Import LC Amendment - Beneficiary Consent User Guide **Oracle Banking Trade Finance Process Management** Release 14.5.0.0.0

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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.



# **Import LC Amendment - Beneficiary Consent**

Import LC Amendment - Beneficiary Consent process enables the user to register the beneficiary consent response received for an amendment made to a LC.

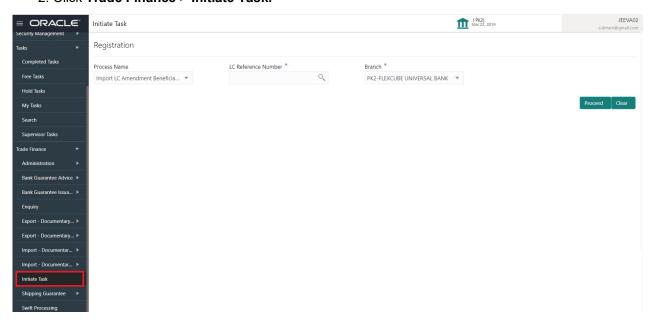
This section contains the following topics:

Common Initiation Stage	Beneficiary Consent Response Capture
Registration	Approval

## **Common Initiation Stage**

The user can initiate the new import LC amendment beneficiary consent 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.
LC Reference Number	Select the LC Reference Number.
Branch	Select the branch.

#### **Action Buttons**

Field	Description
Proceed	Task will get initiated to next logical stage.



Field	Description
Clear	The user can clear the contents update and can input values again.

## Registration

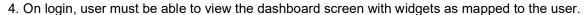
If beneficiary response is given through branch either by fax, mail, or paper, the Import LC amendment - Beneficiary Consent process starts from the Scrutiny Stage.

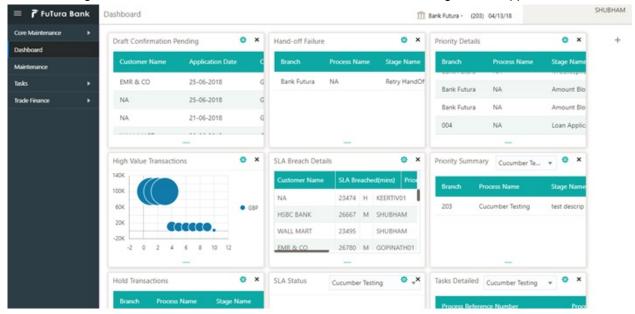
During Registration stage, user can capture the basic details of the response, check the signature of the signatory from the advising bank and upload the related documents. It also enables the user to capture beneficiary response.

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

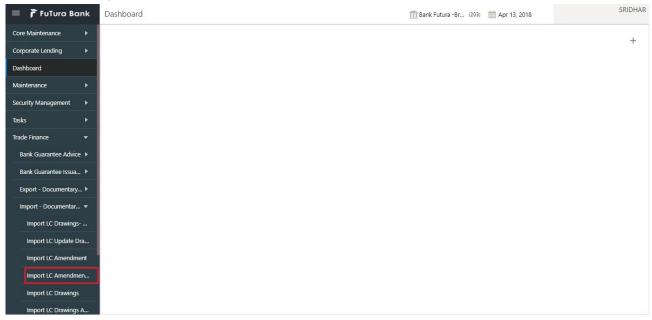






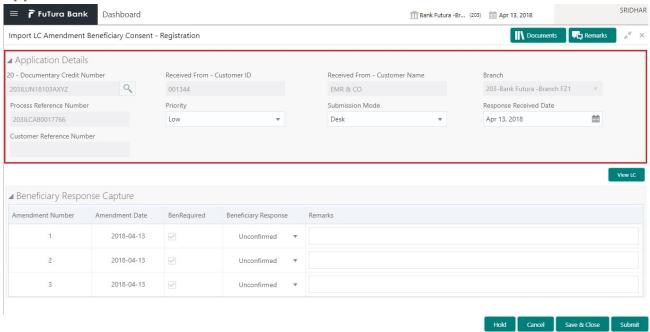


5. Click Trade Finance> Import - Documentary Credit> Import LC Amendment (Beneficiary Consent).



The Registration stage has two sections Application Details and Beneficiary Response Capture. Let's look at the details of Registration screens below:

