Guarantee Cancellation User Guide

# Oracle Banking Trade Finance Process Management

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Oracle Banking Trade Finance Process Management - Guarantee Cancellation User Guide
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# Oracle Banking Trade Finance Process Management

Welcome to the Oracle Banking Trade Finance Process Management (OBTFPM) User Guide. This guide provides an overview on the OBTFPM application and takes you through the various steps involved in creating and processing Trade Finance transactions.

This document will take you through following activities in OBTFPM:

- To create and handle Trade Finance transaction.
- Help users to conveniently create and process Trade Finance transaction.

## Overview

OBTFPM is a Trade Finance Middle Office platform, which enables bank to streamline the Trade Finance operations. OBTFPM enables the customers to send request for new Trade Finance transaction either by visiting the branch (offline channels) or through SWIFT/Trade Portal/other external systems (online channels).

## Benefits

OBTFPM helps banks to manage Trade Finance operations across the globe in different currencies. OBTFPM allows you to:

- Handle all Trade Finance transactions in a single platform.
- Provides support for limit verification and limit earmarking.
- Provide amount block support for customer account.
- Provides acknowledgement to customers.
- Enables the user to upload related documents during transaction.
- Enables to Integrate with back end applications for tracking limits, creating limit earmarks, amount blocks, checking KYC, AML and Sanction checks status.
- Create, track and close exceptions for the above checks.
- Enables to use customer specific templates for fast and easy processing of Trade transactions that reoccur periodically.

## Key Features

- Stand-alone system that can be paired with any back end application.
- Minimum changes required to integrate with bank’s existing core systems.
- Faster time to market.
- Capable to interface with corporate ERP and SWIFT to Corporate.
- Highly configurable based on bank specific needs.
- Flexibility in modifying processes.

# Guarantee Cancellation

Guarantee Cancellation enables the user to register request for Guarantee/SBLC Cancellation received from the Applicant.

If the request is received by mail/Courier, the user should be able to update the request.

This section contains the following topics

- Registration
- Data Enrichment Stage
- Multilevel Authorisation

Registration

Data Enrichment

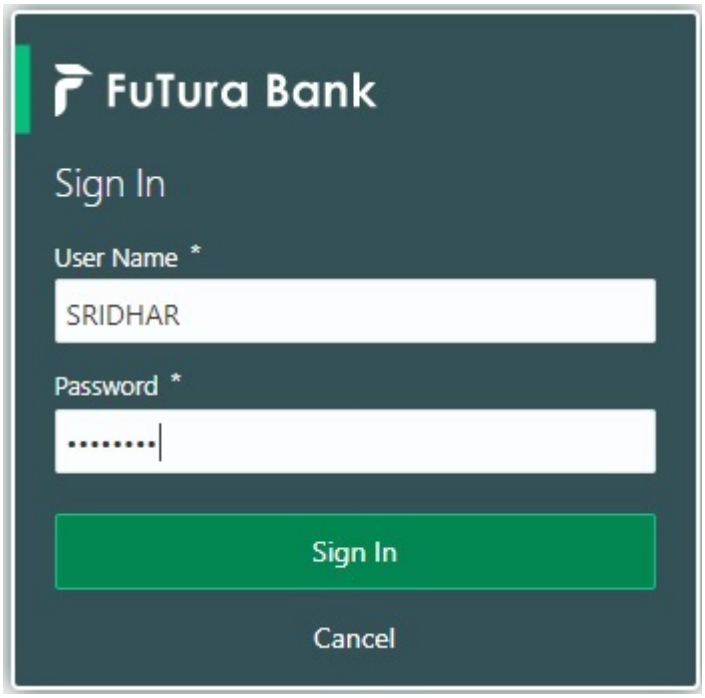
Multi Level Authorization

## Registration

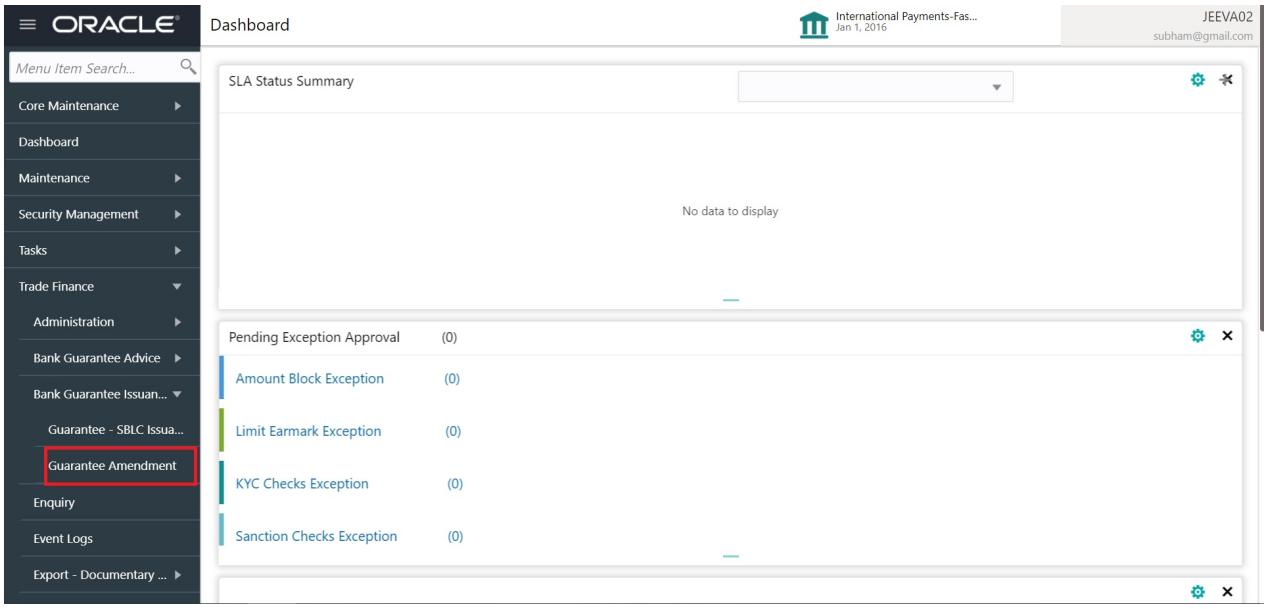
The first stage of Guarantee Cancellation process starts from the Registration Stage. During Registration stage, user captures the basic details as well as undertaking details of the cancellation application. On submit of the request, the customer will be notified with an acknowledgment letter.

The user has the option to submit, hold, save and hold and cancel the application

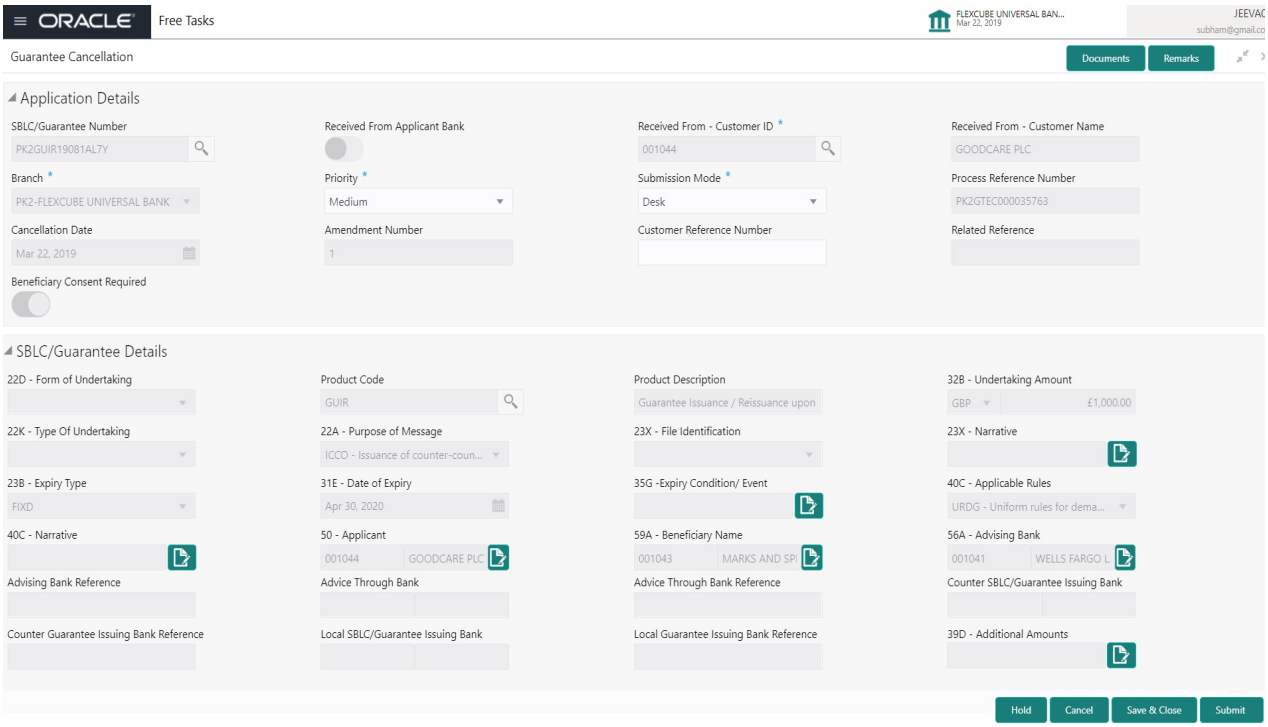
1. Using the entitled login credentials for Registration stage, login to the OBTFPM application.




