Import LC Issuance User Guide

Oracle Banking Trade Finance Process Management
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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 Issuance

As part of Import LC Issuance the applicant (importer or customer) approaches a bank and requests the bank to issue a Letter of Credit on their behalf to the beneficiary (exporter). The Letter of Credit stipulates the required documents and the conditions to be met by the beneficiary while shipping under the said LC. On receipt of credit compliant documents, the issuing bank is obliged to make payment under the LC.

The various stages involved for issuance of an Import Letter of Credit are:

- Receive and verify documents (Non Online Channel)- Registration stage
- Input application details
- Upload of related mandatory and non mandatory documents
- Verify documents and capture details (Online/Non Online Channels)- Scrutiny stage
- Input/Modify details of LC Data Enrichment stage
- · Check for limit availability
- Check balance availability for amount block
- Check for sanctions & KYC status
- Earmark limits/Create amount block for cash margin/charges
- Capture remarks for other users to check and act
- · Generate acknowledgements and draft LC copies
- Notify customer on any negative statuses in any of the stages to the applicant
- · Hand off request to back office

In the following sections, let's look at the details for Import LC issuance process.

This section contains the following topics:

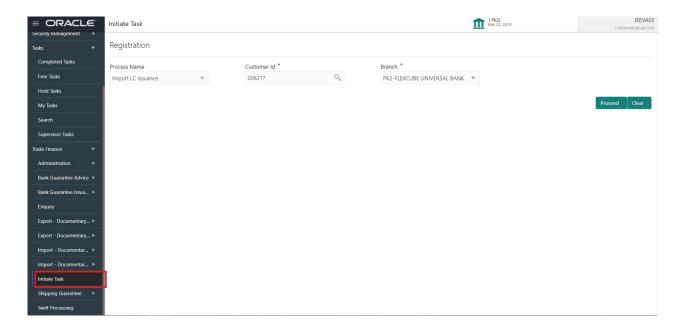
Common Initiation Stage	Registration
OBTFPM- OBDX Bidirectional flow	Data Enrichment
Customer Response - Draft Confirmation	Exceptions
Multi Level Approval	Customer - Acknowledgement
Customer - Reject Advice	Reject Approval

Common Initiation Stage

The user can initiate the new shipping guarantee 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 initiates the transaction from Registration Stage, if the LC Issuance request is received from the Applicant at the branch counters either by fax, mail or physical application.

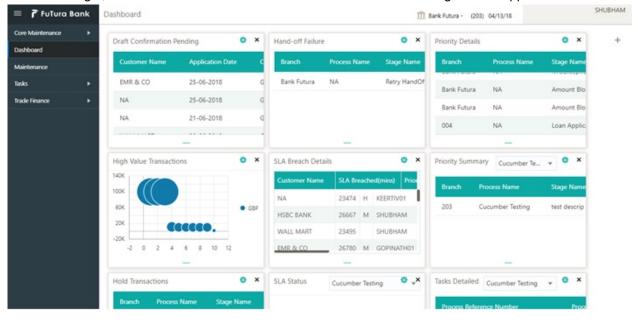
During Registration stage, user can capture the basic details of the application, check the signature of the applicant and upload the related documents submitted by the applicant. It also enables the user to capture some additional product related details as an option. On submit of the request, the customer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

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

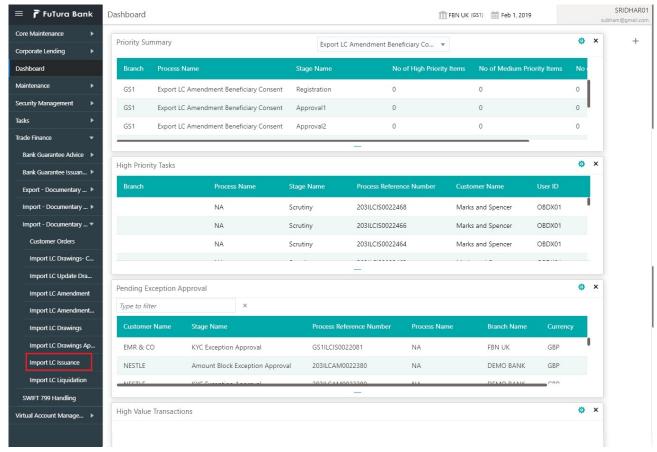




2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.

