Guarantee Issuance Closure User Guide

Oracle Banking Trade Finance Process Management

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Oracle Banking Trade Finance Process Management - Guarantee Issuance Closure User Guide
Oracle Financial Services Software Limited

Oracle Park
Off Western Express Highway
Goregaon (East)
Mumbai, Maharashtra 400 063
India
Worldwide Inquiries:
Phone: +91 22 6718 3000
Fax: +91 22 6718 3001
www.oracle.com/financialservices/

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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 Issuance Closure

The Guarantee Issuance Closure process enables the closure of a Guarantee/SBLC after the expiry date but before the auto closure date. Guarantees/SBLC have a pre-scheduled auto closure date, which is a few days after the expiry of undertaking.

In the subsequent sections, let's look at the details for Guarantee Issuance Closure process:

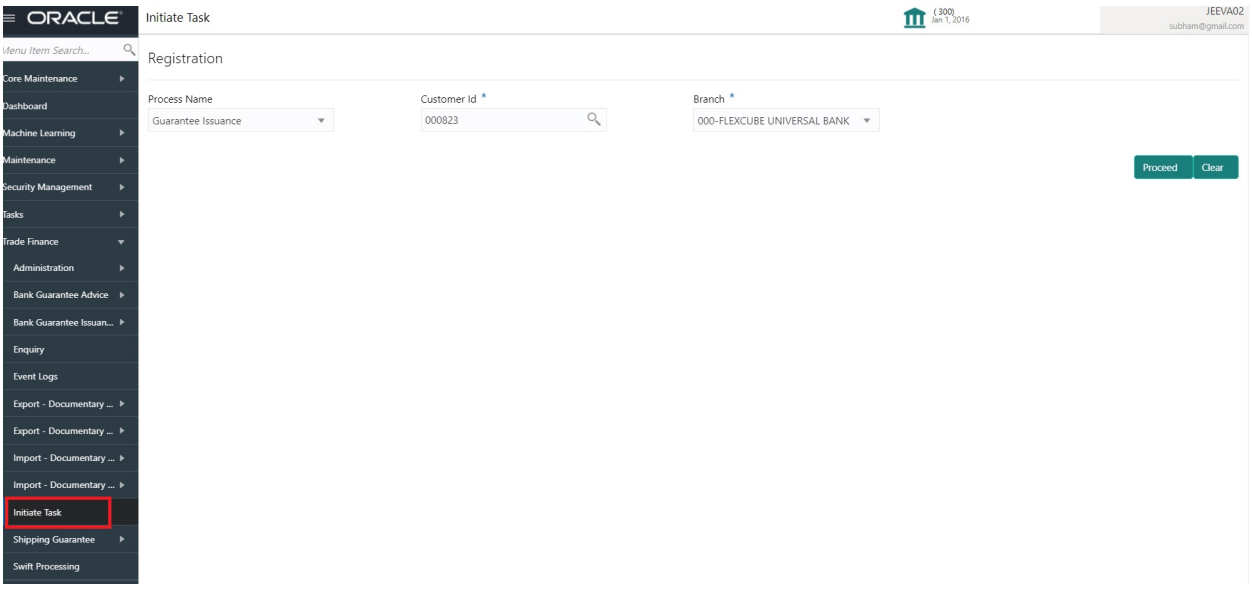
This section contains the following topics:

Common Initiation Stage	Registration
Data Enrichment	Multi Level Approval
Customer - Acknowledgement letter Format	Customer - Reject Letter Format

Common Initiation Stage

The user can initiate the new guarantee issuance request from the common Initiate Task screen.

1. Using the entitled login credentials, login to the OBTFPM application.
2. Click **Trade Finance > Initiate Task.**



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

Field	Description
Process Name	Select the process name to initiate the task.
Customer ID	Select the customer id of the applicant or applicant's bank.
Branch	Select the branch.

Action Buttons

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

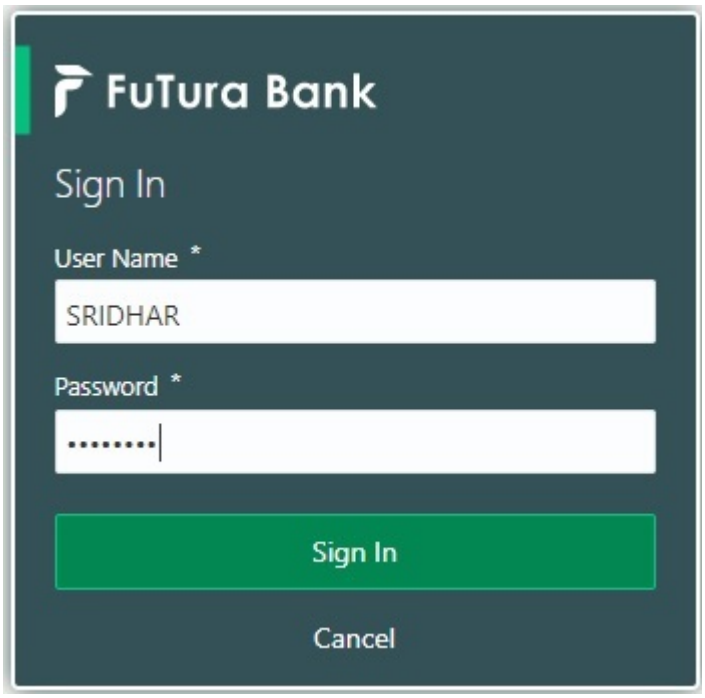
Field	Description
Proceed	Task will get initiated to next logical stage.
Clear	The user can clear the contents update and can input values again.

Registration

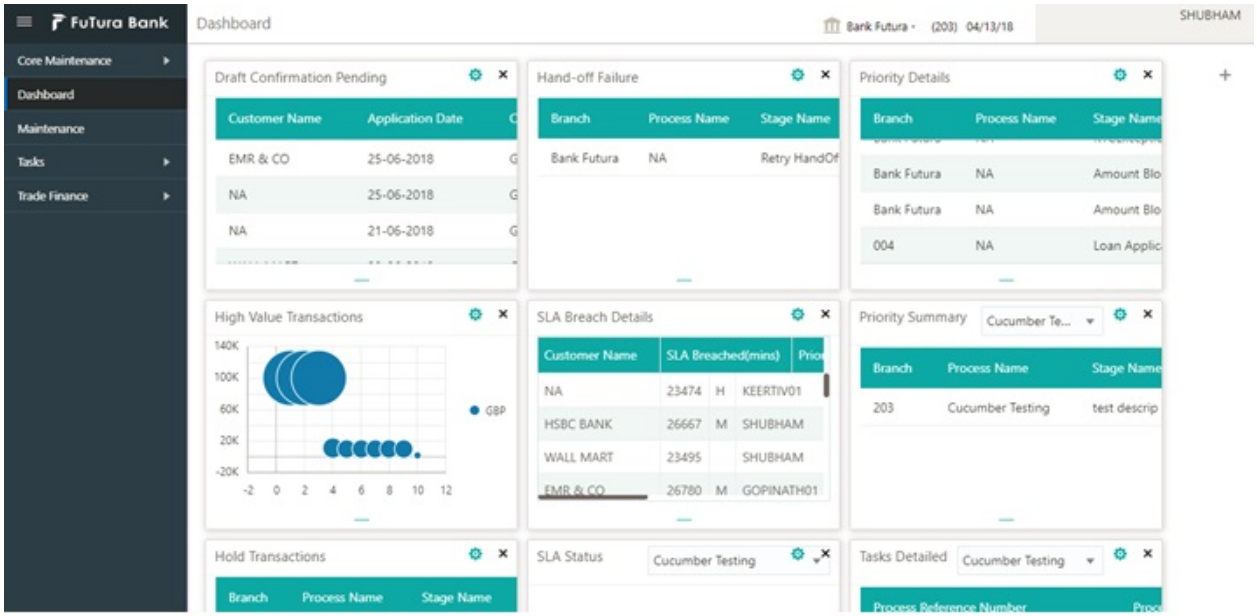
The user can register a request for the Closure of Guarantee/SBLC Issued received at the front desk (as an application received physically/received by mail/fax).

During registration stage, user can capture the basic details of the application, check the signature of the applicant and upload the related documents of the applicant. It also enables the user to capture some additional product related details as an option. On submit of the request, the customer will be notified with an acknowledgment and the request will be available for a Guarantee Issuance expert to handle the request in the next stage

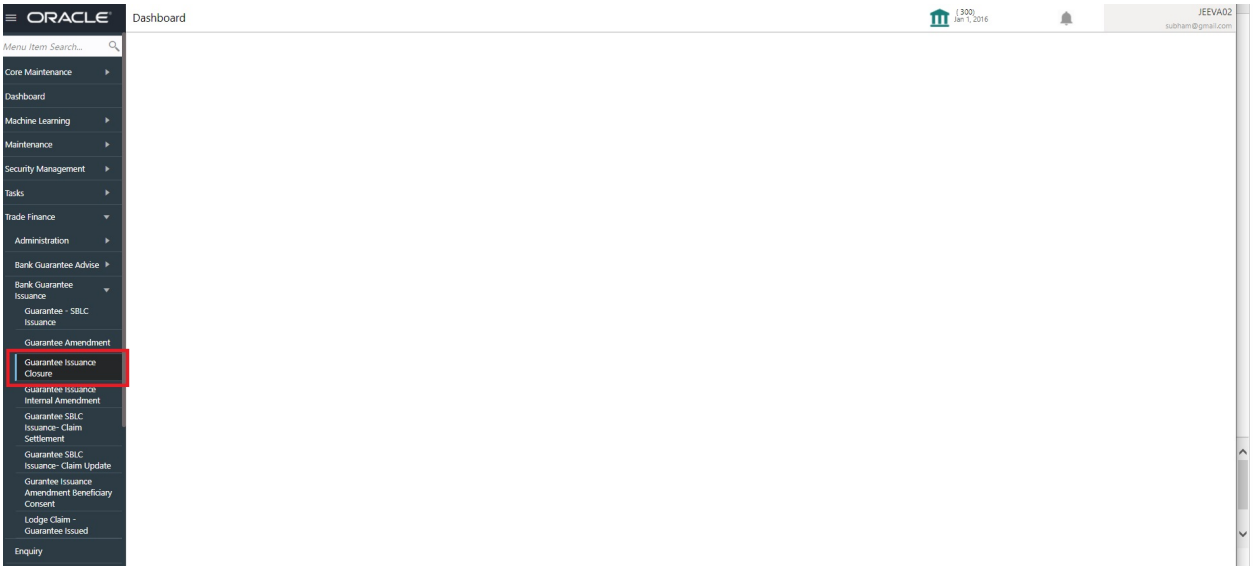
1. Using the entitled login credentials for registration stage, login to the OBTFPM application.