2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.
3. Click **Trade Finance > Bank Guarantee Issuance > Guarantee Cancellation**.




The Registration stage has two sections Application Details and SBLC/ Guarantee Details. Let's look at the details of Registration screens below:




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

| Field | Description | Sample Values |
|---|---|---|
| Application Details | | |

| Field | Description | Sample Values |
|---|---|---|
| SBLC Guarantee Number | The user can input the Undertaking Number of the Guarantee to be canceled.<br>Alternatively, user can search the undertaking number using LOV. | |
| Received From Applicant bank | Read only field.<br>System will default the name of the customer as available in Guarantee. | Toggle off |
| Received From - Customer ID | Read only field.<br>Customer ID will be auto-populated from Guarantee /SBLC Issuance. | 001345 |
| Received From - Customer Name | Read only field.<br>Applicant Name will be auto-populated from Guarantee /SBLC Issuance. | |
| Branch | Read only field.<br>Branch Name will be auto-populated from Guarantee details.<br>**Note**<br>Once the request is submitted, Branch field is non-editable. | |
| Priority | System will default the Priority as Low/Medium/.<br>High based on maintenance.<br>If no priority is maintained, system defaults the priority as Medium. | High |
| Submission Mode | Submission mode of Guarantee.<br>Cancellation request. By default the submission mode will have the value as 'Desk'.<br>**Desk-** Request received through Desk<br>**Email -** Request received through Email<br>**Courier**- Request received through Courier | Desk |
| Process Reference Number | Unique sequence reference number for the transaction.<br>This is auto generated by the system. | 203GTEISS000001134 |
| Cancellation Date | By default, the application will display branch's current date. User can change the date to back date or future date. | |

| Field | Description | Sample Values |
|---|---|---|
| Amendment Number | Read only field.<br>Amendment number will be auto-populated based on the system maintenance.<br>Amendment number increases by 1 for each amendment. | |
| Customer Reference Number | User can enter the 'Reference number' provided by the applicant/applicant bank.<br>Enables the user to provide a unique Customer Reference Number for the cancellation. | |
| Related Reference | Related reference number will be auto-populated based on the system maintenance | |
| Beneficiary Consent Required | **Toggle on**: Beneficiary consent required for cancellation.<br>**Toggle off**: Switch off the toggle if beneficiary consent is not required for cancellation. | |
| SBLC/ Guarantee Details | | |
| Form of Undertaking | Read only field.<br>Form of Undertaking defaults from Guarantee. | |
| Product Code | Read only field.<br>This field displays the product code defaulted from Guarantee. | |
| Product Description | Read only field.<br>This field displays the description of the product as per the product code. | |
| Undertaking Amount | System defaults the outstanding value available in Guarantee. | |
| Type of Undertaking | Read only field.<br>Type of Undertaking defaults from Guarantee. | |
| Purpose of Message | Read only field.<br>Purpose of message defaults from Guarantee. | |
| File Identification | Read Only Field.<br>System will default the value available in Guarantee. | |
| Narrative | Read Only Field.<br>System defaults the value available in Guarantee. | |
| Expiry Type | Select the expiry type. By default the system displays the expiry date as maintained in Issuance. | |

| Field | Description | Sample Values |
|---|---|---|
| Date of Expiry | Provide the expiry date of the Guarantee. | |
| Expiry Condition/ Event | Read only field. | |
| Applicable Rules | Read only field.<br>This field displays the rules of the Guarantee. | |
| Narrative | System defaults the value available in Guarantee. | |
| Applicant | Read only field.<br>This system defaults the value available in Guarantee. | |
| Beneficiary Name | Read only field.<br>This field displays the beneficiary details of the selected Guarantee and user can amend if required. | |
| Advising Bank | Read only field.<br>This field displays the details of the advising bank. | |
| Advising Bank Reference | Read only field.<br>This field displays advising bank reference if available. | |
| Advice Through Bank | Read only field.<br>System defaults the value available in Guarantee. | |
| Advising Through Bank Reference | Read only field.<br>This field displays advising bank reference if available. | |
| Counter SBLC/Guarantee Issuing Bank | Read only field.<br>System defaults the value available in Guarantee. | |
| Counter Guarantee Issuing Bank Reference | Read only field.<br>System defaults the value available in Guarantee. | |
| Local SBLC/Guarantee Issuing Bank | Read only field.<br>System defaults the value available in Guarantee. | |
| Local Guarantee Issuing Bank Reference | Read only field.<br>System defaults the value available in Guarantee. | |
| Additional Amounts | Additional Amount Covered as per the latest LC details is displayed. | |

**Documents and Checklist: Documents:**

**Non- Online:** The user has to upload all the mandatory documents required by the system to proceed for the guarantee cancellation application.If mandatory documents are not uploaded, system should display an error on submit.

The possible documents submitted under an Guarantee/SBLC Cancellation request are:

Guarantee/SBLC Cancellation Request

**Checklist**: Make sure that the details in the checklist are completed and acknowledge. If mandatory checklist items are not marked, system will display an error on submit.

**Verify Signature**: System will display the details of Authorized signatories. The pop up box will display the signature id, signature title and image of the signature for verification.

### Action Buttons

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

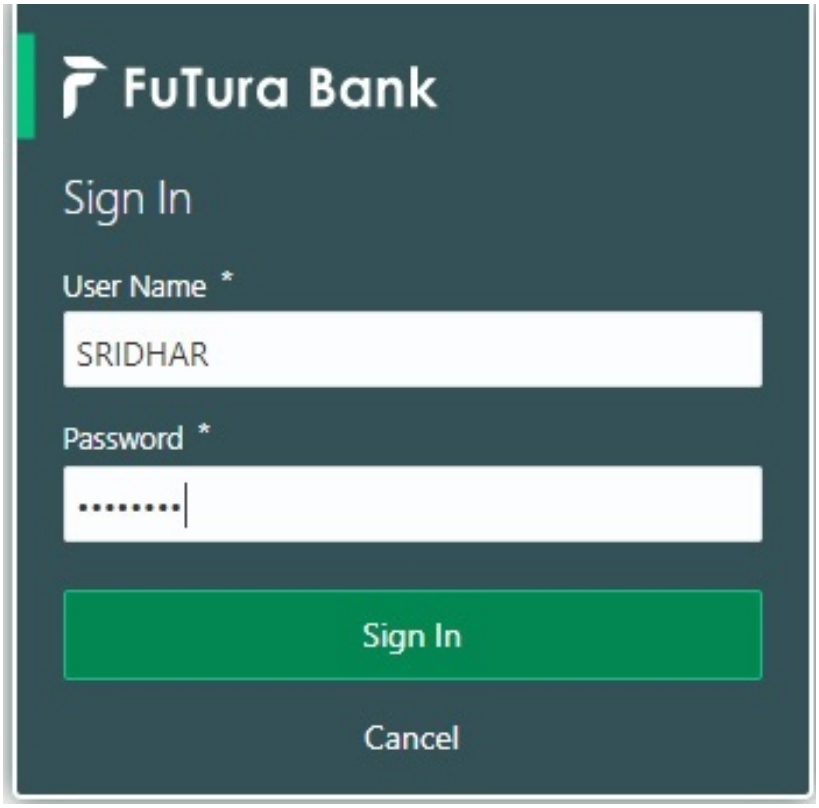
| Field | Description |
|---|---|
| Documents | The user can upload the documents. |
| Remarks | The user can provide any additional information regarding the Guarantee cancellation. This information can be viewed by the users in other stages of the process. |
| Hold | The details provided will be registered and status will be on hold.<br>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided. |
| Cancel | Cancels the Guarantee cancellation Registration stage inputs and system should clear the details captured in the screen. The task will get deleted. |
| Save and Close | Save the information provided and displays the task in you queue for working later.<br>This option will not submit the request |
| Submit | Task will get moved to next logical stage of Guarantee Cancellation.<br>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. |