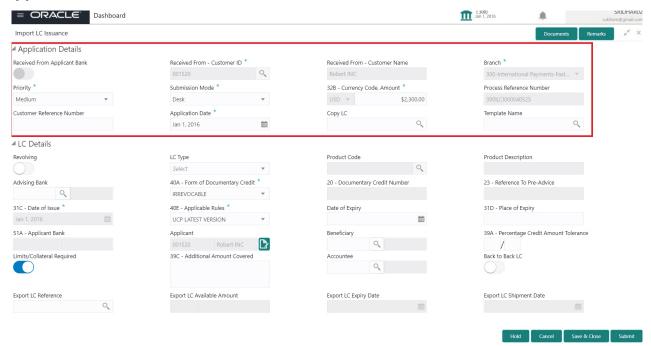


3. Click Trade Finance> Import - Documentary Credit> Import LC Issuance.



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

Application Details



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



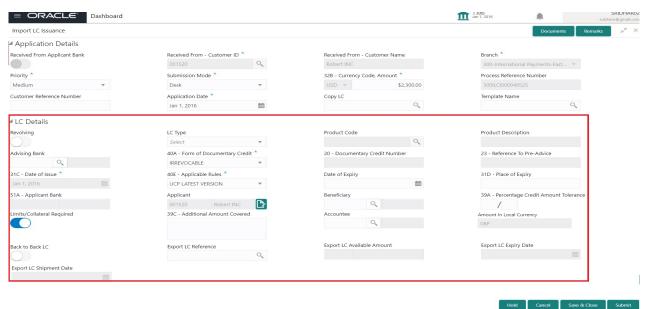
Field	Description	Sample Values
Received From Applicant bank	Import LC Issuance request can be received either from the applicant or the applicant's bank.	Toggle off
	Toggle on: Switch on the toggle if Import LC Issuance request is received from applicant's bank.	
	Toggle off: Switch off the toggle if Import LC Issuance request is received from applicant.	
Received From - Customer ID	Select the customer id of the applicant or applicant's bank.	001344
	If the selected customer/party is blacklisted the system displays a warning message.	
Received From - Customer Name	Name of the customer or applicant. This field will be auto populated based on the selected customer ID.	EMR & CO
Branch	Select the branch. Customer's home branch will be displayed based on the customer ID and it can be changed, if required.	203-Bank Futura -Branch FZ1
	Note Once the request is submitted, Branch field is non-editable.	
Priority	Set the priority of the Import LC issuance request as Low/Medium/High. If priority is not maintained for a customer, 'Medium' priority will be defaulted.	High
Submission Mode	Select the submission mode of Import LC Issuance 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	
Currency Code, Amount	Select the currency code and tab out.	GBP 1,000.00
	Provide the value of LC (with decimal places) as per currency type.	
Process Reference Number	Unique sequence number for the transaction. Process Reference Number is auto generated by the system based on process name and branch code.	203ILCISS0000 00500



Field	Description	Sample Values
Application 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.	
Customer Reference Number	Enables the user to provide a unique Customer Reference Number which will be the User Reference of the LC.	
Copy LC	If an existing LC is to be copied, the details of the LC is captured here.	
	Provide the LC number, the system populates the details of the LC.	
	Alternately, the user can search the LC from the LOV.	

LC Details

Registration user can provide LC details in this section. Alternately, LC details can be provided by Scrutiny user.



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

Field	Description	Sample Values
Revolving	Toggle On: LC type is Revolving. Toggle Off: LC is type Non Revolving.	



Field	Description	Sample Values
LC Type	Select the applicable LC Type from LOV: Sight Usance Mixed	
Product Code	Select the applicable product code. Click the look up icon to search the product code with code or product description. Product Code Produc	ILUN
Product Description	Product Description will be auto populated by the application based on the Product Code.	Import LC Usance Non Revolving
Advising Bank	Select the advising bank. Click the look up icon to search the advising bank based on Party ID/Party Name. You can also input the party ID and on tab out system will validate and populate the 'Advising Bank' name. Note In case the selected Bank is not RMA Compliant, the system prompts the user to use a different advising bank or use non SWIFT Media to transmit the LC and displays error message "RMA arrangement not available, please change the bank or use MAIL Medium". Note If the party is blacklisted the system displays a warning message.	001342 -HSBC Bank
40A - Form of Documentary Credit	Select the type of LC (Documentary Credit) as per the requirement. Default LC type is Irrevocable.	Irrevocable
Documentary Credit Number	Simulated from the back office and displayed in the application. Number will be populated on the selection of Product Code .	203ILUN18103 ACCI



Field	Description	Sample Values
Contract Reference Number	Contract Reference Number will be auto populated by the system based on selection of Product Code .	
Reference to Pre-Advice	Provide details of Pre-Advice, if issued by the bank.	
Date Of Issue	Application will default the branch's current date in date of issue. User cannot change the defaulted date.	04/13/18
	Application will populate the Date of Issue field with branch date on approval if date of approval is later than date of Registration.	
Applicable Rules	Select the applicable rules for the LC. Default rule as UCP Latest Version.	UCP Latest Version.
Rule Narrative	Enter the rules narrative.	UCP Latest
	This field is available if the value in 'Applicable Rule' is 'OTHR'	Version.
Date Of Expiry	Provide the expiry date of the LC. The expiry date can be equal or greater than the issue date. If the Expiry Date is earlier than the issue date, system will provide an error and if the 'Expiry Date is equal to the Issue Date', system will provide a alert message.	09/30/18
Place of Expiry	Provide the place of expiry of LC.	London
Applicant Bank	In application details, if Received From Applicant Bank toggle is on, the applicant bank details will be displayed here. If request is not received from applicant bank, this field must be blank.	001343 Bank of America
Applicant	Applicant details will be auto populated based on the details provided in Application Details section. If the request is received from Applicant bank, select the applicant from the List of Values. Note If the selected applicant/ party is blacklisted the system displays a warning message.	001344 EMR & CO

