b>	Click the link to open the Facility Summary screen.
<b>Beneficiary Name</b>	The name of beneficiary party. This can be existing beneficiary maintained earlier or a new one.
<b>Address</b>	The address of beneficiary party.
<b>Country</b>	The country of beneficiary party.
<b>Customer Reference Number</b>	The user provided customer reference number for the transaction.
<b>Bank Reference Number</b>	The user provided bank reference number for the transaction.
<b>Product Details</b>	

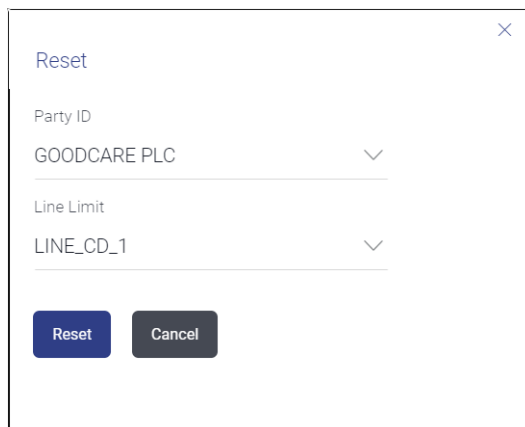
Field Name	Description
<b>Payment Type</b>	The type of payment associated with the Collection. The options are: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> <li>• Multi Tenor</li> </ul>
<b>Document Attached</b>	It asks user if any document is a part of Collection. The options are: <ul style="list-style-type: none"> <li>• Yes (Documentary)</li> <li>• No (Clean)</li> </ul>
<b>Select Product</b>	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.	
<b>Selected Documents</b>	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.
<b>Checkbox</b>	Displays the documents that you have selected from the list.
<b>Name of Document</b>	Name of the document to be sent along with the LCollectionC.
<b>Document Reference Number</b>	Reference number of the document.
<b>Original (First Mail)</b>	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.
<b>Copies (First Mail)</b>	The required number of copies required for the selected document from first mail.
<b>Original (Second Mail)</b>	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.
<b>Copies (Second Mail)</b>	The required number of copies required for the selected document from second mail.

Field Name	Description
<b>Clause</b>	The clauses maintained in the bank application for each of the document. A document can have multiple clauses.
<b>View Clause</b>	The link to view the clause maintained in the bank application for each of the document or to modify as per needs.
<b>View Clause</b>	<p>This section appears if you select a document and click the <b>View Clause</b> 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.</p> <p>In a blank clause, corporate user can enter the details to have a clause customized to his/her requirement.</p>
<b>Selected</b>	The clauses that you have selected from the Clause List. The selected clauses related documents are to be attached to the selected document.
<b>Clause</b>	The name of the clause.
<b>Clause Description</b>	The description and number of the selected clause.
<b>Collection Amount</b>	The Collection amount.
<b>Collection Currency</b>	The currency in which Collection will be done.
Below fields appear if the user selects <b>Sight</b> and <b>Usance</b> option in Payment Type field.	
<b>Tenor</b>	The tenor of the Collection.
<b>Base Date Description</b>	This depicts the base code and its description. It describes what the chosen base date for application is.
<b>Base Date</b>	The date to be considered as base date for Collection application.
<b>Maturity Date</b>	The tenor added to the base date, when the Collection ceases to exist.
Below Tenor related fields appear if the user selects <b>Multi Tenor</b> option in <b>Payment Type</b> field.	
<b>Serial No.</b>	The serial number of the tenor record.
<b>Base Description</b>	This depicts the base code and its description. It describes what the chosen base date for application is.

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



Reset

Party ID  
GOODCARE PLC

Line Limit  
LINE\_CD\_1


Reset Cancel

### Field Description

Field Name	Description
<b>Party ID</b>	The party Id of the LC product.
<b>Line Limit</b>	Indicates the available limits for drawer under the selected Line.

- 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.

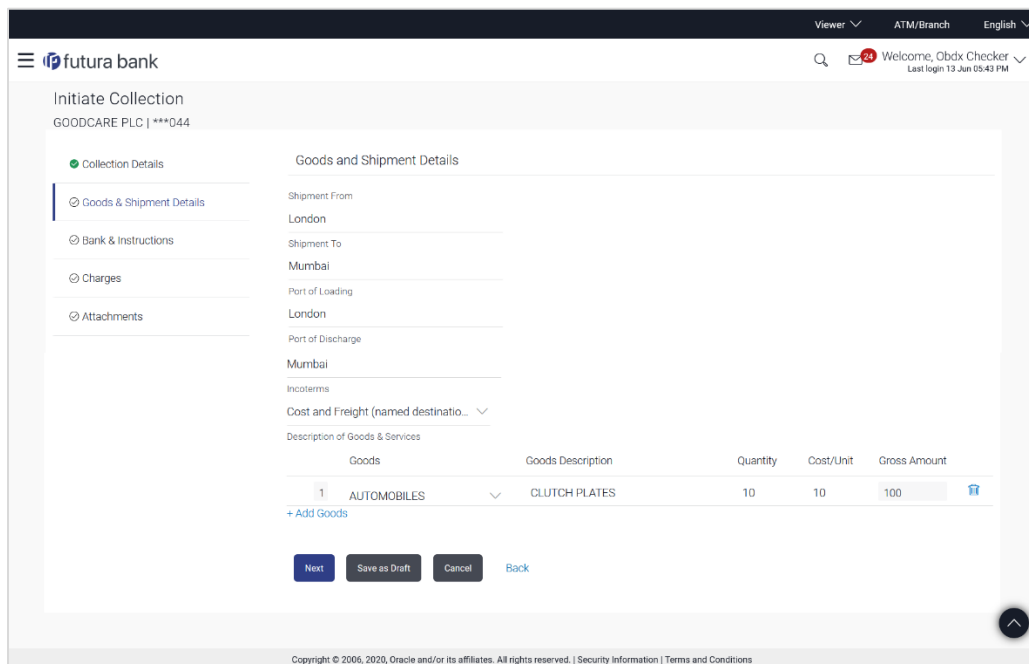


- g. In the **Collection Amount** field, enter the bill amount.
  - h. Click  to delete the record.  
OR  
Click the **Add Tenor** link to add the tenor record.
17. If you select **Sight** or **Usance** option in **Payment Type** field;
    - a. From the **Base Date Description** list, select the appropriate 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



Viewer ATM/Branch English

WELCOME Welcome, Obdx Checker  
Last login: 13 Jun 05:43 PM

Initiate Collection  
GOODCARE PLC | \*\*\*044

Collection Details  
Goods & Shipment Details  
Bank & Instructions  
Charges  
Attachments

Goods and Shipment Details

Shipment From  
London

Shipment To  
Mumbai

Port of Loading  
London

Port of Discharge  
Mumbai

Incoterms

Cost and Freight (named destination...)

Description of Goods & Services

Goods	Goods Description	Quantity	Cost/Unit	Gross Amount
1	AUTOMOBILES	CLUTCH PLATES	10	100

+ Add Goods

Next Save as Draft Cancel Back

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Shipment From</b>	The Place of Receipt from where shipment will be done.
<b>Shipment To</b>	The place of delivery of goods.
<b>Port of Loading</b>	The place of dispatch or loading on board of the goods.
<b>Port of Discharge</b>	The port of discharge of goods.
<b>Incoterm</b>	Indicates the INCO terms for the LC application.
<b>Goods</b>	
Section to add or remove the goods for shipment.	
<b>Goods</b>	The type of good being shipped has to be chosen.
<b>Description of Goods</b>	The description of goods.
<b>Quantity</b>	The number of units of the good covered under the Collection.
<b>Cost/ Unit</b>	The price per unit of the good covered under the Collection.
<b>Gross Amount</b>	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
<b>Collection Bank</b>	The option to select the mode of collection bank. The options are: <ul style="list-style-type: none"> <li>• SWIFT Code</li> </ul> Name and Address
<b>SWIFT Code</b>	The SWIFT code of collection Bank. This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Collection Bank</b> field.
<b>Lookup SWIFT Code</b>	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.

<b>Swift Code</b>	The facility to lookup bank details based on SWIFT code.
<b>City</b>	The facility to search for the SWIFT code based on city.
<b>Bank Name</b>	The facility to search for the SWIFT code based on the bank name.

### SWIFT Code Lookup - Search Result

<b>Bank Name</b>	The names of banks as fetched on the basis of the search criteria specified.
<b>Address</b>	The complete address of each bank as fetched on the basis of the search criteria specified.
<b>SWIFT Code</b>	The list of SWIFT codes as fetched on the basis of the search criteria specified.
<b>Collecting Bank Name</b>	The name of Bank who acts on behalf of Drawee.
<b>Address</b>	The address of Issuing Bank.

Below fields are enabled if the **Name & Address** option is selected in the **Collection Bank** field.

<b>Name</b>	The name of Bank who acts on behalf of Collection.
<b>Address</b>	The address of Collection Bank.
<b>Country</b>	The name of Collection Bank's country.
<b>Remarks</b>	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.

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

Initiate Collection  
GOODCARE PLC | \*\*\*044

Charges, Commissions & Taxes

Charges

Account No	Description of Charges	Amount
xxxxxxxxxxxx0017	BC SWIFT CHARGES	GBP150.00
xxxxxxxxxxxx0017	BC COURIER CHARGES	GBP100.00
		GBP250.00

Taxes

Account No	Description of Taxes	Amount
xxxxxxxxxxxx1039	BCTAX1	GBP123.00
xxxxxxxxxxxx1039	BCTAX2	GBP355.00
		GBP476.00

Next Save as Draft Cancel Back

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#### Field Description

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

#### Charges

Field Name	Description
<b>Account Number</b>	Debit account number of the applicant.
<b>Description of Charges</b>	Displays the description charges applicable.
<b>Amount</b>	Displays the amount of charges.
<b>Taxes</b>	
<b>Account Number</b>	Debit account number of the applicant.
<b>Description of Taxes</b>	Displays the description taxes applicable.
<b>Amount</b>	Displays the amount of taxes.
<b>Commissions</b>	
<b>Commission for</b>	Displays the all commissions charged by bank.
<b>Percentage</b>	Displays the percentage of collection charged as commission.
<b>Amount</b>	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 Collection Initiation - Attachments tab**

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

## Initiate Collection - Attachments tab

### Field Description


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

#### Documents List

Documents list have the list of documents.

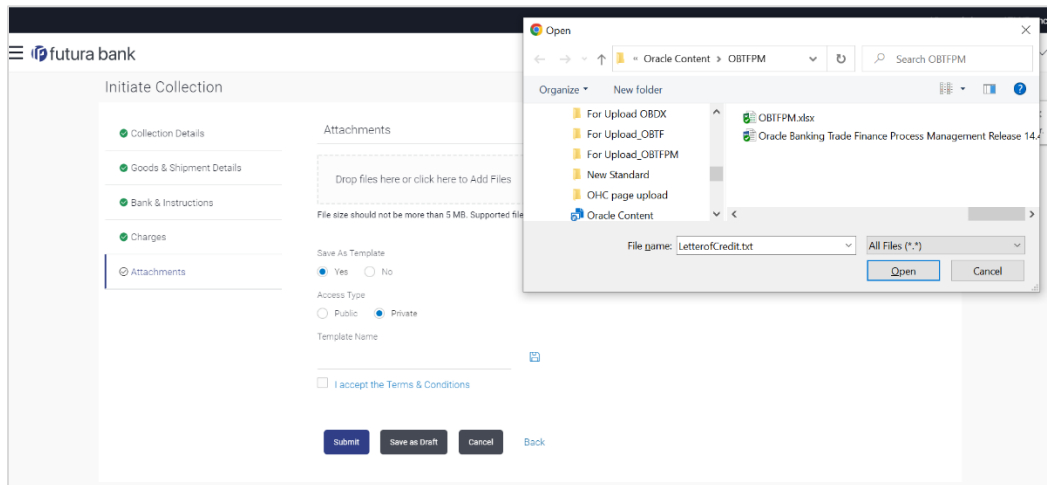
Sr No	Description
	The serial number of the document attached record list.
<b>Document ID</b>	Displays the unique identification number for the attached document. Displays the link to view the attached document
<b>Document Category</b>	The category of the document to be uploaded.
<b>Document Type</b>	The type of the document to be uploaded.
<b>Remarks</b>	Displays the notes added, if any, for attaching the document.
<b>Remove</b>	Allow user to remove the attached document.

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

**Note:** Click  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 Save As Template

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

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

### To save Collection application as template:

1. Enter the required details in Collection application.
2. Click **Save As** and then select **Template** option.

### Save as Template

### Field Description

Field Name	Description
<b>Template Type</b>	<p>Indicates the type of access for the template.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• <b>Public:</b> 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.</li> <li>• <b>Private:</b> 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.</li> </ul>
<b>Template Name</b>	Name of the template to be saved.

3. From the **Template Type** list, select the appropriate option.
4. In the **Template Name** field, enter the desired name for the template.
5. Click **Save** to save the template.  
The transaction details are saved as a template which can be access from the **Template** tab.

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

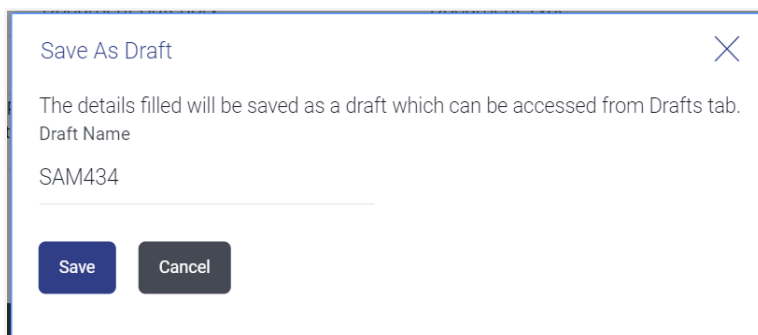
## 16.5 Save As Draft

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

### To save Collection application as draft:

1. Enter the required details in Collection application.
2. Click **Save As** and then select **Draft** option.

### Save as Draft



### Field Description

Field Name	Description
<b>Draft Name</b>	Name of the draft.

3. In the **Draft Name** field, enter the desired name for the draft.
4. Click **Save** to save the draft.  
The transaction details are saved as a draft which can be access from the **Draft** tab.  
OR  
Click **Cancel** to cancel the transaction.

---

Note: You cannot save Draft or Template with an attached document.

---

[Home](#)

## 17. View Export Collection

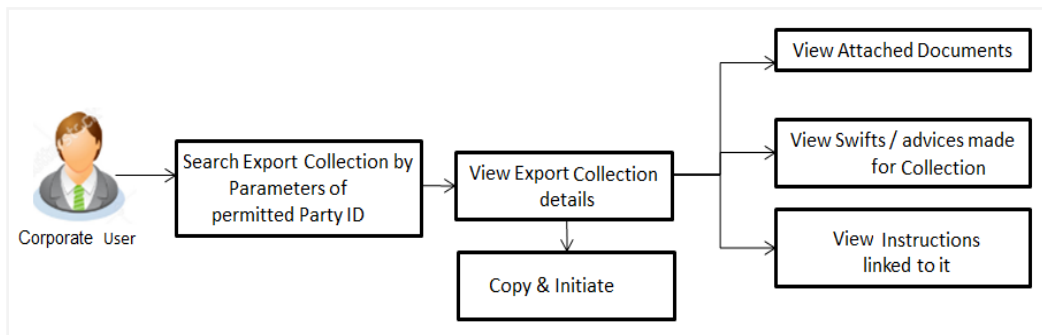
Using this option, you can search, view and download the details of the Export Collection.

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.

## View Export Collection

### Field Description

Field Name	Description
<b>Collection Reference Number</b>	The name of beneficiary party.
<b>Status</b>	The current status of the Collection. The options are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Liquidated</li> <li>• Closed</li> <li>• Reversed</li> </ul>
<b>Drawer</b>	The name of the drawer under the Collection.
<b>Drawee</b>	The name of party who is drawee of the Collection.
<b>Collection Amount From</b>	The start of the Collection amount range used for searching the Collection. The user has to select the currency.
<b>Collection Amount To</b>	The end of the Collection amount range used for searching the Collection.
<b>Collection Issuing Date From</b>	The start date of the Collection date range used for searching the Collection.

Field Name	Description
<b>Collection Issuing Date To</b>	The end date of the Collection date range used for searching the Collection.

- From the **Drawee** list, select the appropriate option.
- 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

View Export Collection  
GOODCARE PLC | \*\*\*044

Collection Reference Number:

Drawer:

Collection Amount:  From  To

Status:

Drawee:

Collection Issuing Date: From  To

[Download](#)

Collection Reference Number	Drawee	Drawer	Release Against	Transaction Date	Status	Collection Amount
PKZESCP190813001	MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON PURCHASE	22 Mar 2019	ACTIVE	GBP2,500.00
PKZESCP190812001	MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON PURCHASE	22 Mar 2019	LIQUIDATED	GBP2,500.00
PKZESCP19081A001	MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON PURCHASE	22 Mar 2019	ACTIVE	GBP10,000.00
PKZESCP190814502	MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON PURCHASE	22 Mar 2019	ACTIVE	GBP2,000.00
PKZESCP190819501	MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON PURCHASE	22 Mar 2019	CLOSED	GBP10,000.00
PKZESCP190817501	MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON PURCHASE	22 Mar 2019	CLOSED	GBP10,000.00
PKZESCP19081ATPI	MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON PURCHASE	22 Mar 2019	ACTIVE	GBP100,000.00
PKZESCP19081AWSS	MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON PURCHASE	22 Mar 2019	ACTIVE	GBP100,000.00
PKZESNC190815001	MARKS AND SPENCER	GOODCARE PLC	ESNC OUTGOING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	22 Mar 2019	ACTIVE	GBP1,234.00
PKZESNC190815002	MARKS AND SPENCER	GOODCARE PLC	ESNC OUTGOING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	22 Mar 2019	ACTIVE	GBP1,234.00

Page 1 of 30 (1-10 of 298 items)      ...

All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Collection Reference Number</b>	The Collection reference number. Displays the link to view the Export Collection details.
<b>Drawee</b>	The name of the drawee of the Export Collection.
<b>Drawer</b>	The name of the drawer of the Export Collection.
<b>Release Against</b>	The product name of the Export Collection.
<b>Transaction Date</b>	The transaction date of the Export Collection.
<b>Status</b>	The current status of the Collection. The options are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Liquidated</li> <li>• Closed</li> <li>• Reversed</li> </ul>
<b>Collection Amount</b>	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 View Collection Details**

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

## View Export Collection – General Collection Details

Viewer ATM/Branch English

futura bank Welcome, Qbdx Checker  
Last login 13 Jun 09:09 PM

View Export collection

Collection Number	Outstanding Amount	Maturity Date
PK2ESCP19081AWSS <b>ACTIVE</b>	GBP100,000.00	01 Apr 2019

**View Collection Details**

**Drawer & Drawee Details**

Charges & Taxes	Drawer Name GOODCARE PLC Address	Drawee Name MARKS AND SPENCER Address
SWIFT Messages	12 King Street Country	MARGUS2SXXX Country
Advice	Application Date 22 Mar 2019 Customer Reference Number 987651000	United States Bank Reference Number NONE

**Product Details**

Payment Type SIGHT	Document Attached Yes
Product OUTGOING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON PURCHASE	Tenor 0
Base Date Description 2019-03-22	Base Date 22 Mar 2019
Maturity Date 01 Apr 2019	Collection Amount GBP100,000.00
Collecting Bank WFIUS6S Address WFIUS6S	

**Goods & Shipment**

Shipment From NEW YORK	Shipment To LONDON
Port of Loading Goods	Port of Discharge

Goods	Description of Goods	Units	Price Per Unit
1	COTTON	Import of POLO T-Shirts as per purchase order dated 1stAug	

**Documents**

Document Name	Original (First Mail)	Copies (First Mail)	Original (Second Mail)	Copies (Second Mail)	
		0		0	<a href="#">View Clause</a>
		0		0	<a href="#">View Clause</a>
		0		0	<a href="#">View Clause</a>

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Incoterms

**Instruction**

Remarks

[Back](#)

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## Field Description

## Field Name

## Description

**Collection Number**

The export Collection number.

**Outstanding Amount**

The outstanding amount of the export collection.

<b>Field Name</b>	<b>Description</b>
<b>Maturity Date</b>	The maturity date of the export collection.
<b>Drawer and Drawee Details</b>	
<b>Drawer Name</b>	The name of the drawer of the Export Collection. He is the creator of Collection.
<b>Address</b>	The address of the drawer of the Export Collection.
<b>Country</b>	The country of the drawer of the Export Collection.
<b>Application Date</b>	The application date of the Export Collection.
<b>Customer Reference Number</b>	The user provided customer reference number for the transaction.
<b>Drawee Name</b>	The name of the drawee of Collection.
<b>Address</b>	The address of the drawee of the Export Collection.
<b>Country</b>	The country of the drawee of the Export Collection.
<b>Bank Reference Number</b>	The user provided bank reference number for the transaction.
<b>Product Details</b>	
<b>Payment Type</b>	The type of payment associated with the Collection. it can be: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> </ul>
<b>Document Attached</b>	It asks user if documents are a part of Collection. It can be: <ul style="list-style-type: none"> <li>• Yes (Documentary)</li> <li>• No (Clean)</li> </ul>
<b>Product</b>	The product of the Export Collection.
<b>Tenor</b>	The tenor of the Collection.
<b>Base Date Description</b>	This depicts the base code and its description as fetched from host. It describes what the chosen base date for application is.



<b>Field Name</b>	<b>Description</b>
<b>Base Date</b>	The date to be considered as base date for Collection application.
<b>Maturity Date</b>	The maturity date of the Export Collection. It is number of days for the tenor from the base date.
<b>Collecting Bank</b>	The name of the collecting bank.
<b>Address</b>	The address of collecting Bank.
<b>Country</b>	The name of collecting Bank's country.
<b>Collection Amount</b>	The Collection amount with base currency in which Collection is originated.
<b>Goods and Shipment</b>	
<b>Shipment From</b>	The place from where shipment will be done.
<b>Shipment To</b>	The place of delivery of goods.
<b>Port of Loading</b>	The place of dispatch or loading on board of the goods.
<b>Port of Discharge</b>	The port of discharge of goods.
Section to add or remove the goods for shipment.	
<b>Sr No</b>	The serial no of different goods.
<b>Goods</b>	The type of good being shipped has to be chosen.
<b>Description of Goods</b>	The description of goods.
<b>Units</b>	The number of units of the goods.
<b>Price Per Unit</b>	The price per unit of the goods.
<b>Documents</b>	
<b>Document Name</b>	Displays the lists of all the documents required to be represented.
<b>Original (First Mail)</b>	Displays the number "n" out of "m" original documents of the first mail that will be provided to bank.

Field Name	Description
<b>Copies (First Mail)</b>	Displays the number of copies of the first mail that will be submitted as a set of documents for LC.
<b>Original (Second Mail)</b>	Displays the number “n” out of “m” original documents of the second mail that will be provided to bank.
<b>Copies (Second Mail)</b>	Displays the number of copies of the second mail that will be submitted as a set of documents for LC.
<b>View Clause</b>	User can view the default description of clauses by clicking <a href="#">View Clause</a> link.
<b>Incoterm</b>	Indicates the INCO terms for the collection application.
<b>Instructions</b>	
<b>Remarks</b>	Any instructions provided to bank is mentioned here.

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

## 17.2 Charges & Taxes

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

View Export collection

Collection Number	Outstanding Amount	Maturity Date
PK2ESCP19081AWSS <span style="color: green;">Active</span>	GBP100,000.00	01 Apr 2019

View Collection Details

**Charges & Taxes**

Charges

Account No	Description of Charges	Date	Amount
xxxxxxxxxxxx0014	BILL SWIFT CHARGES	22 Mar 2019	GBP150.00
xxxxxxxxxxxx0014	BCCOUR	22 Mar 2019	GBP100.00

Taxes

Description of Taxes	Value Date	Transaction Date	Amount
No data to display.			

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## Field Description

Field Name	Description
<b>Charges</b>	
<b>Account No.</b>	Debit account number of the applicant.
<b>Description of Charges</b>	Displays the description charges applicable.
<b>Date</b>	Displays the date on which charges are applicable.
<b>Amount</b>	Displays the amount of charges.
<b>Taxes</b>	
<b>Description of Taxes</b>	Displays the description taxes applicable.
<b>Value Date</b>	Displays the value date of the taxes.
<b>Transaction Date</b>	Displays the date on which the transaction is done.
<b>Amount</b>	Displays the amount of taxes.

## 17.3 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 Collection** screen.  
OR  
Click **Back**.  
The **View Export Collection** screen appears.  
OR  
Click **Cancel** to cancel the transaction.