## Data Enrichment

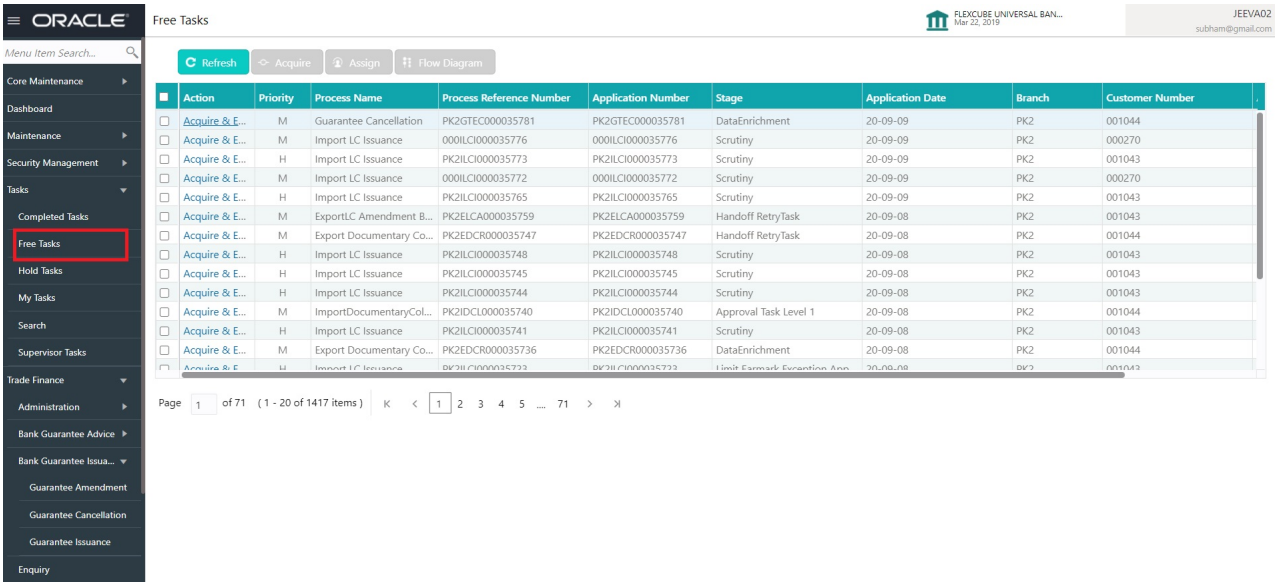
As part of Data Enrichment, user can register and update the Guarantee Cancellation request received from the Issuing Bank. If the request is received by mail/Courier, the user should be able to update the request. In case the message is received by SWIFT, then the cancellation task needs to be auto created and available for the user to handle.

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

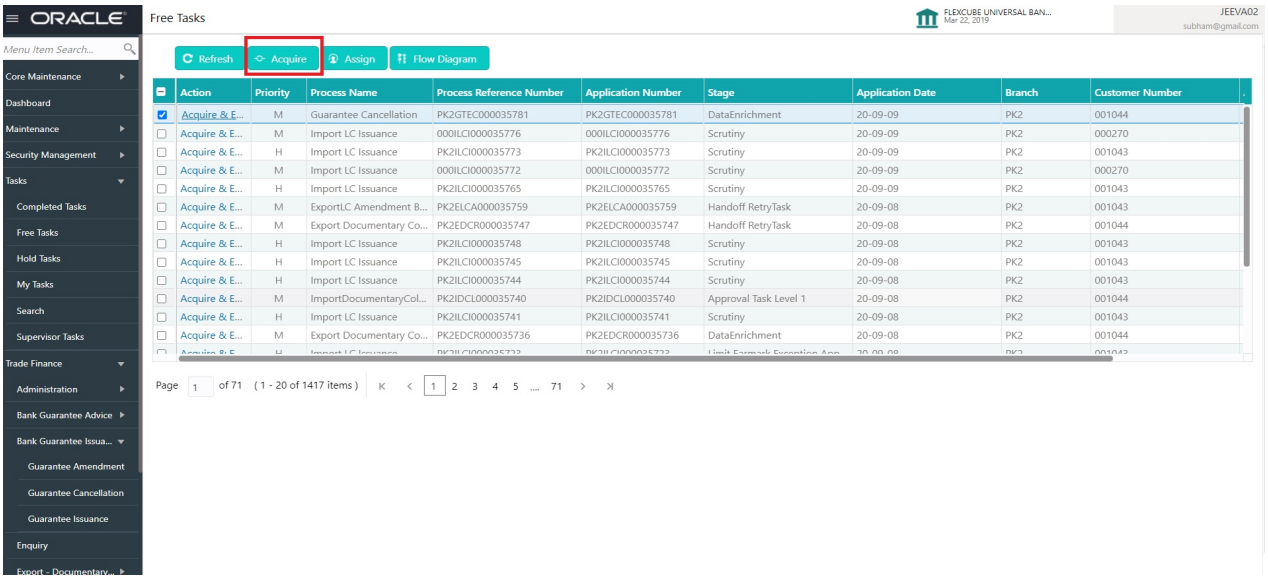
1. Using the entitled login credentials for Data Enrichment stage, login to the OBTFPM application.



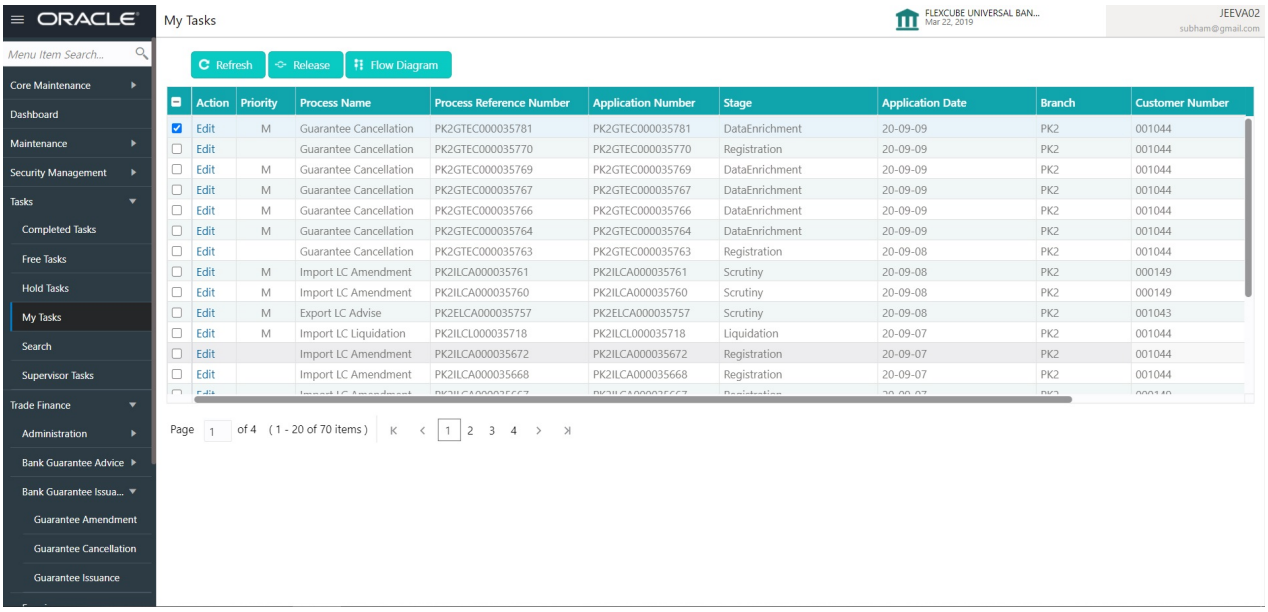

2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.
3. Click **Trade Finance> Tasks> Free Tasks.**




4. Select the appropriate cancellation task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task.




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




The Guarantee Cancellation - Data Enrichment stage has three sections as follows:

- Main Details
- Acknowledgment Details
- Additional Fields
- Advices
- Additional Details
- Summary

Let's look at the details for Guarantee Cancellation - Data Enrichment stage.