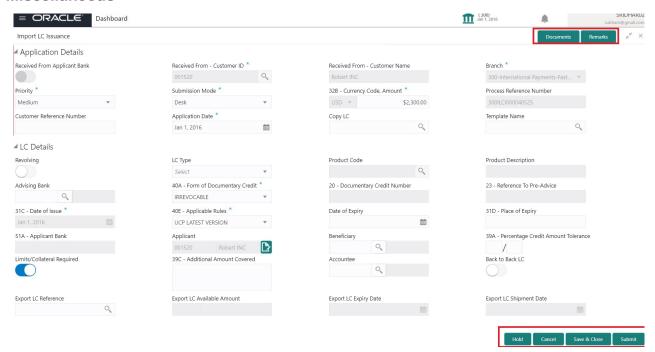


Field	Description	Sample Values
Beneficiary	Select the beneficiary of the LC. Click the look up icon to search the beneficiary based on Party ID/Party Name. If beneficiary is not a customer of the bank, then choose WALKIN customer id and provide the beneficiary details. If beneficiary is a customer and KYC status is not valid, then system will display alert message. Note If the selected Beneficiary/ party i is blacklisted the system displays a warning message.	001346 Marks and Spencer
Percentage Credit Amount Tolerance	Enables the user to provide tolerance (+/-) on the total LC value. Tolerance value must be either one or two digit value. If tolerance is more than 10%, alert message will be displayed.	8/2
Limits Required	Toggle On: Set the Toggle On to enable limit check during the process flow of this request. Toggle Off: Set the Toggle Off to disable limit check during the process flow of this request.	
Additional Amount Covered	Provide additional amount included in LC.	
Accountee	User can select the accountee from LOV.	8/2
Amount In Local Currency	After the tab out of 'Currency Code, Amount' field, system populates the Local currency and amount value in this field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).	
Back to Back LC	Flag to check if the Import LC is a back to back LC. Toggle On: Set the Toggle On if back to back LC is applicable. Toggle Off: Set the Toggle Off if back to back LC is applicable.	
Export LC Reference	Export LC Reference that is to be linked to Back to back LC. User can select o enter the underlying Export LC reference.	
Export LC Available Amount	The system displays the available amount under the Export LC.	



Field	Description	Sample Values
Export LC Expiry Date	The system displays the expiry date of the underlying Export LC.	
Export LC Shipment Date	The system displays the latest shipment date of the underlying Export LC.	

Miscellaneous



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

Field	Description	Sample Values
Documents	Upload the required documents.	
	Application displays mandatory documents to be uploaded for Import LC Issuance.Place holders are also available to upload additional documents submitted by the applicant.	
Remarks	Provide any additional information regarding the LC. This information can be viewed by other users processing the request.	
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 Issuance.	
	If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	



Field	Description	Sample Values
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.	
Cancel	Cancels the Import LC Issuance 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.	
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. Checklist Registration Any correction or alteration initialled by the app Remarks LC amt and ccy are uniform across the application customer signature verified Remarks	
	Save Checklist x Close	

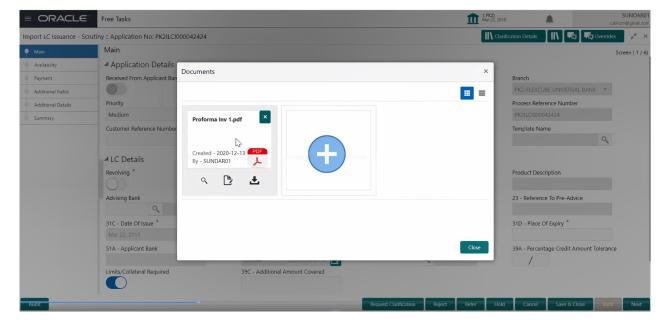
OBTFPM- OBDX Bidirectional flow

As a part of Digital Experience, customers can initiate Trade Finance Transactions from online channels and the respective task will be available in OBTFPM for further handling.

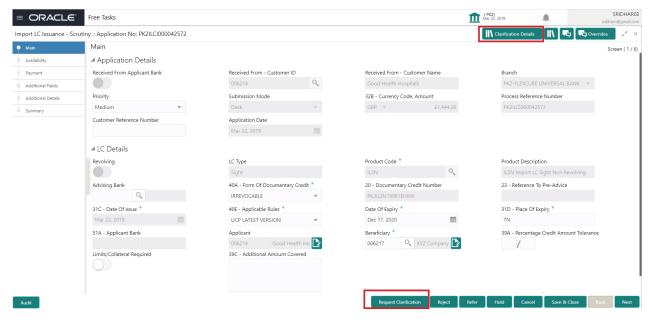
OBTFPM user, for task received from online channel, raise clarification and receive response from the customer.

1. Customer initiates the Trade Finance transaction in Online channel (OBDX) and upload the necessary documents.



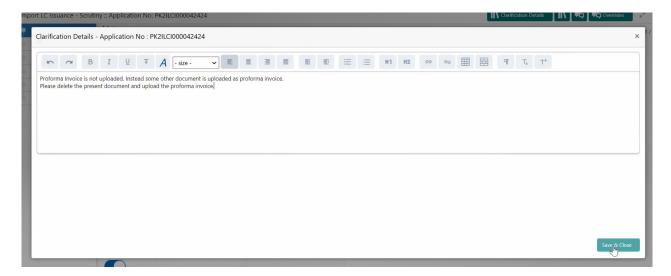


- 2. The task created will land in the Scrutiny stage of OBTFPM for handling by Trade expert for reviewing and identifying mismatch/incomplete data.
- 3. In the Scrutiny, Data Enrichment or Approval the bank user may require clarification from customer, OBTFPM user clicks **Request Clarification** button to request for online clarification from customer.