## **Application Details**



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

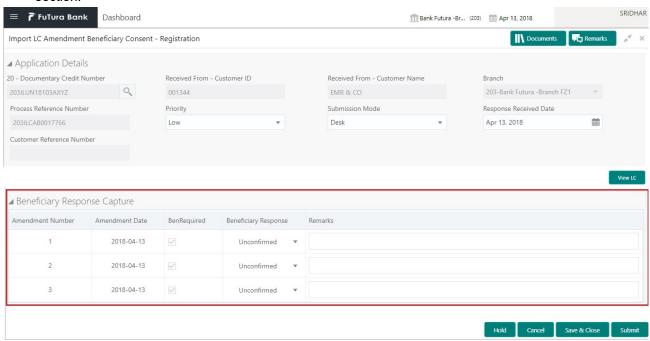
Field	Description	Sample Values
Documentary Credit Number	Provide the documentary credit number. Alternatively, user can search the documentary credit number using LOV.	
	In the advanced LOV search, user can input Applicant, Currency, Amount and User Reference to fetch the LC Amendment details. Based on the search result, select the applicable LC to add the Beneficiary response.	
Received From -	Read only field.	001344
Customer ID	Customer ID will be auto-populated based on the selected LC from the LOV.	
Received From -	Read only field.	EMR & CO
Customer Name	Customer Name will be auto-populated based on the selected LC from the LOV.	
Branch	Read only field.	203-Bank
	Branch details will be auto-populated based on the selected LC from the LOV.	Futura -Branch FZ1
Process Reference	Unique sequence number for the transaction.	
Number	This is auto generated by the system based on process name and branch code.	
Priority	Set the priority of the Import LC Amendment - Beneficiary Consent request as Low/Medium/ High. If priority is not maintained for a customer, 'Medium' priority will be defaulted.	High



Field	Description	Sample Values
Submission Mode	Select the submission mode of Import LC Amendment - Beneficiary Consent request. By default the submission mode will have the value as 'Desk'.	Desk
	Desk- Request received through Desk	
	Fax- Request received through Fax	
	Email- Request received through Email	
	Courier- Request received through Courier	
Response Received Date	By default, the application will display branch's current date and enables the user to change the date to any back date.	04/13/2018
	Note Future date selection is not allowed	
	ruture date selection is not allowed.	
Customer Reference Number	User can enter the 'Reference number' provided by the applicant/ applicant bank.  Enables the user to provide a unique Customer Reference Number which will be the User Reference Number in LC.	

## **Beneficiary Response Capture**

Registration user can capture the beneficiary responses of each amendments made to the LC in this section.



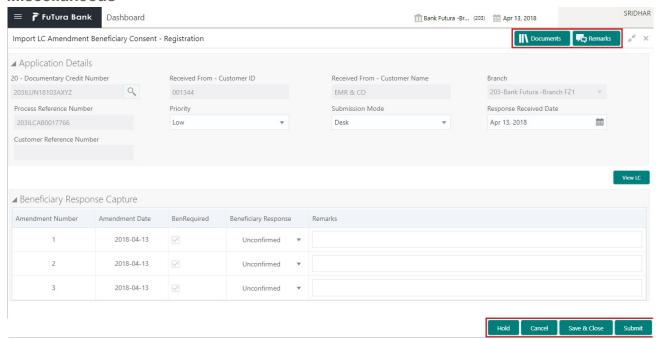


Capture the beneficiary response based on the description in the following table:

Field	Description	Sample Values
Amendment Number	Read only field.  Amendment number will be auto-populated based on selected LC using documentary credit number.	
Amendment Date	Read only field.  This field displays the date on which the amendment was made to LC.	
Beneficiary Consent Required	Read only field.  Beneficiary Consent Required (Y/N) will be autopopulated based on selected LC using documentary credit number.	
Beneficiary Response	Select the beneficiary response from the LOV.  Confirmed Rejected  Note Beneficiary Response field will be read only if Beneficiary Consent Required is 'No'.	
Remarks	Capture the remarks of the beneficiary response.	