User can enter/update the following fields. Some of the fields that are already having value from registration/online channels may not be editable.

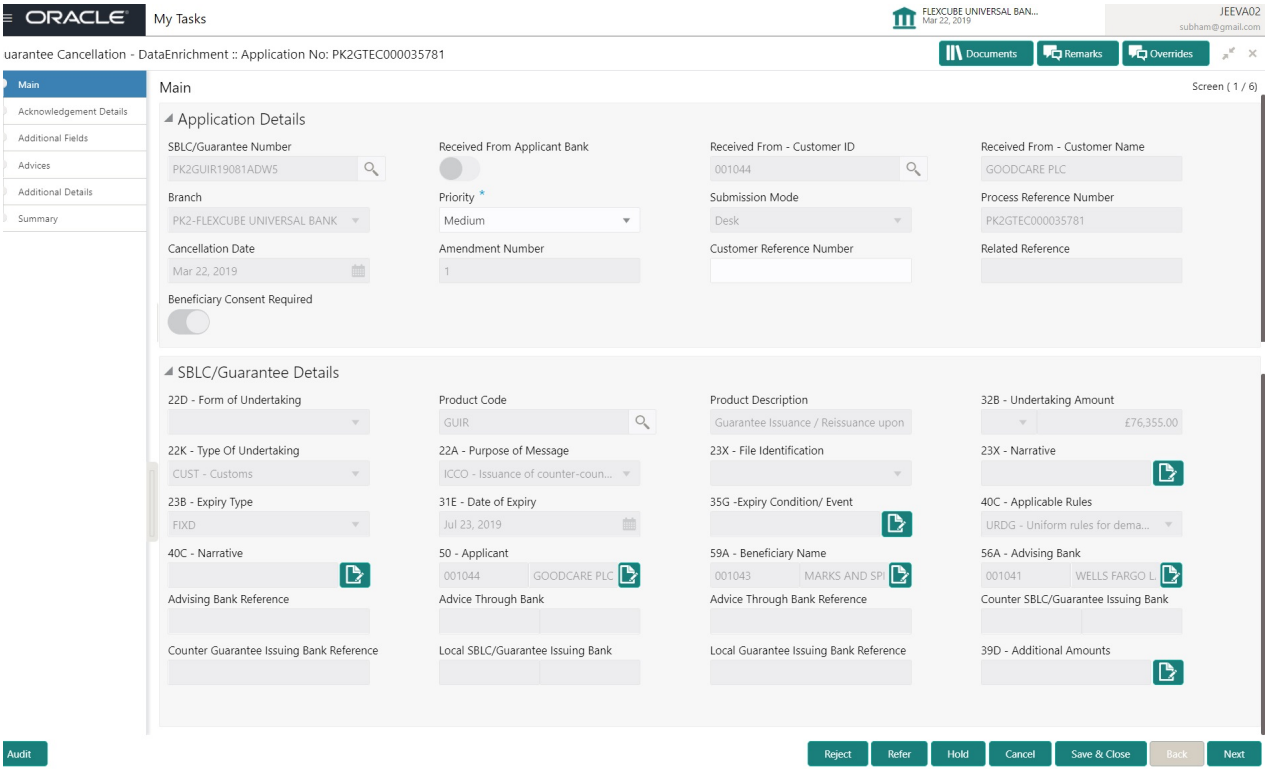
## Main Details

Main details section has three sub section as follows:

- Application Details
- SBLC/ Guarantee Details

### Application Details

Refer to Registration for more information of the fields.




### SBLC/ Guarantee Details

The fields listed under this section are same as the fields listed under the SBLC Guarantee Details section in Registration. During Registration, if user has not captured input, then user can capture the details in this section.

## Action Buttons

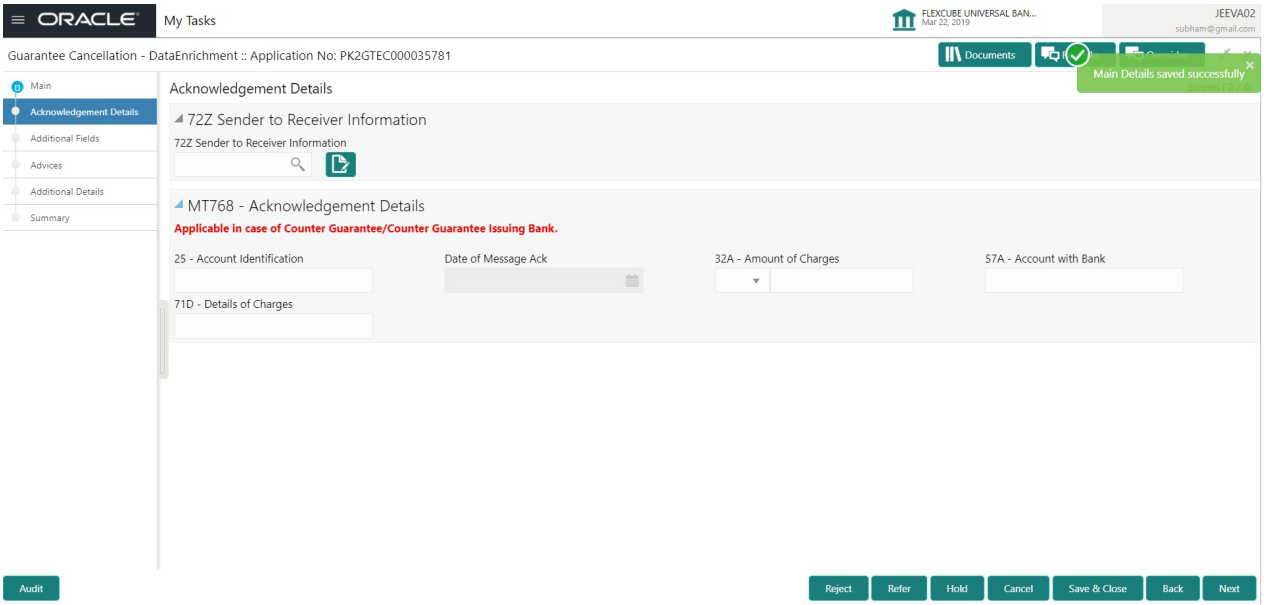
Use action buttons based on the description in the following table:

| Field | Description |
|---|---|
| Documents | Click the Documents icon to View/Upload the required documents.<br>Application will display the mandatory and optional documents.<br>The user can view and input/view application details simultaneously.<br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application. |
| Remarks | Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users. |
| Overrides | Click to view overrides, if any. |
| Reject | On click of Reject, user must select a Reject Reason from a list displayed by the system and the task may get terminated or moved to Reject Approval Stage. |
| Refer | User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system.<br>Refer Codes:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance- Limits<br>• R5 - Others |
| Hold | The details provided will be registered and status will be on hold. |
| Cancel | Cancels the details captured in the screen. The task will get deleted. |
| Save and Close | User will save the information provided and close the details captured.<br>This option will not submit the request. |

| Field | Description |
|---|---|
| Next | On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment. |

## Acknowledgement Details

At this stage user can update details for the acknowledgment and response details. This Acknowledgment related section is applicable only for Counter Issuing bank and Local issuing bank.




| Field | Description | Sample Values |
|---|---|---|
| Acknowledgment Details<br>(This is applicable in case of Counter Guarantee/Counter Counter Guarantee Issuing Bank) | | |
| Account Identification | Provide the values for account identification. | |
| Date of Message Ack | Read Only.<br>System defaults the current system date as date of message acknowledgment. | |
| Amount of Charges | Provide the values for the amount of charges. | |
| Account with Bank | User can enter the account with bank details. | |
| Details of Charges | Provide the details of charges if applicable. | |
| Sender to Receiver Information | Provide sender to receiver details if applicable. | |