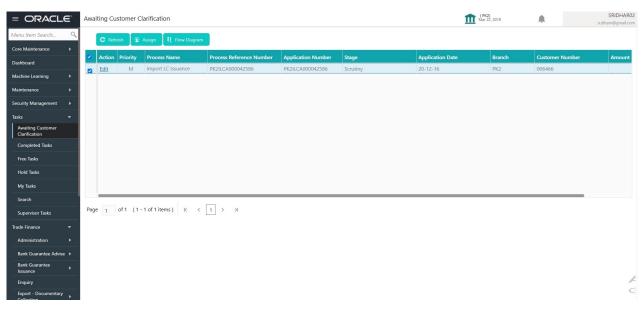


- 4. The **Request Clarification** detailed screen appears, user enters the information and clicks **Save**, the information should be sent to customer.
- 5. OBTFPM user should be able to see the details in the View Clarification window and the status will be Clarification Requested. The user can click Re clarification if required.

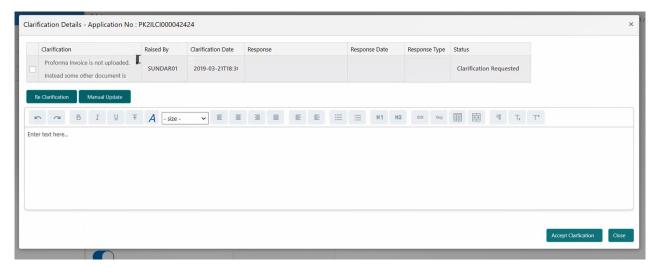




6. The task goes to **Awaiting Customer Clarification** state until the response received from the customer.

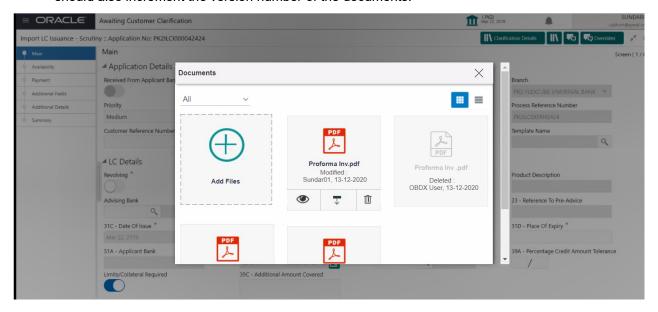


7. Click Edit.





- 8. The user can click **Accept Clarification** button, if the query raised has been answered by the customer. The status should change to Clarification Accepted. on next the task moves to the next logical stage.
- 9. Bank user checks the Clarification and opens the **Documents** Tab. System displays both the new document uploaded and the metadata for deleted document and the deleted document is displayed in a blurred way. User can open the new document, the deleted document cannot be opened. System should also increment the version number of the documents.



Scrutiny

On successful completion of Registration of an Import LC issuance request, the request moves to Scrutiny stage. At this stage the gathered information during Registration are scrutinized.

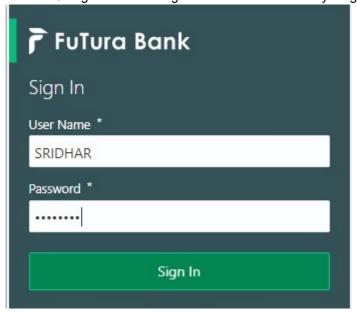
Non-Online Channel - Import LC Issuance request that were received at the desk will move to Scrutiny stage post successful Registration. The requests will have the details entered during the Registration stage.

Online Channel - Requests that are received via online channels like trade portal, external system and SWIFT are available directly for further processing from Scrutiny stage. The data gets auto populated for all data segments from Application stage to Data Enrichment stage.

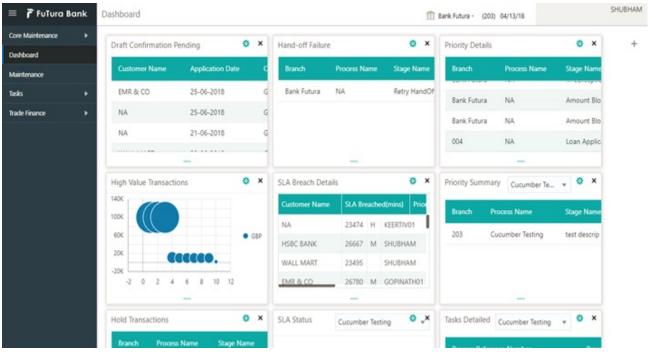
Do the following steps to acquire a task currently at Scrutiny stage:



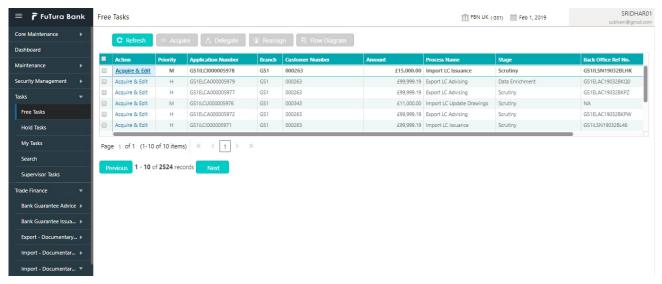
1. Using the entitled login credentials for Scrutiny stage, login to the OBTFPM application.