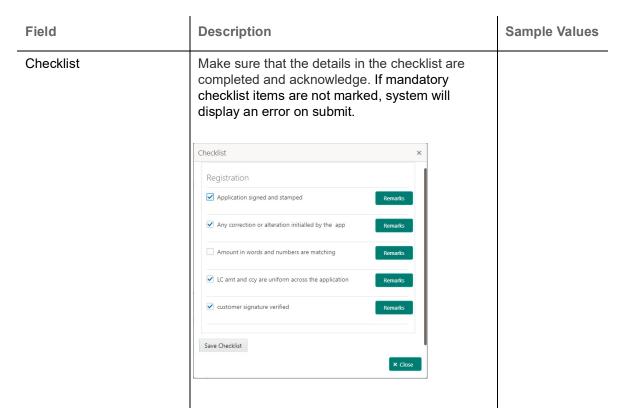
## Miscellaneous



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

Field	Description	Sample Values
Documents	Upload the required documents.	
Remarks	Provide any additional information regarding the Beneficiary Consent. This information can be viewed by other users processing the request.	
View LC	Enables user to view the details of the LC.	
Action Buttons		
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 Import LC Amendment - Beneficiary Consent.	
	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	Cancels the Import LC Amendment - Beneficiary Consent Registration stage inputs.	
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 and appropriate remarks must be provided.	
	1	l





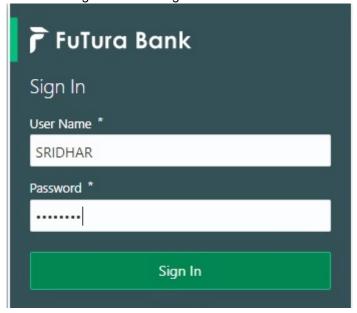
## **Beneficiary Consent Response Capture**

**Non-Online Channel** - Import LC Amendment - Beneficiary Consent request that were received at the desk will move to Beneficiary Consent Response Capture stage post successful Registration. The requests will have the details entered during the Registration stage.

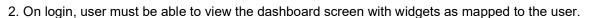
**Online Channel** - Requests that are received via online channel like SWIFT are available directly for further processing from Beneficiary Consent Response Capture stage.

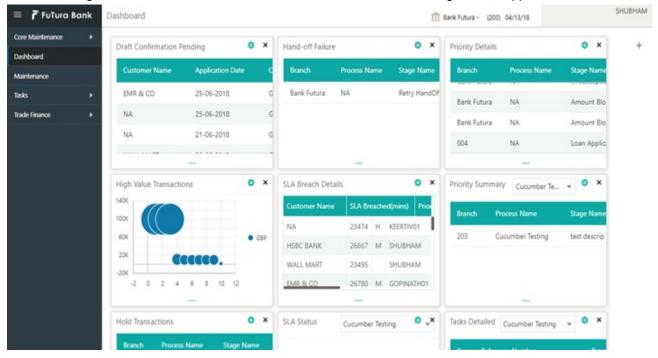
Do the following steps to acquire a task currently at Beneficiary Consent Response Capture stage:

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

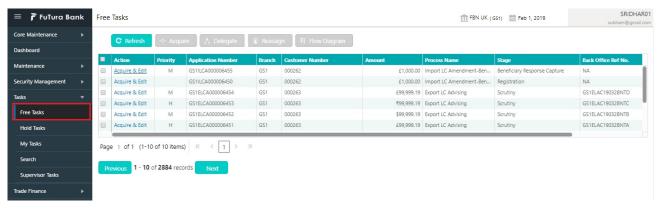




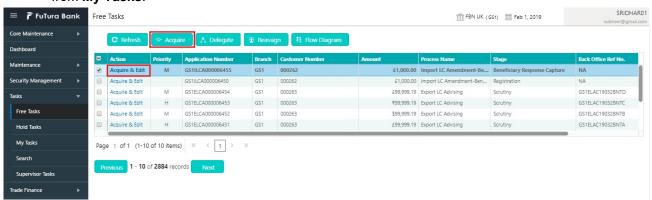




3. Click Trade Finance> Tasks> Free Tasks.

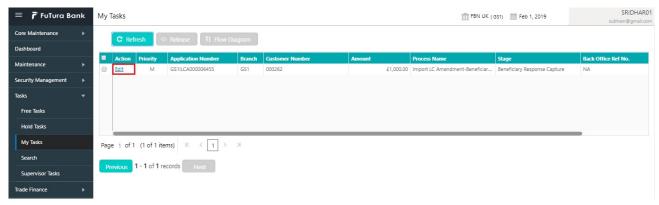


4. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.