### View Export Collection – SWIFT Messages tab

The screenshot shows the 'View Export Collection' interface. At the top, there's a header for 'futura bank' and a user greeting 'Welcome, Obdx Checker'. Below the header, the collection details are shown: Collection Number PK2ESCP19081AWSS (ACTIVE), Outstanding Amount GBP100,000.00, and Maturity Date 01 Apr 2019. The 'SWIFT Messages' tab is active, displaying a table with the following data:

Message ID	Date	Description	Sending/Receiving Bank	Message Type	Action
1552031154540501		Bank Transfer	Preethi1	202	Download

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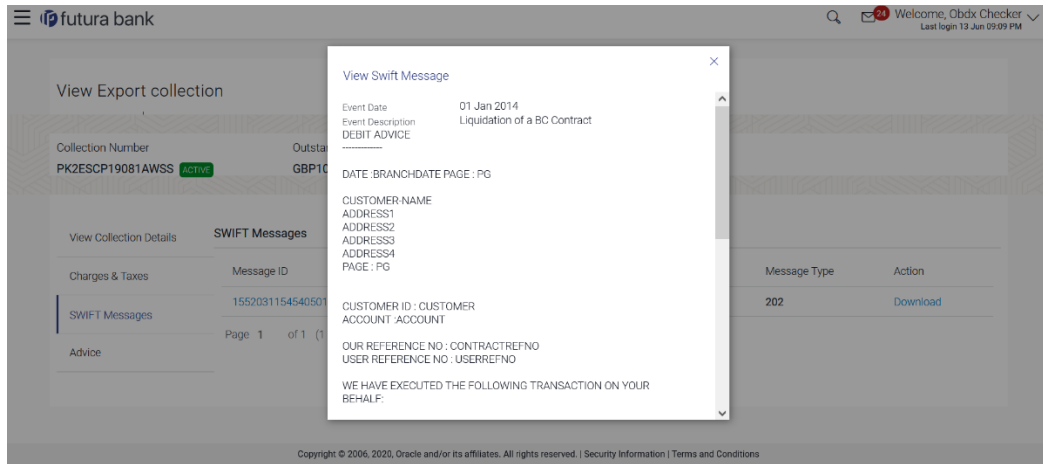
### Field Description

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

View Export collection

Collection Number	Outstanding Amount	Maturity Date
PK2ESCP19081AWSS <span>Active</span>	GBP100,000.00	01 Apr 2019

View Collection Details

Message ID	Date	Description	Event Description	Action
1552031154562887		Debit Advice	Initiation of a BC Contract	<a href="#">Download</a>
1552031154564236		Debit Advice	Initiation of a BC Contract	<a href="#">Download</a>
1552031154568319		Documents Remittance Letter	Initiation of a BC Contract	<a href="#">Download</a>

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## Field Description

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

- 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 Advices Details


The screenshot shows the Futura Bank web interface. A modal window titled 'View Advice' is open, displaying the following information:

- Event Date: 01 Jan 2014
- Event Description: Liquidation of a BC Contract
- DEBIT ADVICE
- DATE : BRANCHDATE PAGE : PG
- CUSTOMER-NAME
- ADDRESS1
- ADDRESS2
- ADDRESS3
- ADDRESS4
- PAGE : PG
- CUSTOMER ID : CUSTOMER
- ACCOUNT : ACCOUNT
- OUR REFERENCE NO : CONTRACTREFNO
- USER REFERENCE NO : USERREFNO
- WE HAVE EXECUTED THE FOLLOWING TRANSACTION ON YOUR BEHALF:

The background interface shows a collection number 'PK2ESCP19081AWSS' with a status 'Active' and an 'Outstanding' amount of 'GBP10'. There are also sections for 'Charges & Taxes', 'SWIFT Messages', and a table with columns for 'description' and 'Action'.

### 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.

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

[Home](#)

## 18. View Inward Guarantee

Using this option, you can view existing Inward guarantees in the application.

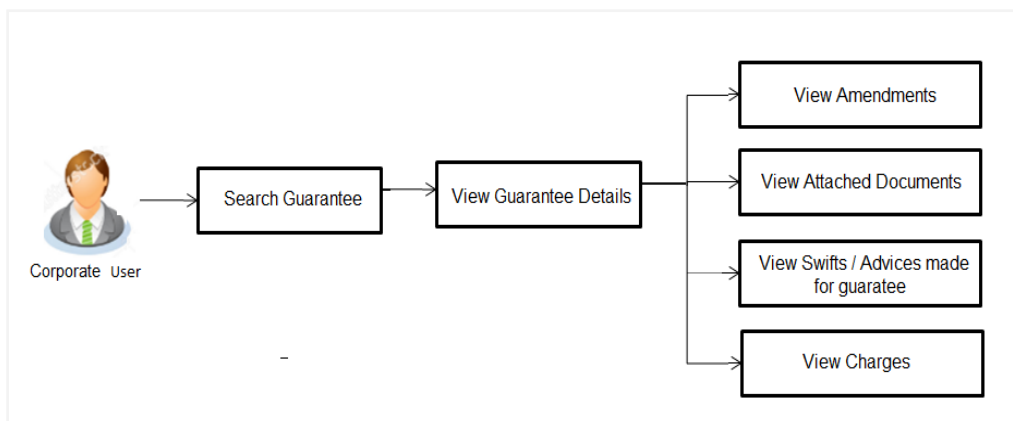
A guarantee from a lending institution ensures that the liabilities of a debtor will be met. In other words, if the applicant fails to fulfil a commitment, the lending institution will cover it. A Bank Guarantee enables user to show more credibility while doing business.

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

The screenshot displays the 'View Inward Guarantee' search page. The main content area shows a table of 'List of Recently Issued Inward Guarantee' with columns: Guarantee Number, Applicant Name, Beneficiary Name, Issue Date, and Issuing Bank. The table contains seven rows of data, all with 'GOODCARE PLC' as the applicant and 'MARKS AND SPENCER' as the beneficiary, issued on '22 Mar 2019' by 'bank1'.

On the right, there is a 'Filter' panel with the following fields:

- Applicant Name: [Text input field]
- Inward Guarantee Status: Active (dropdown menu)
- Issuing Bank: [Text input field]
- Issuing Bank Reference No.: [Text input field]
- Undertaking Amount: All (dropdown), From: [Text input], To: [Text input]
- Issue Date: 01 Jan 2019 (calendar icon), 31 May 2019 (calendar icon)
- Expiry Date: From: [Text input], To: [Text input]

Buttons at the bottom of the filter panel are 'Apply', 'Cancel', and 'Clear'.

## Field Description

Field Name	Description
<b>Applicant Name</b>	This is the name of corporate who has made the Inward guarantee in favour of Beneficiary.
<b>Inward Guarantee Status</b>	The current status of the Inward Guarantee. The options are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Reversed</li> <li>• Closed</li> </ul>
<b>Issuing Bank</b>	The name of the bank that have issued the guarantee.
<b>Issuing Bank Reference No.</b>	The reference number of the issuing bank.
<b>Undertaking Amount From</b>	The start of the amount range used for searching the Inward Guarantee.
<b>Undertaking Amount To</b>	The end of the amount range used for searching the Inward Guarantee.
<b>Issue Date</b>	The issue date range of the Inward Guarantee.

Field Name	Description
<b>Expiry Date</b>	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.

## View Inward Guarantee – Search Result

Guarantee Number	Applicant Name	Beneficiary Name	Issue Date	Issuing Bank	Issuing Bank Reference No.	Date of Expiry	Status
<a href="#">PK2GUIR190811002</a>	GOODCARE PLC	MARKS AND SPENCER	22 Mar 2019	bank1	12345678	20 Jun 2019	ACTIVE
<a href="#">PK2GUIR190811001</a>	GOODCARE PLC	MARKS AND SPENCER	22 Mar 2019	bank1	12345678	20 Jun 2019	ACTIVE
<a href="#">PK2GUIR190811004</a>	GOODCARE PLC	MARKS AND SPENCER	22 Mar 2019	bank1	12345678	20 Jun 2019	ACTIVE
<a href="#">PK2GUIR190817502</a>	GOODCARE PLC	MARKS AND SPENCER	22 Mar 2019	bank1	12345678	20 Jun 2019	ACTIVE
<a href="#">PK2GUIR190817503</a>	GOODCARE PLC	MARKS AND SPENCER	22 Mar 2019	bank1	12345678	20 Jun 2019	ACTIVE
<a href="#">PK2GUIR190818001</a>	GOODCARE PLC	MARKS AND SPENCER	22 Mar 2019	bank1	12345678	20 Jun 2019	ACTIVE
<a href="#">PK2GUIR190818502</a>	GOODCARE PLC	MARKS AND SPENCER	22 Mar 2019	bank1	12345678	20 Jun 2019	ACTIVE
<a href="#">PK2GUIR190814501</a>	PK2WALKIN1	ROBERT INC	22 Mar 2019	bank1	12345678	20 Jun 2019	ACTIVE

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ⓘ All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.

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## Field Description

Field Name	Description
<b>Guarantee Number</b>	The Inward Guarantee number. Displays the link to view details of the Inward Guarantee.
<b>Applicant Name</b>	Displays the name of the applicant who has made the Inward guarantee in favour of Beneficiary.
<b>Beneficiary Name</b>	Displays the name of beneficiary i.e. the name of customer for whom the guarantee was taken.
<b>Issue Date</b>	Displays the date on which the Guarantee was issued.
<b>Issuing Bank</b>	The name of the bank that have issued the guarantee.
<b>Issuing Bank Reference No.</b>	The reference number of the issuing bank.
<b>Date Of Expiry</b>	Displays the date on which the Guarantee will get expired.

Field Name	Description
<b>Status</b>	Displays the current status of the Inward Guarantee. The status could be: <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Reversed</li> <li>• Closed</li> </ul>
<b>Undertaking Amount</b>	Displays the currency and amount of the Inward Guarantee application.
<b>Outstanding Amount</b>	Displays the undrawn amount of the Inward Guarantee.
<b>Claims</b>	Displays the amount utilized under the guarantee.
<b>Claim</b>	The below fields displayed when user clicks on <b>Claim</b> number below <b>Claim</b> column.
<b>Claim Number</b>	Displays the claim number.
<b>Date</b>	Displays the date of the claim.
<b>Description</b>	Displays the description about claim.
<b>Amount</b>	Displays the claim amount.

- 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.
- Click **Inward Guarantee Details** tab.

## 18.1 Inward Guarantee Details

### View Inward Guarantee – Inward Guarantee Details

Viewer ATM/Branch English

Welcome, Acme Corporation Checker  
Last login 18 May 03:24 PM

#### View Inward Guarantee

Oracle Corp | \*\*\*112

Guarantee Number	Product	Contract Amount	Maturity Date
000GUAD200766002 <span style="color: green; font-weight: bold;">ACTIVE</span>	Guarantee Advising	GBP 17,400.00	14 Jul 2020

**View Guarantee Details**

- Amendments 50
- Attached Documents 59A
- Charges, Commissions & Taxes 59A
- Swift Messages 59A
- Advices 56A

**View Guarantee Details**

**Applicant Name**  
Oracle Corp  
Address  
ORACGBZL000  
new tech park  
plot no 29  
Country

**Beneficiary Name**  
GOODCARE PLC  
Address  
12 King Street  
Country

**Issuing Bank**  
Swift Code  
CITI new bank  
new tech park  
plot no 26  
London  
GB

**Advising Through Bank**

**Sender to Receiver Information**

**Product Details**

Product: Guarantee Advising  
Type of Guarantee: Bill of Lading Guarantee  
[View claims](#)

**Commitment Details**

Applicant Contract Reference No: 32B

Undertaking Amount: GBP 17,400.00  
Effective Date: 16 Mar 2020

**Additional Amount Information** 48D

Transfer Indicator: No

**Charges** 45L

Underlying Transaction Details

**Governing Law and/or Place of Jurisdiction** 48B

Demand Indicator

**Presentation Documents and Undertaking Terms and Conditions**

**Undertaking Terms and Conditions** 77U

Non standard  
new condition to be seen in guarantee

**Document and Presentation Instructions** 49C

**Expiry & Extension Instructions**

**Expiry Type** 23B

Fixed  
Guarantee Expiry Date: 14 Jun 2020  
Closure Date: 14 Jul 2020

**Automatic Extension Period** 23F

Automatic Extension Non-Extension Notification 78

Automatic Extension Notification Period 26E

Automatic Extension Final Expiry Date 31S

**Remarks**

**Delivery Details**

Delivery of Original Undertaking 24E

Delivery To/Collection by 24G

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Guarantee Number</b>	The Inward Guarantee number.
<b>Product</b>	Displays the product type as coming from Host.
<b>Contract Amount</b>	The contract amount of the Inward Guarantee.
<b>Maturity Date</b>	The maturity date of the Inward Guarantee.
<b>Applicant Name</b>	Displays the name of applying party.
<b>Address</b>	Displays the address of applying party.
<b>Country</b>	Displays the country of applying party.
<b>Date of Application</b>	Displays the date when guarantee has been initiated.
<b>Beneficiary Name</b>	Displays the name of beneficiary party.
<b>Address</b>	Displays the address of beneficiary party.
<b>Country</b>	Displays the country of beneficiary party.
<b>Instructing Party</b>	Displays the name of the obligator or instructing party
<b>Issuing Bank Details</b>	
<b>Issuing Bank</b>	Displays the name of the issuing bank.
<b>SWIFT Code</b>	Displays the SWIFT code of Drawee Bank.
<b>Drawee Bank Name</b>	Displays the name of Bank who acts on behalf of Drawee.
<b>Address</b>	Displays the address of Drawee Bank.
<b>Country</b>	Displays the name of issuing Bank's country.
<b>Product Details</b>	
<b>Product</b>	Displays the product type as coming from Host.
<b>Guarantee Advising</b>	
<b>Type of Guarantee</b>	Displays the various guarantee types to choose from.

<b>Field Name</b>	<b>Description</b>
<b>Advising Through Bank</b>	Displays the advise through bank.
<b>Sender to Receiver Bank</b>	Displays the details of Sender to Receiver Information while initiating a Bank Guarantee so that any information for receiver can be passed under SWIFT message.
<b>Commitment Details</b>	
<b>Applicant Contract Ref No</b>	Displays an applicant's reference number of the Inward Guarantee.
<b>Undertaking Amount</b>	Displays the currency and amount of the Inward Guarantee application.
<b>Effective Date</b>	Displays the effective date of the Inward Guarantee
<b>Additional Amount information</b>	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.
<b>Transfer Indicator</b>	Displays the whether the multiple or partial demands are permissible for the Inward guarantee.
<b>Charges</b>	Displays the details charges, and who will bear it for the Inward guarantee.
<b>Underlying Transaction Details</b>	Displays the details of the underlying business transactions for which undertaking is issued.
<b>Governing Law and/or Place of Jurisdiction</b>	The details of the Governing Law and/or Place of Jurisdiction applicable to the undertaking.
<b>Demand indicator</b>	Displays the details of whether the multiple or partial demands are permissible while initiating Inward guarantee or not.
<b>Presentation Documents And Undertaking Terms and Conditions</b>	
This section includes the documents and undertaking terms and conditions present in the Inward Guarantee application.	
<b>Undertaking Terms and Condition</b>	Displays the details of applicable terms and condition of the undertaking.
<b>Document and Presentation Instruction</b>	Displays the details of the document and presentation instructions present in the Outward Guarantee.

Field Name	Description
<b>Expiry and Extension Instructions</b>	
This section includes the expiry condition and extension applicable for the Inward Guarantee application.	
<b>Expiry Type</b>	Displays the type of validity applicable to the Inward Guarantee.
<b>Guarantee Expiry Date</b>	Displays the expiry date of the Inward Guarantee.
<b>Closure Date</b>	Displays the closing date of the Inward Guarantee. The closure date must be after expiry date of the Inward Guarantee.
<b>Automatic Extension Period</b>	Displays the period after which automatic extension is given to the Inward Guarantee.
<b>Automatic Extension Non-Extension Notification</b>	Displays the notification given for non-extension of automatic extension while creating Inward Guarantee.
<b>Automatic Extension Notification Period</b>	Displays the period after which notification given for non-extension of automatic extension while creating Inward Guarantee.
<b>Automatic Extension Final Expiry Date</b>	Displays the date after which validity of automatic extension to the Inward Guarantee expires.
<b>Remarks</b>	Displays the instruction which is provided by bank to user to be taken care of while viewing Guarantee and for his information.
<b>Delivery Details</b>	
This section includes the details of the delivery of the inward Guarantee.	
<b>Delivery Of Original Undertaking</b>	Displays the details of delivery of the original undertaking will be done.
<b>Delivery To/ Collection by</b>	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 Claims** link to view the guarantee claims.  
OR  
Click **Back**.  
The **View Inward Guarantee** screen appears.



## 18.2 Amendments

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

The screenshot displays the 'View Inward Guarantee' interface for Oracle Futura Bank. At the top, it shows the user's name 'Acme Corporation Checker' and the last login time '18 May 03:24 PM'. The main content area is divided into two sections: 'View Guarantee Details' and 'Amendments'. The 'View Guarantee Details' section includes fields for Guarantee Number (000GUAD200766002, Active), Product (Guarantee Advising), Contract Amount (GBP 17,400.00), and Maturity Date (14 Jul 2020). The 'Amendments' section contains a table with the following data:

Amendment Number	Issue Date	Expiry Date	New Guarantee Amount	Status
1	16 Mar 2020	14 Jun 2020	GBP 17,400.00	ACCEPTED

Below the table, there is a pagination control showing 'Page 1 of 1 (1 of 1 items)' and a 'View' link for the amendment. The bottom of the screen features a copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions' and a 'Help' button.

### Field Description

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

17. Click the **View** 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

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

**futura bank** Welcome, Acme Corporation Checker  
Last login 18 May 03:24 PM

**Inward Guarantee Amendment**  
Oracle Corp | \*\*\*044

Guarantee Reference No.	Product	Undertaking Amount	Maturity Date
000GUAD200766002	Inward Bank Guarantee	GBP 17,400.00	14 Jul 2020

**View Guarantee Details** [Compare with Previous Values](#)

**59** Applicant Name  
Oracle Corp  
Address  
new tech park  
plot no 29  
London  
Country  
GB  
Date of Application  
18 Mar 2020  
[View Limits](#)

**59A** Beneficiary Name  
GOODCARE PLC  
Address  
Country  
United Kingdom

**51** Instructing Party

**56A** Issuing Bank  
Swift Code  
CITI1GB2LXXX  
Address  
new tech park  
plot no 25  
London  
GB

**57A** Advising Through Bank  
**72Z** Sender to Receiver Information

Product  
Type of Guarantee  
Advance Payment Guarantee

**Commitment Details** [Compare with Previous Values](#)

Contract Reference No

**32B** **Modified** Undertaking Amount  
GBP 17,400.00  
Effective Date

**39D** Additional Amount Information

**48D** Transfer Indicator  
No

**71D** Charges

**45L** Underlying Transaction Details

**44H** Governing Law and/or Place of Jurisdiction

**48B** Demand Indicator

**Presentation Terms and Conditions** [Compare with Previous Values](#)

**77U** Other Amendments to Undertaking

**45C** Document and Presentation Instructions

**Instructions** [Compare with Previous Values](#)

**23B** Expiry Type  
**Conditional**

**23F** **Modified** Automatic Extension Period

**23B** Guarantee Expiry Date  
14 Jun 2020

Closure Date  
14 Jul 2020

**78** Automatic Extension Non-Extension Notification

**26E** Automatic Extension Notification Period

**31S** Automatic Extension Final Expiry Date

**Delivery Details** [Compare with Previous Values](#)

**24E** Delivery of Original Undertaking

**24G** Delivery To/Collection by

**Bank Instructions** [Compare with Previous Values](#)

Instructions to the Bank. Not forming part of Guarantee  
You can [View the details of the Charges levied for this application here](#) [View Charges](#)

**Back**

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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

The screenshot shows the 'View Inward Guarantee' interface for Futura Bank. The user is logged in as 'OBDX Checker' with a last login of '29 Apr 05:22 PM'. The page title is 'View Inward Guarantee' and the Guarantee Number is '000GUAD200765501'. The 'Attached Documents' tab is active, displaying a table with the following data:

Sr No	Document Id	Document Category	Document Type	Remarks
1	3.IPML****13	IDPROOF	IDPROOF	Adhar card

Below the table, there are 'Submit' and 'Back' buttons. A note indicates: 'File size should not be more than 5 MB. Supported file types: JPEG, PNG, DOC, PDF, TXT, ZIP. Multiple files can be uploaded at a time.'

#### Field Description

Field Name	Description
<b>Sr No</b>	The serial number of the attached document records.
<b>Document Id</b>	Displays the unique identification number for the attached document. Displays the link to download the attached document.

Field Name	Description
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Remarks</b>	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 Charges

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

The screenshot displays the 'View Inward Guarantee' interface for Oracle Corp. The main header shows 'View Inward Guarantee' with the account number 'Oracle Corp | \*\*\*782'. Below this, a summary row provides key details: Guarantee Number (000GUAD20076A6Y1, marked as ACTIVE), Product (Guarantee Advising), Contract Amount (GBP 89,454.00), and Maturity Date (15 Jul 2020).

The 'Charges, Commissions & Taxes' section is active, showing a table of charges:

Account No	Description of Charges	Date	Amount
xxxxxxxxxxxx0018	Export Advice charges	16 Mar 2020	GBP 50.00

Below the charges table, there are sections for 'Taxes' (No data to display), 'Commissions' (No data to display), and 'Swift Messages' (No data to display). A 'Back' button is located at the bottom of the main content area. The footer includes a copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions' and a 'Help' button.

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Charges</b>	
<b>Account No.</b>	Debit account number of the applicant.
<b>Description of Charges</b>	Displays the description charges applicable.
<b>Date</b>	Displays the date on which charges are applicable.
<b>Amount</b>	Displays the amount of charges.
<b>Taxes</b>	
<b>Description of Charges</b>	Displays the description charges applicable.
<b>Value Date</b>	Displays the value date of the taxes.
<b>Transaction Date</b>	Displays the date on which the transaction is done.
<b>Amount</b>	Displays the amount of taxes.
<b>Commissions</b>	
<b>Commission for</b>	Displays the all commissions charged by bank.
<b>Percentage</b>	Displays the percentage of Guarantee amount charged as commission.
<b>Amount</b>	Displays the amount of commission.

**18.5 SWIFT Messages**

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

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.

## View Inward Guarantee – SWIFT Messages tab

The screenshot displays the 'View Inward Guarantee' interface for Oracle Corp. The guarantee details are as follows:

Guarantee Number	Product	Contract Amount	Maturity Date
000GUAD20076A66B <span style="color: green;">ACTIVE</span>	Guarantee Advising	GBP 100,000.00	15 Jul 2020

The 'Swift Messages' section contains the following data:

Message ID	Date	Description	Sending/Receiving Bank	Message Type	Action
2902044222912553	16 Mar 2020	Acknowledgement of a Guarantee	CITIBANK IRELAND	768	<a href="#">Download</a>
2902044582934394	16 Mar 2020	Guarantee/SBLC Amendment Response	CITIBANK IRELAND	787	<a href="#">Download</a>
2902044583197394	16 Mar 2020	ACK of Amendment to LC	CITIBANK IRELAND	730	<a href="#">Download</a>
2902047342867769	16 Mar 2020	Guarantee/SBLC Amendment Response	CITIBANK IRELAND	787	<a href="#">Download</a>
2902047343028493	16 Mar 2020	ACK of Amendment to LC	CITIBANK IRELAND	730	<a href="#">Download</a>

Page 1 of 2 (1-5 of 10 items) | [Back](#)

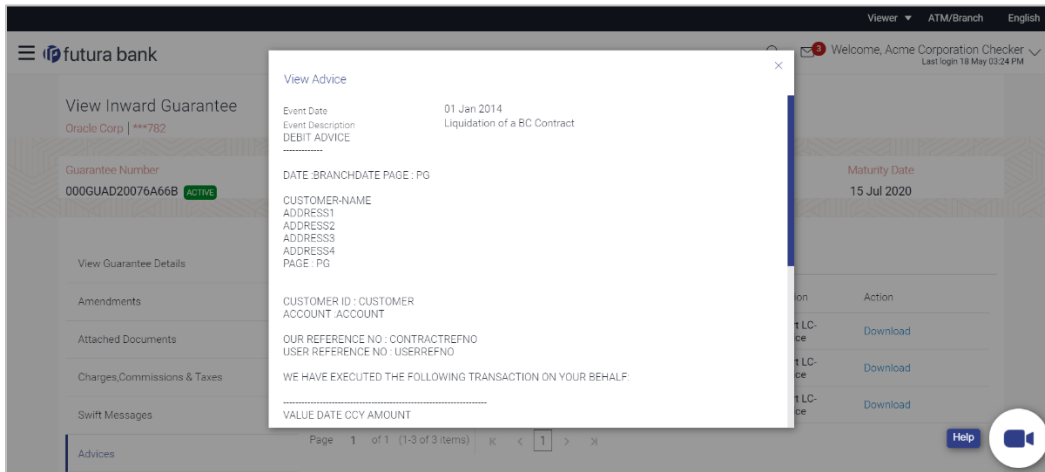
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## Field Description

Field Name	Description
<b>Message ID</b>	Unique identification number for the message.
<b>Date</b>	Date of sending advice.
<b>Description</b>	The SWIFT message detailed description.
<b>Sending/Receiving Bank</b>	This displays the name of bank who has sent/received the message
<b>Message Type</b>	This shows the type of message sent/received such as MT 740etc
<b>Action</b>	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.

## 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.

## View Inward Guarantee - Advices Tab

View Inward Guarantee  
Oracle Corp | \*\*\*782

Guarantee Number	Product	Contract Amount	Maturity Date
000GUAD20076A66B <span>ACTIVE</span>	Guarantee Advising	GBP 100,000.00	15 Jul 2020

Message ID	Date	Description	Event Description	Action
2902044222904269		Guarantee Instrument	Booking Export LC-operation Advice	Download
2902044223058862		Debit Advice	Booking Export LC-operation Advice	Download
2902044223063158		Debit Advice	Booking Export LC-operation Advice	Download

Page 1 of 1 (1-3 of 3 items) < 1 >

Back

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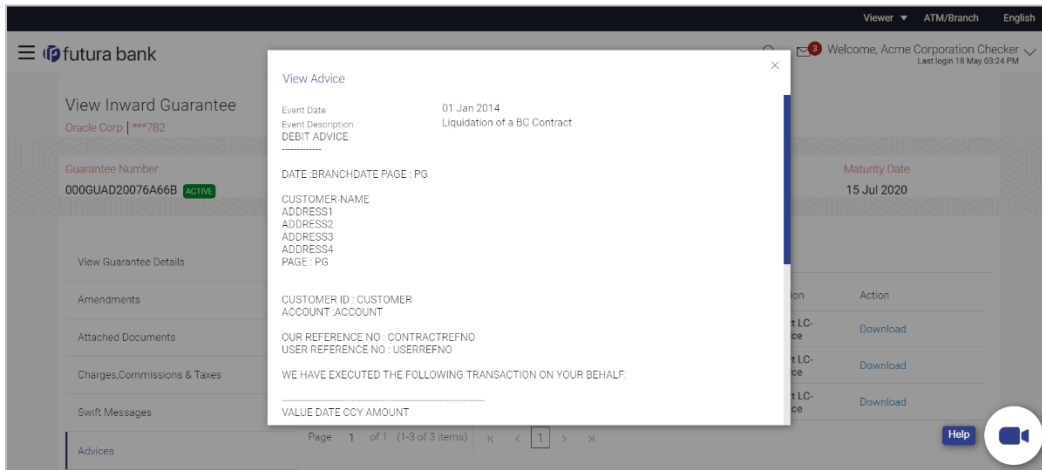
## Field Description

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

- a. Click  to close the window.
28. Click **Back**.  
The View Inward Guarantee screen appears.