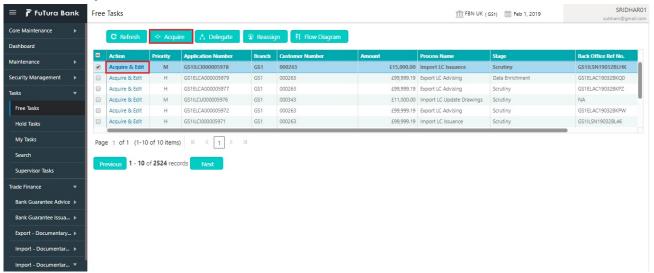
2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.



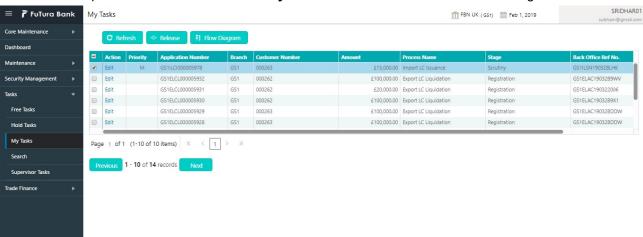
3. Click Trade Finance> Tasks> Free Tasks.



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 Scrutiny stage has five sections as follows:

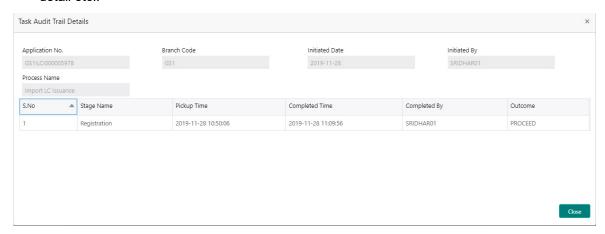
- Main Details
- Availability



- Payment
- Additional Details
- Summary

Let's look at the details for Scrutiny stage. User can enter/update the following fields. User cannot edit the fields that are already having value from Registration/online channels.

Audit - This button provides information about user initiated the transaction, initiated date, stage wise detail etc..



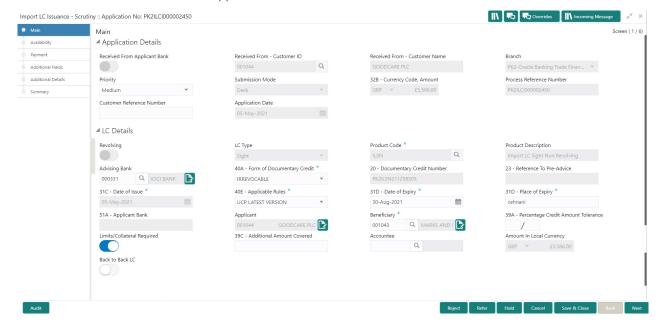
Main Details

Main details section has three sub section as follows:

- Application Details
- LC Details

Application Details

All fields displayed under Application details section are read only except for the **Priority** and **Customer Reference Number**. Refer to Application Details for more information of the fields.





LC Details

The fields listed under this section are same as the fields listed under the LC Details section in Registration. Refer to LC Details for more information of the fields. 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	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.	
Request Clarification	User should be able to specify the clarification details for requests received online.	
Refer	User must select a Refer Reason from the values displayed by the system. Refer Codes:	
	R1- Documents missing	
	R2- Signature Missing	
	R3- Input ErrorR4- Insufficient Balance/Limits	
	R4- insufficient Balance/Limits R5 - Others.	
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 LC Issuance Scrutiny stage inputs and the task gets landed in My Task menu.	



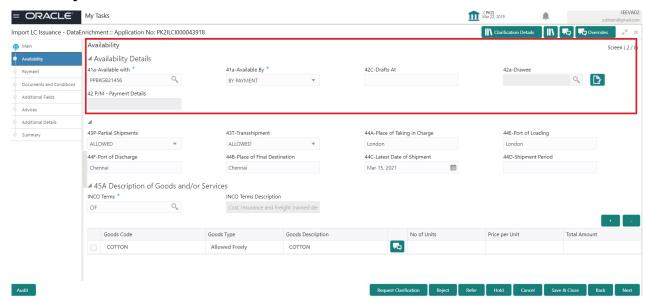
Field	Description	Sample Values
Hold	The details provided will be on hold. This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. 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. On reject, a reject notification gets generated to the applicant.	
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.	

Availability

User must Input/Update Availability, Shipment and Goods details of an Import LC request for the different fields under the respective data segments.