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



The beneficiary consent response capture stage has three sections as follows:

- Main Details
- Additional Details
- Summary

Let's look at the details for beneficiary consent response capture 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.

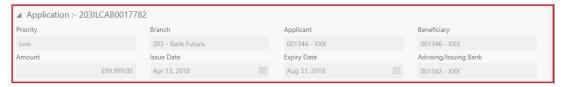
#### **Main Details**

Main details section has three sub section as follows:

- Application
- Application Details
- Beneficiary Response Capture

## **Application**

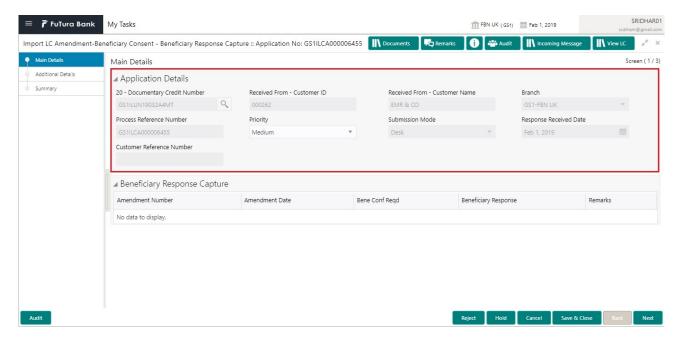
This section provides a quick snapshot of details of LC. This Application section will be available in all the sections of beneficiary consent response capture stage and the fields will be read only. This section is collapsible. The can also update the values captured during the Registration stage here.



## **Application Details**

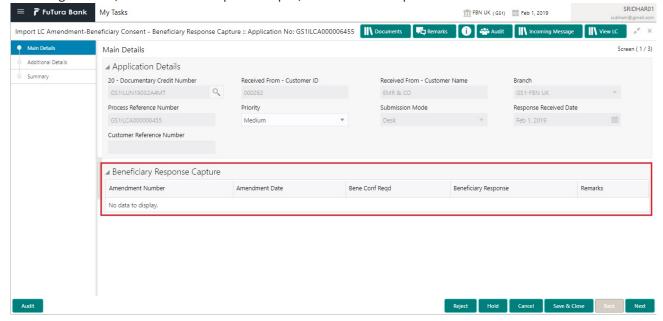
All fields displayed under Application details section, would be read only except for the **Priority**. Refer to Application Details for more information of the fields.





## **Beneficiary Response Capture**

The fields listed under this section are same as the fields listed under the Beneficiary Response Capture section in Registration. Refer to Beneficiary Response Capture for more information of the fields. During Registration, if user has not captured input, then user can capture the details in this section.





Following are the fields which can be amended apart from the fields carried over from Beneficiary Response Capture of Common Initiation Stage. Provide the details for the amendable fields based on the description in the following table:

Field	Description	Sample Values
Beneficiary Response	Select the beneficiary response from the LOV.  Confirmed Rejected Note Beneficiary Response field will be read only if Beneficiary Consent Required is 'No'.	
Remarks	Capture the remarks of the beneficiary response.	

## **Action Buttons**

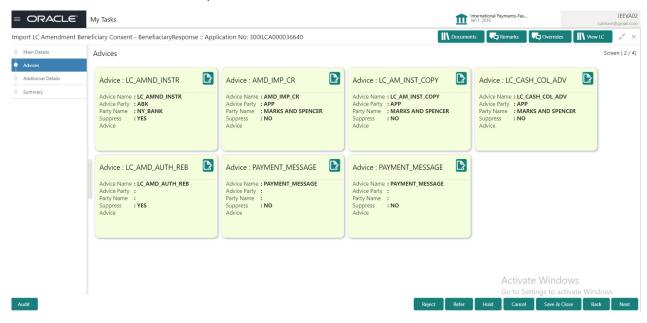
Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents.	
	Application will display the mandatory and optional documents.	
	The user can view and input/view application details simultaneously.	
	When a user clicks on the uploaded document, Document window 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 provide any additional information. 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 LC	Enables user to view the details of the LC.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request.	
Cancel	Cancel the Beneficiary Consent Response Capture stage inputs.	