[Home](#)

# 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.

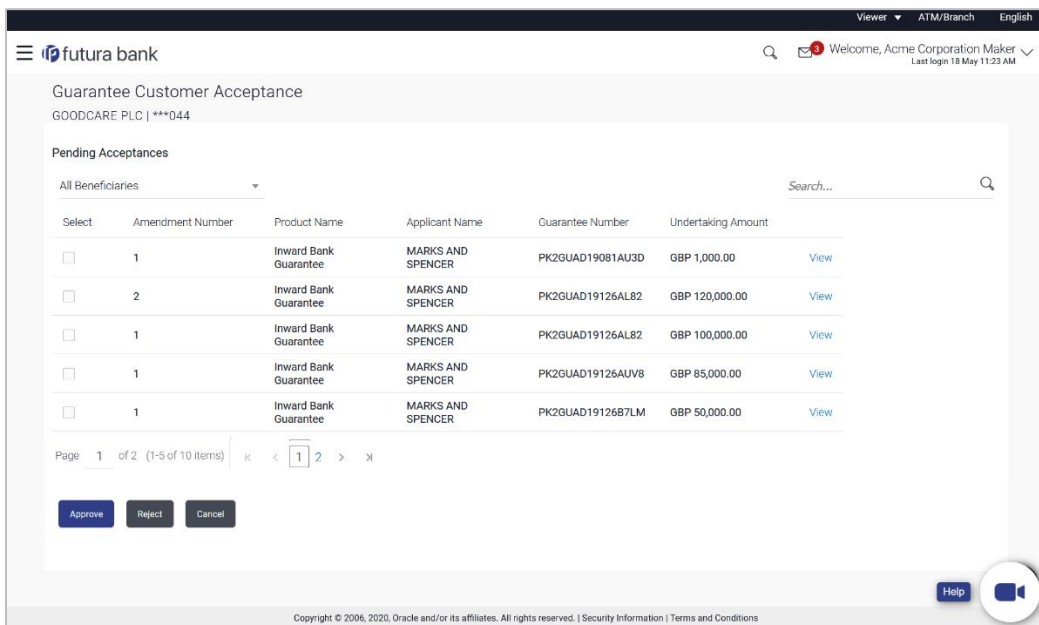
OR

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


<b>All Beneficiaries</b>	Select the specific beneficiary to filter the search result based on specific beneficiary.
--------------------------	--

Field Name	Description
<b>Search Result</b>	
<b>Amendment Number</b>	The amendment number of the Inward Guarantee.
<b>Product Name</b>	The product of the guarantee for which amendment acceptance is required.
<b>Applicant Name</b>	The name of the applicant of the Inward Guarantee.
<b>Guarantee Number</b>	The Inward Guarantee number against which amendment acceptance is required.
<b>Undertaking Amount</b>	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

Viewer
ATM/Branch
English



105 Welcome, OBDX Checker  
Last login 30 Apr 02:55 PM

---

Guarantee Number 000GUAD200762501

<p>Party ID ***782</p> <p><b>Applicant Details</b></p> <p>Applicant Name Oracle Corp Address new tech park plot no 29 London Country GB Date of Application 16 Mar 2020</p> <p><b>Instructing Party</b></p> <p>Name PREETHI2 Address muthaiah mudali street,off</p> <p><b>Product Details</b></p> <p>Product Guarantee Advising Type of Guarantee</p>	<p>Branch</p> <p><b>Beneficiary Details</b></p> <p>Beneficiary Name Oracle Corp Address ORACGBZL000 new tech park plot no 29 Country</p> <p><b>Issuing Bank</b></p> <p><b>Advising Through Bank</b></p> <p><b>Sender to Receiver Information</b></p>
---	--

**Commitment Details**

Contract Reference No	Undertaking Amount £42,444.00
Additional Amount Information	Effective Date 16 Mar 2020
Charges new charges	Transfer Indicator No
Governing Law and/or Place of Jurisdiction	Underlying Transaction Details
	Demand Indicator

**Presentation Documents and Undertaking Terms and Conditions**

Other Amendments to Undertaking  
new condition amend  
Document and Presentation Instructions  
new comments

**Expiry & Extension Instructions**

<b>Expiry Details</b>	Guarantee Expiry Date
Expiry Type Conditional	Closure Date 14 Jul 2020
Automatic Extension Period	Automatic Extension Notification Period
Automatic Extension Non-Extension Notification	Automatic Extension Final Expiry Date

**Delivery Details**

Delivery of Original Undertaking	Delivery To/Collection by
----------------------------------	---------------------------

**Bank Instructions**

Remarks

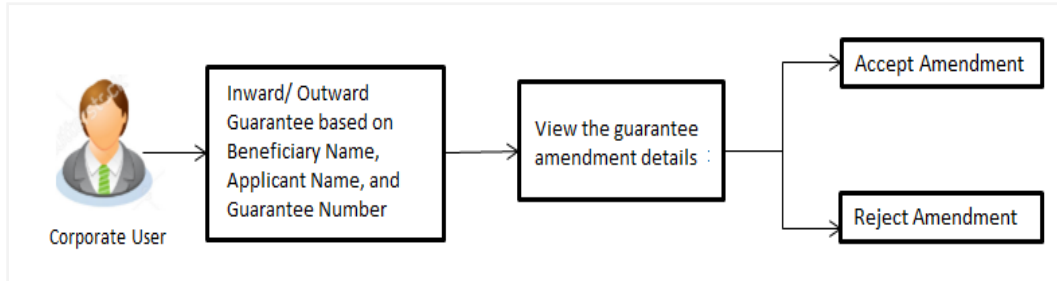
Accept
Reject
Cancel
Back

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## 19.1 Initiate customer acceptance for Guarantee Amendment

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.

## Guarantee Amendment Acceptance - Amendment Details

Viewer
ATM/Branch
English



185 Welcome, OBDX Checker  
Last login 30 Apr 02:55 PM

---

Guarantee Number 000GUAD200762501

Party ID  
\*\*\*782

**Applicant Details**

Applicant Name  
Oracle Corp  
Address  
new tech park  
plot no 29  
London  
Country  
GB  
Date of Application  
16 Mar 2020

**Instructing Party**

Name  
PREETHI2  
Address  
muthaiah mudali street,off

**Product Details**

Product  
Guarantee Advising  
Type of Guarantee

Branch

**Beneficiary Details**

Beneficiary Name  
Oracle Corp  
Address  
ORACGB2L000  
new tech park  
plot mo 29  
Country

**Issuing Bank**

**Advising Through Bank**

**Sender to Receiver Information**

---

**Commitment Details**

Contract Reference No

Additional Amount Information

Charges  
new charges  
Governing Law and/or Place of Jurisdiction

Undertaking Amount  
£42,444.00

Effective Date  
16 Mar 2020  
Transfer Indicator  
No  
Underlying Transaction Details

Demand Indicator

---

**Presentation Documents and Undertaking Terms and Conditions**

Other Amendments to Undertaking  
new condition amend  
Document and Presentation Instructions  
new comments

---

**Expiry & Extension Instructions**

**Expiry Details**

Expiry Type  
Conditional  
Automatic Extension Period

Automatic Extension Non-Extension Notification

Guarantee Expiry Date

Closure Date  
14 Jul 2020  
Automatic Extension Notification Period  
Automatic Extension Final Expiry Date

---

**Delivery Details**

Delivery of Original Undertaking

Delivery To/Collection by

---

**Bank Instructions**

Remarks

Accept
Reject
Cancel
Back

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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.

[Home](#)

## 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 (OBTFFPM).

### 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 Search Claims

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

The screenshot displays the 'Lodge a Claim' search interface on the Futura Bank portal. The page header includes the bank logo, user name 'ASHLEY CHARLES', and last login time. The search form contains the following fields:

- Guarantee Number:** Input field with the value 'GOODCARE PLC | \*\*\*044'.
- Applicant Name:** Input field.
- Issue Date Range:** Date range selector with 'From' and 'To' fields.
- Beneficiary Name:** Dropdown menu with the option 'Select Multiple Parties'.
- Undertaking Amount:** Range selector with 'All', 'From', and 'To' options.
- Expiry Date Range:** Date range selector with 'From' and 'To' fields.

Buttons for 'Search' and 'Reset' are located at the bottom left of the form. A 'Help' button and a video call icon are visible in the bottom right corner.

### Field Description

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



<b>Field Name</b>	<b>Description</b>
<b>Beneficiary Name</b>	The name of the beneficiary of the guarantee.
<b>Applicant Name</b>	The name of the applicant.
<b>Currency</b>	The currency of the undertaking amount for the guarantee.
<b>Undertaking Amount -From To</b>	The undertaking amount start and end range for which the guarantee is issued.
<b>Issue Date Range - From To</b>	The start and end date of guarantee issued.
<b>Expiry Date Range - From To</b>	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.

## Claims - Guarantee Search Results

Claims  
GOODCARE PLC | \*\*\*044

Lodge a Claim

Guarantee Number:

Applicant Name:

Issue Date Range: From  To

Beneficiary Name:

Undertaking Amount: USD  From  To

Expiry Date Range: From  To

Guarantee Number	Applicant Name	Beneficiary Name	Issue Date	Expiry Date	Guarantee Status	Undertaking Amount	Outstanding Amount	Claims
PK2GUAD19126AWSU	PREETHI9	NATIONAL FREIGHT CORP	06 May 2019	04 Aug 2019	ACTIVE	GBP10,000.00	GBP10,000.00	0.00
PK1GUAD20011A7C7	FIXNETIX	NATIONAL FREIGHT CORP	11 Jan 2020	10 Apr 2020	ACTIVE	GBP44,000.00	GBP44,000.00	0.00
PK1GUAD20011A7C9	FIXNETIX	NATIONAL FREIGHT CORP	11 Jan 2020	10 Apr 2020	ACTIVE	EUR33,000.00	EUR33,000.00	0.00
PK1GUAD20011A7C8	FIXNETIX	NATIONAL FREIGHT CORP	11 Jan 2020	10 Apr 2020	ACTIVE	GBP44,000.00	GBP44,000.00	0.00
PK1GUAD20011A7CA	FIXNETIX	NATIONAL FREIGHT CORP	11 Jan 2020	10 Apr 2020	ACTIVE	EUR33,000.00	EUR33,000.00	0.00
000GUAD20076AF1P	PREETHI3	NATIONAL FREIGHT CORP	16 Mar 2020	14 Jun 2020	ACTIVE	GBP10,000.00	GBP10,000.00	0.00
PK1GUAD20011A6KG	PREETHI3	NATIONAL FREIGHT CORP	11 Jan 2020	10 Apr 2020	ACTIVE	GBP10,000.00	GBP10,000.00	0.00
PK1GUAD20011A6YB	PREETHI3	NATIONAL FREIGHT CORP	11 Jan 2020	10 Apr 2020	ACTIVE	GBP10,000.00	GBP10,000.00	0.00
PK1GUAD20011A6YC	PREETHI3	NATIONAL FREIGHT CORP	11 Jan 2020	10 Apr 2020	ACTIVE	GBP10,000.00	GBP10,000.00	0.00
PK1GUAD200112501	NATIONAL FREIGHT CORP	FIXNETIX	10 Jan 2020	04 Feb 2020	ACTIVE	GBP8,000.00	GBP8,000.00	0.00

Page 1 of 28 (1-10 of 272 items) |  < 1 2 3 4 5 ... 28 > x

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### Field Description

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

#### Search Result

<b>Guarantee Number</b>	The guarantee number of the guarantee against which the user can lodge a claim.
-------------------------	---

<b>Applicant Name</b>	The name of the applicant.
-----------------------	----------------------------

<b>Beneficiary Name</b>	The name of the beneficiary of the guarantee.
-------------------------	---

<b>Issue Date</b>	The date on which the guarantee issued.
-------------------	---

<b>Expiry Date</b>	The expiry date of the guarantee.
--------------------	-----------------------------------

<b>Guarantee Status</b>	The status of the issued guarantee.
-------------------------	-------------------------------------

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

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

## 20.2 **Claims - Detail**

The user can enter the details required for a claim that is to be lodged against the issued guarantee. After entering the required information he has to send the application to his bank (OBTFPM).

**To lodge a claim:**

## Claims – Detail

Viewer ▼ ATM/Branch English ▼

Welcome, Acme Corporation Checker ▼  
Last login 04 Jun 04 19 PM

### Claims

GOODCARE PLC | \*\*\*044

Party Name <b>FIXNETIX</b>	Claimed to Guarantee Reference No. PK1GUAD20011A7C9 <span style="color: green; font-weight: bold;">Active</span>	Beneficiary Name NATIONAL FREIGHT CORP	Outstanding Amount EUR33,000.00
Lodgement Date <b>11 Jan 2020</b> <small><a href="#">Less Information</a></small>	Expiry Type FIXED	Expiry Date <b>10 Apr 2020</b>	Demand Indicator

**31L** Date of Demand  
24 May 2021

**22G** Demand Type  
 Play or Extend     Play Only

**31E** New Expiry Date  
31 May 2021

**32B** Claim Amount  
 EUR ▼ EUR12,000.00  
Local currency equivalent  
GBP10,169.49

**78** Additional Amount Information  
 Claim against insurance

**49A** Demand Statement  
 COMP39232

**77** Presentation Completion Details  
 Presentation details

**72Z** Sender to Receiver Information  
 Type Information

Remarks  
 Type Information

Attachments  

Drop files here or click here to Add Files

File size should not be more than 5 MB. Supported files: .JPEG, .PNG, .DOC, .PDF, .TXT, .ZIP. Multiple files can be uploaded at a time.

I accept [Terms & Conditions](#)

[Back](#)

**Information**

You can lodge a claim against the guarantee received using this facility and by providing the details here.

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## Field Description

Field Name	Description
<b>Party Name</b>	The party name of the customer.
<b>Claimed to Guarantee Reference No.</b>	The guarantee reference number against which user has to lodge a claim.
<b>Beneficiary Name</b>	The name of the beneficiary of the guarantee to be claimed.
<b>Outstanding Amount</b>	The outstanding amount along with the currency of the guarantee.
<b>Lodgement Date</b>	The date on which the claim was lodged. This field appears if the user click on <a href="#">More Information</a> link.
<b>Expiry Type</b>	The type of validity of guarantee. This field appears if the user click on <a href="#">More Information</a> link.
<b>Expiry Date</b>	The expiry date of the guarantee. This field appears if the user click on <a href="#">More Information</a> link.
<b>Demand Indicator</b>	Displays the details of whether the multiple or partial demands are permissible while initiating Guarantee claim. This field appears if the user click on <a href="#">More Information</a> link.
<b>Date of Demand</b>	The date on which the demand was raised by the beneficiary.
<b>Demand Type</b>	This field specifies the type of demand. Values are: <ul style="list-style-type: none"> <li>• Pay or Extend</li> <li>• Pay Only</li> </ul>
<b>New Expiry Date</b>	The new expiry date of the Guarantee. This field appears, if you select <b>Pay or Extend</b> option in the <b>Demand Type</b> field.
<b>Claim Amount</b>	The amount to be claimed against the guarantee. The user has to select the claim currency.
<b>Additional Amount Information</b>	The details on additional amount.

Field Name	Description
<b>Demand Statement</b>	The demand statement.
<b>Presentation Completion Details</b>	The details of presentation completion. Applicable only if demand statement is provided.
<b>Sender To Receiver Information</b>	The additional information for the receiver.
<b>Remarks</b>	Any instructions provided to bank for lodging a claim is mentioned here.
<b>Attachments</b>	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.

[Home](#)

## 21. Initiate Outward Guarantee

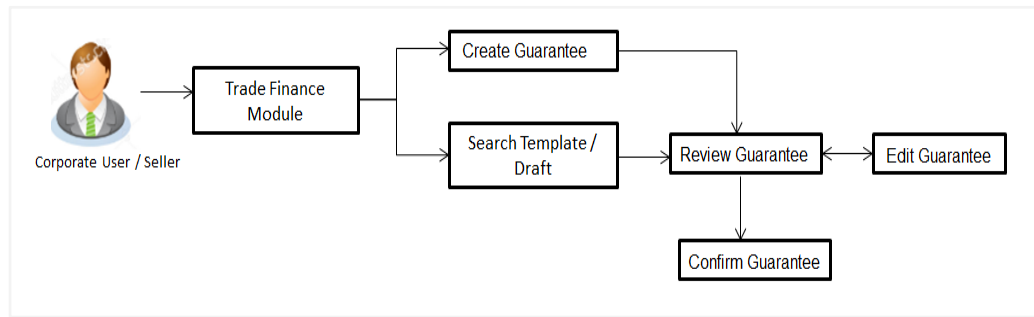
Using this option, you can apply for an Outward Bank Guarantee (BG). For the BG application, you must enter the details under the five heads of the application available in this option viz. Parties, Commitment Details, Bank Instructions and Guarantee Advices and Attachments. The Outward Guarantee application 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

- Using existing Templates
- Using existing Drafts
- 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

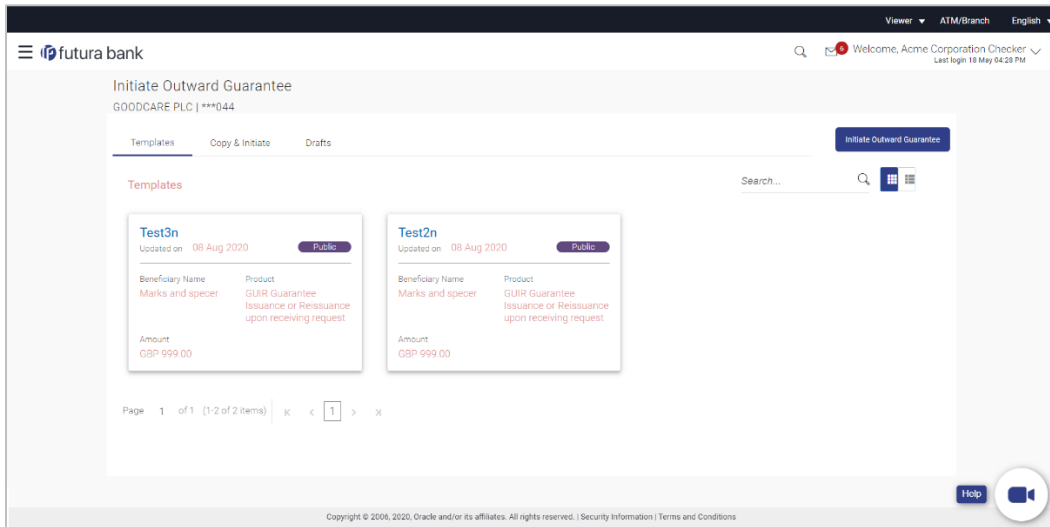
User can save guarantee application as a Template so that same can be used for creation of similar kind of Collections, if required in future repeatedly. User can search the saved guarantee template using Template Name. Also, it has different access levels for user to save.

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

**To search the Guarantee template:**

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
<b>Search Result</b>	
<b>Name</b>	The name using which template is stored and can be clicked to initiate a Guarantee application.
<b>Updated On</b>	The latest updated date of the template.
<b>Access Type</b>	The type of access granted to template whether it is public or private.
<b>Beneficiary Name</b>	The name of the beneficiary of the Outward Guarantee.
<b>Product</b>	Product for the given Bank Guarantee.
<b>Amount</b>	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 Copy and Initiate Outward Guarantee

User can initiate trade transaction by copying the contents from a similar and existing trade instrument, so that he does not have to provide the details again.

### To search the Outward Guarantee:

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.

## Initiate Outward Guarantee - Search Result

Initiate Outward Guarantee  
GOODCARE PLC | \*\*\*044

Templates Copy & Initiate Drafts [Initiate Outward Guarantee](#)

Search Guarantee  
Lookup any previous Bank Guarantee with its reference no and duplicate it.

Bank Guarantee Number

Applicant Name  
All Parties

Beneficiary Name

Issue Date Range  
From To

Undertaking Amount Range  
All From To

Expiry Date Range  
From To

Status  
Please Select

Hide Search options ^

[Search](#) [Clear](#) [Back](#)

Reference No.	Applicant Name	Beneficiary Name	Amount	Expiry Date	Issue Date	Status
PK1GUIR21254002	NATIONAL FREIGHT CORP	HSBC BANK	GBP10,000.00	03 Aug 2021	05 May 2021	ACTIVE
000GUIR212545EK	NATIONAL FREIGHT CORP	Trade Indiv 1	GBP11,000.00	03 Aug 2021	05 May 2021	CANCELLED
PK1GUIR21254004	NATIONAL FREIGHT CORP	HSBC BANK	GBP12,000.00	03 Aug 2021	05 May 2021	ACTIVE
000GUIR21257002	NATIONAL FREIGHT CORP	FIXNETIX	GBP12,000.00	03 Aug 2021	05 May 2021	ACTIVE
PK1GUIR21254501	NATIONAL FREIGHT CORP	SHIVA CORP	GBP10,000.00	03 Aug 2021	05 May 2021	ACTIVE
PK1GUIR21253501	NATIONAL FREIGHT CORP	SHIVA CORP	GBP10,000.00	03 Aug 2021	05 May 2021	ACTIVE
PK2GUIR2125A83P	NATIONAL FREIGHT CORP	Trade Indiv 1	GBP10,000.00	03 Aug 2021	05 May 2021	ACTIVE
PK2GUIR2125A7PY	NATIONAL FREIGHT CORP	Trade Indiv 1	GBP10,000.00	03 Aug 2021	05 May 2021	ACTIVE
PK2GUIR2125A7PW	NATIONAL FREIGHT CORP	Trade Indiv 1	GBP10,000.00	03 Aug 2021	05 May 2021	ACTIVE
PK2GUIR2125A7PX	NATIONAL FREIGHT CORP	Trade Indiv 1	GBP10,000.00	03 Aug 2021	05 May 2021	ACTIVE

Page 1 of 34 (1-10 of 334 Items) | 1 2 3 4 5 34

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## Field Description

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

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


- Click on the desired Outward Guarantee reference number whose details to be copied. The **Initiate Outward Guarantee** screen appears.
- Do the desired changes and, click **Initiate Outward Guarantee** to create new Outward Guarantee.

### 21.3 Search Guarantee Drafts

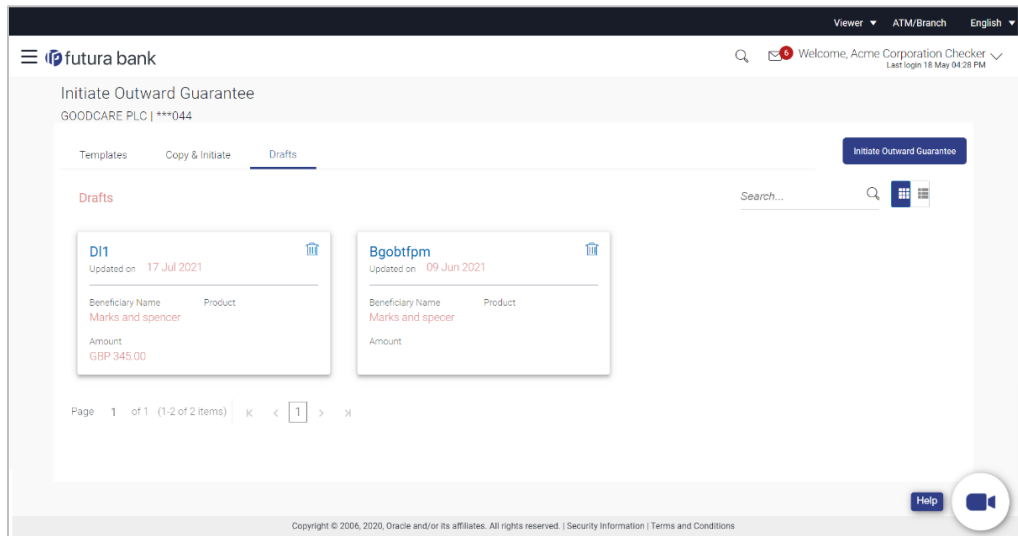
User can save Guarantee application as a Draft so that it can be used if required in future. User can search the saved Collection draft using Draft Name.

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


#### To search the Guarantee draft:




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

## Guarantee Draft - Search Result



### Field Description

Field Name	Description
<b>Search Result</b>	
<b>Name</b>	The name of the Guarantee application saved as draft.
<b>Beneficiary Name</b>	The name of the beneficiary of the Outward Guarantee.
<b>Updated On</b>	The latest updated date of the template.
<b>Product</b>	Product for the given Bank Guarantee.
<b>Amount</b>	The currency and amount of the Outward Guarantee application.
<b>Actions</b>	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 **Initiate an Outward Guarantee**

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.

## Outward Guarantee Details

Viewer ATM/Branch English

futura bank Welcome, Acme Corporation Checker Last login 18 May 04:28 PM

### Initiate Outward Guarantee

GOODCARE PLC | \*\*\*044

- Outward Guarantee Details
  - Applicant Name: GOODCARE PLC
  - Address: 12 King Street, United Kingdom
  - Select Product: GUIR - GUIR Guarantee Issuance ...
  - Type of Guarantee: Bill of Lading Guarantee
- Commitment Details: 90
- Presentation Terms and Conditions
- Instructions
- Delivery Details
- Charges
- Attachments

**Limits**  
Party ID: GOODCARE PLC  
Limit: [Reset]

**51**  
Instructing Party Name: Sun Inc  
Address: new address 1, new address 2  
Country: United States

**59A**  
Beneficiary Details  
 Existing  New  
Beneficiary Name: John Smith  
Address: MARGUSZSXXX  
Country: United States

**56A**  
Advising Bank  
 Swift Code  Bank Address  
RABONL2U [Verify]  
Lookup SWIFT Code

**57A**  
Advising Through Bank  
 Swift Code  Bank Address  
[Verify]  
Lookup SWIFT Code

[Next] [Save As Draft] [Cancel] [Back]

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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 customer which has access to creating guarantee.