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

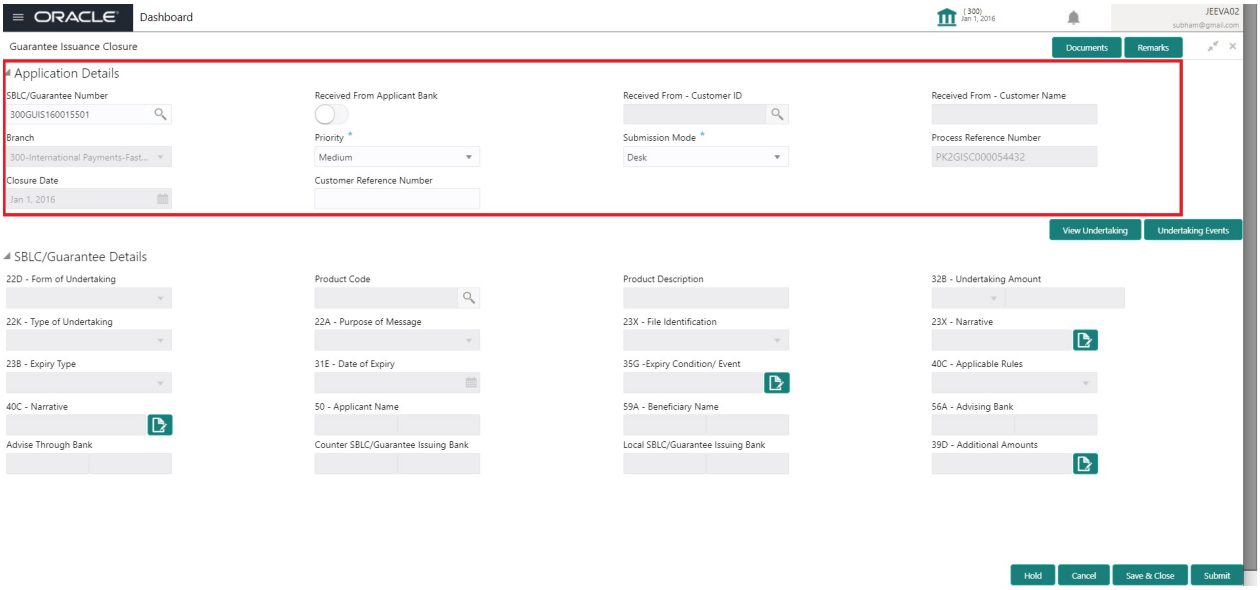


3. Click **Trade Finance> Bank Guarantee Issuance> Guarantee Issuance Closure.**



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

Application Details



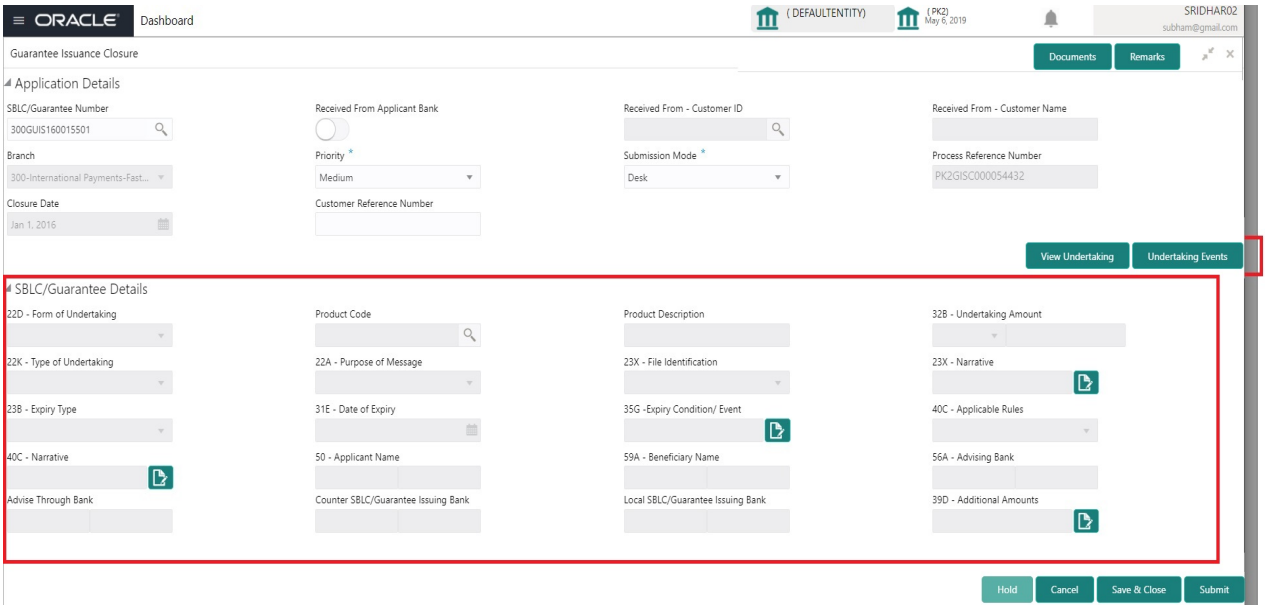
Provide the Application Details based on the description in the following table:

Field	Description	Sample Values
SBLC/Guarantee Number	User can enter the SBLC/Guarantee Number. Alternatively, user can search for the same by using the LOV. As part of LOV criteria; user can input the Undertaking Number, Applicant, Currency, Amount or User Reference Number. System should display all the SBLC/Guarantee contracts where: 1. Authorisation Status = Authorized 2. Status = Active 3. Expiry Date is earlier than Branch Date 4. Product Codes which are of Product Type = Guarantee/Stand By. User can select the particular SBLC/Guarantee that can be closed	
Received From Applicant bank	Read only field. Guarantee Issuance request received as per the latest Guarantee/SBLC details is displayed.	Toggle off
Received From - Customer ID	Read only field. Customer id of the applicant or applicant's bank as per the latest Guarantee/SBLC details is displayed.	001345

Field	Description	Sample Values
Received From - Customer Name	Read only field. Name of the customer or applicant. This field will be auto populated based on the selected customer ID as per the latest Guarantee/SBLC details.	EMR & CO
Branch	Read only field. Customer's home branch will be displayed based on the customer ID as per the latest Guarantee/ SBLC details.	203-Bank Futura -Branch FZ1
Priority	Priority maintained will be populated as either 'Low or Medium or High'. If priority is not maintained for a customer, 'Medium' priority will be defaulted.	High
Submission Mode	Submission mode of Guarantee Issuance request. By default the submission mode will have the value as 'Desk'. Allowed values are: **Desk-** Request received through Desk **Fax -** Request received through Fax **Email -** Request received through Email User is allowed to change the defaulted mode to another mode.	Desk
Process Reference Number	Read only field. Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.	203GTEISS000001134
Closure Date	Read only field. By default, the application will display branch's current date.	04/13/2018
Customer Reference Number	Read only field. User can enter the 'Reference number' provided by the applicant/applicant bank if any.	

SBLC/ Guarantee Details

Registration user can provide Guarantee details in this section.



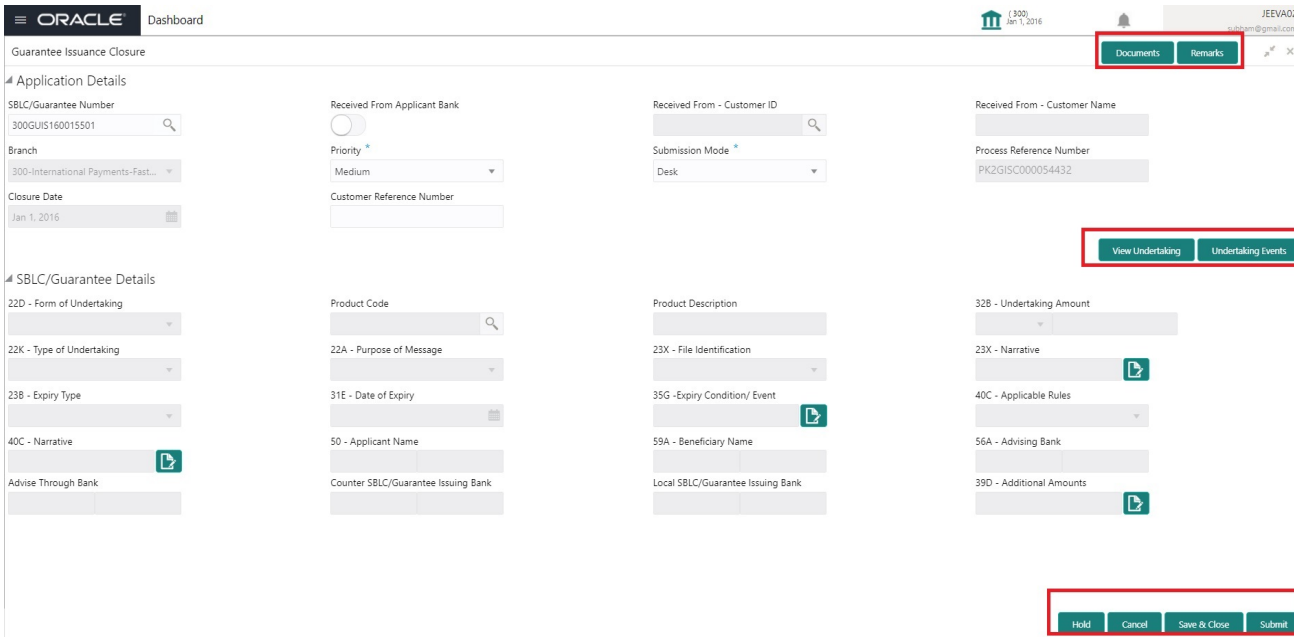
Provide the SBLC/Guarantee Details based on the description in the following table:

Field	Description	Sample Values
Form of Undertaking	Read only field. Form of Undertaking (Guarantee/Standby LC) as per the latest Guarantee/SBLC details is displayed.	
Product Code	Read only field. The product code used for SBLC/Guarantee Issuance should be displayed.	GUIS
Product Description	Read only field. The Product description as per the latest Guarantee/SBLC issuance is displayed.	Guarantee Issuance / Re-issuance upon receiving request
Undertaking Amount	Read only field. The amount of Undertaking as per the latest Guarantee/SBLC details is displayed.	
Type of Undertaking	Read only field. The type of Undertaking as per the latest Guarantee/SBLC details is displayed.	
Purpose of message	Read only field. The Purpose of message (Issue/Request) used during SBLC/Guarantee Issuance should be displayed.	