Field	Description	Sample Values
Hold	The details provided will be on hold.  This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
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.	

#### **Advices**

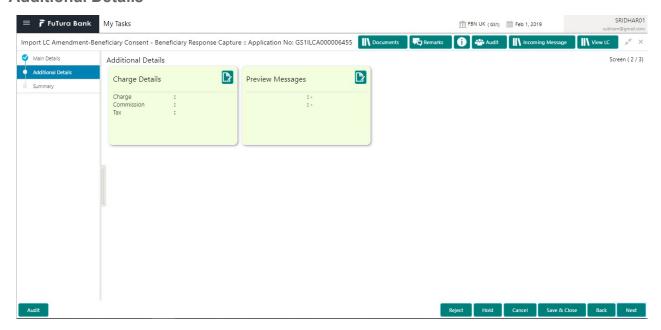
Advices menu displays the advices available under a product code from the back office as tiles. User can edit the fields in the tile, if required.



The user can also suppress the Advice, if required.



## **Additional Details**

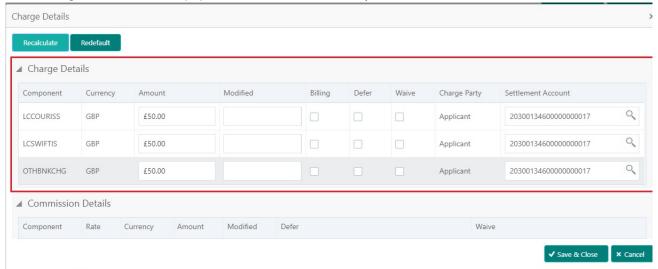


## **Charge Details**

Click on **Default Charges** button to the default commission, charges and tax if any will get populated.

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.

Charge Details are auto-populated from the back-end system.

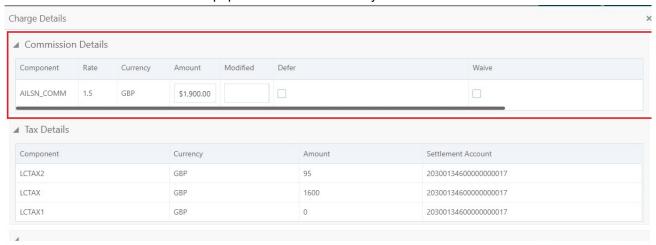


Field	Description	Sample Values
Component	Charge Component type.	
Currency	Defaults the currency in which the charges have to be collected.	
Amount	An amount that is maintained under the product code gets defaulted in this field. User can edit the value, if required.	



Field	Description	Sample Values
Modified Amount	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.	
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.  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 are auto-populated from back-end system.



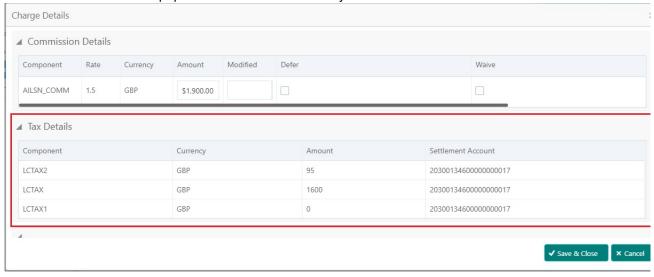
Field	Description	Sample Values
Component	Select the commission component	
Rate	Defaults from product. User can change the rate, if required.	_
Currency	Defaults the currency in which the commission needs to be collected	
Amount	An amount that is maintained under the product code defaults in this field. User can modify the value, if required.	