## Action Buttons

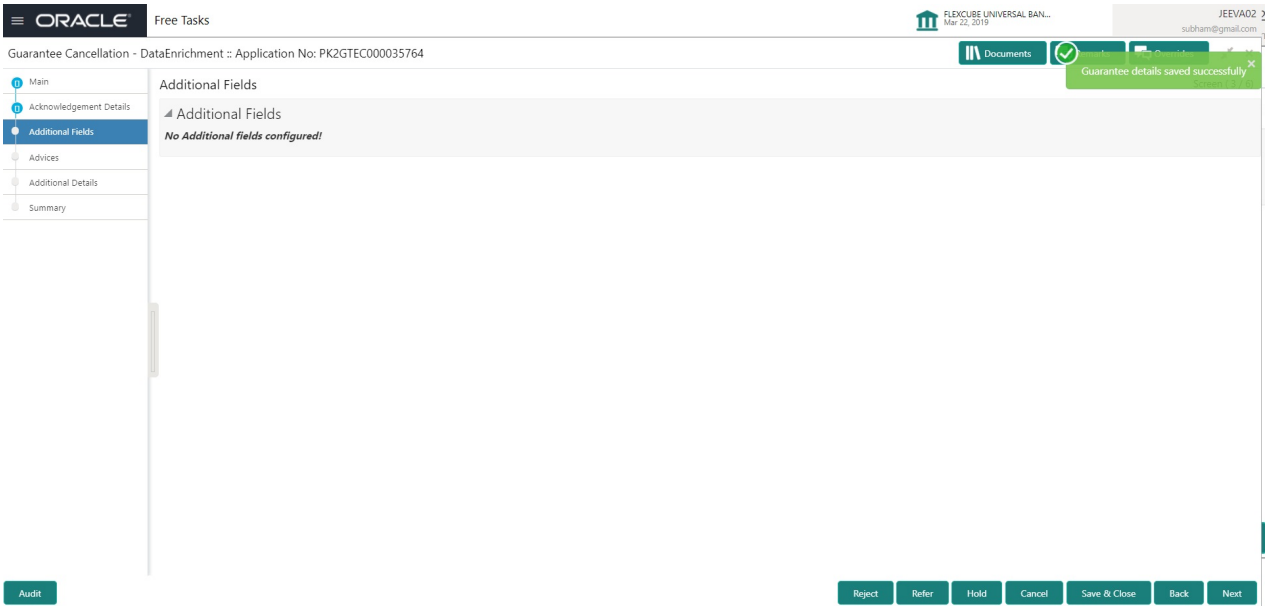
Use action buttons based on the description in the following table:

| Field | Description |
|---|---|
| Documents | Click the Documents icon to View/Upload the required documents.<br>Application will display the mandatory and optional documents. |
| Remarks | Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users. |
| Overrides | Click to view overrides, if any. |
| Reject | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br>The reject codes are:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance- Limits<br>• R5 - Others. The user would be able to select a Reject code and give a Reject Description.<br>Other users should be able to see the reject reason in remarks window throughout the process. |
| Refer | User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system.<br>Refer Codes:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance- Limits<br>• R5 - Others |
| Hold | The details provided will be registered and status will be on hold. |
| Cancel | Cancels the details captured in the screen. The task will get deleted. |
| Save and Close | User will save the information provided and close the details captured.<br>This option will not submit the request. |

| Field | Description |
|---|---|
| Next | On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment. |
| Back | On click **Back,** user navigates to previous step. |

## Additional Fields

This step system defaults the Additional details based on the Additional fields maintained in the system.




### Action Buttons

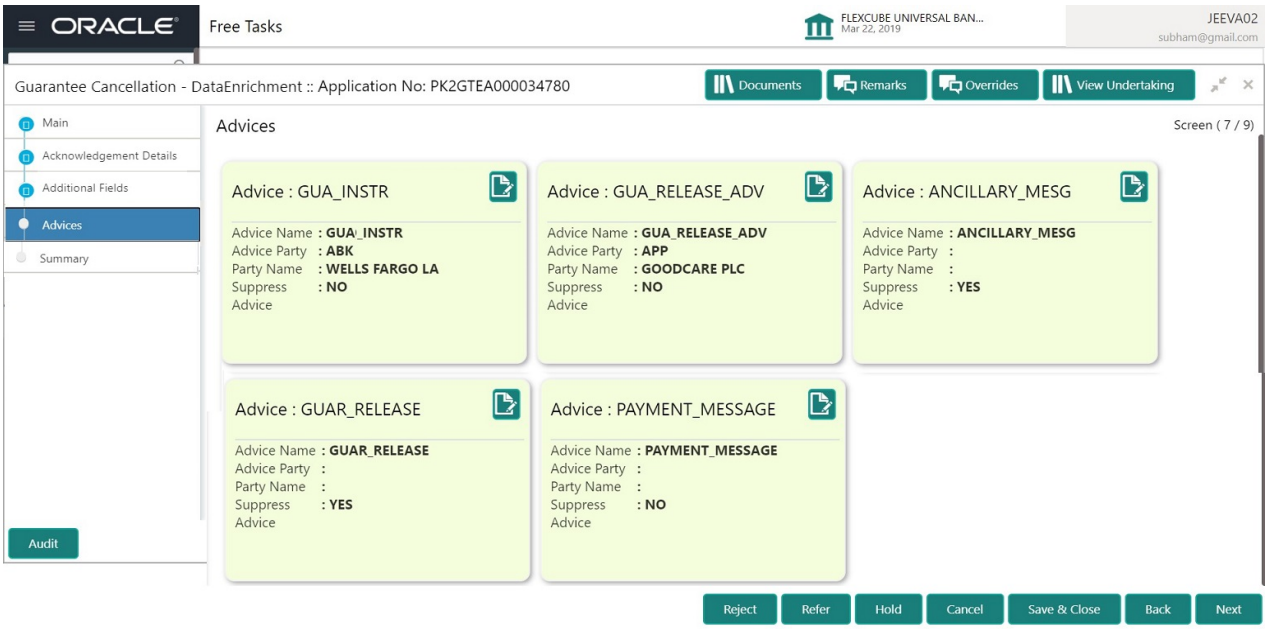
Use action buttons based on the description in the following table:

| Field | Description |
|---|---|
| Documents | Click the Documents icon to View/Upload the required documents.<br>Application will display the mandatory and optional documents. |
| Remarks | Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users. |
| Overrides | Click to view overrides, if any. |

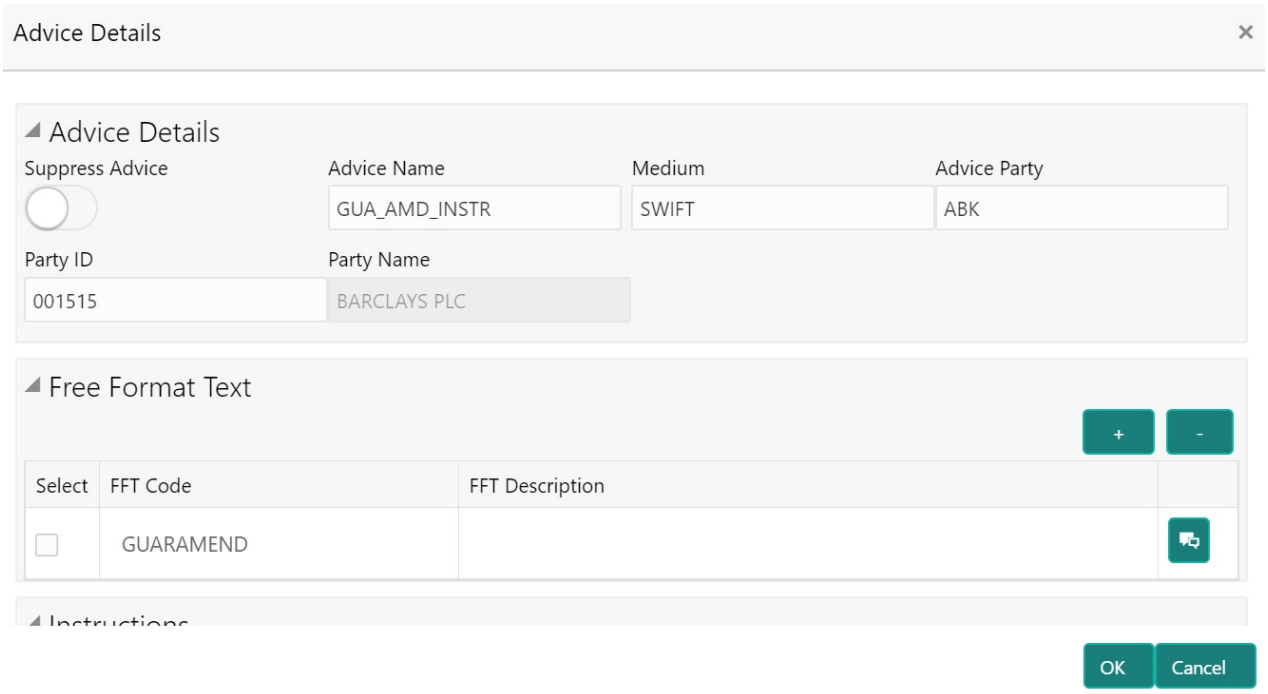
| Field | Description |
|---|---|
| Reject | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br>The reject codes are:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance- Limits<br>• R5 - Others. The user would be able to select a Reject code and give a Reject Description.<br>Other users should be able to see the reject reason in remarks window throughout the process. |
| Refer | User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system.<br>Refer Codes:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance- Limits<br>• R5 - Others |
| Hold | The details provided will be registered and status will be on hold. |
| Cancel | Cancels the details captured in the screen. The task will get deleted. |
| Save and Close | User will save the information provided and close the details captured.<br>This option will not submit the request. |
| Back | On click **Back,** user navigates to previous step. |
| Next | On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment. |

## Advices

This section defaults the advices maintained for the product based on the advices maintained at the Product level.