Field	Description	Sample Values
File Identification	Read only field. This File Identification as per the latest Guarantee/SBLC details is displayed.	
Narrative	Read only field. Narrative/Additional text as per the latest Guarantee/SBLC details is displayed.	
Expiry Type	Read only field. The type of Expiry as per the latest Guarantee/ SBLC details is displayed.	
Date Of Expiry	Read only field. The date of Expiry as per the latest Guarantee/ SBLC details is displayed.	09/30/18
Expiry Condition/Event	Read only field. The expiry condition/event as per the latest Guarantee/SBLC details is displayed.	
Applicable Rules	Read only field. Applicable Rules as per the latest Guarantee/ SBLC details is displayed.	URDG - Uniform rules for demand guarantees
Narrative	Read only field. Any kind of Narrative/Additional text as per the latest Guarantee/SBLC details is displayed.	
Applicant Name	Read only field. The Applicant details will be auto populated as per the latest Guarantee/SBLC details.	001345 Nestle
Beneficiary Name	Read only field. The beneficiary name whose favor the undertaking (or counter-undertaking) issued is displayed as per the latest Guarantee/SBLC details.	001344 EMR & CO
Advising Bank	Read only field. The advising bank as per the latest Guarantee/ SBLC details is displayed.	001343 - Bank Of America
Advising Through Bank	Read only field. Any additional bank requested to advise the undertaking as per the latest Guarantee/SBLC details is displayed.	
Counter SBLC/ Guarantee Issuing Bank	Read only field. The Counter Guarantee Issuance Bank as per the latest Guarantee/SBLC details is displayed.	

Field	Description	Sample Values
Local SBLC/Guarantee Issuing Bank	Read only field. The Local Guarantee Issuance Bank as per the latest Guarantee/SBLC details is displayed.	
Additional Amounts	Read only field. Any additional amounts related to undertaking as per the latest Guarantee/SBLC details is displayed.	

Miscellaneous



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

Field	Description	Sample Values
Documents	Upload the required documents. Application will display the mandatory and optional documents.	
Remarks	Provide any additional information regarding the Guarantee Issuance. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.	
View Undertaking	On click of this button, all SBLC/Guarantee details is displayed.	
Undertaking Events	On click of this button, User can view all the Undertaking events under the Guarantee/ SBLC Issued till date.	
Action Buttons	After providing required data, user can perform one of the below actions.	

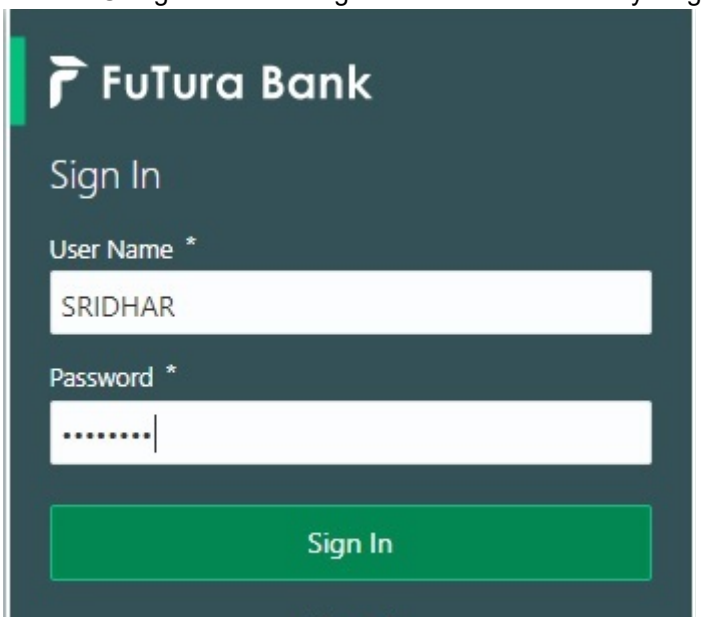
Field	Description	Sample Values
Submit	On Submit, system will trigger acknowledgment to the customer and give confirmation message for successful submission. Task will get moved to next logical stage of Guarantee Issuance Closure. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request.	
Cancel	On click of Cancel, the task gets cancelled and system should clear the details captured in the screen. The task will get deleted.	
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
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.	

Data Enrichment

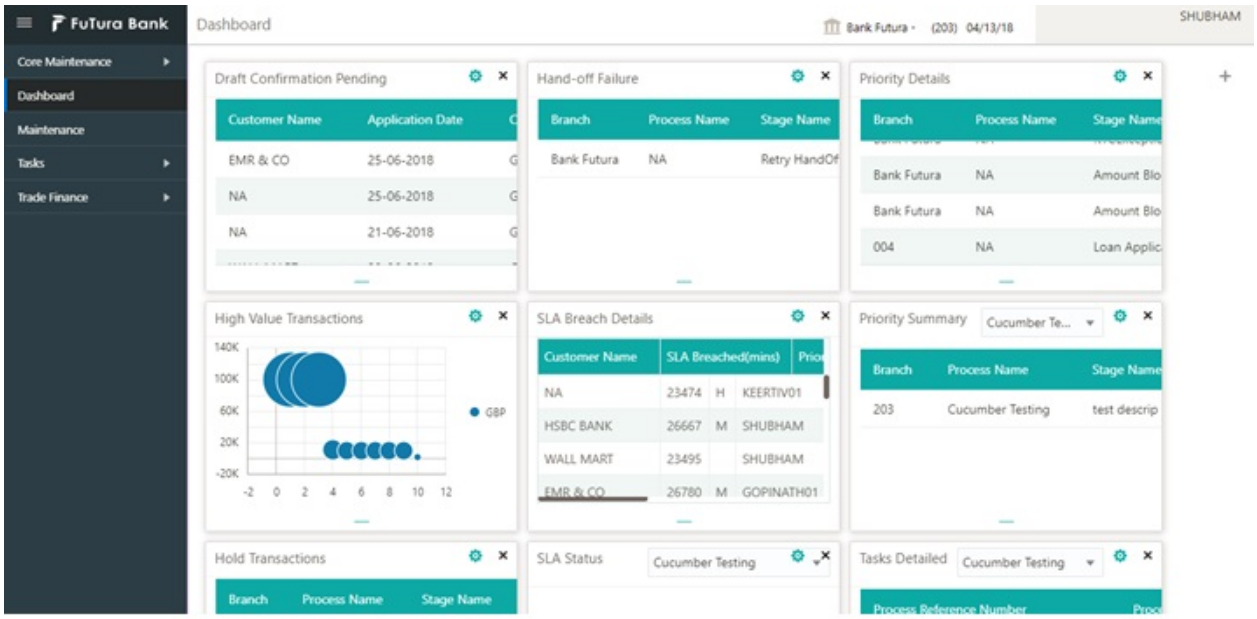
On successful completion of registration of a Guarantee issuance request, the request moves to the Data Enrichment stage. At this stage the gathered information during registration are scrutinized. The transaction will have the details entered during the registration stage.

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

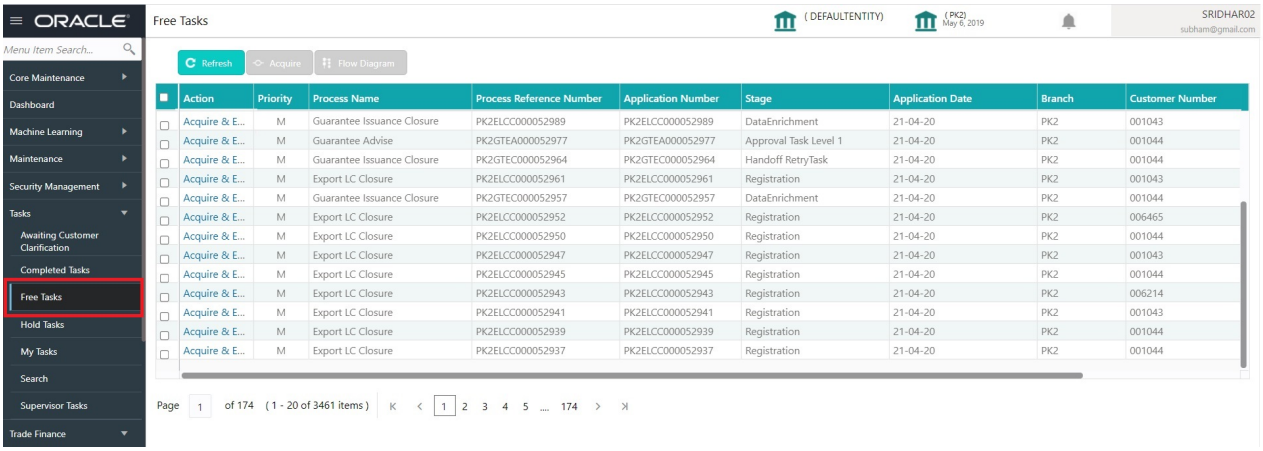
1. Using the entitled login credentials for scrutiny stage, login to the OBTFPM application.



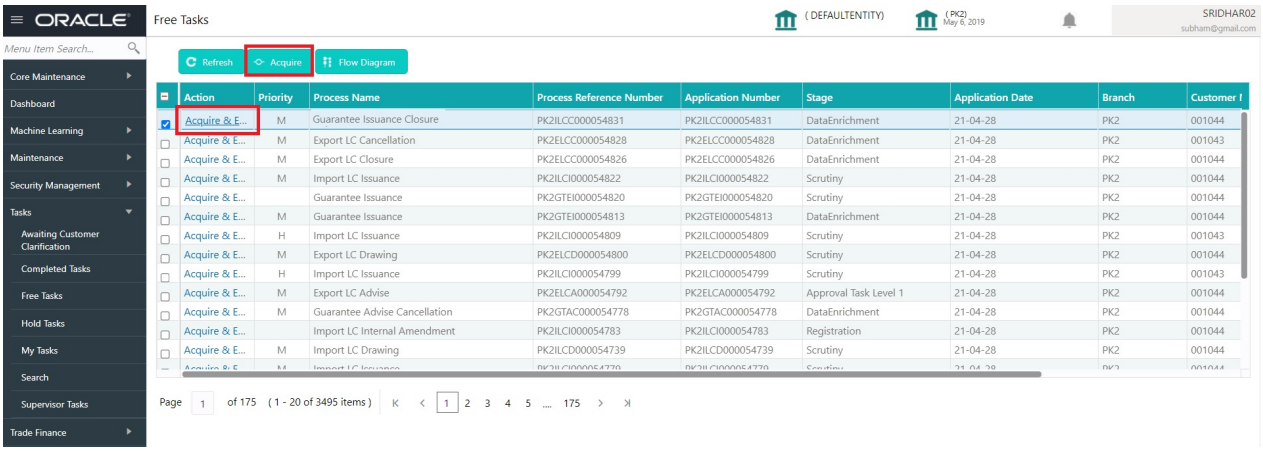
2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.