Field	Description	Sample Values
Modified Amount	From the default value, if the rate or amount is changed, the modified value gets updated in the modified amount field.	
Billing	If charges/commission is 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.	
Waive	Select the check box to waive charges/ commission.	
	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer.	
	If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.	
Charge Party	Charge party will be 'Applicant' by Default. You can change the value to Beneficiary	
Settlement Account	Details of the Settlement Account.	

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 auto-populated from the back-end system.



Field	Description	Sample Values
Component	Tax Component type	
Currency	The tax currency is the same as the commission.	



Field	Description	Sample Values
Amount	The tax amount defaults based on the percentage of commission maintained. User can edit the tax amount, if required.	
Settlement Account	Details of the settlement account.	
Charges From Beneficiary	Detail of charges to be collected from beneficiary.	

## **Action Buttons**

Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents.	
Remarks	Click the Remarks icon to provide any additional information. 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 LC	Enables user to view the details of the LC.	
Save & Close	Save the information provided and holds the task in you queue for working later.  This option will not submit the request	
Cancel	Cancel the Beneficiary Consent Response	
	Capture stage inputs.	
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 and appropriate remarks must be provided.	
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.	



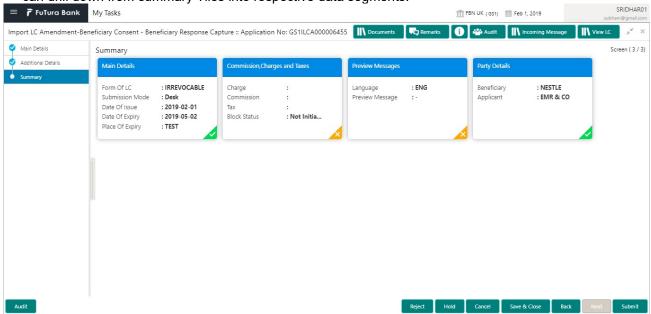
Field	Description	Sample Values
Next	On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.	
Back	On Click of Back, the application loads previous stage inputs.	

#### **Preview**

User can preview the draft message.

## **Summary**

User can review the summary of details updated in Beneficiary Consent Response Capture section. User can drill down from summary Tiles into respective data segments.



#### **Tiles Displayed in Summary**

- Main Details User can view the main details.
- Charges User can view the charge details.
- Preview User can view the preview message.
- Party Details User can view the party details.

#### **Action Buttons**

Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents.	



Field	Description	Sample Values
Remarks	Click the Remarks icon to provide any additional information. 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 LC	Enables user to view the details of the LC.	
Submit	Task will get moved to next logical stage of Import LC Amendment - Beneficiary Consent.	
	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		
	Cancel the Scrutiny stage inputs.	
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 and appropriate remarks must be provided.	
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	
	<ul> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> </ul>	
	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	On Click of Back, the application loads previous stage inputs.	

# **Exceptions**

The Import LC Amendment request, before it reaches the approval stage, the application will validate the Amount Block, KYC and AML. If any of these failed in validation will reach exception stage for further clearance for the exceptions.



## **Exception - Amount Block**

As part of amount block validation, application will check if sufficient balance is available in the account to create the block. On hand-off, system will debit the blocked account to the extent of block and credit charges/ commission account in case of charges block or credit the amount in suspense account for blocks created for collateral.

The transactions that have failed amount block due to non-availability of amount in respective account will reach the amount block exception stage.

Log in into OBTFPM application, amount block exception queue. Amount block validation failed tasks for trade transactions will be listed in the queue. Open the task to view summary of important fields with values.

Exception is created when sufficient balance is not available for blocking the settlement account and the same can be addressed by the approver in the following ways:

#### Approve:

- Settlement amount will be funded (outside of this process)
- Allow account to be overdrawn during hand-off

#### Refer:

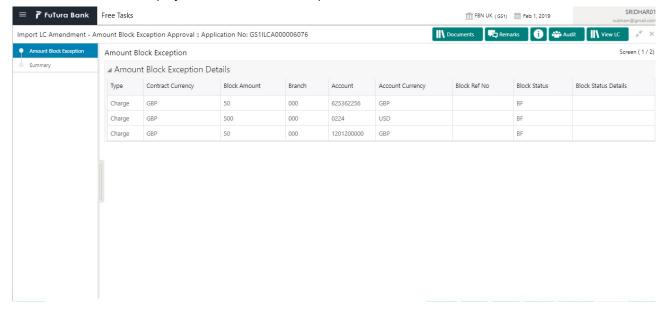
- Refer back to DE providing alternate settlement account to be used for block.
- Different collateral to be mapped or utilize lines in place of collateral.