<b>Field Name</b>	<b>Description</b>
<b>Limits</b>	Indicates the available limits for Accountee under the selected Line.
<b>Applicant Details</b>	
<b>Applicant Name</b>	The name of applying party.
<b>Address</b>	The address of applying party.
<b>Country</b>	The country of applying party.
<b>Select Product</b>	The product type as coming from Host.
<b>Type of Guarantee</b>	Indicates the various guarantee type. The options are: <ul style="list-style-type: none"> <li>• Advance Payment Guarantee</li> <li>• Bill of Lading Guarantee</li> <li>• Customs Guarantee</li> <li>• Direct Pay Guarantee</li> <li>• Insurance Guarantee</li> <li>• Judicial Guarantee</li> <li>• Lease Guarantee</li> <li>• Other Guarantee</li> <li>• Payment Guarantee</li> <li>• Performance Guarantee</li> <li>• Retention Guarantee</li> <li>• Shipping Guarantee</li> <li>• Tender Guarantee</li> <li>• Warranty/ Maintenance</li> </ul>
<b>Instructing Party Name</b>	The name of the obligator or instructing party.
<b>Address</b>	The address of the obligator or instructing party.
<b>Country</b>	The country of instructing party.
<b>Beneficiary Details</b>	Indicates beneficiary party type. The options are: <ul style="list-style-type: none"> <li>• Existing</li> <li>• New</li> </ul>

Field Name	Description
<b>Beneficiary Name</b>	<p>The name of beneficiary party.</p> <p>This field allows you to enter the beneficiary name, if you select <b>New</b> option from <b>Beneficiary Details</b> field.</p> <p>This field allows you to select the beneficiary name, if you select <b>Existing</b> option from <b>Beneficiary Details</b> field.</p>
<b>Address</b>	<p>The address of beneficiary party.</p> <p>This field is enabled only if the <b>New</b> option is selected in the <b>Beneficiary Type</b> field.</p>
<b>Country</b>	<p>The country of beneficiary party.</p> <p>This field is enabled only if the <b>New</b> option is selected in the <b>Beneficiary Type</b> field.</p>
<b>Advising Bank</b>	<p>The option to select the mode of advising bank.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• SWIFT Code</li> <li>• Name and Address</li> </ul>
<b>SWIFT Code</b>	The SWIFT code of Advising Bank.
<b>Bank Address</b>	The bank address of the Advising Bank.
<b>Lookup SWIFT Code</b>	<p>Search and select the SWIFT code of the advising bank, available in the application.</p> <p>This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Advising Bank</b> field.</p>
<b>SWIFT code Look up</b>	
The following fields appear on a pop up window if the <b>Lookup SWIFT Code</b> link is clicked.	
<b>Swift Code</b>	The facility to lookup bank details based on SWIFT code.
<b>City</b>	The facility to search for the SWIFT code based on city.
<b>Bank Name</b>	The facility to search for the SWIFT code based on the bank name.
<b>SWIFT Code Lookup - Search Result</b>	
<b>Bank Name</b>	The names of banks as fetched on the basis of the search criteria specified.



Field Name	Description
<b>Address</b>	The complete address of each bank as fetched on the basis of the search criteria specified.
<b>SWIFT Code</b>	The list of SWIFT codes as fetched on the basis of the search criteria specified.
<b>Bank Name</b>	The name of Bank who acts on behalf of Advising. This field is enabled if the <b>Bank Address</b> option is selected in the <b>Advising Bank</b> field.
<b>Address</b>	The address of Advising Bank. This field is enabled if the <b>Bank Address</b> option is selected in the <b>Advising Bank</b> field.
<b>Country</b>	The name of Advising Bank's country. This field is enabled if the <b>Bank Address</b> option is selected in the <b>Advising Bank</b> field.
<b>Advising Through Bank</b>	The option to select the mode of advising bank. The options are: <ul style="list-style-type: none"> <li>• SWIFT Code</li> <li>• Name and Address</li> </ul>
<b>SWIFT Code</b>	The SWIFT code of Advising Through Bank.
<b>Bank Address</b>	The bank address of the Advising Through Bank.
<b>Lookup SWIFT Code</b>	Search and select the SWIFT code of the advising bank, available in the application. This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Advising Through Bank</b> field.
<b>Bank Name</b>	The name of Bank who acts on behalf of Advising Through Bank. This field is enabled if the <b>Bank Address</b> option is selected in the <b>Advising Through Bank</b> field.
<b>Address</b>	The address of Advising Bank. This field is enabled if the <b>Bank Address</b> option is selected in the <b>Advising Through Bank</b> field.
<b>Country</b>	The name of Advising Bank's country. This field is enabled if the <b>Bank Address</b> option is selected in the <b>Advising Through Bank</b> 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.

## 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

The screenshot shows the 'Initiate Outward Guarantee' application for 'GOODCARE PLC | \*\*\*044'. The 'Commitment Details' tab is active, showing the following information:

- Contract Reference Number:** 5465656
- Undertaking Amount:** USD 120.00 (Local currency equivalent GBP 92.31)
- Effective Date:** 25 May 2020
- Transfer Indicator:** No
- Underlying Transaction Details:** (Empty field)
- Charges:** (Empty field)
- Governing Law and/or Place of Jurisdiction:** (Empty field)
- Demand Indicator:** Multiple and partial demands not p...

Navigation buttons at the bottom include 'Next', 'Save As Draft', 'Cancel', and 'Back'. A 'Help' icon is visible on the right side of the interface.

### Field Description

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

Field Name	Description
<b>Undertaking Amount</b>	The amount for which the Outward Guarantee was created along with the currency.  The amount equivalent to the local currency is displayed.
<b>Additional Amount Information</b>	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.
<b>Effective Date</b>	The effective date of the Outward Guarantee.
<b>Transfer Indicator</b>	The toggle button to define whether transfer of the instrument is permissible for the Outward Guarantee.
<b>Transfer Conditions</b>	The details of the transfer values under the Outward Guarantee.  This field is enabled only if the <b>Transfer Indicator</b> is opted for it.
<b>Underlying Transaction Details</b>	The details of the underlying business transactions for which undertaking is issued.
<b>Charges</b>	The details of the charges, and who will bear it for the Outward Guarantee.
<b>Governing Law and/or Place of Jurisdiction</b>	The details of the Governing Law and/or Place of Jurisdiction applicable to the undertaking.
<b>Demand Indicator</b>	The details of whether the multiple or partial demands are permissible while initiating Outward Guarantee or not.  The options available for selection are: <ul style="list-style-type: none"> <li>• NMLT Multiple demands not permitted</li> <li>• NMPT Multiple and partial demands not permitted</li> <li>• NPRT Partial demands not permitted</li> </ul>

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
<b>Undertaking Terms and Condition</b>	<p>The applicable terms and condition of the undertaking.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Standard</li> <li>• Non Standard</li> </ul>
<b>Terms and Condition</b>	<p>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 <b>Standard</b> option in the <b>Undertaking Terms and Condition</b> field.</p> <p>This field allows you to enter the terms and condition of the undertaking, if you select <b>Non Standard</b> option in the <b>Undertaking Terms and Condition</b> field.</p>
<b>Document and Presentation Instruction</b>	<p>The details of the document and presentation instructions present in the Outward Guarantee.</p> <p>Please provide the presentation instructions (for example, form and/or place of presentation) including documents required to make a complying demand.</p>

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 Initiate Outward Guarantee – Instructions tab**

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

### Initiate Outward Guarantee – Instructions tab

futura bank Welcome, Acme Corporation Maker  
Last login 18 May 11:23 AM

#### Initiate Outward Guarantee

GOODCARE PLC | \*\*\*044

- Outward Guarantee Details
- Commitment Details
- Presentation Terms and Conditions
- Instructions**
- Delivery Details
- Charges
- Attachments

**23B** Expiry Type  
Conditional

**35G** Expiry Condition  
Condition 1

**31E** Guarantee Expiry Date  
17 May 2022

Closure Date  
31 May 2022

**23F** Automatic Extension Period  
Days

Automatic Extension Details  
Detail2212

**78** Automatic Extension Non-Extension Notification  
*Please provide the details about the non-extension to the automatic expiry date extension, such as notification method.*

**26E** Automatic Extension Notification Period

**31S** Automatic Extension Final Expiry Date  
17 May 2022

**72Z** Sender to Receiver Information

Instructions to the Bank : Not forming part of Guarantee

[Next](#) [Save As Draft](#) [Cancel](#) [Back](#) [Help](#)

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Expiry Type</b>	The type of validity applicable to the Outward Guarantee. The options are: <ul style="list-style-type: none"> <li>• Fixed</li> <li>• Conditional</li> <li>• Open</li> </ul>
<b>Expiry Condition</b>	The expiry condition for the Outward Guarantee. This field is enabled only if <b>Conditional</b> option selected in the <b>Expiry Type</b> list.
<b>Guarantee Expiry Date</b>	The date after which Outward Guarantee will expire.
<b>Closure Date</b>	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 <b>Fixed</b> or <b>Conditional</b> option is selected in the <b>Expiry Type</b> field.	
<b>Automatic Extension Period</b>	The period after which automatic extension is given to the Outward Guarantee. The options are: <ul style="list-style-type: none"> <li>• Days</li> <li>• One Year</li> <li>• Other</li> </ul>
<b>Automatic Extension Details</b>	The details of the automatic extension of the Outward Guarantee. This field is enabled to fill details only if the <b>Other</b> option is selected in the <b>Automatic Extension Period</b> list. And if <b>Days</b> option is selected the number of days can be entered.
<b>Automatic Extension Non-Extension Notification</b>	The notification given for non-extension of automatic extension while creating Outward Guarantee.
<b>Automatic Extension Notification Period</b>	The period after which notification given for non-extension of automatic extension while creating Outward Guarantee.
<b>Automatic Extension Final Expiry Date</b>	The date after which validity of automatic extension to the Outward Guarantee expires.

Field Name	Description
<b>Sender to Receiver Information</b>	The additional information for the receiver.
<b>Special Instructions</b>	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 Initiate Outward Guarantee – Delivery Details tab**

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

## Initiate Outward Guarantee – Delivery Details tab

The screenshot shows the 'Initiate Outward Guarantee' interface for 'GOODCARE PLC | \*\*\*044'. The 'Delivery Details' tab is active. The form contains the following fields and options:

- 24E Delivery of Original Undertaking:** Set to 'By Courier'.
- 24G Delivery To/Collection by:** Radio button for 'Beneficiary' is selected.
- Name & Address:** Contains the text 'rtrt' and 'gfgfgfg'.

Buttons at the bottom include 'Next', 'Save As Draft', 'Cancel', and 'Back'. A copyright notice at the bottom reads: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

## Field Description

Field Name	Description
<b>Delivery Of Original Undertaking</b>	The details of delivery of the original undertaking will be done.
<b>Delivery To/ Collection by</b>	The details to whom the delivery of undertaking will be done. The options are: <ul style="list-style-type: none"> <li>Beneficiary</li> <li>Other</li> </ul>
<b>Name &amp; Address</b>	Displays the name and address details of the beneficiary to whom delivery of undertaking will be given. This field is auto populated only if the <b>Beneficiary</b> option is selected in the <b>Delivery To/ Collection By</b> field.
<b>Name &amp; Address</b>	The name and address details of the person to whom delivery of undertaking will be given. This field is enabled only if the <b>Other</b> option selected in the <b>Delivery To/ Collection By</b> field.

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** is **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 Initiate Outward Guarantee – Charges Tab

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

### Charges, Commissions and Taxes

The screenshot shows the 'Initiate Outward Guarantee' screen for 'GOODCARE PLC | \*\*\*044'. The 'Charges' tab is selected in the sidebar. The main content area displays the following data:

Applicant Account for Charges: xxxxxxxxxxxx0017

Balance: GBP999999999962,898,700.00

Account No	Description of Charges	Value Date	Transaction Date	Amount	Equivalent Amount
xxxxxxxxxxxx0019	COURIER CHARGES FOR LC ISSUE	05 May 2021	05 May 2021	GBP50.00	GBP50.00
xxxxxxxxxxxx0017	LC Charges receivables	05 May 2021	05 May 2021	GBP50.00	GBP50.00
xxxxxxxxxxxx0017	SWIFT CHARGES FOR LC ISSUE	05 May 2021	05 May 2021	GBP50.00	GBP50.00
Total Charges				GBP150.00	

Account No	Description of Taxes	Value Date	Transaction Date	Amount	Equivalent Amount
xxxxxxxxxxxx0019	LCTAX	05 May 2021	05 May 2021	GBP1,716.48	GBP1,716.48
xxxxxxxxxxxx0017	LCTAX1	05 May 2021	05 May 2021	GBP4.00	GBP4.00
xxxxxxxxxxxx0017	LCTAX2	05 May 2021	05 May 2021	GBP4.85	GBP4.85
Total Taxes				GBP1,725.33	

Account No	Commission for	Percentage	Value Date	Transaction Date	Amount	Equivalent Amount
xxxxxxxxxxxx0017	Guarantee issuance Commission	3	05 May 2021	05 May 2021	GBP96.99	GBP96.99
Total Commission					GBP96.99	

Buttons: Next, Save As Draft, Cancel, Back

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Applicant Account for Charges</b>	The applicant charge account.
<b>Charges</b>	
<b>Account No.</b>	The applicant account.
<b>Description of Charges</b>	The description of the charges.
<b>Value Date</b>	Displays the value date of the charges.
<b>Transaction Date</b>	Displays the date on which the transaction is done.
<b>Amount</b>	The amount that is maintained under the charge.
<b>Equivalent Amount</b>	The equivalent amount that is maintained under the charge.
<b>Taxes</b>	
<b>Account No.</b>	The applicant account.
<b>Description of Charges</b>	Displays the description taxes applicable.
<b>Value Date</b>	Displays the value date of the taxes.
<b>Transaction Date</b>	Displays the date on which the transaction is done.
<b>Amount</b>	Displays the amount of taxes.
<b>Equivalent Amount</b>	The equivalent amount of taxes.
<b>Commissions</b>	
<b>Account No.</b>	The commission account number.
<b>Commission for</b>	The commission component.
<b>Percentage</b>	The percentage of commission.
<b>Value Date</b>	Displays the value date of the commission.

Field Name	Description
<b>Transaction Date</b>	Displays the date on which the transaction is done.
<b>Amount</b>	The commission amount.
<b>Equivalent Amount</b>	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

The screenshot shows the 'Initiate Outward Guarantee' interface for 'GOODCARE PLC | \*\*\*044'. The 'Attachments' tab is active, displaying a file upload area with the text 'Drop files here or click here to Add Files'. Below this, there are radio buttons for 'Save As Template' (Yes/No) and 'Access Type' (Public/Private). A 'Template Name' field contains 'Template112'. A checkbox 'I accept the Terms & Conditions' is checked. At the bottom, there are buttons for 'Submit', 'Save As Draft', 'Cancel', and 'Back'. The footer includes copyright information and a 'Help' button.

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Drag and Drop</b>	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
<b>Document Name</b>	Displays the name of the attached documents. Displays the link to download the attached document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Remarks</b>	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document-
<b>Save as Template</b>	Options to save the transaction as template. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Access Type</b>	Indicates the type of access for the template. The options are: <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul> <p>This field is enabled if the <b>Yes</b> option is selected in Save as Template.</p>
<b>Template Name</b>	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 Save As Template

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

- Public: A template marked as 'Public' is visible to all the users mapped to the Party ID for which the user has created the template. All such users will only be able to view and use this template, however they will not be able to edit or delete the template. Only the creator of the template is allowed to edit or delete the template.
- Private: A template marked as 'Private' is available to only the creator of the template. Only creator of the template can use the template while initiating Guarantee and modify or delete such templates.

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

---

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

---

### **To save Guarantee application as template:**

1. Enter the required details in Guarantee application.
2. Click **Save As** and then select **Template** option.



## Save as Template

## Field Description

Field Name	Description
<b>Template Type</b>	Indicates the type of access for the template. The options are: <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
<b>Template Name</b>	Name of the template.

- From the **Template Type** list, select the appropriate option.
- In the **Template Name** field, enter the desired name for the template.
- 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 Save As Draft

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

---

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

---

**To save Guarantee application as draft:**

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

**Save as Draft**
**Field Description**

Field Name	Description
Draft Name	Name of the draft.

3. In the **Draft Name** field, enter the desired name for the draft.
4. Click **Save** to save the draft.  
The transaction details are saved as a draft which can be access from the **Draft** tab.  
OR  
Click **Cancel** to cancel the transaction.

[Home](#)

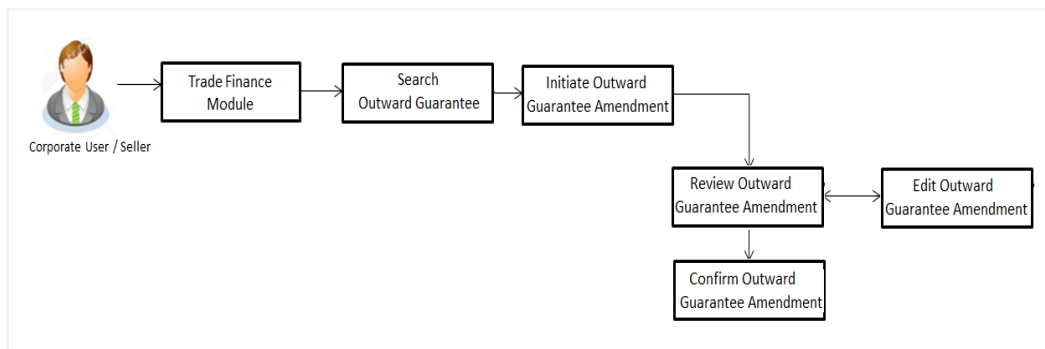
## 22. Initiate Outward Guarantee Amend

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.

## Initiate Outward Guarantee Amendment - Search Result

Amend Outward Guarantee  
GOODCARE PLC | \*\*\*044

List of Recently Issued Outward Guarantee

All Parties → Search... Download

Guarantee Number	Applicant Name	Beneficiary Name	Undertaking Amount
PK2GUIR190817502	GOODCARE PLC	MARKS AND SPENCER	GBP 1,000.00
000GUIR20076ASSY	GOODCARE PLC	Oracle Corp	GBP 40,000.00
PK2GUIR190814001	GOODCARE PLC	MARKS AND SPENCER	GBP 1,000.00
PK2GUIR190817504	GOODCARE PLC	MARKS AND SPENCER	GBP 1,000.00
000GUOL20076A0DX	GOODCARE PLC	asdf	AED 2,330.00
PK2GUIR190818001	GOODCARE PLC	MARKS AND SPENCER	GBP 1,000.00
PK2GUIR190818501	GOODCARE PLC	MARKS AND SPENCER	GBP 1,000.00
000GUOL200768002	GOODCARE PLC	asdf	AED 2,330.00

Page 1 of 66 (1-8 of 525 items) < 1 2 3 4 5 ... 66 > x

All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.

Help

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## Field Description

Field Name	Description
<b>Search</b>	
<b>Search By</b>	Specify the Guarantee Number/ Applicant Name/ Beneficiary Name/ Undertaking Amount of Outward Guarantee for whom amendments to be made.
<b>Search Result</b>	
<b>Guarantee Number</b>	The Outward Guarantee reference number generated while creating.
<b>Applicant Name</b>	The Outward Guarantee applicant name based on the selected party ID.
<b>Beneficiary Name</b>	The name of the beneficiary of the Outward Guarantee.
<b>Undertaking Amount</b>	The undertaking amount for the Outward Guarantee along with the currency.

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

Viewer ATM/Branch English

futura bank Welcome, Acme Corporation Checker Last login 19 May 04:51 PM

### Initiate Outward Guarantee Amendment

GOODCARE PLC | \*\*\*044

Guarantee Number	Product	Contract Amount	Maturity Date
000GUOL20076A0DX <span>ACTIVE</span>	GUOL Guarantee Issuance Reissuance upon receiving request	AED 2,330.00	23 May 2020

**Outward Guarantee Details**

**Commitment Details**  
 50  
 Applicant Name  
 GOODCARE PLC  
 Address  
 12 King Street  
 Country  
 United Kingdom  
 Date of Application  
 16 Mar 2020

**59A**  
 Beneficiary Name  
 adsf  
 Address  
 sdaf  
 sdaf  
 Country  
 United Kingdom

**51**  
 Instructing Party  
 Name  
 sdaf  
 Address  
 sdaf  
 sdaf

**56A**  
 Advising Bank  
 Name  
 sdfsadf  
 Address  
 sfg  
 sdf

**57A**  
 Advising Through Bank  
 Name  
 jksadf  
 Address  
 jksadf  
 sdaf  
 Product  
 GUOL Guarantee Issuance Reissuance upon receiving request  
 Type of Guarantee

**Limits**  
 Party ID: GOODCARE PLC  
 Limit:  Reset

Next Submit Cancel Back

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Help

5. Update the Outward Guarantee details in the required editable fields.
6. Select the **Terms and Conditions** checkbox to accept the Terms and Conditions.
7. Click **Amend** to initiate the Outward Guarantee amendment.  
 OR  
 Click **Back**.  
 The **Initiate Outward Guarantee Amendment – Search** screen appears.  
 OR  
 Click **Cancel** to cancel the transaction, The **Dashboard** appears.
8. The review screen appears. It displays all the sections with their respective fields with an option to edit them individually.  
 Verify the details, and click **Confirm**.  
 OR

- Click **Back** to go to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.
9. The success message initiation of Outward Guarantee amendment appears along with the reference number.
  10. Click **Go To Dashboard** to go to dashboard.

---

**Note:** Following are the fields which can be amended: Beneficiary Name and Address, Undertaking Amount, Contract Reference Number, Effective Date, Underlying Transaction Details, Transfer Indicator, Demand Indicator, Governing Law and/or Place of Jurisdiction, Other Amendments to Undertaking, Expiry Type, Guarantee Expiry Date, Closure Date, Automatic Extension Notification Period, Automatic Extension Final Expiry Date, Delivery of Amendment to Undertaking, and Delivery To/Collection By.

---

[Home](#)

## 23. View Outward Guarantee

Using this option, you can view existing Outward Guarantees in the application.

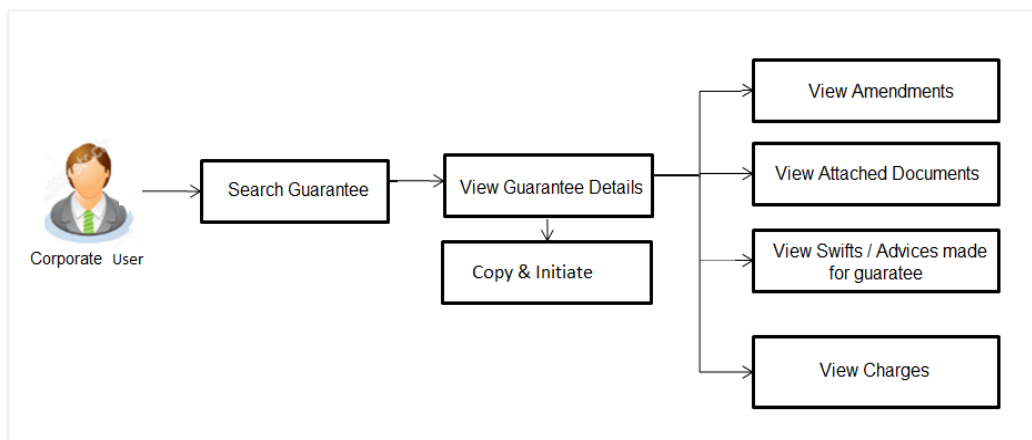
A guarantee from a lending institution ensures that the liabilities of a debtor will be met. In other words, if the applicant fails to fulfil a commitment, the lending institution will cover it. A Bank Guarantee enables user to show more credibility while doing business.

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

## View Outward Guarantee - Search

**View Outward Guarantee**  
GOODCARE PLC | \*\*\*044

List of Recently Issued Outward Guarantee

All Parties →

Guarantee Number	Applicant Name	Beneficiary Name	Issue Date	Date of Expiry
SH4GUR200910001	NATIONAL FREIGHT CORP	FIXNETIX	31 Mar 2020	29 Jun 2021
SH4GUR200911003	NATIONAL FREIGHT CORP	FIXNETIX	25 Mar 2020	29 Jun 2021
SH4GUR201760501	NATIONAL FREIGHT CORP	FIXNETIX	24 Jun 2020	08 Aug 2021
SH4GUR201761001	NATIONAL FREIGHT CORP	FIXNETIX	24 Jun 2020	23 Aug 2021
SH4GUR201762001	NATIONAL FREIGHT CORP	FIXNETIX	24 Jun 2020	24 Jul 2021
SH4GUR201820005	NATIONAL FREIGHT CORP	FIXNETIX	30 Jun 2020	29 Jul 2021
SH4GUR201820001	NATIONAL FREIGHT CORP	FIXNETIX	30 Jun 2020	30 Jul 2021

**Filter**

Beneficiary Name  
Sunrise Coffee

Outward Guarantee Status  
Active

Undertaking Amount  
All 100 10000

Issue Date  
02 Feb 2021 31 Mar 2021

Expiry Date  
02 Feb 2021 31 Mar 2021

Apply Cancel Clear

## Field Description

Field Name	Description
<b>Beneficiary Name</b>	The name of the beneficiary of the Outward Guarantee.
<b>Outward Guarantee Status</b>	The status of the Outward Guarantee. The options are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Reversed</li> <li>• Closed</li> </ul>
<b>Undertaking Amount</b>	The Outward Guarantee amount range used for searching the Outward Guarantee.
<b>Issue Date</b>	The range of issue date for the Outward Guarantee.
<b>Expiry Date</b>	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

View Outward Guarantee  
GOODCARE PLC | \*\*\*\*044

List of Recently Issued Outward Guarantee

All Parties → Search... Download

Guarantee Number	Applicant Name	Beneficiary Name	Issue Date	Date of Expiry	Status	Undertaking Amount	Outstanding Amount
<a href="#">PK2GUR190817502</a>	GOODCARE PLC	MARKS AND SPENCER	22 Mar 2019	20 Jun 2019	ACTIVE	GBP 1,000.00	GBP 1,000.00
<a href="#">000GUR20076ASSY</a>	GOODCARE PLC	Oracle Corp	16 Mar 2020	15 Jun 2020	ACTIVE	GBP 40,000.00	GBP 40,000.00
<a href="#">PK2GUR190814001</a>	GOODCARE PLC	MARKS AND SPENCER	22 Mar 2019	30 Apr 2020	ACTIVE	GBP 1,000.00	GBP 1,000.00
<a href="#">PK2GUR190817504</a>	GOODCARE PLC	MARKS AND SPENCER	22 Mar 2019	30 Apr 2020	ACTIVE	GBP 1,000.00	GBP 1,000.00
<a href="#">000GUL20076A00X</a>	GOODCARE PLC	asdf	16 Mar 2020	16 May 2020	ACTIVE	AED 2,330.00	AED 2,330.00
<a href="#">PK2GUR190818001</a>	GOODCARE PLC	MARKS AND SPENCER	22 Mar 2019	20 Jun 2019	ACTIVE	GBP 1,000.00	GBP 1,000.00
<a href="#">PK2GUR190818501</a>	GOODCARE PLC	MARKS AND SPENCER	22 Mar 2019	30 Apr 2020	ACTIVE	GBP 1,000.00	GBP 1,000.00
<a href="#">000GUL200768002</a>	GOODCARE PLC	asdf	16 Mar 2020	16 May 2020	ACTIVE	AED 2,330.00	AED 2,330.00

Page 1 of 73 (18 of 581 items) | < 1 2 3 4 5 ... 73 > X

ⓘ All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.