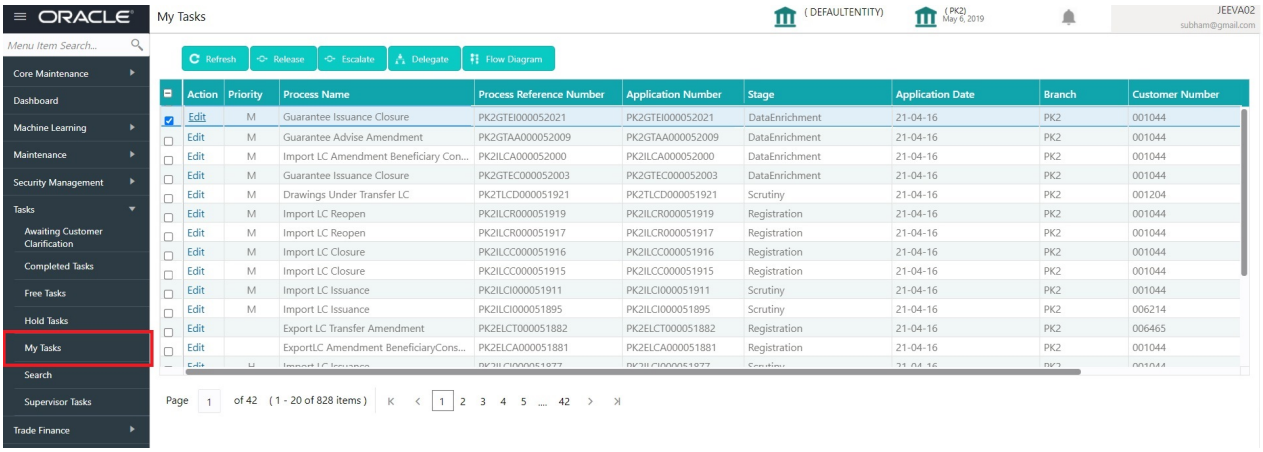
3. Click **Trade Finance> Tasks> Free Tasks.**



4. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.



5. The acquired task will be available in **My Tasks** tab. Click **Edit** to scrutinize the registered task.



The Data Enrichment stage has three sections as follows:

- Main Details
- Additional Fields
- Advices
- Additional Details
- Settlement Details
- Summary

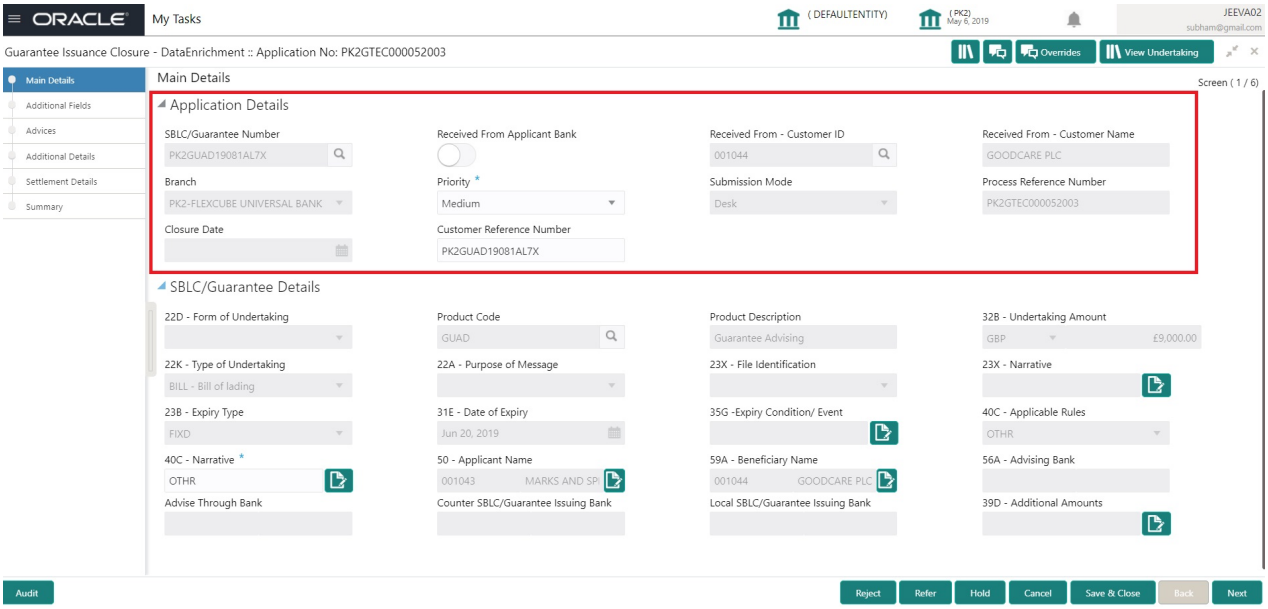
Let's look at the details for Data Enrichment stage. User can enter/update the following fields. Some of the fields that are already having value from registration/online channels may not be editable.

Main Details

Main details section has three sub section as follows:

- Application Details
- Guarantee Details

Application Details

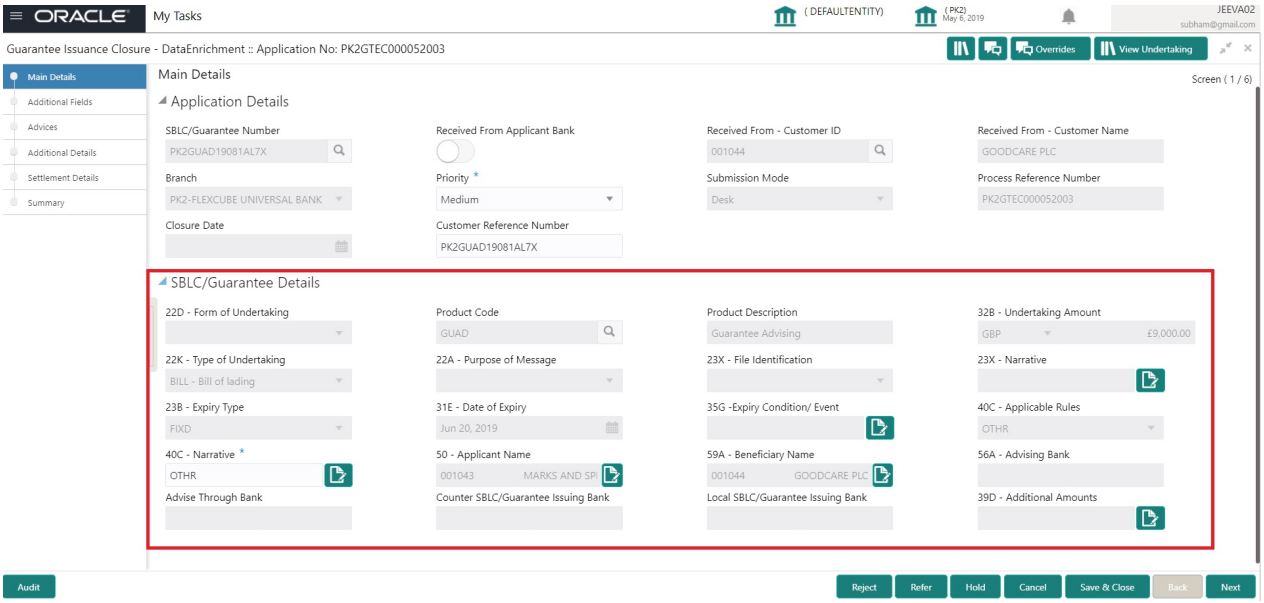


Provide the Application Details based on the description in the following table:

Field	Description	Sample Values
SBLC/Guarantee Number	Read only field. SBLC/Guarantee Number selected for closure is displayed.	
Received From Applicant bank	Read only field. Guarantee Issuance request received as per the latest Guarantee/SBLC details is displayed.	Toggle off
Received From - Customer ID	Read only field. Customer id of the applicant or applicant's bank as per the latest Guarantee/SBLC details is displayed.	001345
Received From - Customer Name	Read only field. Name of the customer or applicant as per the latest Guarantee/SBLC details is displayed.	EMR & CO
Branch	Read only field. Customer's home branch will be displayed as per the latest Guarantee/SBLC details.	203-Bank Futura -Branch FZ1

Field	Description	Sample Values
Priority	Priority maintained will be populated as either 'Low or Medium or High'. If priority is not maintained for a customer, ‘Medium' priority will be defaulted. User can change the value.	High
Submission Mode	Read only field. Submission mode of Guarantee Issuance request. By default the submission mode will have the value as ‘Desk’. Allowed values are: **Desk-** Request received through Desk **Fax -** Request received through Fax **Email -** Request received through Email User is allowed to change the defaulted mode to another mode.	Desk
Process Reference Number	Read only field. Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.	203GTEISS000001134
Closure Date	Read only field. By default, the application will display branch’s current date.	04/13/2018
Customer Reference Number	Read only field. User can enter the 'Reference number' provided by the applicant/applicant bank if any.	

Guarantee Details



Field	Description	Sample Values
Form of Undertaking	Read only field. Form of Undertaking (Guarantee/Standby LC) as per the latest Guarantee/SBLC details is displayed.	
Product Code	Read only field. The product code used for SBLC/Guarantee Issuance should be displayed.	GUIS
Product Description	Read only field. The Product description as per the latest Guarantee/SBLC issuance is displayed.	Guarantee Issuance / Re-issuance upon receiving request
Undertaking Amount	Read only field. The amount of Undertaking as per the latest Guarantee/SBLC details is displayed.	
Type of Undertaking	Read only field. The type of Undertaking as per the latest Guarantee/SBLC details is displayed.	
Purpose of message	Read only field. The Purpose of message (Issue/Request) used during SBLC/Guarantee Issuance should be displayed.	
File Identification	Read only field. This File Identification as per the latest Guarantee/SBLC details is displayed.	