The user can also suppress the Advice, if required.




| Field | Description | Sample Values |
|---|---|---|
| Suppress Advice | **Toggle on**: Switch on the toggle if advice is suppressed.<br>**Toggle off**: Switch off the toggle if suppress advice is not required. | |
| Advice Name | User can select the instruction code as a part of free text. | |

| Field | Description | Sample Values |
|---|---|---|
| Medium | The medium of advices is defaulted from the system. User can update if required. | |
| Advice Party | Value be defaulted from Guarantee /SBLC Issuance. User can update if required. | |
| Party ID | Value be defaulted from Guarantee /SBLC Issuance. User can update if required. | |
| Party Name | Read only field.<br>Value be defaulted from Guarantee /SBLC Issuance. | |
| Free Format Text | | |
| FTT Code | User can select the FFT code as a part of free text. | |
| FFT Desciption | FFT description is populated based on the FFT code selected. | |
| | Click plus icon to add new FFT code. | |
| | Click minus icon to remove any existing FFT code. | |
| Instruction Details | | |
| Instruction Code | User can select the instruction code as a part of free text. | |
| Instruction Description | Instruction description is populated based on the FFT code selected. | |
| | Click plus icon to add new instruction code. | |
| | Click minus icon to remove any existing instruction code. | |

### Action Buttons

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

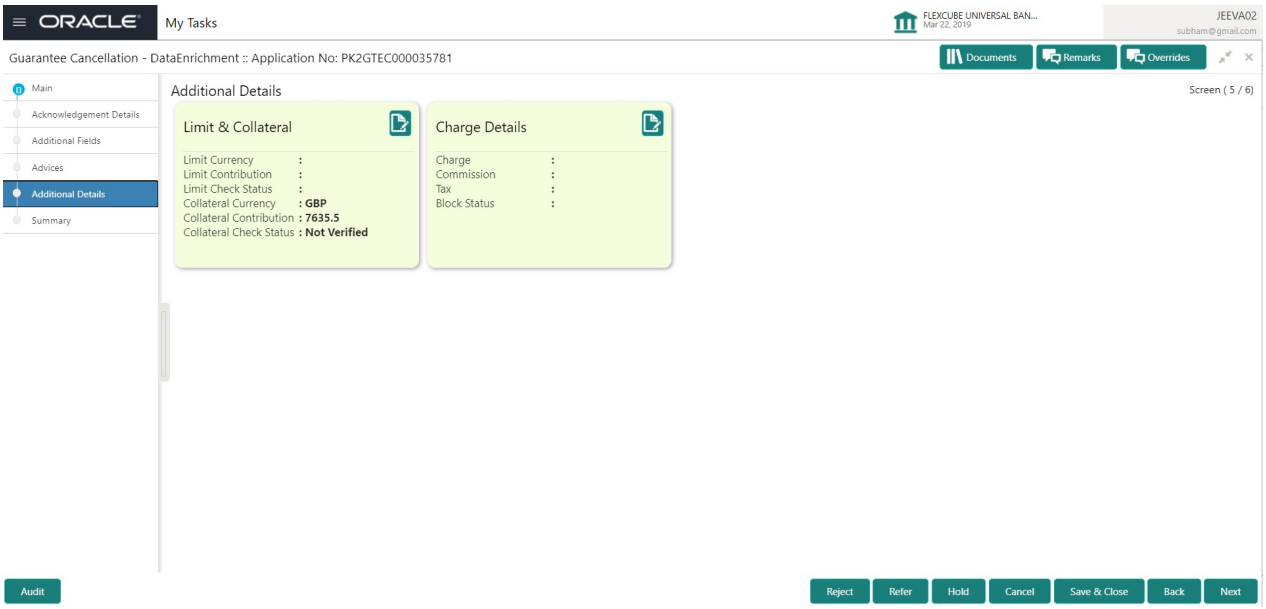
| Field | Description |
|---|---|
| Documents | Click the Documents icon to View/Upload the required documents.<br>Application will display the mandatory and optional documents. |
| Remarks | Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users. |
| Overrides | Click to view overrides, if any. |
| Reject | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br>The reject codes are:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance- Limits<br>• R5 - Others. The user would be able to select a Reject code and give a Reject Description.<br>Other users should be able to see the reject reason in remarks window throughout the process. |
| Refer | User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance- Limits<br>• R5 - Others |
| Hold | The details provided will be registered and status will be on hold. |
| Cancel | Cancels the details captured in the screen. The task will get deleted. |
| Save and Close | User will save the information provided and close the details captured.<br>This option will not submit the request. |
| Back | On click **Back**, user navigates to previous step. |

| Field | Description |
|---|---|
| Next | On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment. |

## Additional Details

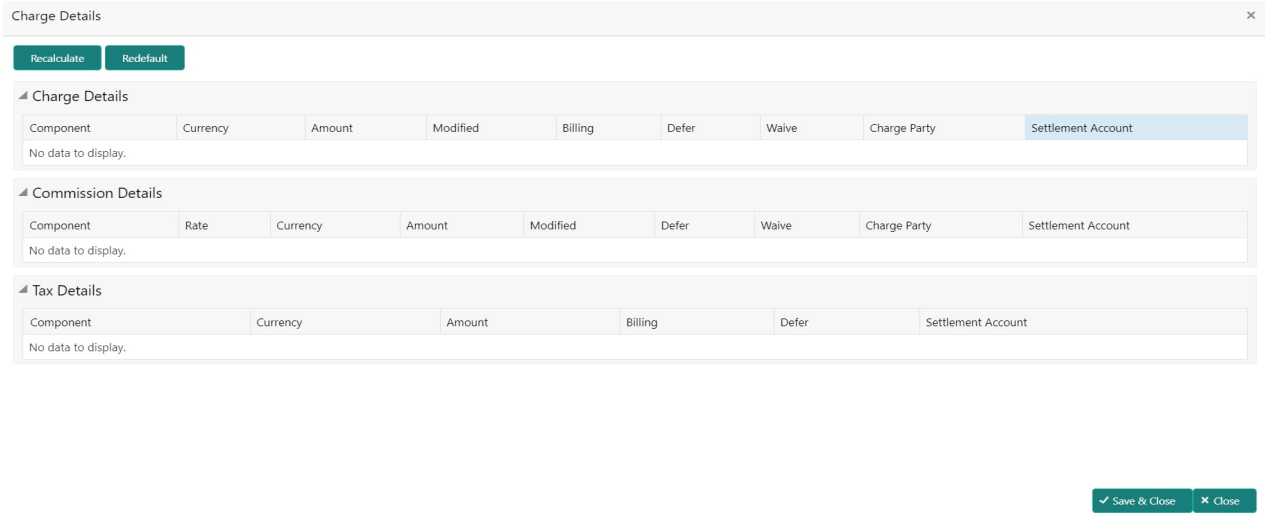
In the Additional details section, the user can verify/input/update the additional details data segment of the Guarantee/SBLC Cancellation request.

Guarantee cancellation may have impact on the Charges & Commission section.




## Charge Details

After Advices, click on Next button and on landing the additional tab, charges and tax if any will get defaulted from Back end simulation. If default charges are available under the product, they should be defaulted here with values. If customer or customer group specific charges are maintained, then the same will be defaulted from back end system.