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## Field Description

Field Name	Description
<b>Guarantee Number</b>	The Outward Guarantee number. Displays the link to view details of the Outward Guarantee.
<b>Applicant Name</b>	Displays the name of the applicant who has made the Outward guarantee in favour of Beneficiary.
<b>Beneficiary Name</b>	Displays the name of the beneficiary of the Outward Guarantee.
<b>Issue Date</b>	Displays the issue date of the Outward Guarantee.
<b>Date Of Expiry</b>	Displays the expiry date of the Outward Guarantee.
<b>Status</b>	Displays the status of the Outward Guarantee.
<b>Undertaking Amount</b>	Displays the amount of the Outward Guarantee.
<b>Outstanding Amount</b>	Displays the undrawn amount of the Outward Guarantee.

- Click the **Download** link to download all or selected columns in the Outward Guarantee details list. You can download the list in PDF formats.
- Click the required link in the **Guarantee Number** column.  
The **View Outward Guarantee** screen appears with the details of the selected Outward Guarantee.  
By default, the **Outward Guarantee Details** tab appears.

7. Click **Outward Guarantee Details** tab.

## 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.

## View Outward Guarantee – Outward Guarantee Details

futura bank
Viewer ATM/Branch English

Welcome, Acme Corporation Checker
Last login 19 May 04:51 PM

### View Outward Guarantee

GOODCARE PLC | \*\*\*\*044

Guarantee Number	Product	Contract Amount	Maturity Date
000GUOL20076A0DX <span style="color: green; font-weight: bold;">Active</span>	GUOL Guarantee Issuance Reissuance upon receiving request	AED 2,330.00	23 May 2020

**View Guarantee Details**

- Amendments** 56
- Attached Documents** 55A
- Charges, Commissions & Taxes** Beneficiary Name
- Swift Messages** sdaf
- Advices** sdaf

**View Guarantee Details**

**Applicant Name**  
sdaf

**Address**  
12 King Street  
sdaf

**Country**  
United Kingdom

**Date of Application**  
19 Mar 2020

**Beneficiary Name**  
sdaf

**Address**  
sdaf

**Country**  
United Kingdom

**Instructing Party Name**  
sdaf

**Address**  
sdaf

**Advising Bank Name**  
sdaf

**Address**  
sdaf

**Advising Through Bank Name**  
sdaf

**Address**  
sdaf

**Product Details**

**Product**  
GUOL Guarantee Issuance Reissuance upon receiving request

**Type of Guarantee**  
View claims

**Sender to Receiver Information**  
722

**Contract Reference No**  
sdafsdafgh

**Additional Amount Information**  
sdaf

**Charges**  
sdafsdaf

**Governing Law and/or Place of Jurisdiction**  
sdafsdaf

**Undertaking Terms and Conditions**  
77U

**Document and Presentation Instructions**  
45C

**Expiry Type**  
23B

**Expiry Condition**  
35G

**Automatic Extension Period**  
23F

**Automatic Extension Non Extension Notification**  
78

**Charged Account**  
PK20010440017.sdfgasefdg

**Delivery of Original Undertaking**  
24E

**Commitment Details**

**Undertaking Amount**  
AED 2,330.00

**Effective Date**  
15 May 2020

**Transfer Indicator**  
No

**Underlying Transaction Details**  
sdafsdaf

**Demand Indicator**  
Multiple and partial demands not permitted

**Presentation Documents and Undertaking Terms and Conditions**

**Undertaking Terms and Conditions**  
Non standard

**Document and Presentation Instructions**  
sdafsdaf

**Expiry & Extension Instructions**

**Quarantee Expiry Date**  
16 May 2020

**Closure Date**  
23 May 2020

**Automatic Extension Notification Period**  
1

**Automatic Extension Final Expiry Date**  
31 May 2020

**Delivery Details**

**Delivery To/Collection by**  
OTHER

[Back](#)

[Help](#)

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Party ID</b>	Displays the party ID of the customer which has access to creating guarantee.
<b>Branch</b>	Displays the bank branch ID where the guarantee was made.
<b>Guarantee Number</b>	The Outward Guarantee number.
<b>Product</b>	Displays the product type as coming from Host.
<b>Contract Amount</b>	The contract amount of the Outward Guarantee.
<b>Maturity Date</b>	The maturity date of the Outward Guarantee.
<b>View Guarantee Details</b>	
<b>Applicant Name</b>	Displays the name of applying party.
<b>Address</b>	Displays the address of applying party.
<b>Country</b>	Displays the country of applying party.
<b>Date of Application</b>	Displays the application date when Bill has been initiated.
<b>Beneficiary Name</b>	Displays the name of beneficiary party.
<b>Address</b>	Displays the address of beneficiary party.
<b>Country</b>	Displays the country of beneficiary party.
<b>Instructing Party</b>	
<b>Name</b>	Displays the name of the instructing party.
<b>Address</b>	Displays the address of the instructing party.
<b>Product Details</b>	
<b>Product</b>	Displays the product type as coming from Host.
<b>Type of Guarantee</b>	Displays the guarantee type.
<b>Advising Bank</b>	
<b>SWIFT Code</b>	Displays the SWIFT code of Advising Bank.

<b>Field Name</b>	<b>Description</b>
<b>Bank Name</b>	Displays the name of Advising Bank
<b>Address</b>	Displays the address of Advising Bank.
<b>Country</b>	Displays the name of Advising Bank's country.
<b>Advising Through Bank</b>	Displays the advise through bank.
<b>Sender to Receiver Information</b>	Displays the details of Sender to Receiver Information while initiating a Bank Guarantee so that any information for receiver can be passed under SWIFT message.
<b>Commitment Details</b>	
<b>Contract Reference No</b>	Displays the beneficiary's contract reference number of the Outward Guarantee.
<b>Undertaking Amount</b>	Displays the currency and amount of the Outward Guarantee application.
<b>Additional Amount Information</b>	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.
<b>Effective Date</b>	Displays the effective date of the Outward Guarantee
<b>Transfer Indicator</b>	Displays the whether the multiple or partial demands are permissible for the Outward Guarantee.
<b>Transfer Conditions</b>	The details of the transfer values under the Outward Guarantee.  This field is visible only if the <b>Transfer Indicator</b> is opted.
<b>Charges</b>	Displays the details charges, and who will bear it for the Outward Guarantee.
<b>Underlying Transaction Details</b>	Displays the details of the underlying business transactions for which undertaking is issued.
<b>Governing Law and/or Place of Jurisdiction</b>	The details of the Governing Law and/or Place of Jurisdiction applicable to the undertaking.
<b>Demand indicator</b>	Displays the details of whether the multiple or partial demands are permissible while initiating Outward Guarantee or not.

Field Name	Description
<b>Presentation Documents And Undertaking Terms and Conditions</b>	
This tab includes the presentation documents and undertaking terms and conditions present in the Outward Guarantee application.	
<b>Undertaking Terms and Condition</b>	Displays the details of applicable terms and condition of the undertaking.
<b>Document and Presentation Instruction</b>	Displays the details of the document and presentation instructions present in the Outward Guarantee.
<b>Expiry &amp; Extension Instructions</b>	
This tab includes the expiry condition and extension applicable for the Outward Guarantee application.	
<b>Expiry Type</b>	Displays the type of validity applicable to the Outward Guarantee. The options are: <ul style="list-style-type: none"> <li>• COND Expiry condition (including option for specified date of expiry).</li> <li>• FIXD Specified date of expiry (either with or without automatic extension).</li> <li>• OPEN No specified date of expiry.</li> </ul>
<b>Guarantee Expiry Date</b>	Displays the date after which Outward Guarantee will expire.
<b>Expiry Condition</b>	The expiry condition for the Outward Guarantee. This field is enabled only if <b>Conditional</b> option selected in the <b>Expiry Type</b> list.
<b>Guarantee Expiry Date</b>	The date after which Outward Guarantee will expire.
<b>Closure Date</b>	Displays the closing date of the Outward Guarantee. The closure date must be after expiry date of the Outward Guarantee.
<b>Automatic Extension Period</b>	Displays the period after which automatic extension is given to the Outward Guarantee.
<b>Automatic Extension Details</b>	Displays of the automatic extension of the Outward Guarantee. This field appears only if the <b>Other</b> option is selected in the <b>Automatic Extension Period</b> list. And if <b>Days</b> option is selected the number of days can be seen.

Field Name	Description
<b>Automatic Extension Non-Extension Notification</b>	Displays the notification given for non-extension of automatic extension while creating Outward Guarantee.
<b>Automatic Extension Notification Period</b>	Displays the period after which notification given for non-extension of automatic extension while creating Outward Guarantee.
<b>Automatic Extension Final Expiry Date</b>	Displays the date after which validity of automatic extension to the Outward Guarantee expires.
<b>Delivery Details</b>	
This tab includes the details of the delivery of the Outward Guarantee will be done.	
<b>Delivery Of Original Undertaking</b>	Displays the details about how delivery of the original undertaking will be done.
<b>Delivery To/ Collection by</b>	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 Amendment** to go to the **Initiate Outward Guarantee** transaction.  
OR  
Click **Back** to navigate back to previous screen.

## 23.2 Amendments

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 Initiate Amendment

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

### 23.2.2 View Amendment

This tab displays the amendments done to the guarantee.

## View Outward Bank Guarantee - Amendments tab

## Field Description

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


- 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 Amendment** 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



Viewer ATM/Branch English

>Welcome, Acme Corporation Checker  
Last login 19 May 07:30 PM

### Outward Guarantee Amendment

GOODCARE PLC | \*\*\*044

Guarantee Reference No.	Product	Undertaking Amount	Maturity Date
000GUOL20076A9NA	Outward Bank Guarantee	GBP 8,000.00	24 Jul 2020

View Guarantee Details
[Compare with Previous Values](#)

<p><b>50</b> Applicant Name GOODCARE PLC Address Country GB Date of Application 16 Mar 2020 <a href="#">View Limits</a></p> <p><b>51</b> Instructing Party</p> <p>Product Type of Guarantee Advance Payment Guarantee</p>	<p><b>59A</b> Beneficiary Name test toys Address plot no 21 london Country United Kingdom</p> <p><b>56A</b> Advising Bank Swift Code CITIGB2LNNN Address CITIGB2LNNN london park 33 new tech area GB</p> <p><b>57A</b> Advising Through Bank <b>72Z</b> Sender to Receiver Information</p>
---	--

Commitment Details
[Compare with Previous Values](#)

<p>Contract Reference No</p> <p><b>39D</b> Additional Amount Information</p> <p><b>71D</b> Charges</p> <p><b>44H</b> Governing Law and/or Place of Jurisdiction</p>	<p><b>32B</b> <span style="background-color: #0070c0; color: white; padding: 2px;">Modified</span> Undertaking Amount GBP 8,000.00 Effective Date</p> <p><b>48D</b> Transfer Indicator No</p> <p><b>48L</b> Underlying Transaction Details</p> <p><b>48B</b> Demand Indicator</p>
---	---

Presentation Terms and Conditions
[Compare with Previous Values](#)

**77U**  
Other Amendments to Undertaking

**45C**  
Document and Presentation Instructions

Instructions
[Compare with Previous Values](#)

<p><b>23B</b> Expiry Type Fixed</p> <p><b>23F</b> <span style="background-color: #0070c0; color: white; padding: 2px;">Modified</span> Automatic Extension Period</p> <p><b>78</b> Automatic Extension Non-Extension Notification</p>	<p><b>23B</b> <span style="background-color: #0070c0; color: white; padding: 2px;">Modified</span> Guarantee Expiry Date 15 Jun 2020</p> <p>Closure Date 24 Jul 2020</p> <p><b>26E</b> Automatic Extension Notification Period</p> <p><b>31S</b></p>
---	--


Delivery Details
[Compare with Previous Values](#)

<p><b>24E</b> Delivery of Original Undertaking</p>	<p><b>24G</b> Delivery To/Collection by</p>
--	---

Bank Instructions
[Compare with Previous Values](#)

Instructions to the Bank: Not forming part of Guarantee  
Charges Account: AT30078200020.tay1TSd  
You can View the details of the Charges levied for this application here [View Charges](#)

Back

Help


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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

The screenshot shows the 'View Outward Guarantee' screen for GOODCARE PLC | \*\*\*044. The 'Attached Documents' tab is active, displaying a table with the following data:

Sr No	Document Id	Document Category	Document Type	Remarks
1 <span style="color: green;">New</span>	5206	DOCTYPE01	TRADE_APPLICATION	

Other tabs visible include: View Guarantee Details, Amendments, Charges, Commissions & Taxes, Swift Messages, and Advices.

#### Field Description

Field Name	Description
<b>Sr No</b>	The serial number of the attach document records.

Field Name	Description
<b>Document Id</b>	Displays the unique identification number for the attached document. Displays the link to download the attach document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Remarks</b>	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 Charges, Commissions and Taxes

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.

## View Outward Guarantee – Charges, Commissions and Taxes tab

View Outward Guarantee  
GOODCARE PLC | \*\*\*044

Guarantee Number	Product	Contract Amount	Maturity Date
000GUIR20076ASSY <span style="color: green;">Active</span>	GUIR Guarantee Issuance or Reissuance upon receiving request	GBP 40,000.00	15 Jul 2020

View Guarantee Details | **Charges, Commissions & Taxes**

Amendments | Attached Documents | **Charges, Commissions & Taxes** | Swift Messages | Advices

**Charges**

Account No	Description of Charges	Date	Amount
xxxxxxxxxxxx0014	LC Courier Charge	16 Mar 2020	GBP 50.00
xxxxxxxxxxxx0014	Other bank Fee	16 Mar 2020	GBP 50.00
xxxxxxxxxxxx0014	LC SWIFT Charge for amendment	16 Mar 2020	GBP 50.00

**Taxes**

Description of Taxes	Value Date	Transaction Date	Amount
No data to display.			

**Commissions**

Commission for	Percentage	Amount
Guarantee issuance Commission	3	GBP 108.20

Back

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## Field Description

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

**Charges**

<b>Account No.</b>	Displays the account number for levying Cancellation Charges / Advice Charges.
--------------------	--

<b>Description of Charges</b>	Displays the description charges applicable.
-------------------------------	--

<b>Date</b>	Displays the date on which charges are applicable.
-------------	--

<b>Amount</b>	Displays the amount charged for the various processes.
---------------	--

**Taxes**

<b>Description of Charges</b>	Displays the reason of charges levied for Various Guarantee related processes.
-------------------------------	--

<b>Value Date</b>	Displays the value date of the taxes.
-------------------	---------------------------------------

<b>Transaction Date</b>	Displays the date on which the transaction is done.
-------------------------	---

Field Name	Description
<b>Amount</b>	Displays the amount of taxes.
<b>Commissions</b>	
<b>Commission for</b>	Displays the name of commission charges for the issued Guarantee.
<b>Percentage</b>	Displays the percentage of Guarantee amount charged as commission.
<b>Amount</b>	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.

- 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

The screenshot displays the 'View Outward Guarantee' interface for 'GOODCARE PLC | \*\*\*044'. The main details include:

- Guarantee Number:** 000GUR20076ASSY (Active)
- Product:** GUR Guarantee Issuance or Reissuance upon receiving request
- Contract Amount:** GBP 40,000.00
- Maturity Date:** 15 Jul 2020

The 'Swift Messages' section shows a table of messages:

View Guarantee Details	Swift Messages					
	Message ID	Date	Description	Sending/Receiving Bank	Message Type	Action
Amendments	1472032069700302		Receive Notice	Preethi1	210	Download
Attached Documents	1472032070009880		Receive Notice	Preethi1	210	Download
Charges, Commissions & Taxes	1472032070013640		Receive Notice	Preethi1	210	Download
Swift Messages	1472032070016843		Receive Notice	Preethi1	210	Download
Advices	1472032069347284	16 Mar 2020	Guarantee Instrument	CITI new bank	760	Download

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

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## Field Description

Field Name	Description
<b>Message ID</b>	Unique identification number for the message.
<b>Date</b>	Date of sending advice.
<b>Description</b>	The SWIFT message detailed description.
<b>Sending/Receiving Bank</b>	This displays the name of bank who has sent/received the message
<b>Message Type</b>	This shows the type of message sent/received such as MT760, MT767 etc
<b>Action</b>	The action to be taken that is to download the SWIFT details.

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

### 23.5.1 SWIFT Message Details

The screenshot shows the 'View Swift Message' popup window with the following details:


- Event Date: 16 Mar 2020
- Event: Guarantee Instrument
- Description: (1:F01AAEMNL21AXXX1111111111) (2:176CITI1GB2LXXXX) (3:108:1472032069347284) (4:15A:27:1/1) (22A:ISSU:20:000:GUIR20076ASSY) (15B:30:200310:22D:DGAR) (40C:URDG:23B:FIXD) (31E:200615:50:GOODCARE PLC) (12 KING STREET) (53A:AAEMNL21XXXX) (59:ORACLE CORP) (ORACB2LOOD) (NEW TECH PARK) (PLOT NO 29) (56D:CITI NEW BANK) (CITI1GB2LXXXX) (NEW TECH PARK)

The background interface shows a table of SWIFT messages:

Sending/Receiving Bank	Message Type	Action
seth1	210	Download
seth1	210	Download
seth1	210	Download
seth1	210	Download
TI new bank	760	Download

## Field Description

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

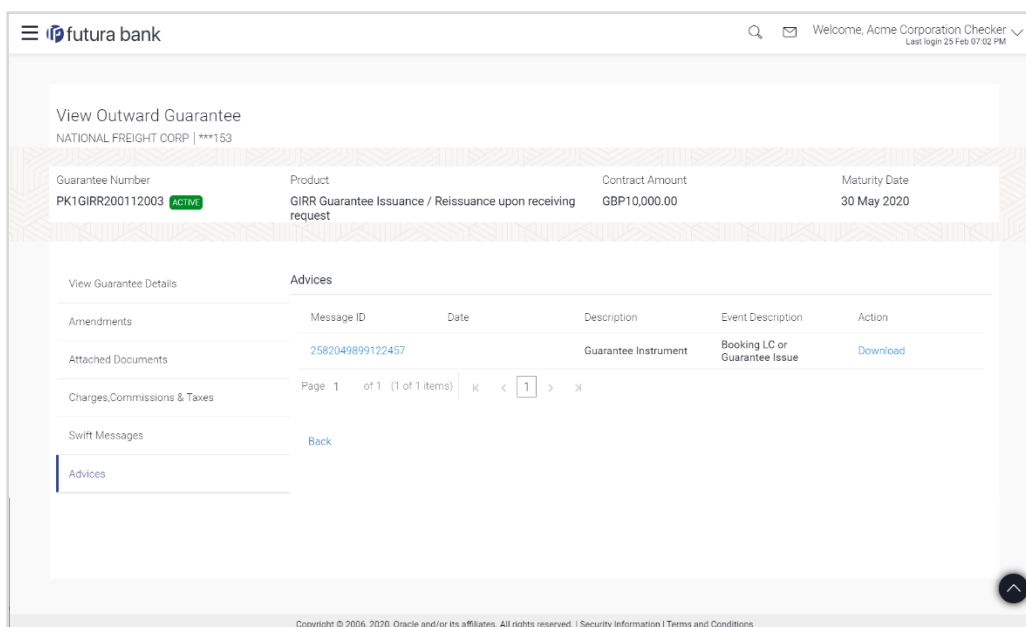
Click **Back**.

The **View Outward Guarantee** screen appears.

OR

Click **Cancel** to cancel the transaction.

### View Outward Guarantee - Advices Tab



View Outward Guarantee  
NATIONAL FREIGHT CORP | \*\*\*153

Guarantee Number	Product	Contract Amount	Maturity Date
PK1GIRR200112003 <span style="color: green;">active</span>	GIRR Guarantee Issuance / Reissuance upon receiving request	GBP10,000.00	30 May 2020

View Guarantee Details | **Advices**

Amendments	Message ID	Date	Description	Event Description	Action
Attached Documents	2582049899122457		Guarantee Instrument	Booking LC or Guarantee Issue	<a href="#">Download</a>

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Charges, Commissions & Taxes

Swift Messages | [Back](#)

Advices

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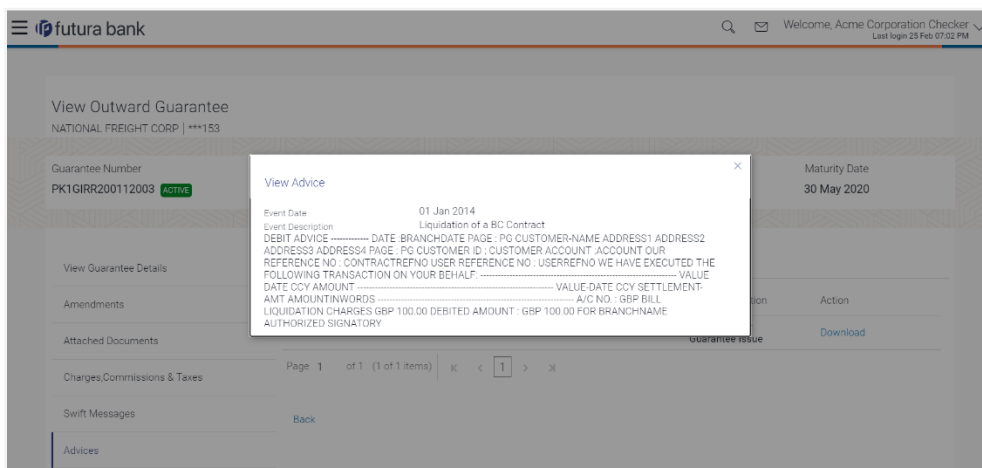
### Field Description

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

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

[Home](#)



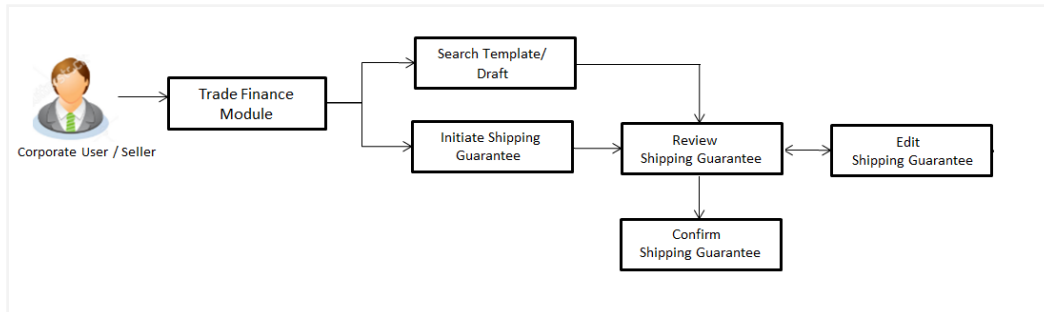
## 24. Initiate Shipping Guarantee

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.

## Shipping Guarantee Template - Search Result

The screenshot shows the 'Initiate Shipping Guarantee' page in the Futura Bank system. At the top, there is a navigation bar with 'Viewer', 'ATM/Branch', and 'English' options. Below this, the Futura Bank logo is visible. The main heading is 'Initiate Shipping Guarantee'. On the right side, there is a button labeled 'Initiate Shipping Guarantee'. Below the heading, there are tabs for 'Templates' and 'Drafts'. A search bar is present with a magnifying glass icon. Below the search bar, a table displays search results. The table has columns for 'Template Name', 'Beneficiary', 'Product', 'Created By', 'Last Updated', and 'Access Type'. One row is visible with the following data: 'Temp', 'vaibhav', (empty), 'OBDX Checker', '30 Apr 2020', and 'Public'. Below the table, there is a pagination control showing 'Page 1 of 1 (1 of 1 items)' and navigation arrows. A 'Cancel' button is located at the bottom left of the table area. At the very bottom of the page, there is a footer with the text: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

### 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.

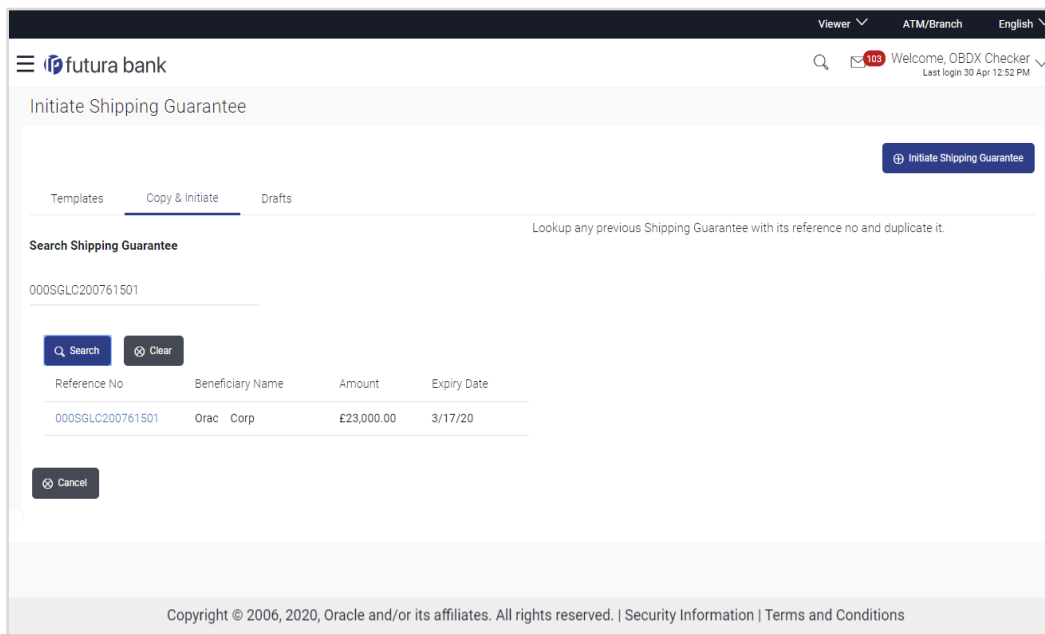
## 24.2 Copy and Initiate Shipping Guarantee

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



Viewer ATM/Branch English

futura bank Welcome, OBDX Checker Last login 30 Apr 12:52 PM

Initiate Shipping Guarantee

Initiate Shipping Guarantee

Templates Copy & Initiate Drafts

Search Shipping Guarantee Lookup any previous Shipping Guarantee with its reference no and duplicate it.