Field	Description	Sample Values
Narrative	Read only field. Narrative/Additional text as per the latest Guarantee/SBLC details is displayed.	
Expiry Type	Read only field. The type of Expiry as per the latest Guarantee/ SBLC details is displayed.	
Date Of Expiry	Read only field. The date of Expiry as per the latest Guarantee/ SBLC details is displayed.	09/30/18
Expiry Condition/Event	Read only field. The expiry condition/event as per the latest Guarantee/SBLC details is displayed.	
Applicable Rules	Read only field. Applicable Rules as per the latest Guarantee/ SBLC details is displayed.	URDG - Uniform rules for demand guarantees
Narrative	Read only field. Any kind of Narrative/Additional text as per the latest Guarantee/SBLC details is displayed.	
Applicant Name	Read only field. The Applicant details will be auto populated as per the latest Guarantee/SBLC details.	001345 Nestle
Beneficiary Name	Read only field. The beneficiary name whose favor the undertaking (or counter-undertaking) issued is displayed as per the latest Guarantee/SBLC details.	001344 EMR & CO
Advising Bank	Read only field. The advising bank as per the latest Guarantee/ SBLC details is displayed.	001343 - Bank Of America
Advising Through Bank	Read only field. Any additional bank requested to advise the undertaking as per the latest Guarantee/SBLC details is displayed.	
Counter SBLC/ Guarantee Issuing Bank	Read only field. The Counter Guarantee Issuance Bank as per the latest Guarantee/SBLC details is displayed.	
Local SBLC/Guarantee Issuing Bank	Read only field. The Local Guarantee Issuance Bank as per the latest Guarantee/SBLC details is displayed.	

Field	Description	Sample Values
Additional Amounts	Read only field. Any additional amounts related to undertaking as per the latest Guarantee/SBLC details is displayed.	

Action Buttons

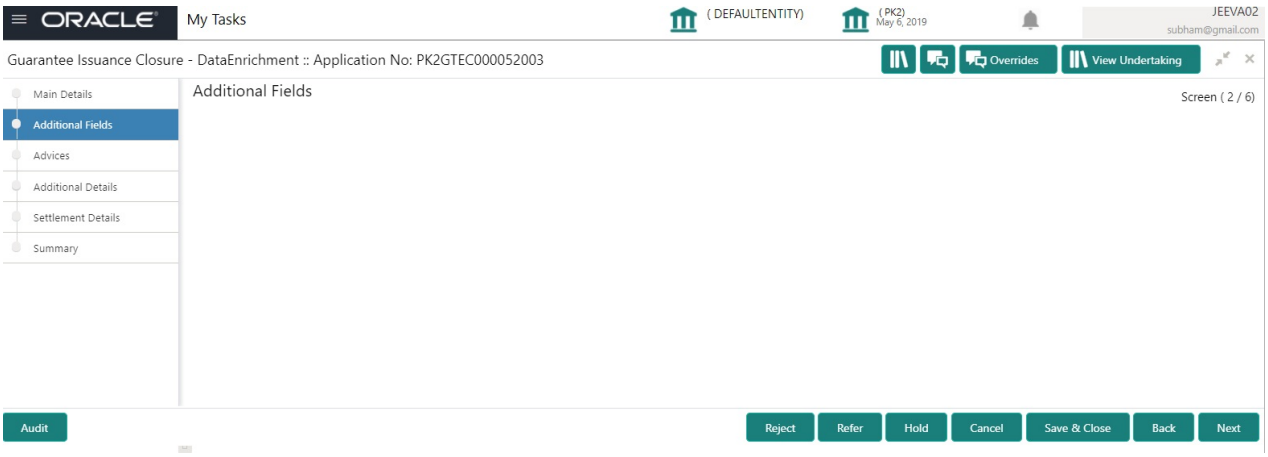
Use action buttons based on the description in the following table:

Field	Description	Sample Values
Documents	Click the Documents icon to Upload the required documents. Application will display the mandatory and optional documents.	
Remarks	Click the Remarks icon to provide any additional information regarding the Guarantee Issuance closure. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view overrides, if any.	
View Undertaking	On click of this button, all SBLC/Guarantee details is displayed.	
Save & Close	Save the information provided and holds the task in 'My Task' for working later. This option will not submit the request.	
Cancel	On click of Cancel, the task gets cancelled and system should clear the details captured in the screen. The task will get deleted.	
Hold	The details provided will be on hold. This option is used, if there are any pending information yet to be received from applicant.	

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

This stage displays the additional fields based on the User defined fields maintained in the system. The user can view the details of additional fields for Closure of Guarantee/SBLC Issued request.



Action Buttons

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

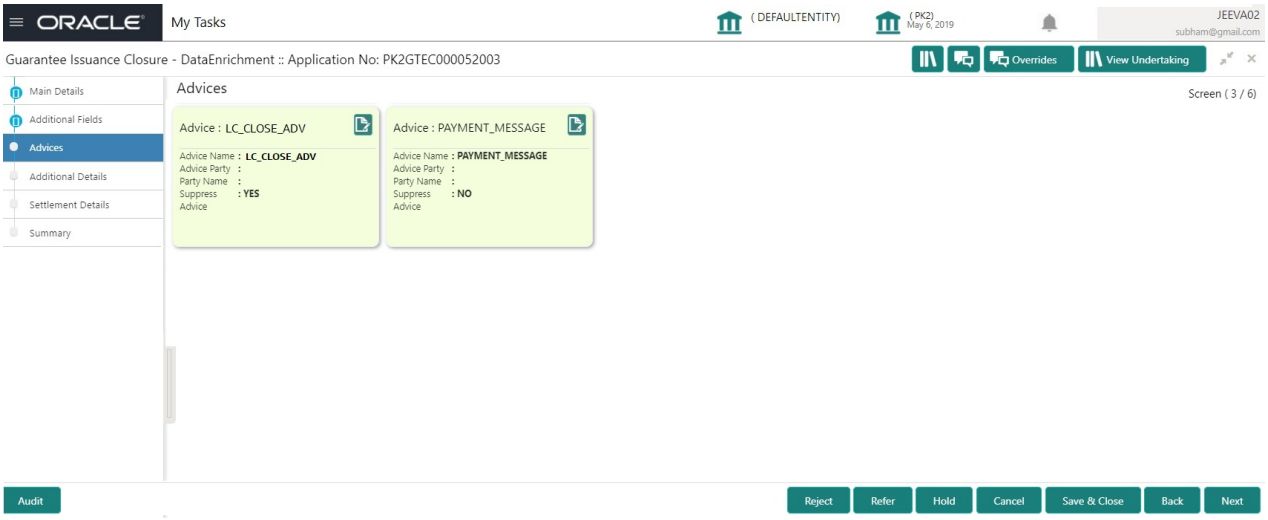
Field	Description	Sample Values
Documents	Click the Documents icon to Upload the required documents. Application will display the mandatory and optional documents.	

Field	Description	Sample Values
Remarks	Click the Remarks icon to provide any additional information regarding the Guarantee Issuance. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view overrides, if any.	
View Undertaking	On click of this button, all SBLC/Guarantee details is displayed.	
Save & Close	Save the information provided and holds the task in 'My Task' for working later. This option will not submit the request.	
Cancel	On click of Cancel, the task gets cancelled and system should clear the details captured in the screen. The task will get deleted.	
Hold	The details provided will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Reject	On click of Reject, user must select a reject reason from a list displayed by the system. Reject Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others. Select a Reject code and give a reject description. This reject reason will be available in the remarks window throughout the process.	
Back	Click Back to move the task to the previous segment.	
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.	

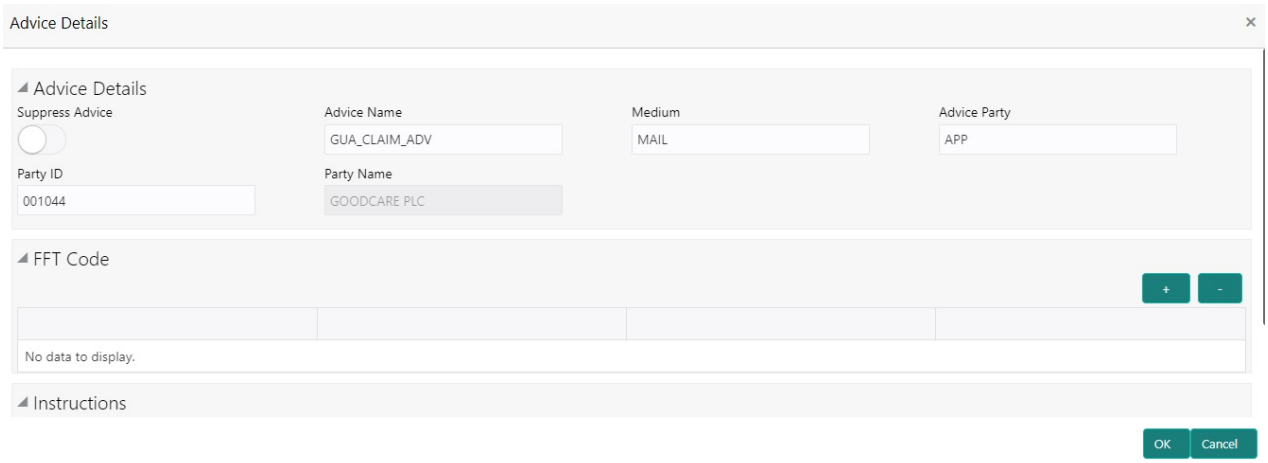
Advices

This section defaults the advices for Closure of Guarantee/SBLC Issued, based on the advices maintained at the Product level.

DE User can view the advices generated for Closure of Guarantee/SBLC Issued request. Some of the possible advices are Closure of Guarantee/SBLC Issued and Payment Message.



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. **Toggle off**: Switch off the toggle if suppress advice is not required for the amendments	
Advice Name	User can select the instruction code as a part of free text.	
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.	

Field	Description	Sample Values
Party Name	Read only field. 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 Description	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:

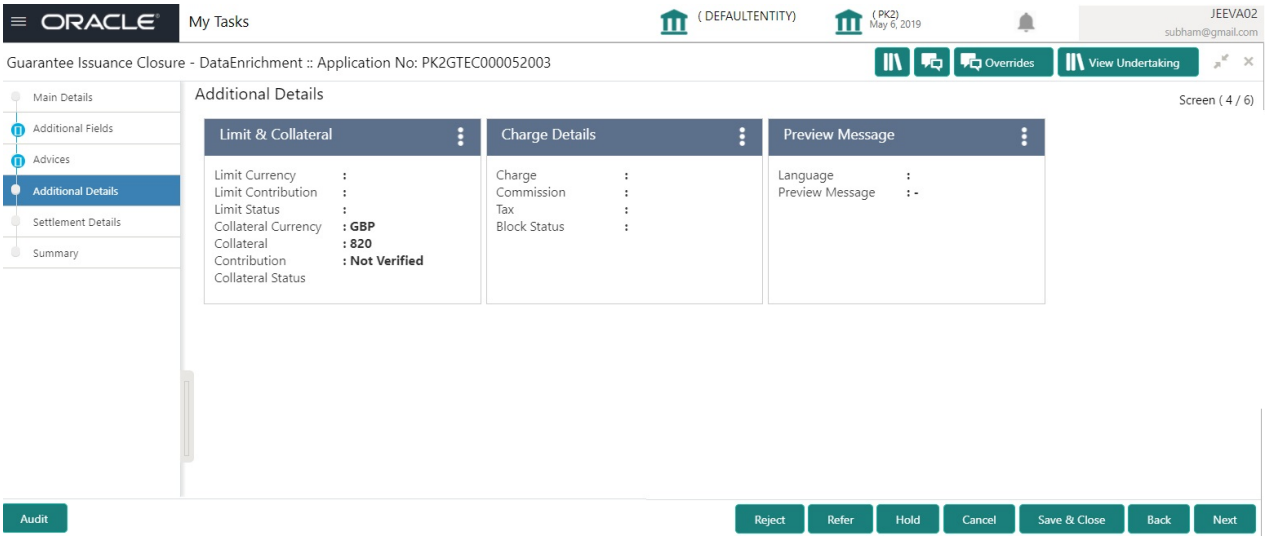
Field	Description	Sample Values
Documents	Click the Documents icon to Upload the required documents. Application will display the mandatory and optional documents.	