Provide the Charge Details based on the description provided in the following table:

| Field | Description | Sample Values |
|---|---|---|
| Component | Charge Component type. | |
| Currency | Defaults the currency in which the charges have to be collected. | |
| Amount | An amount that is maintained under the product code gets defaulted in this field. User can edit the value, if required. | |
| Modified | User can enter a new amount in 'Modified amount' field. This will be the new charge for the modified component. | |
| Billing | If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. | |
| Defer | If charges have to be deferred and collected at any future step, this check box has to be selected. | |
| Waive | If charges have to be waived, this check box has to be selected.<br>Based on the customer maintenance, the charges should be marked for Billing or for Defer. | |
| Charge Party | Charge party will be applicant by default. You can change the value to beneficiary | |
| Settlement Account | Details of the settlement account. | |

### Commission Details

Provide the Commission Details based on the description provided in the following table:

| Field | Description | Sample Values |
|---|---|---|
| Component | Select the commission component | |
| Rate | Defaults from product. User can change the rate, if required. | |
| Currency | Defaults the currency in which the commission needs to be collected | |
| Amount | An amount that is maintained under the product code defaults in this field. User can modify the value, if required. | |
| Modified | From the default value, if the rate or amount is changed, the modified value gets updated in the modified amount field. | |

| Field | Description | Sample Values |
|---|---|---|
| Defer | Select the check box, if charges/commissions has to be deferred and collected at any future step. | |
| Waive | Select the check box to waive charges/ commission.<br>Based on the customer maintenance, the charges/commission can be marked for Billing or Defer. | |
| Charge Party | Charge party will be 'Applicant' by Default. You can change the value to Beneficiary. | |
| Settlement Account | Details of the Settlement Account. | |

### Tax Details

The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/ commission will be available on click of Re-Calculate button or on hand off to back-end system. Tax details are defaulted from the back-end system.

Following Tax Details will be displayed:

| Field | Description | Sample Values |
|---|---|---|
| Component | Tax Component type. | |
| Currency | The tax currency is the same as the commission. | |
| Amount | The tax amount defaults based on the percentage of commission maintained. User can edit the tax amount, if required. | |
| Billing | If tax are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. | |
| Defer | Select the check box, if charges/commissions has to be deferred and collected at any future step. | |
| Settlement Account | Details of the settlement account. | |

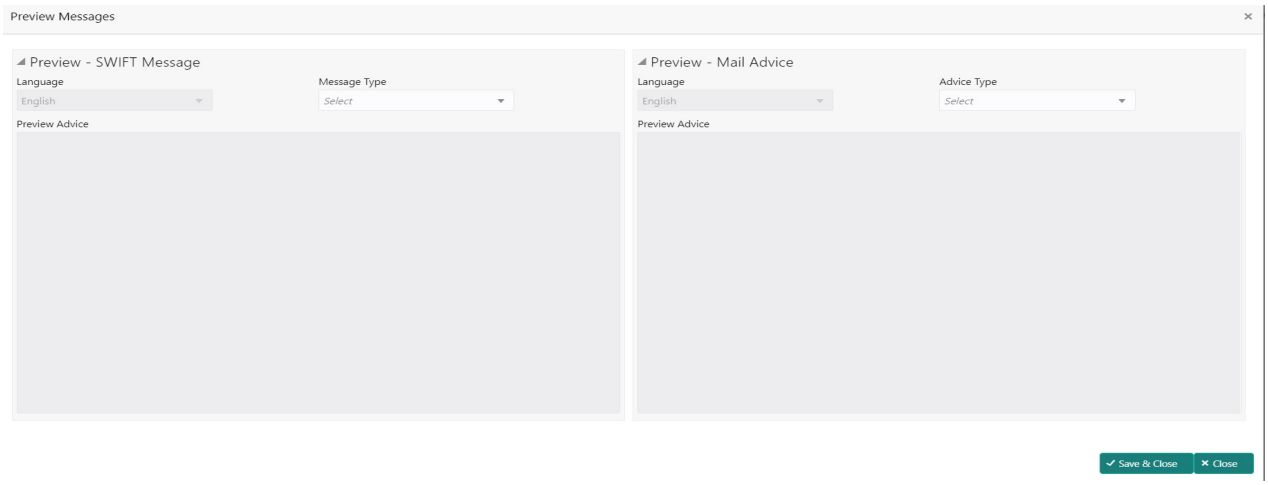
## Preview

The bank user can view a preview of the outgoing SWIFT message and advise simulated from back office.

The Preview section consists of following.

## Preview – SWIFT and Advise

Based on the guarantee cancellation captured in the previous screen, the preview message simulated from the back office and the user can view the message.




| Field | Description | Sample Values |
|---|---|---|
| Preview SWIFT Message | | |
| Currency | The tax currency is the same as the commission. | |
| Language | Select the language for the SWIFT message. | |
| Message Type | Select the message type. | |
| Preview Advice | Display a preview of the draft message. | |
| Preview Mail Device | | |
| Language | Select the language for the advice message. | |
| Advice Type | Select the advice type. | |
| Message Type | Display a preview of the advice. | |
| Draft Confirmation Required | This toggle enables the user to select if draft confirmation is required or not | |
| Following fields will have values on receipt of customer response. | | |
| Customer Response | User can enter the response received from customer. If the response is received online, the response is auto populated in this field by the system | |
| Customer Remarks | Remarks from the customer for the draft | |
| Response Date | Customer Response received date. | |
| Default Email list | Default email address of the customer. | |
| Add Recipients | Enables to add more recipients for the customer response. | |

### Action Buttons

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

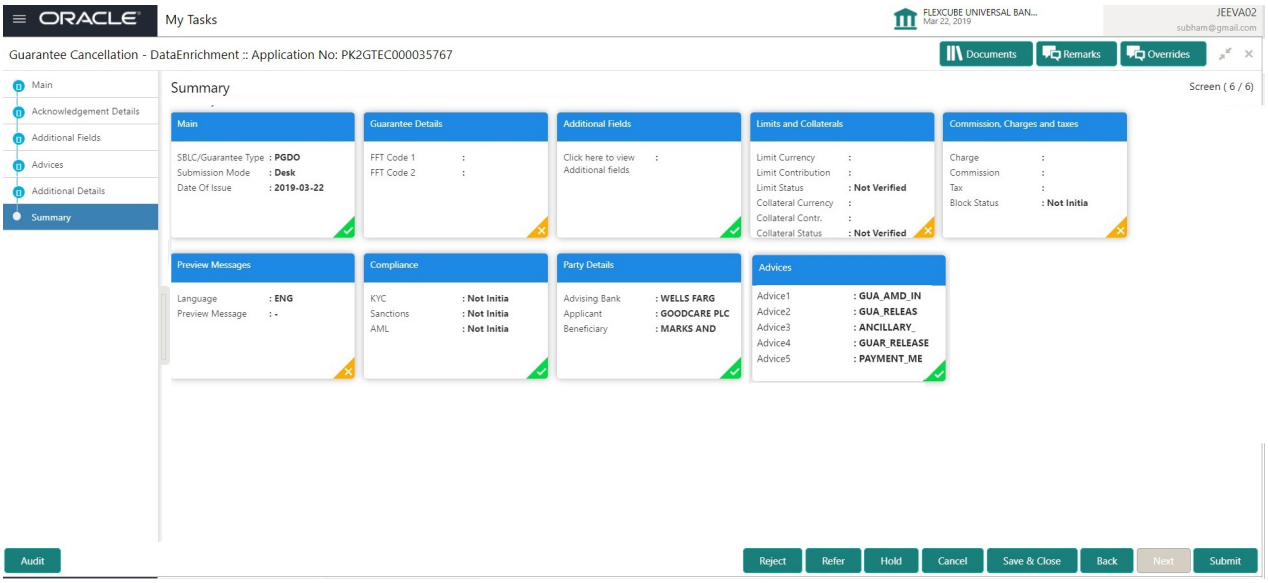
| Field | Description |
|---|---|
| Documents | Click the Documents icon to View/Upload the required documents.<br>Application will display the mandatory and optional documents. |
| Remarks | Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users. |
| Overrides | Click to view overrides, if any. |
| Reject | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br>The reject codes are:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance- Limits<br>• R5 - Others. The user would be able to select a Reject code and give a Reject Description.<br>Other users should be able to see the reject reason in remarks window throughout the process. |
| Refer | User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance- Limits<br>• R5 - Others |
| Hold | The details provided will be registered and status will be on hold. |
| Cancel | Cancels the details captured in the screen. The task will get deleted. |
| Save and Close | User will save the information provided and close the details captured.<br>This option will not submit the request. |
| Back | On click **Back**, user navigates to previous step. |

| Field | Description |
|---|---|
| Next | On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment. |

## DE - Summary

User can review the summary screen of Guarantee/SBLC Cancellation request.