000SGLC200761501

Search Clear

Reference No	Beneficiary Name	Amount	Expiry Date
000SGLC200761501	Orac Corp	£23,000.00	3/17/20

Cancel

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### Field Description

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

<b>Shipping Guarantee Reference Number</b>	The existing guarantee reference number which needs to be copied and similar one initiated.
--	---

### Search Result

<b>Reference Number</b>	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
<b>Beneficiary Name</b>	The name of the beneficiary of the guarantee.
<b>Amount</b>	The currency and amount of the guarantee application.
<b>Expiry Date</b>	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

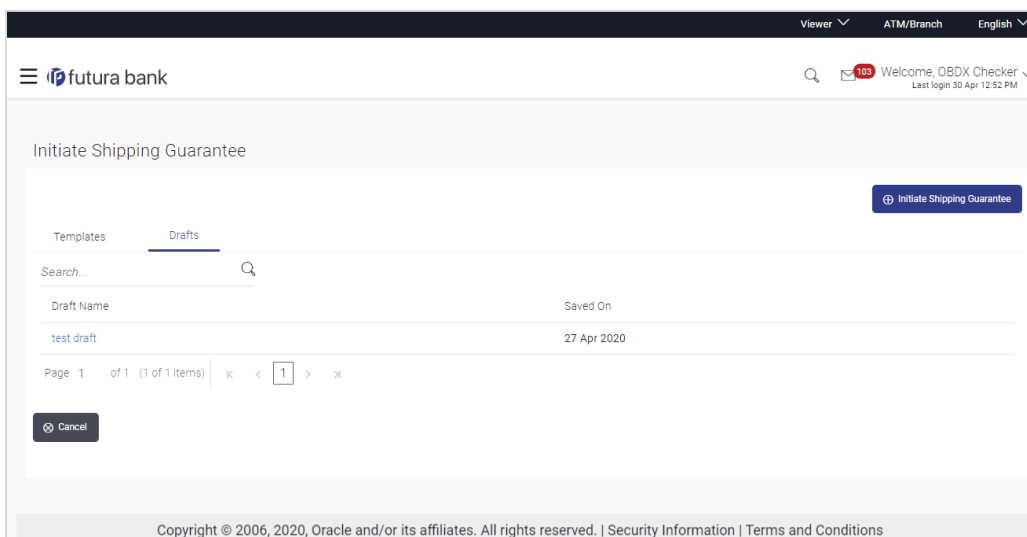
User can save shipping guarantee application as a Draft so that it can be used if required in future. User can search the saved shipping guarantee draft using Draft Name.

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



The screenshot displays the 'Initiate Shipping Guarantee' interface. At the top, there are navigation options for 'Viewer', 'ATM/Branch', and 'English'. The Futura Bank logo is visible on the left, and a user greeting 'Welcome, OBDX Checker' is on the right. The main content area has a search bar with the text 'test draft' and a search icon. Below the search bar, there are tabs for 'Templates' and 'Drafts'. A table shows the search results with columns for 'Draft Name' and 'Saved On'. The table contains one entry: 'test draft' with a 'Saved On' date of '27 Apr 2020'. Below the table, there is a pagination control showing 'Page 1 of 1 (1 of 1 items)' and a 'Cancel' button. The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

## Field Description

Field Name	Description
<b>Search Result</b>	
<b>Draft Name</b>	The name of the shipping guarantee application saved as draft.
<b>Saved On</b>	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

The screenshot shows the 'Initiate Shipping Guarantee' form in the Futura Bank application. The form is for 'GOODCARE PLC | \*\*\*D44'. The 'Issue Under' section has 'Collection' selected. The 'Applicant Details' section shows 'GOODCARE PLC'. The 'Beneficiary Details' section shows 'LTOYS'. The 'Select Product' section has 'Export LC for Transfer' selected. The 'Date of Expiry' is '14 Jun 2022'. The 'Shipping Guarantee Amount' is 'GBP 120.00'. There are buttons for 'Next', 'Save As Draft', and 'Cancel'. A 'Limits' box is also visible.

**Field Description**

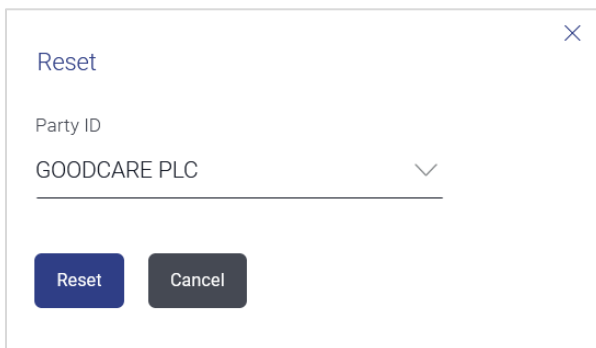
<b>Field Name</b>	<b>Description</b>
<b>Issue Under</b>	Indicates whether the shipping is initiated under LC or Collection. The options are: <ul style="list-style-type: none"> <li>• LC</li> <li>• Collection</li> </ul>
<b>Lookup LC Reference No.</b>	Indicates option to select the LC reference number. This field appears if you select <b>LC</b> option in the <b>Issue Under</b> filed.
<b>Advanced Lookup</b>	
Below fields appear if you click Advanced lookup link.	
<b>Applicant Name</b>	The name of the applicant.
<b>Beneficiary Name</b>	The beneficiary name.
<b>Status</b>	The Status of the LC.
<b>LC Amount Range From -To</b>	The LC amount range.
<b>Advanced Lookup Search results</b>	
Below fields appear if you click <b>Advanced lookup</b> link.	
<b>LC Number</b>	The searched LC reference number.
<b>Beneficiary Name</b>	The name of the beneficiary.
<b>Issue Date</b>	The issue date of LC.
<b>Date of Expiry</b>	The start date range and end date the LC gets expired.
<b>LC Status</b>	The status of the LC.
<b>LC Amount</b>	Indicates the amount for the Letter of Credit along with the currency under which the LC is issued.
<b>Outstanding Amount</b>	This field specifies any outstanding amount available along with the currency.

Field Name	Description
<b>Applicant Details</b>	
Below applicant related fields appear if you select <b>Collection</b> option in the <b>Issue Under</b> filed.	
<b>Applicant Details</b>	
<b>Applicant Name</b>	The name of applying party.
<b>Address</b>	The address of applying party.
<b>Country</b>	The country of applying party.
<b>Beneficiary Details</b>	
<b>Beneficiary Type</b>	Indicates beneficiary party type. The options are: <ul style="list-style-type: none"> <li>• Existing</li> <li>• New</li> </ul>
<b>Beneficiary Name</b>	The name of beneficiary party. This field is allow the user to select the beneficiary, if the <b>Existing</b> option is selected in the <b>Beneficiary Type</b> field. This field allows the user to enter the beneficiary, if <b>New</b> option is selected in the <b>Beneficiary Type</b> field.
<b>Address</b>	The address of beneficiary party. This field is enabled and allows the user to enter the address, if <b>New</b> option is selected in the <b>Beneficiary Type</b> field. This field is read-only, if the <b>Existing</b> option is selected in the <b>Beneficiary Type</b> field.
<b>Country</b>	The country of beneficiary party. This field is enabled and allows the user to select the country, if <b>New</b> option is selected in the <b>Beneficiary Type</b> field. This field is read-only, if the <b>Existing</b> option is selected in the <b>Beneficiary Type</b> field.
<b>Product Details</b>	
<b>Select Product</b>	The product type as coming from Host.
<b>Date of Expiry</b>	The expiry date of the guarantee. The expiry date must be later than the application date.

Field Name	Description
<b>Shipping Guarantee Amount</b>	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
<b>Party ID</b>	The party Id of the LC product.

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



- 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 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.

#### **24.4.1 Initiate Shipping Guarantee - Goods and Shipment Details tab**

This tab includes the shipment details of the Guarantee application.

## Initiate Shipping Guarantee - Goods and Shipment Details tab

The screenshot shows the 'Shipping Guarantee Details' form for 'GOODCARE PLC | \*\*\*044'. The 'Goods and Shipment Details' tab is active. The form includes the following fields and sections:

- Shipping Date:** 05 May 2021
- Transportation Mode:** Air
- Port of loading/ Airport of Departure:** Mumbai
- Port of discharge/ Airport of Destination:** London
- Carrier name:** SAS Carrier
- Cargo Arrival Details:** Cargo 1 arrives at port 20
- Bill of lading:** Bill 123
- Shipment Marks:** Shipment mark 1
- Shipment Agent Name:** John Smith
- Description of Goods & Services:**


Goods Description	Quantity	Cost/Unit	Gross Amount	
AUTOMOBILES	CLUTCH PLATES	10	12	120
- Limits:** Party ID: GOODCARE PLC, Limit: [Reset]

At the bottom, there are buttons for 'Next', 'Save As Draft', 'Cancel', and 'Back'. A copyright notice at the bottom reads: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

## Field Description

Field Name	Description
	•
	•
<b>Shipment Date</b>	<p>The latest date for shipment loading goods on board/dispatch/taking in charge.</p> <p>The Latest Date for Shipment should not be later than the Guarantee Expiry Date.</p> <p><b>Note:</b> It is mandatory to enter the values either in the <b>Latest Shipment Date</b> or <b>Shipment Period</b> field.</p>
<b>Transportation Mode</b>	Indicates which mode of transportation is to be used i.e. Air, Sea, Road, Rail, Multimodal etc.

<b>Field Name</b>	<b>Description</b>
<b>Shipment From</b>	The place of receipt from where shipment will be done.
<b>Shipment To</b>	The place of delivery of goods.
<b>Port of Loading/ Airport of Departure</b>	The place of dispatch or taking in charge of the goods or loading on board.
<b>Port of Discharge/ Airport of Destination</b>	The port of discharge.
<b>Carrier Name</b>	The carrier name that carries the shipment.
<b>Carrier Arrival Details</b>	The arrival details of the shipment.
<b>Bill of Lading</b>	The bill of lading of goods.
<b>Shipment Marks</b>	The shipment marks.
<b>Shipment Agent Name</b>	The name of the shipping agent.
<b>Description of Goods &amp; Services</b>	
<b>Sr No</b>	Serial Number.
<b>Goods</b>	The type of good being shipped has to be chosen.
<b>Description of Goods</b>	The description about the goods.
<b>Quantity</b>	The number of units of the good covered under the Guarantee.
<b>Cost/ Unit</b>	The price per unit of the good covered under the Guarantee.
<b>Gross Amount</b>	The gross amount of goods.

Field Name	Description
<b>Shipping Guarantee Details</b>	The details of the shipment.
10.	In the <b>Shipment Date</b> field, enter the latest shipment date for loading goods on board/ dispatch/ taking in charge.
11.	From the <b>Transportation Mode</b> select the appropriate option.
12.	In the <b>Port of Loading/ Airport of Departure</b> field, enter the port of dispatch or taking in charge of the goods or loading on board.
13.	In the <b>Port of Discharge/ Airport of Destination</b> field, enter the port of discharge of the goods.
14.	In the <b>Carrier Name</b> field, enter the name of the shipping carrier.
15.	In the <b>Carrier Arrival Details</b> field, enter the details of the shipping carrier arrival.
16.	In the <b>Bill of Lading</b> field, enter the bill of lading details.
17.	In the <b>Shipment Marks</b> field, enter the shipment marks.
18.	In the <b>Shipment Agent Name</b> field, enter the name of the shipping agent. In the <b>Description of Goods &amp; Services</b> section, <ul style="list-style-type: none"> <li>a. In the <b>Goods</b> field, choose the desired good being shipped.</li> <li>b. In the <b>Description of Goods</b> field, enter the description of the goods traded under the Guarantee.</li> <li>c. In the <b>Quantity</b> field, enter the number of units of the goods traded under the Guarantee.</li> <li>d. In the <b>Cost/ Unit</b> field, enter the price per unit of the goods traded under the Guarantee.</li> <li>e. Click <b>Add Goods</b> to add new good if required. OR Click  to remove the already added goods. OR Click <b>Continue</b> to save the details entered and proceed to next level of details. OR Click the <b>Charges, Commissions and Taxes</b> tab.</li> </ul>
19.	The <b>Charges, Commissions and Taxes</b> tab appears in the <b>Initiate Shipping Guarantee</b> screen. OR Click <b>Save As Draft</b> , system allows transaction details to be saved as a template or draft. (For more details, refer <b>Save As Draft</b> section.) OR Click <b>Back</b> to go back to previous screen. OR Click <b>Cancel</b> to cancel the transaction. The <b>Dashboard</b> appears.
20.	Click <b>Initiate Shipping Guarantee - Instructions</b> tab.

## 24.4.2 Initiate Shipping Guarantee – Charges, Commissions and Taxes

Viewer ATM/Branch English

futura bank Welcome, Acme Corporation Checker Last login 18 Jun 11:07 AM

Initiate Shipping Guarantee  
GOODCARE PLC | \*\*\*044

Shipping Guarantee Details

Goods and Shipment Details

Charges, Commission and Taxes

Instructions and Attachments

Charges, Commissions & Taxes

Charges

Account No	Description of Charges	Date	Amount
xxxxxxxxxxx0011	LC Courier Charge	18 Jun 2021	GBP150.00
xxxxxxxxxxx0011	LC SWIFT Charge for amendment	18 Jun 2021	GBP150.00
xxxxxxxxxxx0011	Other Bank charges	18 Jun 2021	GBP50.00

Taxes

Description of Taxes	Value Date	Transaction Date	Amount
No data to display.			

Commissions

Commission for	Percentage	Amount
No data to display.		

Next Save As Draft Cancel

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### Field Description

Field Name	Description
<b>Charges</b>	
<b>Account No.</b>	The account number for levying Cancellation Charges / Advice Charges.
<b>Description of Charges</b>	Displays the reason of charges levied for Various Guarantee related processes.
<b>Amount</b>	Displays the amount charged for the various processes.
<b>Total Amount</b>	Displays the total charge amount.
<b>Taxes</b>	
<b>Description of Taxes</b>	Displays the description charges applicable.
<b>Value Date</b>	Displays the value date of the taxes.
<b>Transaction Date</b>	Displays the date on which the transaction is done.
<b>Amount</b>	Displays the amount of taxes.

Field Name	Description
<b>Total Amount</b>	Displays the total tax amount.
<b>Commission</b>	
<b>Commission for</b>	Displays the commission charges in terms of percentage for the issued Guarantee.
<b>Percentage</b>	Displays the percentage of Guarantee amount charged as commission.
<b>Amount</b>	Displays the amount charged as commission.
<b>Total Amount</b>	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 Initiate Shipping Guarantee - Instructions tab**

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

## Initiate Shipping Guarantee - Instructions tab

The screenshot shows the 'Shipping Guarantee Details' page for 'GOODCARE PLC | \*\*\*044'. The 'Instructions and Attachments' tab is active. The page includes a text area for 'Instructions to the Bank', a file upload area with a 'Drop files here or click here to Add Files' prompt, and a table of attached documents. The table has columns for 'Document Name', 'Document Category', and 'Add Remarks'. Below the table are options for 'Save As Template', 'Access Type', and 'Template Name'. At the bottom, there are 'Submit', 'Save As Draft', 'Cancel', and 'Back' buttons.

### Field Description

Field Name	Description
<b>Instructions to the Bank (not forming part of Shipping Guarantee)</b>	Any additional instructions that you want to give to the bank.
<b>Drag and Drop</b>	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
<b>Document Name</b>	Displays the name of the attached documents. Displays the link to download the attached document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Add Remarks</b>	Displays the notes added, if any, for attaching the document.

Field Name	Description
<b>Save as Template</b>	Options to save the transaction as template. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Access Type</b>	Indicates the type of access for the template. The options are: <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul> <p>This field is enabled if the <b>Yes</b> option is selected in Save as Template.</p>
<b>Template Name</b>	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 Save As Template

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

- Public: A template marked as 'Public' are visible to all the users mapped to the Party ID of the user who created the template. All users mapped to the party will only be able to view and use whereas they will not be able to edit or delete template. Only the creator of the template is allowed to edit or delete the template.
- Private: A template marked as 'Private' is available to only the creator of the template. Only creator of the template can use the template while initiating shipping guarantee and modify or delete such templates.


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

---

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

---

### To save Shipping Guarantee application as template:

1. Enter the required details in application.
2. Click  , and then select Template option.

## Save as Template

## Field Description

Field Name	Description
<b>Template Type</b>	<p>Indicates the type of access for the template.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• <b>Public:</b> 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.</li> <li>• <b>Private:</b> 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.</li> </ul>
<b>Template Name</b>	Name of the template to be saved.

- From the **Template Type** list, select the appropriate option.
- In the **Template Name** field, enter the desired name for the template.
- 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 Save As Draft

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

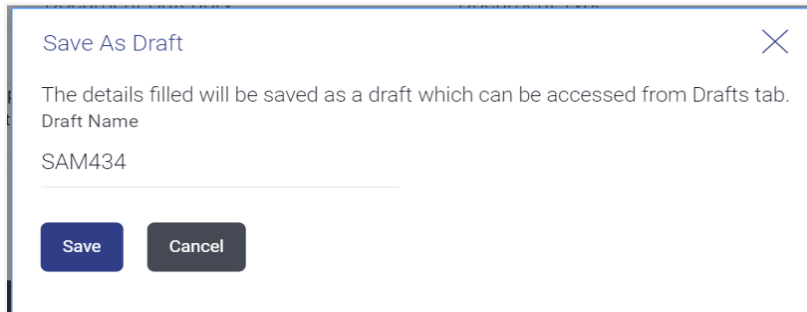
---

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

---

**To save Shipping Guarantee application as draft:**

1. Enter the required details in Shipping Guarantee application.
2. Click **Save As** and then select **Draft** option.

**Save as Draft**

**Field Description**

Field Name	Description
<b>Draft Name</b>	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.

[Home](#)

## 25. View shipping Guarantee

Using this option, you can view existing shipping guarantees in the application.

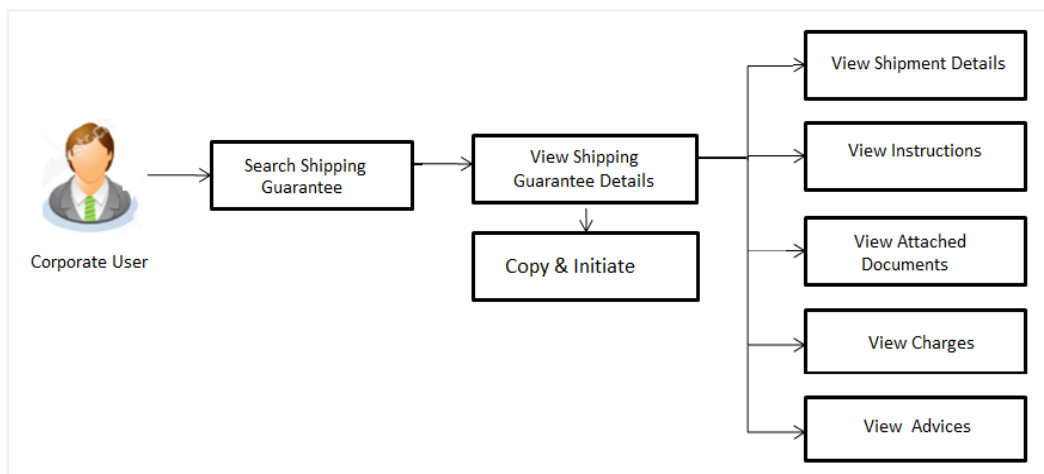
A guarantee from a lending institution ensures that the liabilities of a debtor will be met. In other words, if the applicant fails to fulfil a commitment, the lending institution will cover it. A Bank Guarantee enables user to show more credibility while doing business.

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**

The screenshot shows the 'View Shipping Guarantee' interface for 'GOODCARE PLC | \*\*044'. It features a table of 'List of Recently Issued Shipping Guarantees' and a 'Filter' overlay. The table has columns for 'Shipping Guarantee Reference Number', 'Applicant Name', and 'Beneficiary Name'. The filter overlay includes fields for 'Beneficiary Name' (Sunrise Coffee), 'Shipping Guarantee Status' (All), 'Shipping Guarantee Amount Range' (All, 1000, 10000), 'Expiry Date' (02 Feb 2021 to 31 Mar 2021), and 'LC Linkage' (No).

Shipping Guarantee Reference Number	Applicant Name	Beneficiary Name
PK2SGLT19081A1XI	NATIONAL FREIGHT CORP	FIXNETIX
PK2SGLT19081A1XJ	NATIONAL FREIGHT CORP	FIXNETIX
PK2SGLT19081A1XH	NATIONAL FREIGHT CORP	FIXNETIX
PK2SGLT190813501	NATIONAL FREIGHT CORP	FIXNETIX
PK2SGLT190815501	NATIONAL FREIGHT CORP	FIXNETIX

**Field Description**

Field Name	Description
<b>Shipping Guarantee Reference Number</b>	The shipping guarantee number.
<b>Beneficiary Name</b>	The name of the beneficiary of the shipping guarantee.
<b>Shipping Guarantee Status</b>	The status of the shipping guarantee. The options are: <ul style="list-style-type: none"> <li>• All</li> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Closed</li> <li>• Reversed</li> </ul>
<b>Shipping Guarantee Amount From - To</b>	The shipping guarantee amount.

Field Name	Description
<b>Expiry Date</b>	The expiry date range of the guarantee.
<b>LC Linkage</b>	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

View Shipping Guarantee  
GOODCARE PLC | \*\*\*Q44

List of Recently Issued Shipping Guarantees

All Parties → Search... 🔍

Download

Shipping Guarantee Reference Number	Applicant Name	Beneficiary Name	Linked LC Number	Amount	Status	Expiry Date
<a href="#">PK2SGLT19081A1XI</a>	NATIONAL FREIGHT CORP	FIXNETIX	NA	GBP100,000.00	ACTIVE	26 Apr 2019
<a href="#">PK2SGLT19081A1XJ</a>	NATIONAL FREIGHT CORP	FIXNETIX	NA	GBP100,000.00	ACTIVE	26 Apr 2019
<a href="#">PK2SGLT19081A1XH</a>	NATIONAL FREIGHT CORP	FIXNETIX	NA	GBP100,000.00	ACTIVE	26 Apr 2019
<a href="#">PK2SGLT19081S501</a>	NATIONAL FREIGHT CORP	FIXNETIX	NA	GBP1,000.00	CANCELLED	26 Apr 2019
<a href="#">PK2SGLT19081S501</a>	NATIONAL FREIGHT CORP	FIXNETIX	NA	GBP1,000.00	CANCELLED	30 Apr 2019
<a href="#">PK2SGLT19081S006</a>	NATIONAL FREIGHT CORP	FIXNETIX	NA	GBP1,000.00	CANCELLED	26 Apr 2019
<a href="#">000SGLC20076B8DL</a>	NATIONAL FREIGHT CORP	FIXNETIX	NA	GBP10,000.00	ACTIVE	17 Mar 2020
<a href="#">PK1SGLC20011A2BH</a>	NATIONAL FREIGHT CORP	FIXNETIX	NA	GBP1,000.00	ACTIVE	10 Apr 2020

Page 1 of 22 (1-8 of 175 items) < 1 2 3 4 5 ... 22 >

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### Field Description

Field Name	Description
<b>Shipping Guarantee Reference Number</b>	The Shipping Guarantee number. Displays the link to view details of the Shipping Guarantee.
<b>Applicant Name</b>	The name of the applicant of the shipping guarantee.

Field Name	Description
<b>Beneficiary Name</b>	Displays the name of the beneficiary of the shipping guarantee.
<b>Linked LC Number</b>	Displays the linked LC number if the shipping guarantee is attached to it.
<b>Amount</b>	Displays the amount of the shipping guarantee.
<b>Status</b>	Displays the status of the shipping guarantee.
<b>Expiry Date</b>	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 Shipping Guarantee Details

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.

## View Shipping Guarantee – Shipping Guarantee Details

View Shipping Guarantee  
PREETHIS | \*\*153

Guarantee Reference No.	Product	Guarantee Amount	Date of Expiry
PK2SGLT19081A1XH <span>ACTIVE</span>	SGLT Shipping Guarantee	GBP100,000.00	26 Apr 2019

**Shipping Details**

Attached Documents	Applicant Details	Beneficiary Details
Charges, Commissions & Taxes	Applicant Name PREETHIS Address PKBANK31XXX Country GREAT BRITAIN Date of Application 22 Mar 2019	Beneficiary Name FIXNETIX Address Country GREAT BRITAIN
Advices	<b>Product Details</b> Product SGLC Shipping Guarantee Date of Expiry 26 Apr 2019	<b>Shipping Guarantee Amount Details</b> Shipping Guarantee Amount GBP100,000.00

**Goods & Shipment**

Latest Date for Shipment	Port of Loading	Carrier name	Shipment Marks	Shipment Guarantee Detail	Goods	Transportation Mode	Port of Discharge	Bill of lading	Shipment Agent Name	Cargo Arrival Details
No data to display.										