Field	Description	Sample Values
Remarks	Click the Remarks icon to provide any additional information regarding the Guarantee Issuance closure. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view overrides, if any.	
View Undertaking	On click of this button, all SBLC/Guarantee details is displayed.	
Save & Close	Save the information provided and holds the task in 'My Task' for working later. This option will not submit the request.	
Cancel	On click of Cancel, the task gets cancelled and system should clear the details captured in the screen. The task will get deleted.	
Hold	The details provided will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Reject	On click of Reject, user must select a reject reason from a list displayed by the system. Reject Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others. Select a Reject code and give a reject description. This reject reason will be available in the remarks window throughout the process.	
Back	Click Back to move the task to the previous segment.	
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

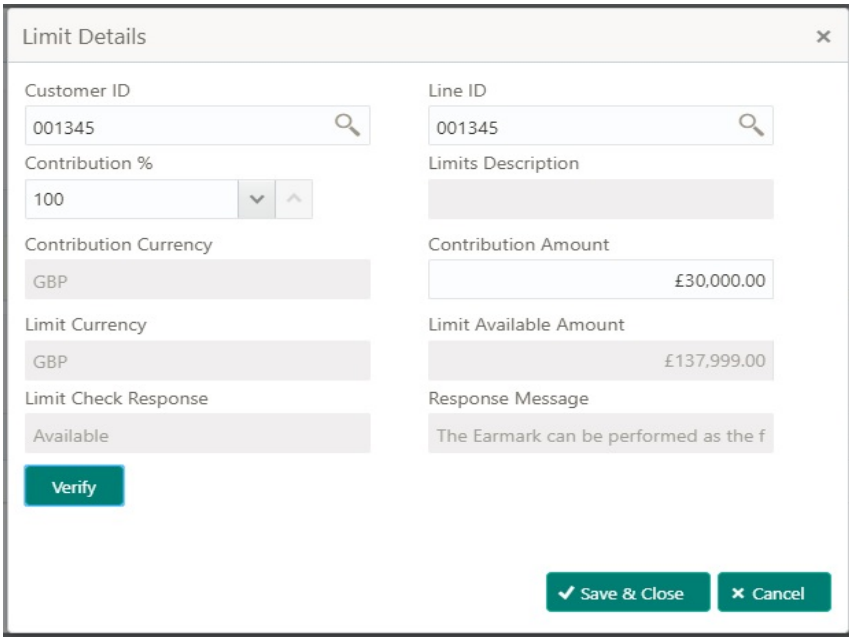
As a part of Additional details section, the user can view the Additional Details during Closure of Guarantee/SBLC Issued request.

Guarantee /SBLC Issued request may have impact on Limits and Collateral, Commission, Charges and Taxes and Preview Messages.



Limits & Collateral

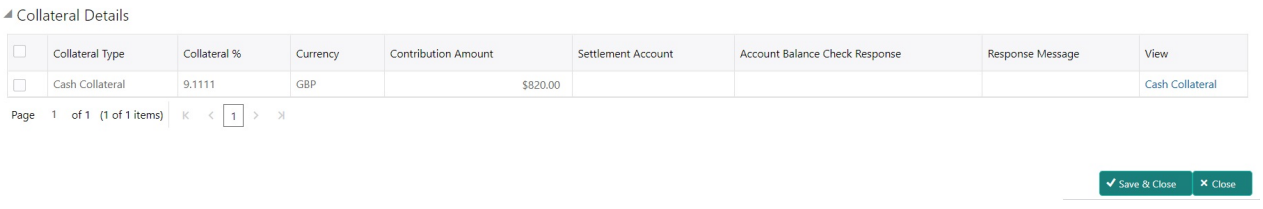
Limit Details

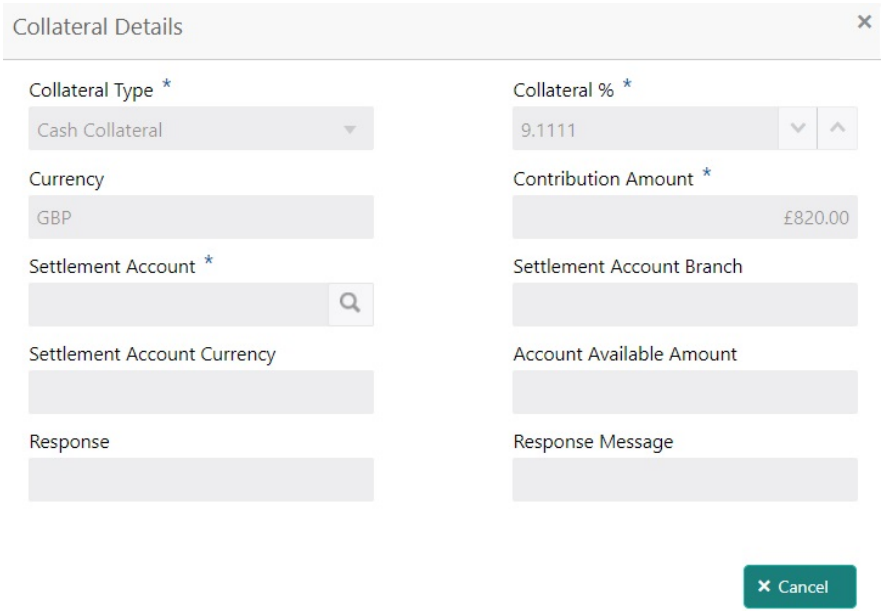


Field	Description	Sample Values
Limit Details	Read Only field. Customer ID: Applicant's/Applicant Bank customer ID will get defaulted.	
Line ID	Read Only field. The various lines available and mapped under the customer id.	
Contribution %	Read Only field. System will default this to 100%.	
Contribution Currency	Read Only field. The guarantee currency will be defaulted in this field.	
Contribution Amount	Read Only field. Contribution amount will default based on the contribution %.	
Limit Currency	Read Only field. Limit Currency will be defaulted in this field.	
Limit Available Amount	Read Only field. This field will display the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount.	
Limit Check Response	Read Only field. Response can be 'Success' or 'Limit not Available'.	
Response Message	Read Only field. Detailed Response message.	

Collateral Details

Limits & Collaterals is non-editable.

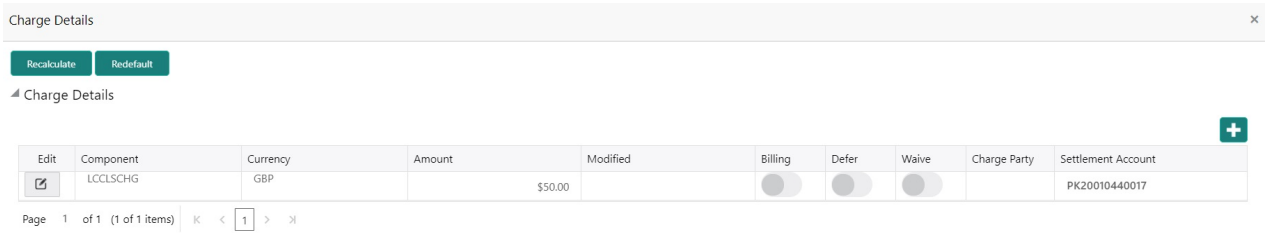




Field	Description	Sample Values
Collateral Type	Read only field. Cash Collateral (CASA) will be the default value available as collateral type.	
Collateral %	Read Only field. The percentage of collateral to be linked to this transaction.	
Currency	Read Only field. The guarantee currency will get defaulted in this field.	
Contribution Amount	Read Only field. Collateral contribution amount will get defaulted in this field.	
Settlement Account	Read Only field. The settlement account for the collateral.	
Settlement Account Branch	Read Only field. Settlement Account Branch will be auto-populated based on the Settlement Account.	
Settlement Account Currency	Read Only field. The Settlement Account Currency.	
Account Available Amount	Read Only field. Account Available Amount will be auto-populated based on the Settlement Account.	

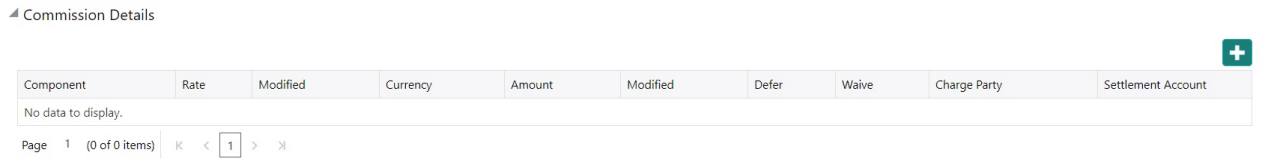
Field	Description	Sample Values
Response	Read Only field. Response can be ‘Success’ or ‘Amount not Available’.	
Response Message	Read only field. Detailed Response message.	

Charge Details



Field	Description	Sample Values
Component	Read only field. Charge Component type.	
Currency	Read only field. Defaults the currency in which the charges have to be collected.	
Amount	Read only field. An amount that is maintained under the product code gets defaulted in this field.	
Modified Amount	Read only field. The new charge for the modified component.	
Billing	Read only field. The details available for billing engine.	
Defer	Read only field. Deferred charges.	
Waive	Read only field. The charges waived.	
Charge Party	Read only field. Charge party will be applicant by default.	
Settlement Account	Read only field. Details of the settlement account.	