#### Reject:

Reject the transaction due to non-availability of sufficient balance in settlement account

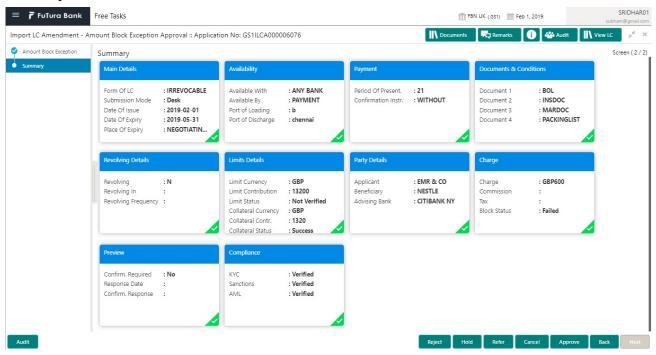
## **Amount Bock Exception**

This section will display the amount block exception details.





#### **Summary**



### Tiles Displayed in Summary:

- Main Details User can view and modify details about application details and LC details, if required.
- Party Details User can view and modify party details like beneficiary, advising bank etc., if required.
- Availability and Shipment User can view and modify availability and shipment details, if required.
- Payments User can view and modify all details related to payments, if required.
- Documents & Condition User can view and modify the documents required grid and the additional conditions grid, if required.
- Limits and Collaterals User can view and modify limits and collateral details, if required.
- Charges User can view and modify charge details, if required.
- Revolving Details User can view revolving details on revolving LC, if applicable.
- Preview Messages User can view and modify preview details, if required.
- Compliance User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.



## **Action Buttons**

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

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	
	<ul> <li>R2- Signature Missing</li> </ul>	
	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 and appropriate remarks must be provided.	
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:	
	<ul> <li>R1- Documents missing</li> </ul>	
	<ul> <li>R2- Signature Missing</li> </ul>	
	R3- Input Error	
	R4- Insufficient Balance- Limits	
	R5 - Others	
Cancel	Cancel the Import LC Amendment Amount Block Exception check.	
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.	
Back	Task moves to previous logical step.	

## **Exception - Know Your Customer (KYC)**

As part of KYC validation, application will check if necessary KYC documents are available and valid for the applicant. The transactions that have failed KYC due to non-availability / expired KYC verification will reach KYC exception stage.

Log in into OBTFPM application, KYC exception queue. KYC exception failed tasks for Trade Finance transactions must be listed in your queue. Open the task, to see summary tiles that display a summary of important fields with values.

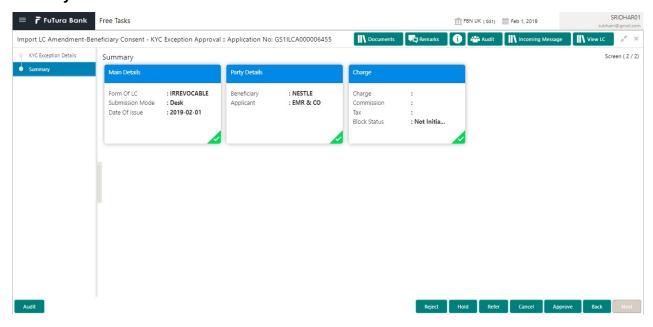


User can pick up a transaction and do the following actions:

#### **Approve**

- After changing the KYC status in the back end application (outside this process).
- Without changing the KYC status in the back end application.
- Reject (with appropriate reject reason).

## **Summary**



Tiles Displayed in Summary:

- Main Details User can view details about application details and LC details.
- Party Details User can view party details like beneficiary, advising bank etc.
- Charge Details User can view charge details.

## **Action Buttons**

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	
	<ul> <li>R2- Signature Missing</li> </ul>	
	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.	