**Instruction**

Instructions to the Bank: Not forming part of Shipping Guarantee

[Back](#)

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## Field Description

Field Name	Description
<b>Party ID</b>	Displays the party ID of the customer which has access to creating guarantee.
<b>Branch</b>	Displays the bank branch ID where the guarantee was made.
<b>Guarantee Reference Number</b>	Displays the shipping Guarantee number.
<b>Product</b>	Displays the shipping Guarantee product type coming from Host.
<b>Amount</b>	Displays the amount of the shipping guarantee.
<b>Expiry Date</b>	Displays the expiry date of the shipping guarantee.
<b>Applicant Details</b>	



<b>Field Name</b>	<b>Description</b>
<b>Applicant Name</b>	Displays the name of applying party.
<b>Address</b>	Displays the address of applying party.
<b>Country</b>	Displays the country of applying party.
<b>Date of Application</b>	Displays the application date when Bill has been initiated.
<b>Beneficiary Details</b>	
<b>Beneficiary Name</b>	Displays the name of beneficiary party.
<b>Address</b>	Displays the address of beneficiary party.
<b>Country</b>	Displays the country of beneficiary party.
<b>Product Details</b>	
<b>Product</b>	Displays the product type as coming from Host.
<b>Date of Expiry</b>	Displays the expiry date of the shipping guarantee.
<b>Shipping Guarantee Amount Details</b>	
<b>Shipping Guarantee Amount</b>	Displays the amount of the shipping guarantee.
<b>Goods &amp; Shipment Details</b>	
This tab includes the shipment details of the Guarantee application.	
<b>Latest Date of Shipment</b>	Displays the latest date of shipment.
<b>Transportation Mode</b>	Displays the transportation mode for the goods.
<b>Port of Loading</b>	Displays the place of dispatch or taking in charge of the goods or loading on board.
<b>Port of Discharge</b>	Displays the port of discharge.
<b>Carrier Name</b>	Displays the carrier name that carries the shipment.
<b>Bill of Lading</b>	Displays the bill of lading.

Field Name	Description
<b>Shipment Marks</b>	Displays the shipment marks.
<b>Shipment Agent Name</b>	Displays the name of the shipment agent.
<b>Shipment Guarantee Details</b>	Displays the details of the shipment Guarantee.
<b>Cargo Arrival Details</b>	Displays the details of the cargo arrival.
<b>Goods</b>	Section displays the added goods for shipment.
<b>Goods</b>	Displays the type of good being shipped.
<b>Description of Goods</b>	Displays the description about the goods.
<b>Units</b>	Displays the number of units of the good covered under the guarantee.
<b>Price Per Unit</b>	Displays the price per unit of the good covered under the guarantee.
<b>Instructions</b>	This tab includes the bank instruction details of the Shipment Guarantee application.
<b>Instructions to the Bank: Not forming part of Shipping Guarantee</b>	The special instructions for the bank users.

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

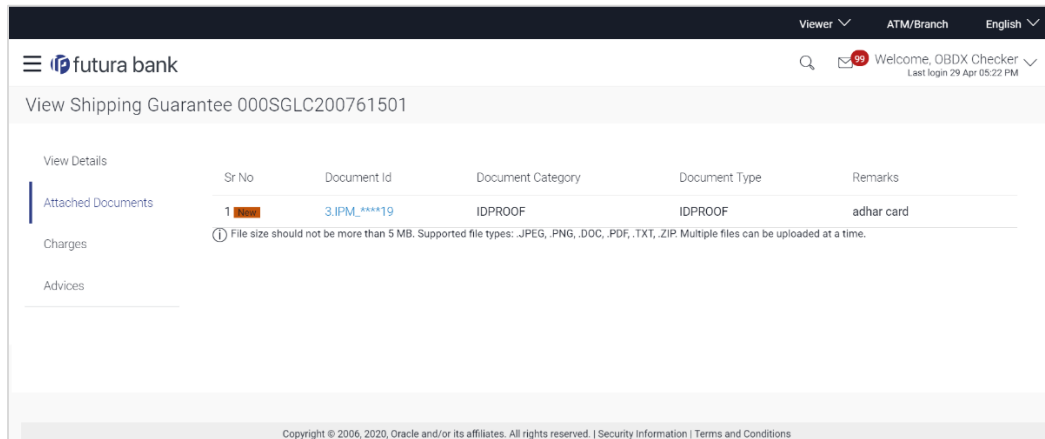
## 25.2 Attached Documents

You can see attached documents related to shipping guarantee here. You can also view the list of all documents uploaded by you.

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.

## 25.2.1 View Attached Documents

### View Shipping Guarantee – Attached Documents tab



### Field Description

Field Name	Description
<b>Sr No</b>	The serial number of the attached document records.
<b>Document ID</b>	Displays the unique identification number for the attached document. Displays the link to download the attached document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Remarks</b>	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

View Shipping Guarantee  
PREETHI5 | \*\*\*153

Guarantee Reference No.	Product	Guarantee Amount	Date of Expiry
PK2SGLT190818006 <span>ACTIVE</span>	SGLT Shipping Guarantee	GBP1,000.00	26 Apr 2019

Shipping Details

Attached Documents

Charges, Commissions & Taxes

Advices

Charges, Commissions & Taxes

Account No.	Description of Charges	Date	Amount
xxxxxxxxxxxx0011	LC Courier Charge	26 Feb 2021	GBP150.00
xxxxxxxxxxxx0011	LC SWIFT Charge for amendment	26 Feb 2021	GBP150.00
xxxxxxxxxxxx0011	Other Bank charges	26 Feb 2021	GBP50.00

Taxes

Description of Taxes	Value Date	Transaction Date	Amount
No data to display.			

Commissions

Commission for	Percentage	Amount
No data to display.		

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## Field Description

Field Name	Description
<b>Charges</b>	
<b>Account No.</b>	Displays the account number for levying Cancellation Charges / Advice Charges.
<b>Description of Charges</b>	Displays the reason of charges levied for Various Guarantee related processes.
<b>Date</b>	Displays the date on which charges are applicable.
<b>Amount</b>	Displays the amount charged for the various processes.
<b>Taxes</b>	
<b>Description of Taxes</b>	Displays the description charges applicable.

Field Name	Description
<b>Value Date</b>	Displays the value date of the taxes.
<b>Transaction Date</b>	Displays the date on which the transaction is done.
<b>Amount</b>	Displays the amount of taxes.
<b>Commission</b>	
<b>Commission for</b>	Displays the commission charges in terms of percentage for the issued Guarantee.
<b>Percentage</b>	Displays the percentage of Guarantee amount charged as commission.
<b>Amount</b>	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.

- 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

The screenshot shows the 'View Shipping Guarantee' interface for user PREETHIS | \*\*\*153. The main content area is titled 'Advices' and contains a table with the following data:

Message ID	Date	Description	Event Description	Action
3492060182476390		Cash Collateral Advices	Booking LC or Guarantee Issue	<a href="#">Download</a>

Navigation: Page 1 of 1 (1 of 1 items) | < 1 >

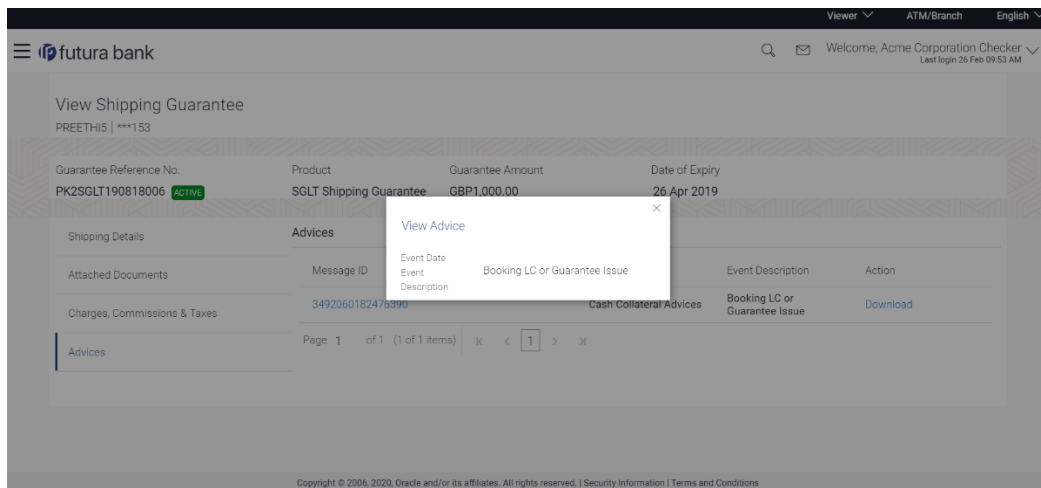
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## Field Description

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

[Home](#)

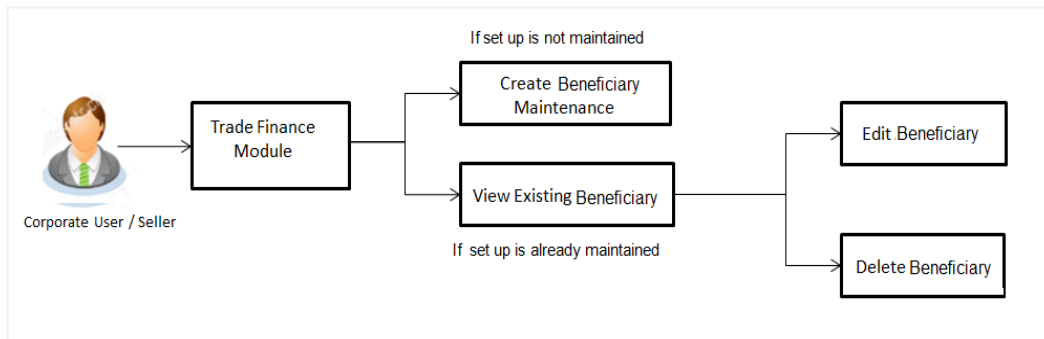
## 26. Other Party Maintenance

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:

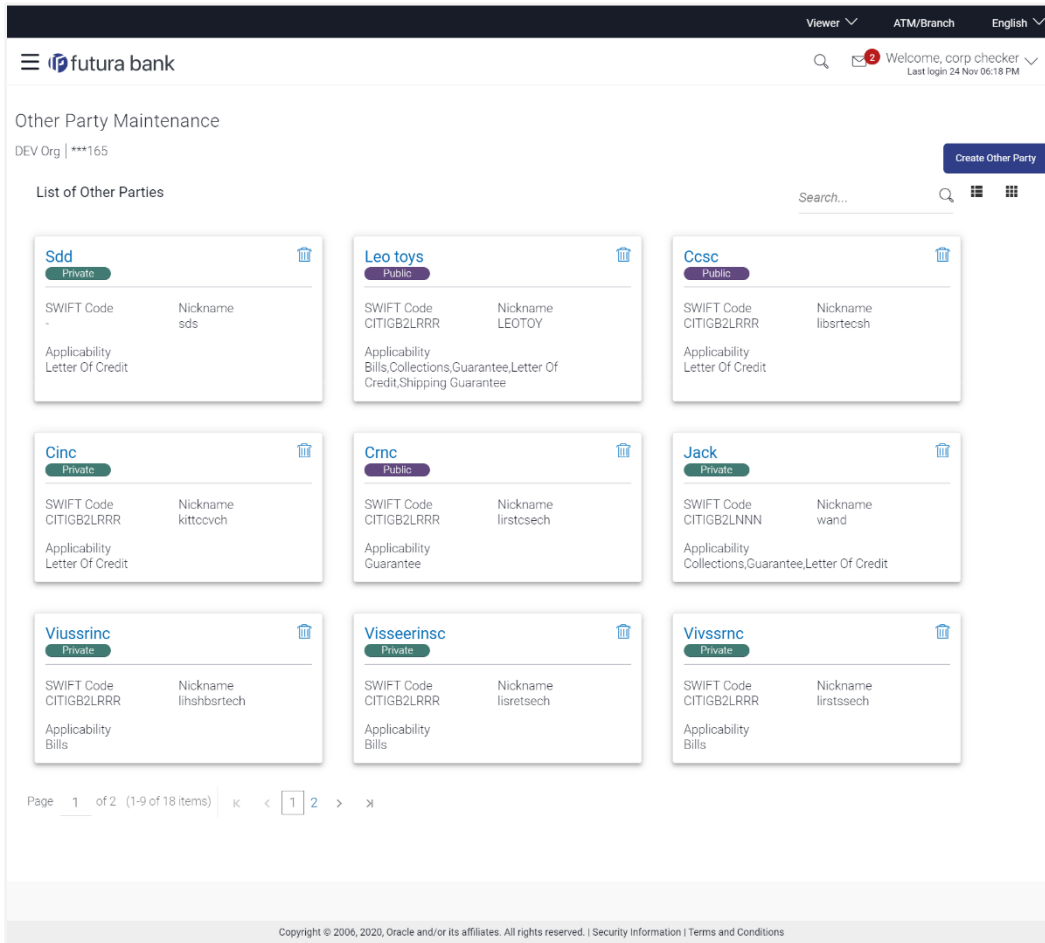
*Dashboard > Toggle menu > Trade Finance > Maintenance > Other Party Maintenance*

### 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
<b>Party Name</b>	The name of the applicant is displayed.
<b>Party ID</b>	The party Id is displayed in a masked format.
<b>Search By</b>	Enter the name of the card to search and view its details. Partial search is allowed.
<b>Other Party Maintenance Card</b>	The Other Party Maintenance card displays the name of the Other Party Maintenance along with the other details like SWIFT Code, Nickname, and Applicability.
<b>Other Party Maintenance Card Name</b>	The name using which other party details is stored.

Field Name	Description
<b>Access Type</b>	The accessibility the beneficiary recorded i.e. public or private.
<b>SWIFT Code</b>	The SWIFT code of the Beneficiary/Drawee bank.
<b>Nickname</b>	The nickname of the Beneficiary/drawee.
<b>Applicability</b>	The transactions for which the beneficiary recorded are applicable. It can be either of them or combination of them, i.e. as selected : <ul style="list-style-type: none"> <li>• Letter of Credit</li> <li>• Bills</li> <li>• Guarantee</li> </ul>

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 Other Party Maintenance - Tabular View

The Other Party Maintenance - Tabular View allows the corporate user to view the party details in table format.

### Other Party Maintenance - Tabular View

Other Party Maintenance  
DEV Org | \*\*\*165

[Create Other Party](#)

Search...

Beneficiary / Drawee Name	Swift Code	Nickname	Access Type	Applicability	Type	Actions
Sdd	-	sds	Private	Letter Of Credit		
Leo toys	CITIGB2LRRR	LEOTOY	Public	Bills,Collections,Guarantee,Letter Of Credit,Shipping Guarantee		
Ccsc	CITIGB2LRRR	libsrtech	Public	Letter Of Credit		
Cinc	CITIGB2LRRR	kittccvch	Private	Letter Of Credit		
Cmc	CITIGB2LRRR	lirstcsech	Public	Guarantee		
Jack	CITIGB2LNNN	wand	Private	Collections,Guarantee,Letter Of Credit		
Viusrinc	CITIGB2LRRR	lihsbstrtech	Private	Bills		
Visseerinc	CITIGB2LRRR	lisretsech	Private	Bills		
Vvssmc	CITIGB2LRRR	lirstssech	Private	Bills		
Vega toys	CITIGB2LNNN	vtoys	Public	Collections,Guarantee,Letter Of Credit		

Page 1 of 2 (1-10 of 18 items) | [1](#) [2](#)

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#### 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

Other Party Maintenance  
Leo Toys | \*\*\*165

[Edit](#) | [Delete](#)

Other Party Name Leo Toys <span>Public</span>	Nickname LEOTOY	Bank Name CITIBANK IRELAND	SWIFT Code CITIGB2LRRR
--	--------------------	-------------------------------	---------------------------

Bank Address  
CITIGB2LRRR  
glaso park 33  
new diamond area

Address  
12 tech park  
lawrance garden  
london  
Country  
INDIA  
Applicability  
Bills,Collections,Guarantee,Letter Of Credit,Shipping Guarantee

[Edit](#) [Delete](#) [Back](#)

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**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.

## Create Other Party

The screenshot shows a web interface for 'futura bank'. The page title is 'Other Party Maintenance' with a sub-header 'DEV Org | \*\*\*165'. The form is divided into two main sections: 'Beneficiary/Drawee Details' and 'Bank Details'.  
**Beneficiary/Drawee Details:**  
 - Name: John Smith  
 - Address: 20 Redwoods, ABC Complex, Example Street  
 - Country: UNITED STATES (dropdown menu)  
 - Nickname: John  
**Bank Details:**  
 - SWIFT Code: ORACGB2LOOO (with a 'Verify' button)  
 - A 'Lookup SWIFT Code' section lists 'Credit Available With' and 'ORACGB2LOOO' multiple times, along with 'plot mo 23 London' and a 'Reset' button.  
 - Radio buttons for 'Public' and 'Private' (selected).  
 - 'Applicability' section with checked boxes for 'All', 'Letter of Credit', 'Collections', 'Guarantee', 'Shipping Guarantee', and 'Bills'.  
 - Buttons at the bottom: 'Submit', 'Cancel', and 'Back'.  
 - A 'Note' box on the right explains that maintaining beneficiary details allows for creating contracts without re-entering bank details.  
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### Field Description

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

#### Beneficiary/Drawee Details

<b>Beneficiary/Drawee Name</b>	The beneficiary against whom LC/Bills/ Guarantee is to be created.
--------------------------------	--

<b>Address</b>	The address of beneficiary to be saved.
----------------	---

<b>Country</b>	The country of the beneficiary.
----------------	---------------------------------

Field Name	Description
<b>Nickname</b>	The nickname of the Beneficiary/drawee.
<b>Bank Details</b>	
<b>SWIFT Code</b>	The SWIFT ID of the Beneficiary/Drawee Bank. Click <b>Lookup SWIFT Code</b> if required, to search and select the bank details, available in the application.
<b>SWIFT code Look up</b>	
The following fields appear on a pop up window if the <b>Lookup SWIFT Code</b> link is clicked.	
<b>Swift Code</b>	The facility to lookup bank details based on SWIFT code.
<b>Bank Name</b>	The facility to search for the SWIFT code based on the bank name.
<b>Country</b>	The facility to search for the SWIFT code based on the country.
<b>City</b>	The facility to search for the SWIFT code based on city.
<b>SWIFT Code Lookup - Search Result</b>	
<b>Bank Name</b>	The names of banks as fetched on the basis of the search criteria specified.
<b>Address</b>	The complete address of each bank as fetched on the basis of the search criteria specified.
<b>SWIFT Code</b>	The list of SWIFT codes as fetched on the basis of the search criteria specified.
<b>Bank Details</b>	Name and Address of the bank where credit would be available. This field is enabled if the <b>Bank Address</b> option is selected in the <b>Credit Available With</b> field.
<b>Access Type</b>	The accessibility the beneficiary recorded will have.
<b>Applicability</b>	The applicability the beneficiary recorded will have. The options are: <ul style="list-style-type: none"> <li>• All</li> <li>• Letter of Credit</li> <li>• Collections</li> <li>• Guarantee</li> <li>• Shipping Guarantee</li> <li>• Bills</li> </ul>

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 Other Party Maintenance - Edit

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.

## Edit Other Party

The screenshot shows the 'Edit Other Party' interface in the Futura Bank system. At the top, there's a navigation bar with 'Viewer', 'ATM/Branch', and 'English' options. Below that, the 'futura bank' logo is on the left, and a search icon and user greeting 'Welcome, corp checker' are on the right. The main heading is 'Other Party Maintenance' with the party name 'Leo Toys | \*\*\*165' and a 'Delete' link. A table below lists the party details:

Other Party Name	Nickname	Bank Name	SWIFT Code
Leo Toys <input type="radio"/> Public	LEOTOY	CITIBANK IRELAND	CITIGB2LRRR

Below the table, there are sections for 'Address' (12 tech park, lawrance garden, london), 'Country' (IN), 'Access Type' (Public selected, Private unselected), and 'Applicability' (Bills, Collections, Guarantee, Letter Of Credit, Shipping Guarantee). At the bottom, there are buttons for 'Save', 'Delete', 'Cancel', and 'Back'. A footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

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

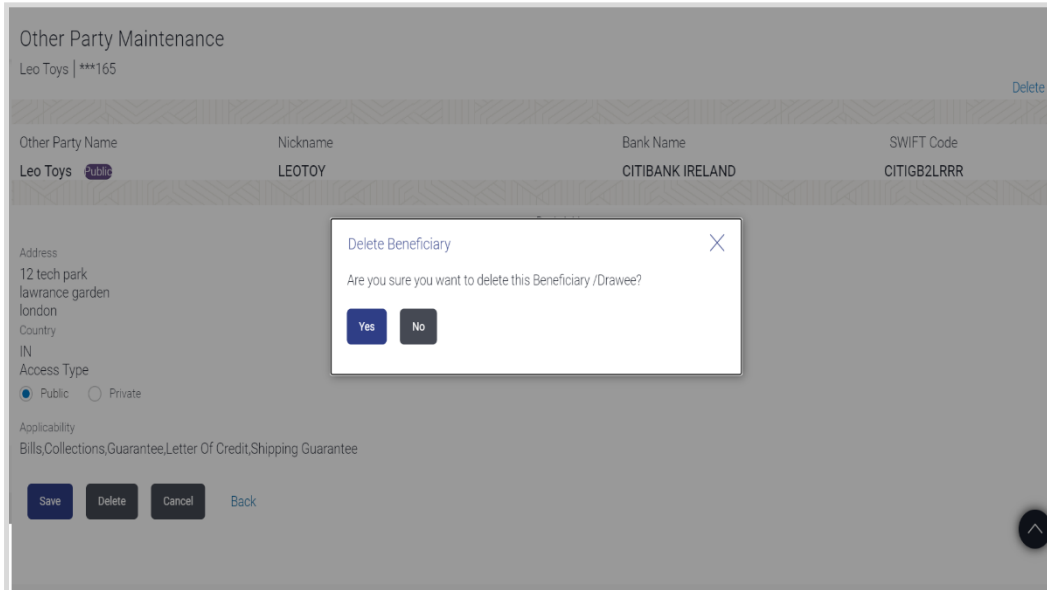
Using this option, corporate user can search and delete an existing beneficiary.

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.

[Home](#)

---

## 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.

## Create Additional Condition Maintenance

Viewer ATM/Branch English

futura bank

Welcome, ASHLEY CHARLES  
Last login 23 Nov 11:33 AM

Additional Conditions Maintenance  
GOODCARE PLC | \*\*\*044

Additional Conditions

**Additional Conditions**

You do not have any additional conditions maintained for Letter of Credits. You can create and maintain Additional Conditions here, to be used while initiating LC. You can make it available for other users of your company or keep it only for yourself. You can also identify the parties you want these conditions to be maintained for. You can refer to all the codes and description below.

[Refer Code and Description](#)

[Create Additional Conditions](#) [Back](#)

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### Field Description

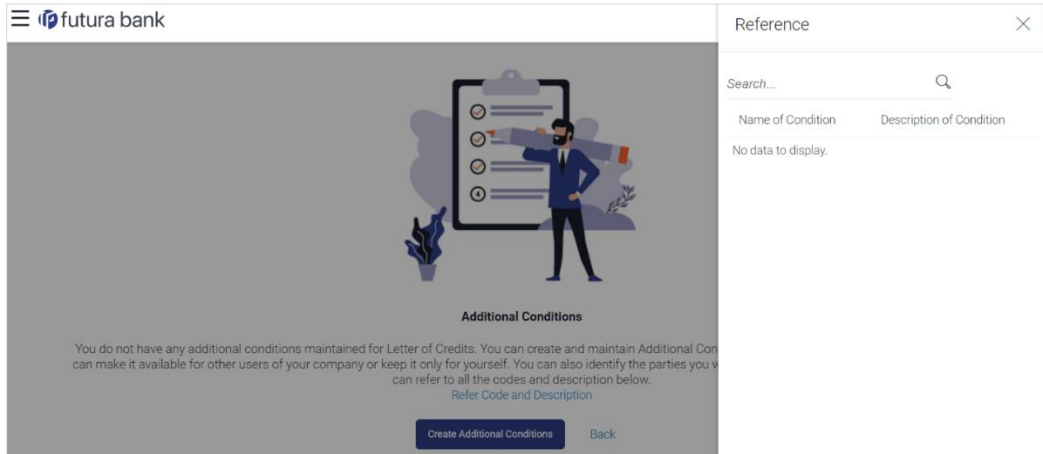
Field Name	Description
------------	-------------

<b>Party Name</b>	The name of the applicant is displayed.
-------------------	---

<b>Party ID</b>	The party Id is displayed in a masked format.
-----------------	---

- 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.

- 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:

- Navigate to the **Additional Condition Maintenance** screen.

### Create Additional Condition Maintenance

The screenshot shows the 'Additional Conditions Maintenance' screen for Futura Bank. On the left, there is a list of conditions with columns for 'Code/Identifier' and 'Description'. The 'Edit Condition' modal is open, showing the following fields:

- Select Code:** INSTRUCTION3
- Description:** new additionalvcvc
- Type Identifier:** ins3edev4
- Available to Others:** A toggle switch that is currently turned off.

At the bottom of the modal are 'Save' and 'Cancel' buttons.

## Field Description

### Field Name Description

<b>Select Code</b>	The option to select the code
<b>Description</b>	The description of the code.
<b>Type Identifier</b>	User needs to provide an identifier for the description under the code.
<b>Available to Others</b>	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.

- From **Select Code** list, select the appropriate code.
- In the **Description** field, enter the description of the code.
- In the **Type of Identifier** field, enter the type of identifier.
- Move the slider to allow the code to be visible to the user.
- Click **Add** to create a new additional condition.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.
- The **Review Additional Condition** screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction.
- The success message appears. Click **Go to Dashboard**, to navigate to the **Dashboard**.

## 27.3 Additional Condition Maintenance - View

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

The screenshot displays the 'Additional Conditions Maintenance' interface. At the top, there's a navigation bar with 'Viewer', 'ATM/Branch', and 'English' options. Below that, the 'futura bank' logo and a user welcome message 'Welcome, corp checker' are visible. The main content area is titled 'Additional Conditions Maintenance' and shows a table of conditions. The table has columns for 'Code/Identifier', 'Description', 'Available to Others', and 'Created By'. There are two rows of data under the 'INSTRUCTION3' group. At the bottom left, there are 'Edit' and 'Cancel' buttons. A copyright notice is at the very bottom: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

Code/Identifier	Description	Available to Others	Created By
ins3dev2	new condition3 edit	No	Dcorpchecker
ins3dev4	new additionalvcvc	No	Dcorpchecker

### 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.

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.