Commission Details

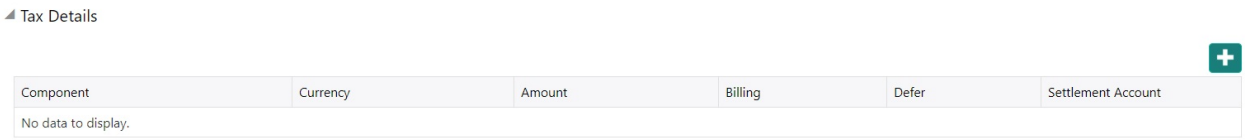


Field	Description	Sample Values
Component	Read only field. The commission component	
Rate	Read only field. Defaults from product.	

Field	Description	Sample Values
Currency	Read only field. Defaults the currency in which the commission needs to be collected.	
Amount	Read only field. An amount that is maintained under the product code defaults in this field.	
Modified Amount	Read only field. The new charge for the modified component.	
Billing	Read only field. The charges/commission available for billing engine.	
Defer	Read only field. Charges/commissions deferred and collected at any future step.	
Waive	Read only field. Based on the customer maintenance, the charges/commission can be marked for Billing or Defer.	
Charge Party	Read only field. Charge party will be 'Applicant' by Default.	
Settlement Account	Read only field. Details of the Settlement Account.	

Tax Details

The tax component defaults if maintained in the product level. Following Tax Details will be displayed:



Field	Description	Sample Values
Component	Read only field. Tax Component type.	
Currency	Read only field. The tax currency is the same as the commission.	
Amount	Read only field. The tax amount defaults based on the percentage of commission maintained.	
Settlement Account	Read only field. Details of the settlement account.	

Action Buttons

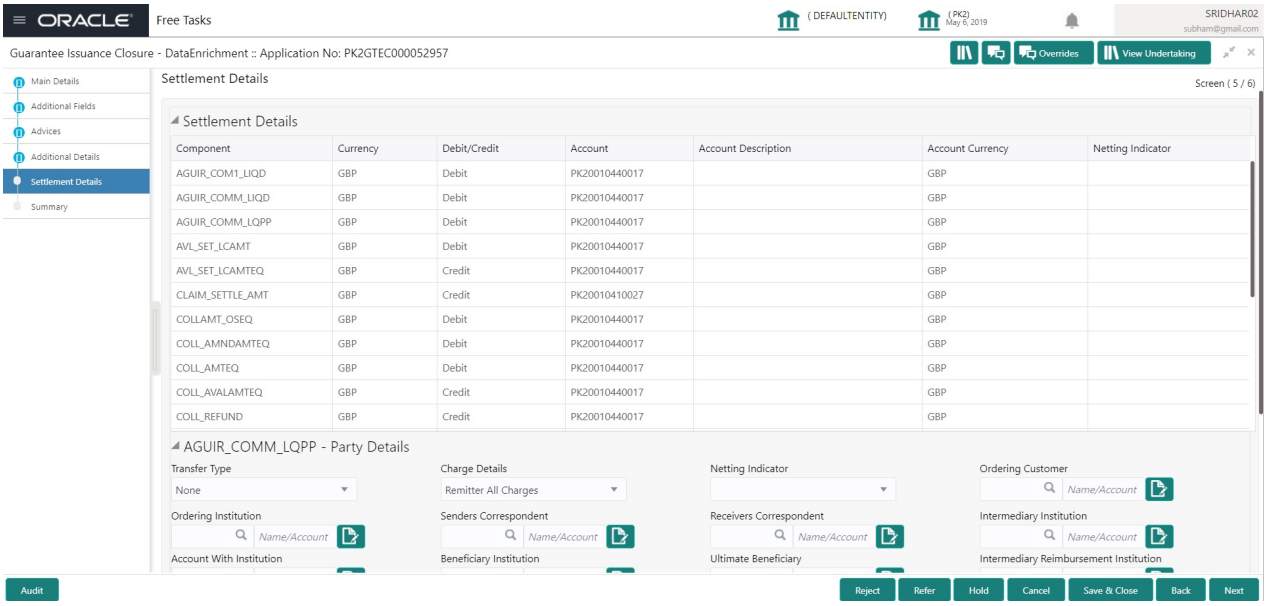
Use action buttons based on the description in the following table.

Field	Description	Sample Values
Documents	Click the Documents icon to Upload the required documents. Application will display the mandatory and optional documents.	
Remarks	Click the Remarks icon to provide any additional information regarding the Guarantee Issuance. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view overrides, if any.	
View Undertaking	On click of this button, all SBLC/Guarantee details is displayed.	
Save & Close	Save the information provided and holds the task in 'My Task' for working later. This option will not submit the request.	
Cancel	On click of Cancel, the task gets cancelled and system should clear the details captured in the screen. The task will get deleted.	
Hold	The details provided will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Reject	On click of Reject, user must select a reject reason from a list displayed by the system. Reject Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others. Select a Reject code and give a reject description. This reject reason will be available in the remarks window throughout the process.	
Back	Click Back to move the task to the previous segment.	

Field	Description	Sample Values
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.	

Settlement Details

The user can view the settlement details during Closure of Guarantee/SBLC Issued request.



The following fields should be displayed during Closure of Guarantee/SBLC Issued:

Field	Description	Sample Values
Component	Read only field. System defaults the components based on the product selected.	
Currency	Read only field. System displays the currency for components.	
Debit/Credit	Read only field. System defaults the debit/credit indicators for the components.	
Account	Read only field. System displays the account number chosen.	
Account Description	Read only field. System displays the account description for the account chosen.	

Field	Description	Sample Values
Account Currency	Read only field. System displays the account currency for all items based on account number.	
Netting Indicator	Read only field. System displays the netting indicator applicable.	

On click of any component in the grid, the application displays Party Details, Payment Details and Remittance Information.

Party Details

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

Field	Description	Sample Values
Transfer Type	Select the transfer type from the drop list: • Customer Transfer • Bank Transfer for own account • Direct Debit Advice • Managers Check • Customer Transfer with Cover • Bank Transfer	
Charge Details	Select the charge details for the transactions: • Beneficiary All Charges • Remitter Our Charges • Remitter All Charges	
Netting Indicator	Select the netting indicator for the component: • Yes • No	
Ordering Customer	Select the ordering customer from the LOV.	
Ordering Institution	Select the ordering institution from the LOV.	
Senders Correspondent	Select the senders correspondent from the LOV.	
Receivers Correspondent	Select the receivers correspondent from the LOV.	
Intermediary Institution	Select the intermediary institution from the LOV.	
Account with Institution	Select the account with institution from the LOV.	
Beneficiary Institution	Select the beneficiary institution from the LOV.	
Ultimate Beneficiary	Select the ultimate beneficiary from the LOV.	
Intermediary Reimbursement Institution	Select the intermediary reimbursement institution from the LOV.	

Payment Details

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

Field	Description	Sample Values
Sender to Receiver 1	Provide the sender to receiver message.	
Sender to Receiver 2	Provide the sender to receiver message.	
Sender to Receiver 3	Provide the sender to receiver message.	
Sender to Receiver 4	Provide the sender to receiver message.	
Sender to Receiver 5	Provide the sender to receiver message.	
Sender to Receiver 6	Provide the sender to receiver message.	

Remittance Information

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

Field	Description	Sample Values
Payment Detail 1	Provide the payment details.	
Payment Detail 2	Provide the payment details.	
Payment Detail 3	Provide the payment details.	
Payment Detail 4	Provide the payment details.	

Action Buttons

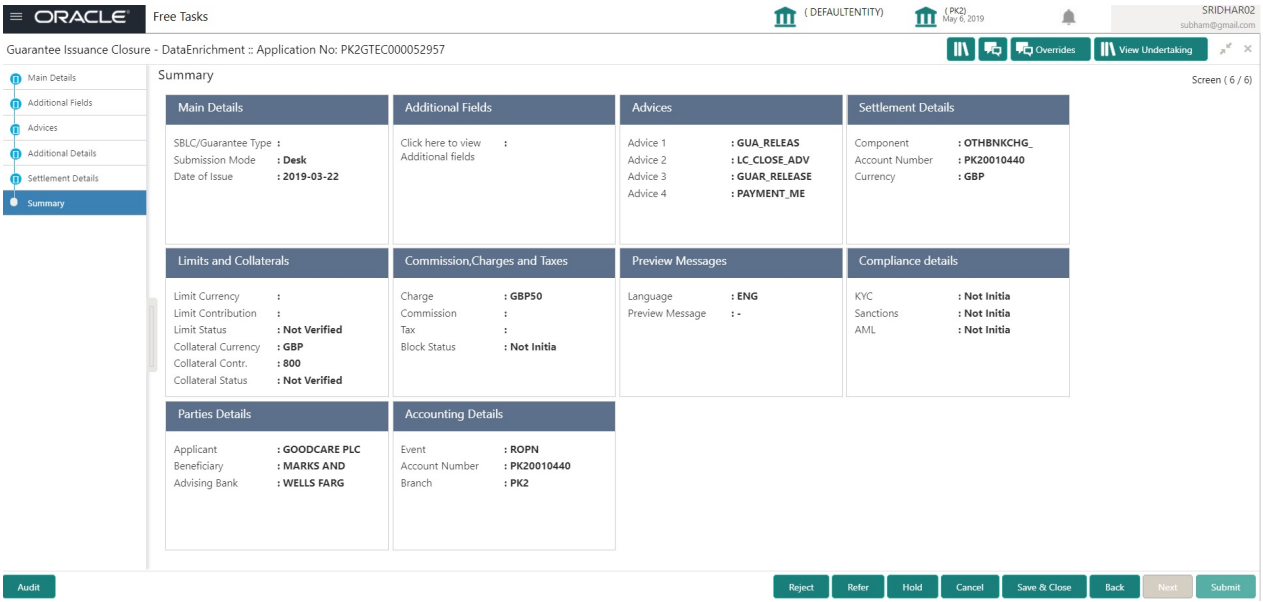
Use action buttons based on the description in the following table:

Field	Description	Sample Values
Documents	Click the Documents icon to Upload the required documents. Application will display the mandatory and optional documents.	
Remarks	Click the Remarks icon to provide any additional information regarding the Guarantee Issuance. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view overrides, if any.	
View Undertaking	On click of this button, all SBLC/Guarantee details is displayed.	
Save & Close	Save the information provided and holds the task in 'My Task' for working later. This option will not submit the request.	
Cancel	On click of Cancel, the task gets cancelled and system should clear the details captured in the screen. The task will get deleted.	
Hold	The details provided will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Reject	On click of Reject, user must select a reject reason from a list displayed by the system. Reject Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others. Select a Reject code and give a reject description. This reject reason will be available in the remarks window throughout the process.	
Back	Click Back to move the task to the previous segment.	
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.	

Summary

User can review the summary details for Closure of Guarantee/SBLC Issued request.