Log in to Oracle Banking Trade Finance Process Management (OBTFPM) system to see the Summary tiles. The tiles must display a list of important fields with values. User can drill down from Summary Tiles into respective data segments.




### Tiles Displayed in Summary

- Main Details - User can view the details about application details and Guarantee/Standby.
- Party Details - User can view the party details like beneficiary, advising bank etc.
- Guarantee Details - User can view the Guarantee Details
- Additional Details - User can view the User Defined Field details.
- Additional Details - User can view the comprehensive fields with the previous value and new value.
- Commission, Charges, Taxes - User can view the charge details.
- Additional Fields - User can view the UDF maintained.
- Advices - User can view the advices details.

## Action Buttons

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

| Field | Description | Sample Values |
|---|---|---|
| Documents | Click the Documents icon to View/Upload the required documents.<br>Application will display the mandatory and optional documents. | |

| Field | Description | Sample Values |
|---|---|---|
| Remarks | Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users. | |
| Overrides | Click to view overrides, if any. | |
| Reject | On click of Reject, user must select a reject reason from a list displayed by the system.<br>Reject Codes:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others. The user would be able to select a Reject code and give a Reject Description<br>Other users should be able to see the reject reason in remarks window throughout the process. | |
| Refer | User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system.<br>Refer Codes.<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others. | |
| Hold | The details provided will be registered and status will be on hold.<br>This option is used, if there are any pending information yet to be received from applicant. | |
| Cancel | Cancel the Scrutiny Stage Inputs. | |
| Save & Close | Save the information provided and holds the task in you queue for working later.<br>This option will not submit the request | |
| Submit | Task will get moved to next logical stage of Guarantee Issuance.<br>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. | |

## Multi Level Authorization

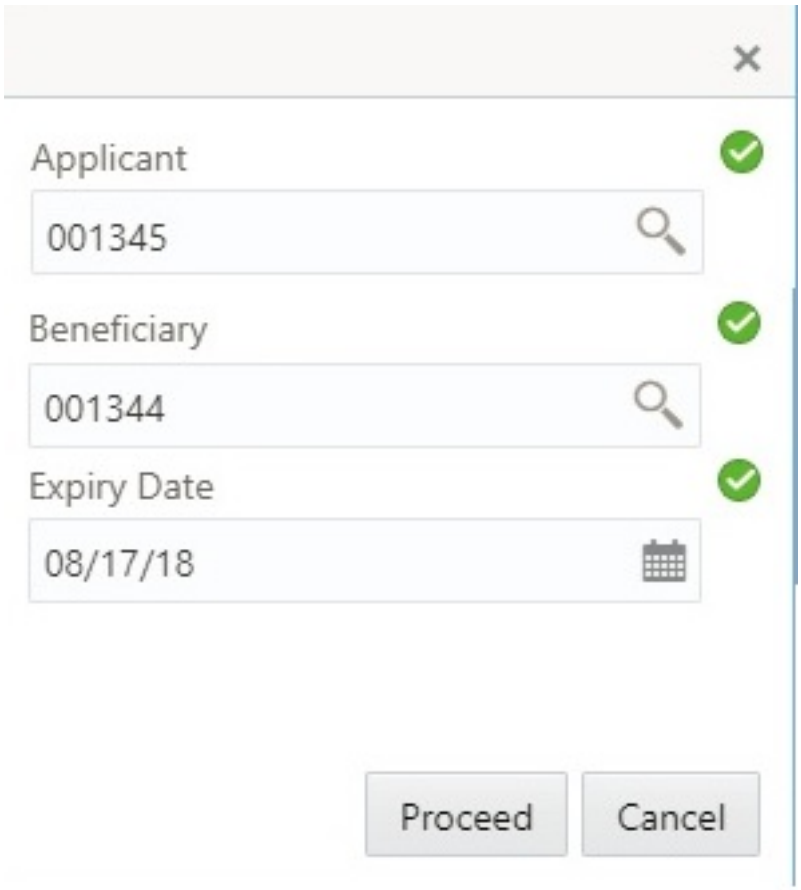
The Approval user can approve a Guarantee Cancellation request.

As an approver user, log in into OBTFPM application the Guarantee/SBLC Cancellation task should be available in the Free Task. The user can acquire the task.

## Re-Key Authorization

If rekey authorization set up is available, then on clicking Acquire, the task will land on the rekey authorization screen otherwise the task will land on the summary screen.

The user can view the details of multilevel approval stage of Guarantee Cancellation request in the Summary screen.




Click Next to view the Summary

### Tiles Displayed in Summary:

- Main Details - User can view the details about application details and LC details.
- Party Details - User can view the party details like beneficiary, advising bank etc., if required.
- Guarantee Details - User can view the Guarantee Details
- Additional Details - User can view the User Defined Field details.
- Commission, Charges and Taxes - User can view the charge details.
- Additional Fields - User can view the UDF maintained.
- Advices - User can view the advices details.

**Documents and Checklist: Documents:**

The approver user can view the uploaded documents and verify the same.

**Checklist**: The approver user can verify the uploaded documents.

**Remarks**: The approver user can view the remarks captured during various stages.

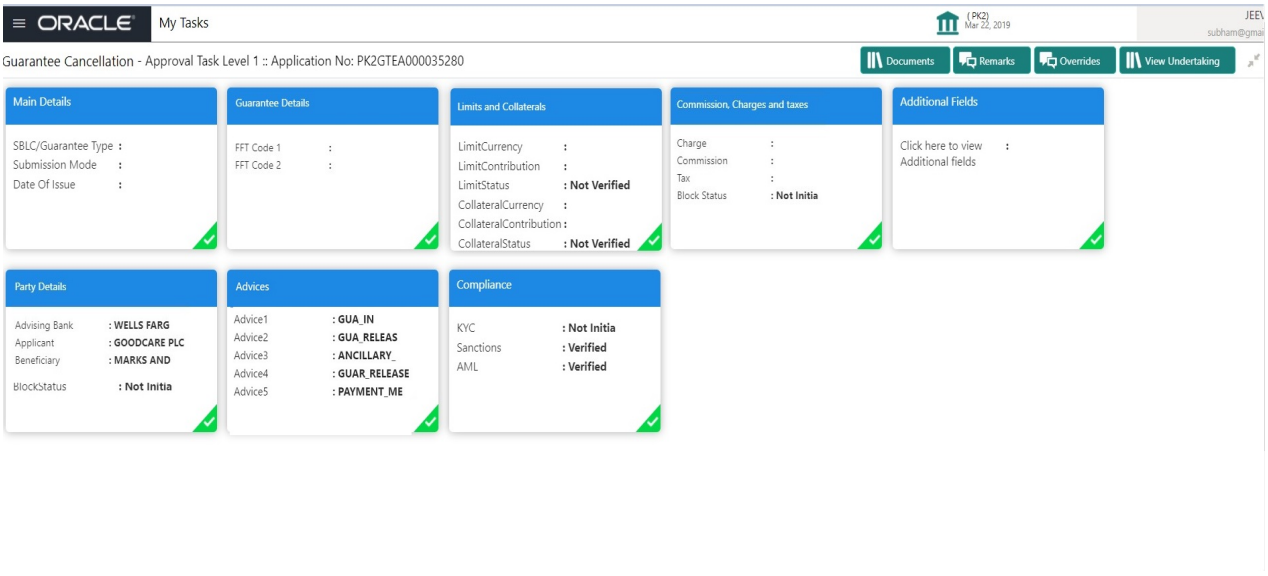
## Action Buttons

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

| Field | Description |
|---|---|
| Reject | On click of Reject, user must select a reject reason from a list displayed by the system.<br>Reject Codes:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others. The user would be able to select a Reject code and give a Reject Description<br>Other users should be able to see the reject reason in remarks window throughout the process. |
| Refer | User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system.<br>Refer Codes.<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others. |
| Hold | The details provided will be registered and status will be on hold.<br>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided. |
| Cancel | Cancels the Guarantee cancellation Registration stage inputs and system should clear the details captured in the screen. The task will get deleted. |
| Save and Close | Save the information provided and displays the task in you queue for working later.<br>This option will not submit the request |
| Back | On click **Back**, user navigates to previous step. |

| Field | Description |
|---|---|
| Submit | Task will get moved to next logical stage of Guarantee Cancellation.<br><br>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. |

## Approval Summary Screen



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# References

For more information on any related features, you can refer to the following documents:

- Getting Started User Guide
- Common Core User Guide

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