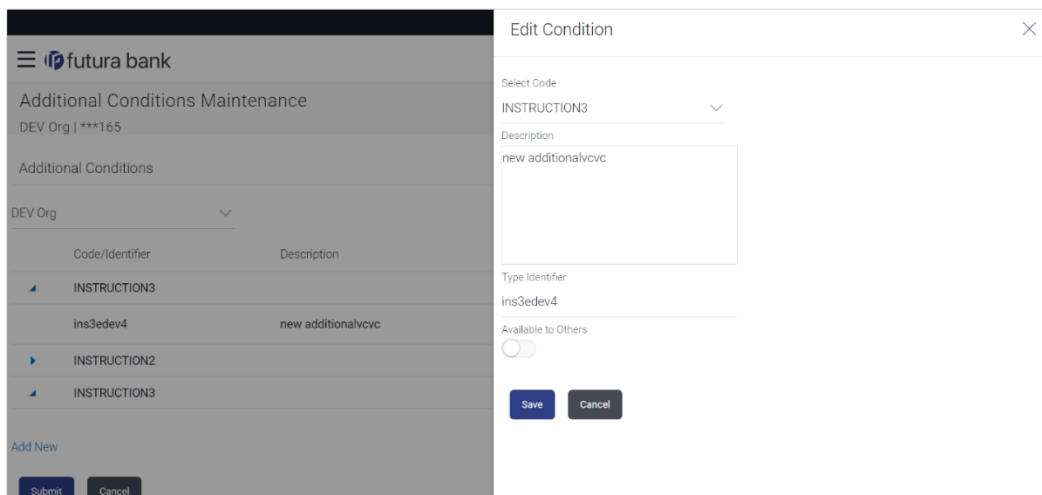
## 27.4 Additional Conditions Maintenance - Edit

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.

8. The success message appears along with the reference number.  
Click **Go to Dashboard**, to navigate to the **Dashboard**

## 27.5 Additional Conditions Maintenance - Delete

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 Additional Conditions Maintenance - Duplicate

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.

[Home](#)



## 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

The screenshot displays the 'Clause Maintenance' interface for 'GOODCARE PLC | \*\*\*044'. The form contains the following fields:

- Party Id:** PREETH15
- Select Product:** COLL - OBDX COLL Import LC Usa... (with a search icon)
- Document:** Air way Bill Docs (with a dropdown arrow)

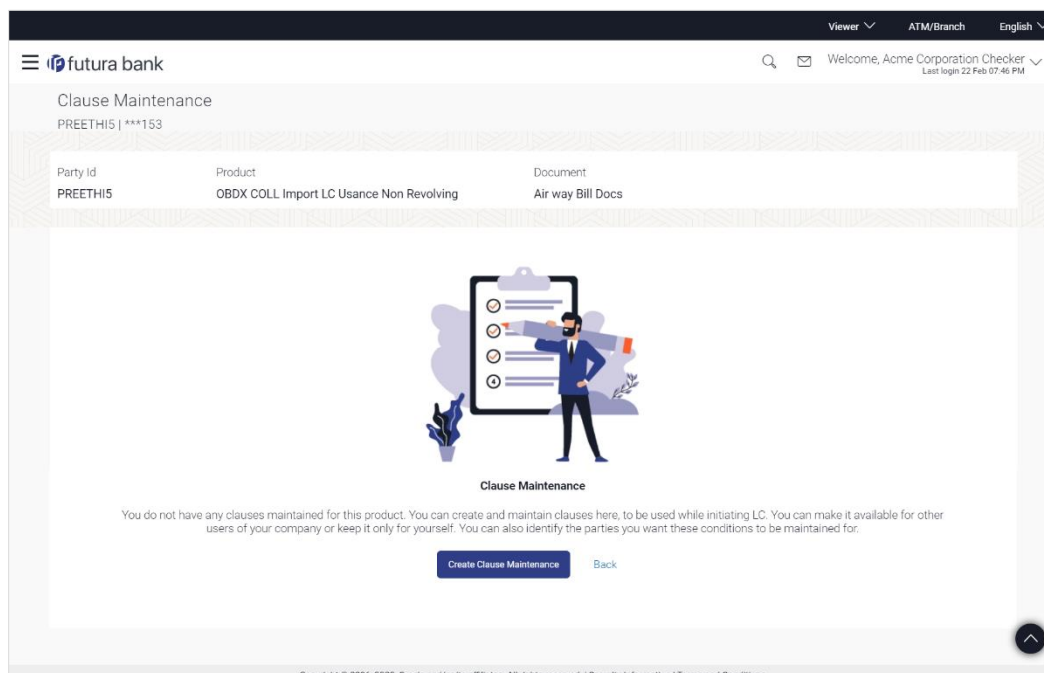
At the bottom of the form are two buttons: 'Submit' and 'Cancel'. The page footer includes the text: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

## Field Description

Field Name	Description
<b>Party Name</b>	The name of the applicant is displayed.
<b>Party ID</b>	The party Id is displayed in a masked format.
<b>Party ID</b>	The option to select the party Id for which you want to create a clause.
<b>Select Product</b>	The option to select the product
<b>Document</b>	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

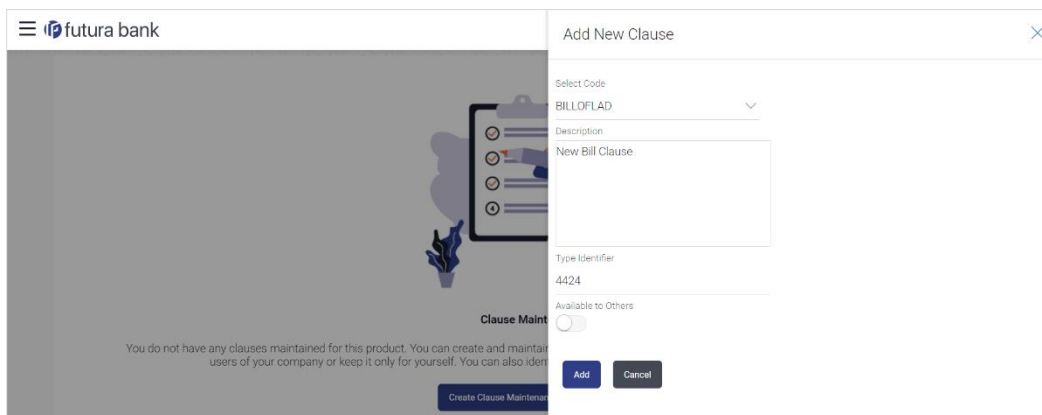


**Field Description**

Field Name	Description
<b>Party Name</b>	The name of the applicant is displayed.
<b>Party ID</b>	The party Id is displayed in a masked format.
<b>Party ID</b>	The selected party Id is displayed.
<b>Product</b>	The selected product is displayed.
<b>Document</b>	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**



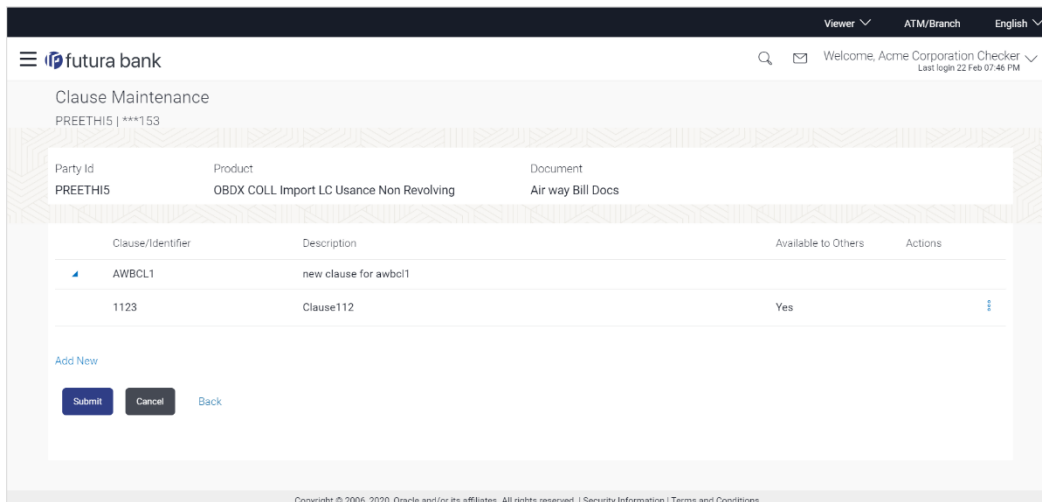
**Field Description**

Field Name	Description
<b>Select Code</b>	The option to select the code
<b>Description</b>	The description of the code.
<b>Type of Identifier</b>	User needs to provide an identifier for the description under the code.
<b>Available to Others</b>	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.



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
<b>Party ID</b>	The selected party Id is displayed.
<b>Product</b>	The selected product is displayed.
<b>Document</b>	The selected document is displayed.
<b>Clause/ Identifier</b>	The identifier of the conditions of the documentary credit.
<b>Description</b>	The description of the selected clause.
<b>Available to Others</b>	The option to specify whether the clause will be available to others or not.
<b>Actions</b>	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 Clause Maintenance - View

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

The screenshot shows the 'Clause Maintenance' interface for 'GOODCARE PLC | \*\*\*044'. It includes a 'Party Id' dropdown menu with 'PREETHIS' selected, a 'Select Product' dropdown with 'COLL - OBDX COLL Import LC Usa...' selected, and a 'Document' dropdown with 'Air way Bill Docs' selected. There are 'Submit' and 'Cancel' buttons at the bottom of the form. The page header includes 'futura bank', 'Viewer', 'ATM/Branch', 'English', and a welcome message for 'Acme Corporation Checker'.

### 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
<b>Party ID</b>	The option to select the party Id for which you want to create a clause.
<b>Select Product</b>	The option to select the product
<b>Document</b>	The option to select the document.

- From the **Party ID** list, select the party Id for which you want to create a clause.
- From the **Select Product** lookup, select the product that you want to search and view.
- Click **Submit**. The **Clause Maintenance - View** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

### Clause Maintenance - View

Clause Maintenance  
GOODCARE PLC | \*\*\*044

Party Id: GOODCARE PLC    Product: Import Back to Back LC product-Advance Non Periodic    Document: Air Way

Clause/Identifier	Description	Available to Others	Created By
AWB			
243434	New Clause for AWB	No	autocheckertfpm201
sws	wsw	No	autocheckertfpm201

Buttons: Edit, Cancel, Back

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### Field Description

Field Name	Description
<b>Party ID</b>	The selected party Id is displayed.
<b>Product</b>	The selected product is displayed.
<b>Document</b>	The selected document is displayed.



### Clause Maintenance

<b>Clause/ Identifier</b>	The identifier of the conditions of the documentary credit.
<b>Description</b>	The description of the selected clause.

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

<b>Available to Others</b>	The option to specify whether the clause will be available to others or not.
----------------------------	--



<b>Actions</b>	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.

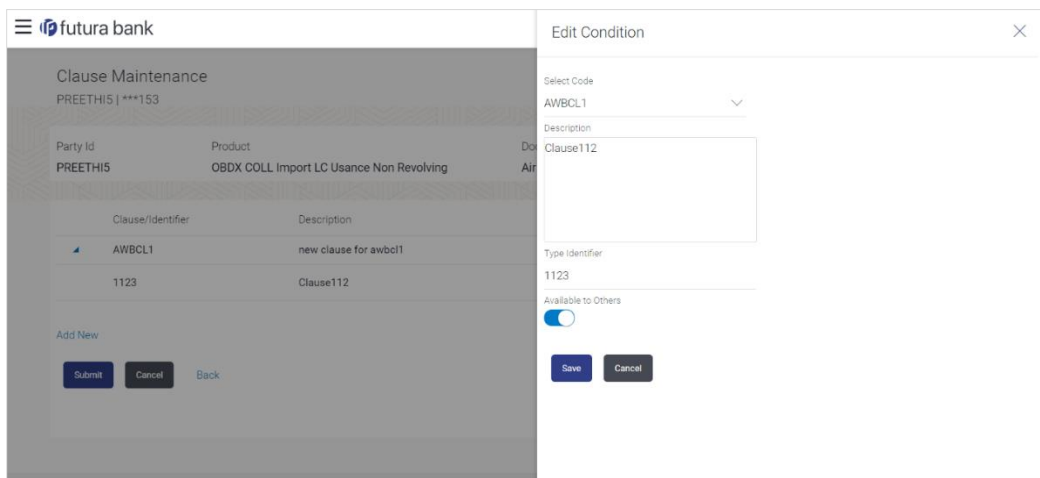
## 28.3 Clause Maintenance - Edit

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



The screenshot shows the 'Edit Condition' overlay screen. The background is a dimmed view of the 'Clause Maintenance' screen. The 'Edit Condition' overlay has the following fields and controls:

- Select Code:** A dropdown menu with 'AWBCL1' selected.
- Description:** A text input field containing 'Clause112'.
- Type Identifier:** A text input field containing '1123'.
- Available to Others:** A toggle switch that is currently turned on (blue).
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.


5. Update the required details.
6. Click **Save** to save the details.
- OR
- Click **Cancel** to cancel the transaction.

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.

[Home](#)



---

## 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.



## Application Tracker - Trade Finance

### Field Description

Field Name	Description
<b>Search By</b>	The search the application by the <b>Application Number</b> or <b>Beneficiary Name</b> . In case of draft applications you can search by name of the draft.
<b>Filter</b>	
<b>Type</b>	The option to filter the application based on type. The options are: <ul style="list-style-type: none"> <li>• All</li> <li>• Letter of Credit</li> <li>• Bank Guarantee</li> <li>• Import LC Amendment</li> <li>• LC Amendment Customer Acceptance</li> <li>• Bill Discrepancy Customer Acceptance</li> </ul>

Field Name	Description
<b>Duration</b>	<p>The option to filter the application based on duration of submission the applications.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Last 7 Days</li> <li>• Last 15 Days</li> <li>• Last 1 Month</li> <li>• Last 3 Months</li> <li>• Last 6 Months</li> <li>• Last 1 Year</li> </ul>
<b>Search Result</b>	<p>The applications are displayed in form of cards.</p>
<b>Application Cards</b>	
<b>Type</b>	Displays the type of trade finance application that is Letter of Credit or Bill Guarantee.
<b>Party Name</b>	Displays the party name of the applicant.
<b>Application Number</b>	Displays the application reference number as generated by the bank at the time the application was submitted.
<b>Status</b>	<p>Displays the current application's progress.</p> <p>The status can be:</p> <ul style="list-style-type: none"> <li>• Draft – applications which has not yet submitted and is just saved by the applicant.</li> <li>• Submitted- application has been filled and submitted for further processing</li> <li>• In progress - application is getting processed in the mid office and is yet to be approved or rejected.</li> <li>• Approved – When the application is completely approved and submitted to back office</li> <li>• Rejected - When the application is completely rejected.</li> </ul>
<b>Submitted On</b>	Displays the date and time on which the application was submitted. This is applicable for all application status except “Drafts”.
<b>Amount</b>	Displays the amount for the Letter of Credit or Bill Guarantee is applied for.
<b>Saved On</b>	Displays the date and time on which the application was saved. This is applicable when application status is “Drafts”.

Field Name	Description
<b>Draft Name</b>	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.

## View Application Details - Draft

ATM/Branch
English
UBS 14.3 AT3 Branch

futura bank

Last login 03 Dec 02:27 PM

**Initiate Outward Guarantee**

Outward Guarantee Details

Party ID  
\*\*\*382

Branch  
CASS - 892

**Applicant Details**

Applicant Name  
Sun Inc  
Address  
London Industrial Area  
Plot no 21  
Fox Road  
Country  
GREAT BRITAIN  
Date of Application  
26 Jun 2014

**Beneficiary Details**

Existing  New

Beneficiary Name  
tristar Inc

**Product Details**

Product  
Guarantee Issuance / Reissuance upon rece...  
Type of Guarantee  
Financial

**Advising Bank Details**

Swift Code  
CITIGB2LXXX  
CITIBANK INTERNATIONAL LONDON  
CITIGB2LXXX  
GB  
[Reset](#)

[Continue](#)

Commitment Details

Beneficiary Contract Ref No  
3243234243432

Effective Date  
01 Mar 2019

Closure Date  
28 Apr 2019

Validity Type  
 Limited  Unlimited

Guarantee Amount  
GBP £4,500.00

Guarantee Expiry Date  
04 Apr 2019

Expiry Condition

Bank Instructions

Charges Account  
xxxxxxxxxxxx0011

Instructions to the Bank: Not forming part of Guarantee

Guarantee Advices

Select at least one condition to proceed

<input type="checkbox"/>	Condition	Description
<input checked="" type="checkbox"/>	GUARANTEE	We have been informed that you, ___4___ (registered seat ___) and ___ (registered seat ___ company registration number ___) (hereinafter the Principal) have concluded a ___ contract under the reference number ___ on ___ concerning the supply

Page 1 of 1 (1 of 1 items) | [x](#) < 1 > [x](#)

Attachments

Attached documents will not be saved with Draft / Template. [Attach Document](#)  
 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.

I accept the Terms & Conditions

[Initiate Guarantee](#)
[Save As](#)
[Cancel](#)
[Back](#)

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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.

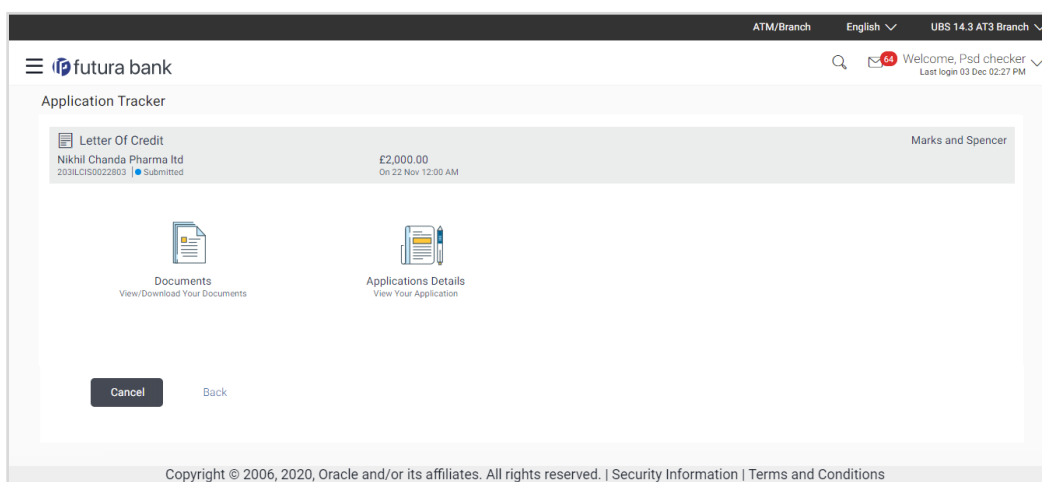
OR

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
<b>Application Card</b>	
<b>Type</b>	Displays the type of trade finance application that is Letter of Credit or Bill Guarantee.
<b>Party Name</b>	Displays the party name of the applicant.
<b>Application Reference Number</b>	Displays the application reference number as generated by the bank at the time the application was submitted.
<b>Status</b>	Displays the current application's progress as submitted.
<b>Amount</b>	Displays the amount for the Letter of Credit or Bill Guarantee is applied for.

<b>Field Name</b>	<b>Description</b>
<b>Submitted On</b>	Displays the date and time on which the application was submitted.

## View Submitted Application Details

Search ...

Viewer | ATM & Branch Locator | English

Welcome, obdx checker  
Last login: 28 Jan 2024 10:00 AM

### Initiate LC

Application No. PK2ILC1000006872	Amount GBP11.00	Created on 05 May 2021 12:00 AM
-------------------------------------	--------------------	------------------------------------

#### LC Details

<b>50</b> Applicant Address Country	<b>40A</b> Type of Documentary Credit Non Transferable LC Type Sight Revolving Non Revolving Product	
<b>31D</b> Date of Expiry 2021-12-10 10:00:00	Place of Expiry hyd	<b>59</b> New Beneficiary Name Beneficiary's Address Address ad01 ad02 ad03 Country
<b>32B</b> LC Amount GBP 11	<b>39A</b> LC Amount Tolerance Under (%) 10 Total Exposure GBP 1231	<b>39C</b> Additional Amount Covered
camel		
<b>41A</b> Credit Available By Negotiation Credit Available With	<b>42P</b> Negotiation/Deferred Payment Details 1212	<b>42C</b> Drafts At Sight

#### Goods & Shipment

<b>43P</b> Partial Shipment Not Allowed	<b>43T</b> Transshipment Allowed	
<b>44A</b> Place of Taking in Charge/Dispatch from asdf	<b>44E</b> Port of Loading/Airport of Departure asdf	<b>44F</b> Port of Discharge/Airport of Destination asdf
<b>44C/A4D</b> Shipment Date	<b>48G</b> Latest Shipment Date 2021-12-09T00:00:00	<b>48</b> Confirmation Instructions Without

Goods	Description of Goods	Units	Price Per Unit
No data to display.			

#### Documents

Select Documents  
Documents to be presented within/beyond days after the date of shipment but within validity of this credit  
11

Incoterms  
Cost and Freight (named destination port)

#### Linkages

Sr No	Linked Amount	Linked Amount In Transactional Currency
No data to display.		

Currently, there are no deposits linked to this contract.

#### Instructions

<b>Advising Bank SWIFT ID</b> CITIGB2LS55 CITIGB2LS55 new tech park London	<b>48G</b> Special Payment Conditions for Beneficiary
<b>48H</b> Special Payment Conditions for Bank Only	<b>48</b> Confirmation Instructions Without

#### Insurance

Policy Number	Company Name	Country	Cover Date	Expiry Date	Amount
No data to display.					

#### Charges

Charges

Account No	Description of Charges	Amount
No data to display.		

Taxes

Account No	Description of Taxes	Amount
No data to display.		

Commissions

Account No	Commission for	Percentage	Amount
No data to display.			

#### Attachments

Currently no documents attached to this contract

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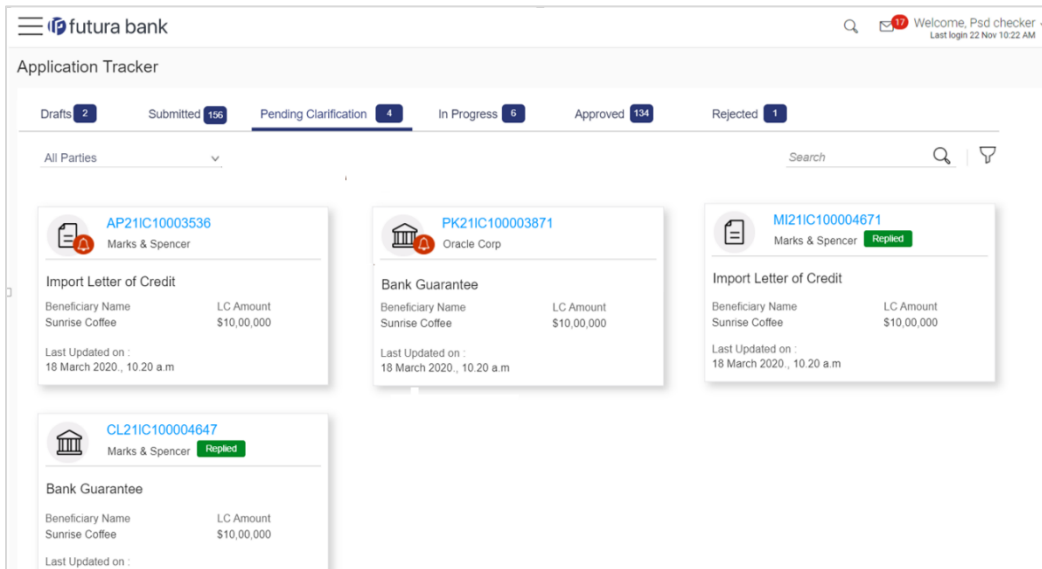
- OR
- Click **"In Progress"** tab, it opens all the applications with **In Progress** status.
- c. Click on an application, the application submitted but not yet completed appears.
- OR
- Click **Cancel** to cancel the operation and to navigate back to 'Dashboard'.
- OR
- Click **Back** to navigate 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	

Field Name	Description
<b>Party Name</b>	The option to select the party.
<b>Pending Clarification Card</b>	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.
<b>Application No</b>	The reference no using which application was saved.
<b>Party Name</b>	The name of the party.
<b>Transaction Name</b>	The name of the transaction for which clarification s required.
<b>Beneficiary Name</b>	The name of the beneficiary.
<b>Amount</b>	The LC/ BG amount.
<b>Last Updated On</b>	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.

**Pending Clarification – Details**

The screenshot shows the 'Application Tracker' interface for 'Wayne Corp' with application number 56788900. The main application details are: Application No. TA529120223334 (status: Pending Clarification), Product OBDX Import LC Sight Revolving, Amount \$ 100000.00, and Updated on 12 Dec 2018, 10.00 a.m. A central message window from Futura Bank, dated 18 March 2020, 10.20 a.m., states: 'While scrutinizing the application, following details are missing: COMMERCIAL INVOICES, BILL OF LADING, CERTIFICATE OF ORIGIN AND PACKING LIST MUST INDICATE THE FOLLOWING: A) LCAF NO, B) IRC NO, C) TAX IDENTIFICATION NO, D) BIN, E) H.S. CODE'. Below this message is a text input area with a 'Send' button and an 'Attach Documents' link. At the bottom of the interface, there are two buttons: 'Documents' (View / Download your documents) and 'Application Details' (View your application details).

**Field Description**

Field Name	Description
<b>Bank Message Window</b>	The window displays the banks message which requires clarification.
<b>Clarification Window</b>	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
<b>List of Clarifications</b>	The previous communication between the bank and the user appears as list. User can click and view the details.
	<ol style="list-style-type: none"> <li>2. In the Clarification Window, enter the clarification.</li> <li>3. Click the Attach Documents icon to attach the supporting documents.</li> <li>4. Click <b>Send</b> to send the clarification to the bank. OR Click <b>Clear Text</b> to clear the entered details. OR Click the previous clarification list to view the earlier communication.</li> <li>5. Click on an application card, it opens the application details screen as 'submitted' by the customer. OR Click the <b>Documents (View/ Download Your Documents)</b> icon to view and download the documents that are submitted. OR Click the <b>Application Details (View Your Application)</b> icon to view your submitted application. Refer Initiate LC or Initiate Guarantee transactions for more details. OR Click <b>Close</b> to cancel the operation and to navigate back to 'Dashboard'. OR Click <b>Back</b> to navigate back to the previous screen.</li> </ol>

## 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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