The user can see the summary tiles. The tiles must display a list of important fields with values. User must be also able to drill down from summary tiles into respective data segments.



Tiles Displayed in Summary

- Main Details - User can view application details and Guarantee/SBLC Closure details.
- Guarantee Details - User can view the Counter Guarantee details and Guarantee details. The user can modify the details if required.
- Additional Fields - User can view the additional field details.
- Advices - User can view the advices details.
- Settlement Details: User can view the Settlement details.
- Commission, Charges and Taxes - User can view the details provided for commission, charges and taxes.
- Preview Message - : User can view the SWIFT message and Mail Advice.
- Party Details - User can view party details like beneficiary, advising bank etc.
- Accounting Details: User can view the accounting details.

Action Buttons

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

Field	Description	Sample Values
Documents	Click the Documents icon to Upload the required documents. Application will display the mandatory and optional documents.	

Field	Description	Sample Values
Remarks	Click the Remarks icon to provide any additional information regarding the Guarantee Issuance. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view overrides, if any.	
View Undertaking	On click of this button, all SBLC/Guarantee details is displayed.	
Submit	On Submit, system will trigger acknowledgment to the customer and give confirmation message for successful submission. Task will get moved to next logical stage of Guarantee Issuance Closure. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in 'My Task' for working later. This option will not submit the request.	
Cancel	On click of Cancel, the task gets cancelled and system should clear the details captured in the screen. The task will get deleted.	
Hold	The details provided will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Reject	On click of Reject, user must select a reject reason from a list displayed by the system. Reject Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others. Select a Reject code and give a reject description. This reject reason will be available in the remarks window throughout the process.	
Back	Click Back to move the task to the previous segment.	

Multi Level Approval

Approval user can review and approve the Closure of Guarantee/SBLC Issued. The user can view the summary of details updated in multilevel approval stage for Closure of Guarantee/SBLC Issued request.

The user log i to the application to see the summary tiles. The tiles should display a list of important fields with values. User must be able to drill down from summary Tiles into respective data segments to verify the details of all fields under the data segment.

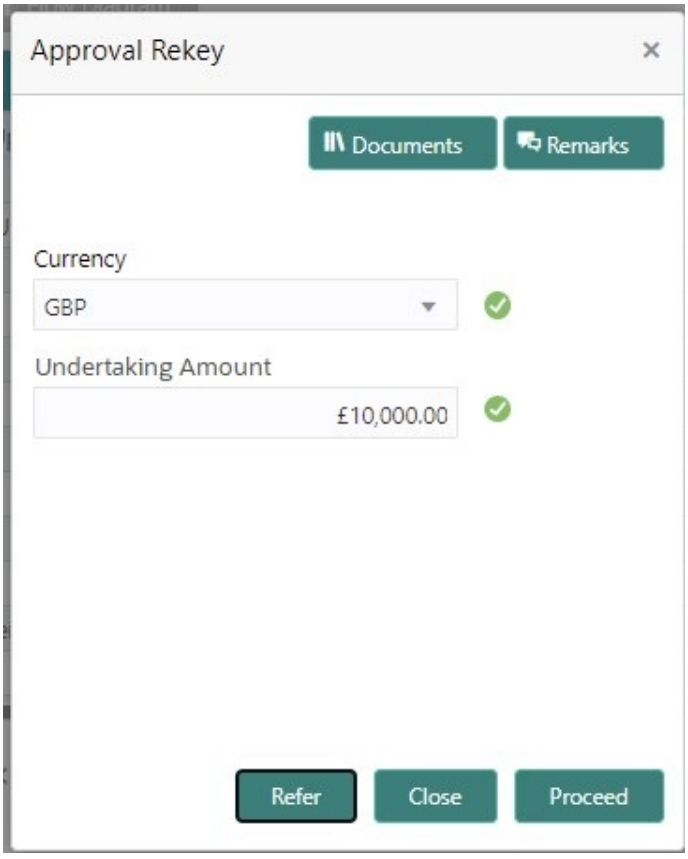
Authorization Re-Key (Non-Online Channel)

For non-online channel, application will request approver for few critical field values as an authorization step. If the values captured match with the values available in the screen, system will allow user to open the transaction screens for further verification. If the re-key values are different from the values captured, then application will display an error message.

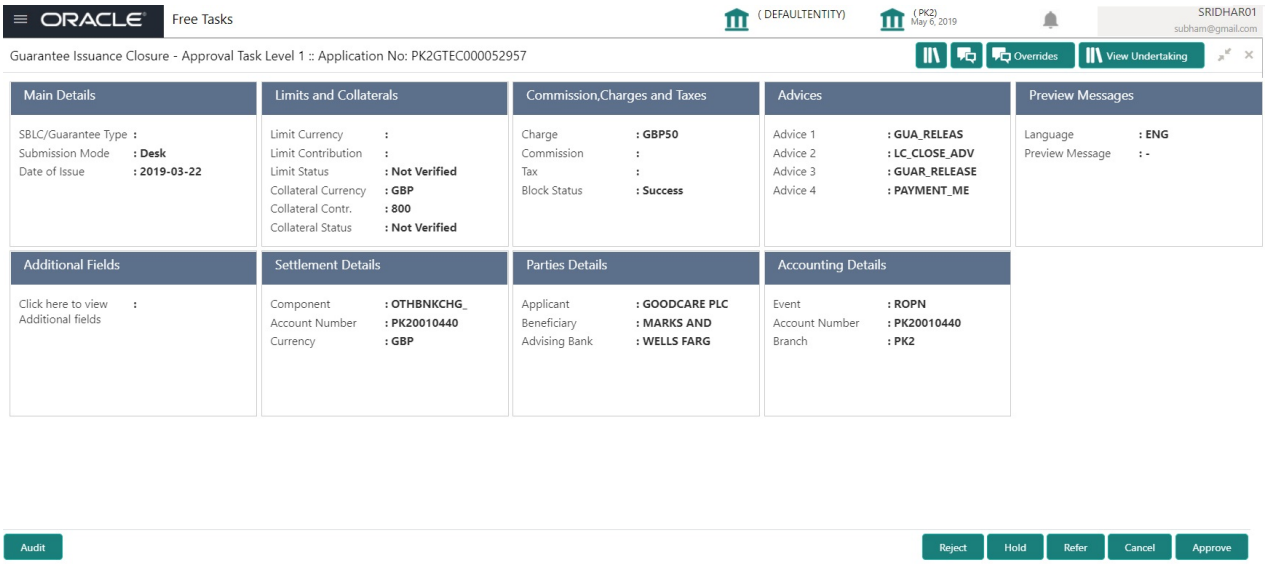
Open the task and re-key some of the critical field values from the request in the Re-key screen. Some of the fields below will dynamically be available for re-key.:

- Currency
- Undertaking Amount

Re-key is applicable to the first approver in case of multiple approvers. All approvers will however be able see the summary tiles and the details in the screen by drill down from tiles.



Approval Summary



Tiles Displayed in Summary:

- Main Details - User can view application details and Guarantee/SBLC Closure details.
- Guarantee Details - User can view the Counter Guarantee details and Guarantee details. The user can modify the details if required.
- Additional Fields - User can view the additional field details.
- Advices - User can view the advices details.
- Settlement Details: User can view the Settlement details.
- Commission, Charges and Taxes - User can view the details provided for commission, charges and taxes.
- Preview Message - : User can view the SWIFT message and Mail Advice.
- Party Details - User can view party details like beneficiary, advising bank etc.
- Accounting Details: User can view the accounting details.Action Buttons

Action Buttons

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

Field	Description	Sample Values
Documents	Click the Documents icon to verify already attached documents. Based on the transaction value, there can be one or more approvers. After verification and approval the transaction gets approved and if there are additional approvals, the task will move to the next approver. After all approvals, the system will hand-off the transaction details to the back end system for posting.	
Remarks	Click the Remarks icon to view the remarks captured in the process during earlier stages.	

Field	Description	Sample Values
Reject	On click of Reject, user must select a reject reason from a list displayed by the system. Reject Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others. Select a Reject code and give a reject description. This reject reason will be available in the remarks window throughout the process.	
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Refer	User will be able to refer the task back to the Data Enrichment user.User must select a Refer Reason from the values displayed by the system. Refer Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance- Limits • R5 - Others	
Cancel	On click of Cancel the user can cancel the DE window and return to dashboard. The data input will not be saved.	
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.	

Customer - Acknowledgement letter Format

Customer Acknowledgment is generated every time a new Guarantee Issuance is requested from the customer. The acknowledgment letter format is as follows:

To:

<CUSTOMER NAME>DATE: DD-MM-YYYY

<CUSTOMER ADDRESS>

Dear Sir,

SUB: Acknowledgement to your Closure of Guarantee/SBLC Issued Application number <CUSTOMER REFERENCE NUMBER> dated <APPLICATION DATE>

This letter is to inform you that we have received your application for Closure of Guarantee/SBLC Issued with the below details:

APPLICANT: <APPLICANT NAME>

BENEFICIARY NAME: <BENEFICIARY>

CURRENCY: < CCY>

AMOUNT: <AMT>

DATE OF ISSUE: <DATE OF ISSUE>

We have registered your request. Please quote our reference < PROCESS REF NUMBER> in any future correspondence.

This acknowledgement does not constitute Closure of Guarantee/SBLC Issued.

Thank You for banking with us.

Regards,

<DEMO BANK>

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Customer - Reject Letter Format

Reject Letter is generated by the system and addressed to the customer, when a task is rejected by the user. The Reject Letter format is as follows:

FROM:

<BANK NAME>

<BANK ADDRESS>

TO: DATE <DD/MM/YYYY>

<CUSTOMER NAME>

<CUSTOMER ADDRESS>

<CUSTOMER ID>

Dear Sir,

SUB: Your Guarantee Application for Closure of Guarantee/SBLC Issued <User Ref> under our <Process Reference Number> under our Process Ref <Process Ref No> - Rejected

Further to your recent Closure of Guarantee/SBLC Issued application request dated <Application Date – DD/MM/YYYY>, under our process ref no <process ref no>, this is to advise you that we will not be able to close the required Guarantee/SBLC Issued.

After a thorough review of your application and the supporting documents submitted, we have concluded we will not be able to issue the Guarantee due to the below reasons:

<Reject Reason 1>

<Reject Reason 2>

<Reject Reason 3>

On behalf of Demo Bank, we thank you for your ongoing business and trust we will continue to serve you in future.

For any further queries about details of your Closure of Guarantee/SBLC Issued application review, please contact us at our bank customer support ph.no xxxxxxxxxxx

Yours Truly

Authorized Signatory

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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

Documentation Accessibility

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