Field	Description	Sample Values
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 and appropriate remarks must be provided.	
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	Cancel the Import LC Amendment KYC exception check.	
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.	
Back	Task moves to previous logical step.	

## **Exception - Limit Check/Credit**

The transactions that have failed limit check due to non-availability of limits will be available in limit check exception queue for further handling.

Log in into OBTFPM application, limit check exception queue. Limit check exception failed tasks for Trade Finance transactions must be listed in your queue. Open the task, to see summary tiles that display a summary of important fields with values.

Limit check Exception approver can do the following actions:

#### **Approve**

- Limit enhanced in the back end (outside this process).
- Without enhancing limit in the back end.

#### Refer

- Refer back to DE providing alternate limit id to map
- Refer additional collateral to be mapped

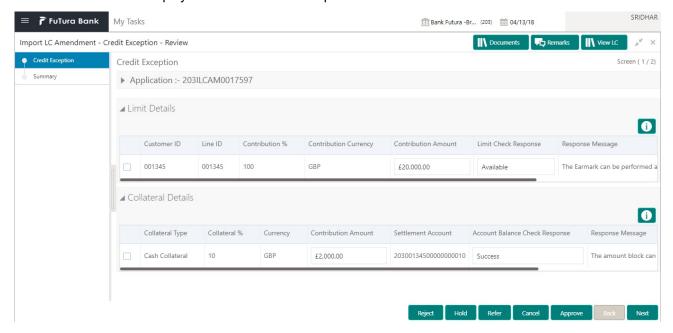
## Reject

The transaction due to non-availability of limits capturing reject reason.

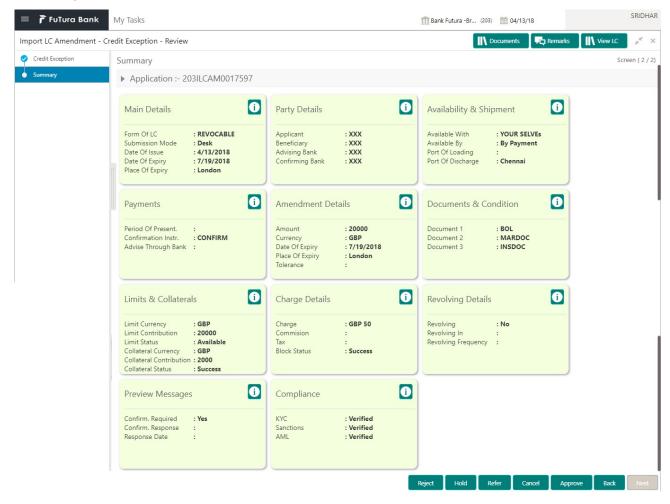


## **Limit/Credit Check**

This section will display the amount block exception details.



#### Summary



Tiles Displayed in Summary:



- Main Details User can view and modify details about application details and LC details, if required.
- Party Details User can view and modify party details like beneficiary, advising bank etc., if required
- Availability and Shipment User can view and modify availability and shipment details, if required.
- Payments User can view and modify all details related to payments, if required.
- Amendment Details User can view the amended details of the issued LC.
- Documents & Condition User can view and modify the documents required grid and the additional conditions grid, if required.
- Limits and Collaterals User can view and modify limits and collateral details, if required.
- Charges User can view and modify charge details, if required.
- Revolving Details User can view revolving details on revolving LC, if applicable.
- Preview Messages User can view and modify preview details, if required.
- Compliance User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

#### **Action Buttons**

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 and appropriate remarks must be provided.	
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	



Field	Description	Sample Values
Cancel	Cancel the Import LC Amendment Limit exception check.	
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.	
Back	Task moves to previous logical step.	

# **Approval**

Log in into OBTFPM application and open the task 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.

## **Main Details**

Refer to Main Details.

## **Summary**

Refer to Summary.

#### **Action Buttons**

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	
	<ul> <li>R2- Signature Missing</li> </ul>	
	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 and appropriate remarks must be provided.	



Field	Description	Sample Values
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:	
	<ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance- Limits</li> <li>R5 - Others</li> </ul>	
Cancel	Cancel the approval.	
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.	



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## Reference and Feedback

## 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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