Availability Details



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

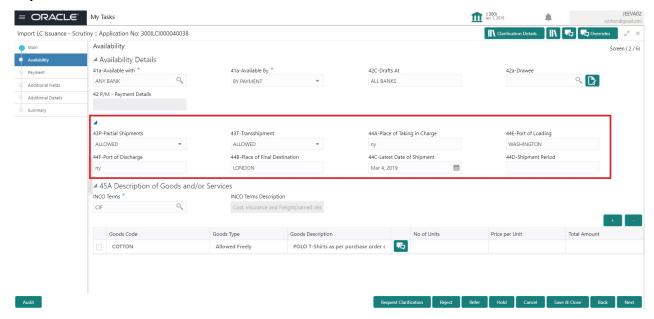
Field	Description	Sample Values
Available With	This field identifies the bank with which the credit is available.	
	Online Channel - Read only	
	Non Online Channel - User must capture the bank details or any free text.	
	 If the LC is restricted to any particular bank,, search the bank with SWIFT code (BIC) or Bank Name. 	
	Available With x	
	BIC Bank Name	
	Fetch	
	BIC Bank Name	
	No data to display. Page 1 (0 of 0 items)	
	On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address gets defaulted.	
	 If the LC is not restricted to any bank, provide free text - (YOURSELVES, WITH ANY BANK etc.). 	



Field	Description	Sample Values
Available By	Online Channel – Read-only	
	Non Online Channel – Choose one of the following values from drop down.	
	BY ACCEPTANCE	
	BY DEF PAYMENT	
	BY MIXED PAYMENT	
	BY NEGOTIATION	
	BY PAYMENT	
	Validation:	
	1) If By Mixed Payment option is selected, there must be a value in tag 42M- Mixed payment	
	2) If By deferred payment is selected, there must be a value in tag 42P- Deferred payment	
	3) If By payment is selected, payment at sight is applicable. It is applicable for Sight Type of product only.	
Drafts At	This field specifies the tenor of drafts to be drawn under the documentary credit.	
	Provide the draft details.	
Drawee	This field will have value only if 'Drafts at' field has values.	
	Select the Drawee bank (Advising bank or Confirming bank).	
	 Search the bank with SWIFT code (BIC) or Bank Name. 	
	Available With X BIC Bank Name	
	Fetch BIC Bank Name	
	No data to display.	
	Page 1 (0 of 0 items) K < 1 > >	
	On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.	
	Note	
	This field is mandatory if value is provided at Drafts At field.	
Tenor	Capture the tenor details. If Available by is Negotiation/Acceptance/Payment and can be modified if required.	
Payment Details	This field is applicable if, Available By filed has Mixed Payment or Deferred Payment .	



Shipment Details



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

Field	Description	Sample Values
Partial Shipments	This field specifies whether or not partial shipments are allowed under the documentary credit.	
	Online Channel – Read only	
	Non Online Channel - Select the appropriate value from the drop down. Available values are:	
	ALLOWED	
	CONDITIONAL	
	NOT ALLOWED	
Transshipment	This field specifies whether or not transshipment is allowed under the documentary credit.	
	Online Channel – Read only	
	Non Online Channel - Select the appropriate value from the drop down. Available values are:	
	ALLOWED	
	CONDITIONAL	
	NOT ALLOWED	



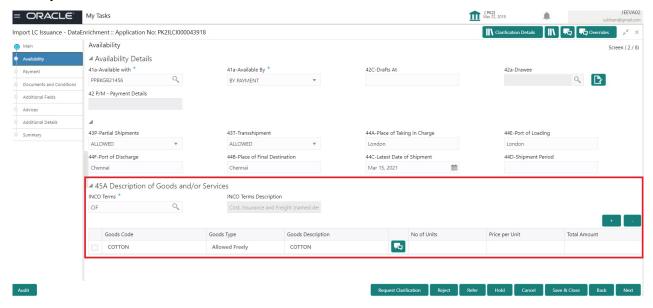
Field	Description	Sample Values
Place Of Taking In Charge	This field specifies the place of taking in charge (in case of a multi-modal transport document), the place of receipt (in case of a road, rail or inland waterway transport document or a courier or expedited delivery service document), the place of dispatch or the place of shipment to be indicated on the transport document.	
	Online Channel – Read only	
	Non Online Channel - Provide the details of place of taking in charge.	
	Note This field is alternate to Port Of Loading. Any of these fields must have value and if both the fields has values, application will display an error message.	
Port Of Loading	This field specifies the port of discharge or airport of destination to be indicated on the transport document.	
	Online Channel – Read only	
	Non Online Channel - Provide the details of Port/ Airport of Loading.	
	Note This field is alternate to Place Of Taking In Charge. Any of these fields must have value and if both the fields has values, application will display an error message.	
Port Of Discharge	This field specifies the port of discharge or airport of destination to be indicated on the transport document.	
	Online Channel – Read only	
	Non Online Channel - Provide the details of Port/ Airport of Discharge.	
	This field is alternate to Place Of Final Destination. Any of these fields must have value and if both the fields has values, application will display an error message.	



Field	Description	Sample Values
Place Of Final Destination	This field specifies the final destination or place of delivery to be indicated on the transport document.	
	Online Channel – Read only	
	Non Online Channel - Provide the details of Place Of Final Destination.	
	Note This field is alternate to Port Of Discharge. Any of these fields must have value and if both the fields has values, application will display an error message.	
Latest Date Of Shipment	Provide the latest date for loading on board/ dispatch/taking in charge.	
	Note This field is alternate to Shipment Period. Latest date of shipment or shipment period must have value and if both the fields has values, application will display an error message.	
Shipment Period	Online Channel – Read- only	
	Non Online Channel - Provide the details of Shipment.	
	Note This field is alternate to Latest Date Of Shipment. Latest date of shipment or shipment period must have value and if both the fields has values, application will display an error message.	



Description Of Goods And Or Services



This field contains a description of the goods and/or services. Provide the Shipment Details based on the description in the following table:

_		
Field	Description	Sample Values
INCO Terms	Online Channel - Read only.	
	Non Online Channel - Select the appropriate INCO terms.	
INCO Term Description	The description of the INCO Term.	
+ Icon	Click + icon to add goods details.	
- Icon	Click - icon to remove goods details.	
Goods Code	Click look up icon to select the goods code. Once you select goods code, value will populate in Goods Type and Goods Description.	
Goods Type	The goods type is auto populated depending on selected goods code.	
Goods Description	The goods description is auto populated depending on selected goods code.	
No of Units	Enter the number of units being imported or exported.	
Price per Unit	Enter the value for price per unit.	
Total Amount	System to calculate the total price	
	In case of online request, the system should populate the total amount from incoming request.	
	System should validate that the total amount is equal to the value of the transaction (LC/Collection).	



Action Buttons

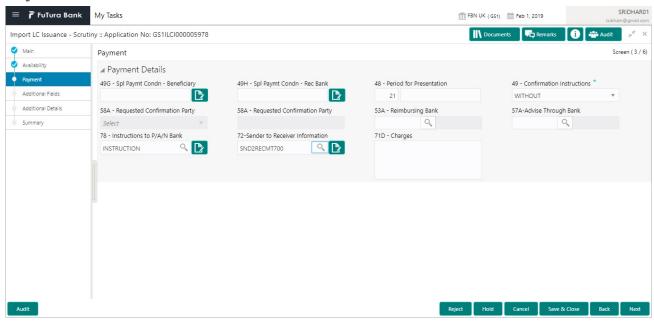
Use action buttons based on the description in the following table:

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. 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.	
Request Clarification	User should be able to specify the clarification details for requests received online.	
Refer	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.	
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 and the task gets landed in My Task menu.	
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
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. On reject, a reject notification gets generated to the applicant.	
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.	

Payment Details



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

Field	Description	Sample Values
Spl Paymt Condn - Beneficiary	Online and Non Online Channels – If any special payment condition has to be provided to beneficiary, the details for the same must be captured in this field.	



Field	Description	Sample Values
Spl Paymt Condn - Rec Bank	Online and Non-online channels —If any special payment condition has to be provided to receiving bank, the details for the same must be captured in this field. This field specifies special payment conditions applicable to the receiving bank without disclosure to the beneficiary, for example, post-financing request/conditions for receiving bank only.	
Period for Presentation	Online Channel – Read only. Non Online Channel – If the period of presentation is based on any event other than shipment, then you can capture the event name in text along with the number of days in number.	
Confirmation Instructions	Online Channel – Read only.	
	Non Online Channel - Select the confirmation instruction for the LC from the available LOV values – CONFIRM, MAY ADD, WITHOUT.	
	Applicable only if field 49 - confirmation instruction is 'confirm' or 'may add'. You can search through LOV, Party type with banks should only be displayed in LOV. The system must display the following:	
	a) SWIFT code (if available),	
	b) Name and address of the bank	
	On selection of the record, if SWIFT code is available then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.	
Requested Confirmation Party	Online and Non-Online Channels – Provide requested confirmation party details. If the Requested Confirmation Party has the value as Others then appropriate value must be selected from the LOV.	
	Note This field is applicable if the Confirmation Instructions is Confirm or May Add.	



Field	Description	Sample Values
Reimbursing Bank	If reimbursing bank is applicable user must update the field.	
	Online Channel - Update the details received.	
	Non Online Channel - Search through LOV. Party type with banks will be displayed in LOV.	
	SWIFT code (if available),	
	 Name and address of the bank 	
	On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.	
	Note In case the selected Bank is not RMA Compliant, the system prompts the user to use a different advising bank or use non SWIFT Media to transmit the LC and displays error message "RMA	
	arrangement not available, please change the bank or use MAIL Medium".	
	Note If the party is blacklisted the system	
	displays a warning message.	
Advise Through Bank	Online Channel – User can update the details received.	
	Non-Online Channel -	
	Search through LOV. Party type with banks must be displayed in LOV.	
	SWIFT code (if available)	
	Name and address of the bank	
	On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.	
Instructions to P/A/N Bank	Online Channel- User can update details received.	
	Non Online Channel – Provide the details in this field.	
Sender to Receiver Information	Online Channel – User can update details received.	
	Non Online Channel – Provide details (FFT).	



Field	Description	Sample Values
Charges	Online Channel – User can update details received.	
	Non Online Channel – Provide details (FFT).	

Action Buttons

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

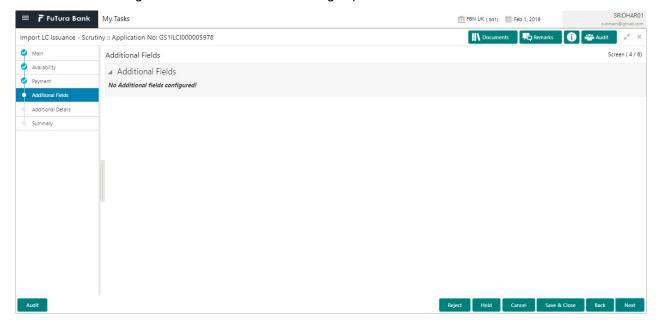
Field	Description	Sample Values
Documents	Click the Documents icon to Upload the required documents.	
	Application will display the mandatory and optional documents.	
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.	
	Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view overrides, if any.	
Request Clarification	User should be able to specify the clarification details for requests received online.	
Refer	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.	
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 and the task gets landed in My Task menu.	
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
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. On reject, a reject notification gets generated to the applicant.	
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.	

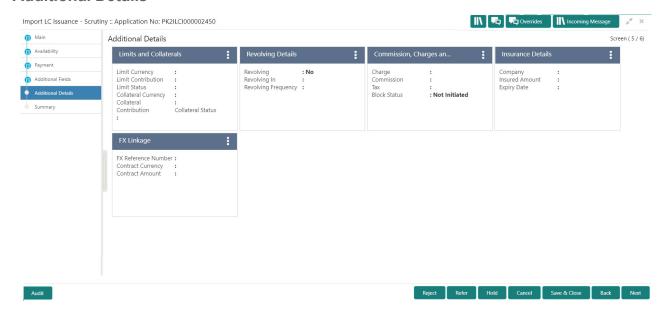
Additional Fields

Banks can configure these additional fields during implementation.

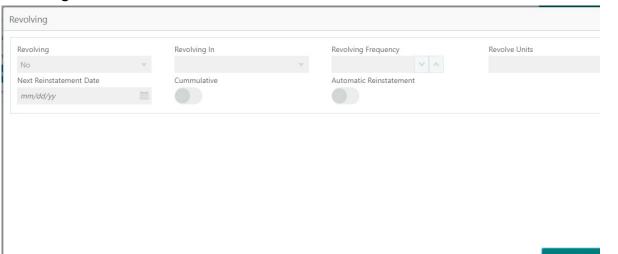




Additional Details



Revolving Details



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

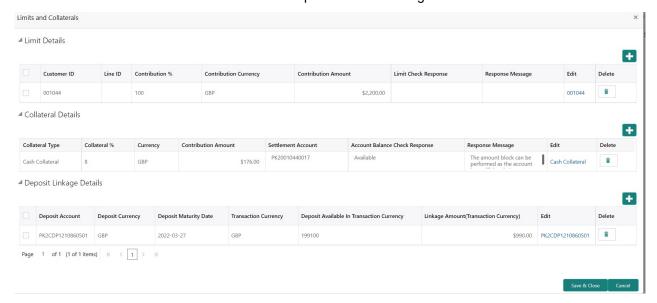
Field	Description	Sample Values
Revolving	Read only field. This field displays the revolving details of the LC.	
Revolving In	Select the mode of revolving in this field. The LC can revolve with Time or Units.	
Revolving Frequency	In case the LC revolves with time, then this field should be updated. This field captures the frequency in days and months by which the LC revolves.	
Revolving Units	You can capture the units by which the LC revolves.	



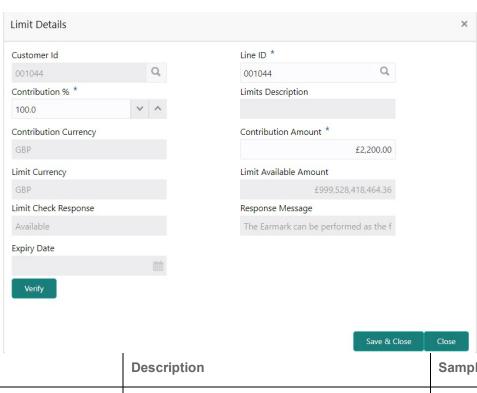
Field	Description	Sample Values
Next Reinstatement Date	This field defaults the date of next reinstatement for the LC based on the revolving frequency selected.	
Cumulative	This field is a toggle to indicate if the LC value has to be cumulative or not on reinstatement.	
Automatic Reinstatement	This field enables you to have automatic reinstatement on the reinstatement day without manual intervention.	

Limits & Collateral

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





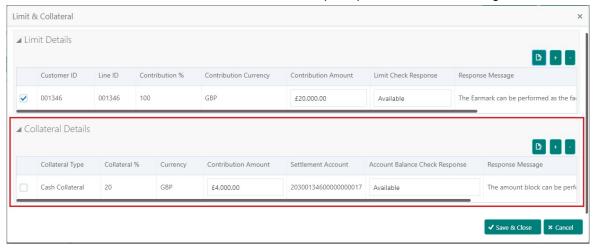


Field	Description	Sample Values
Plus Icon	Click plus icon to add new Limit Details.	
Minus Icon	Click minus icon to remove any existing Limit Details.	
Limit Details	Customer ID: Applicant's/Applicant Bank customer ID will get defaulted.	
Line ID	User can choose from the various lines available and mapped under the customer id gets listed in the drop down. LINE ID-DESCRIPTION will be available for selection along with Line ID. When you click on 'verify', the system will return value if the limit check was successful or Limit not Available. If limit check fails, the outstanding limit after the transaction value will be shown in the limit outstanding amount.	
Contribution	System will default this to 100%. User can modify, if contribution is more than 100%. System will display an alert message, if modified.	
	Once contribution % is provided, system will default the amount.	
	System to validate that if Limit Contribution% plus Collateral% is equal to 100. If the total percentage is not equal to 100 application will display an alert message.	
Contribution Currency	The LC currency will be defaulted in this field.	

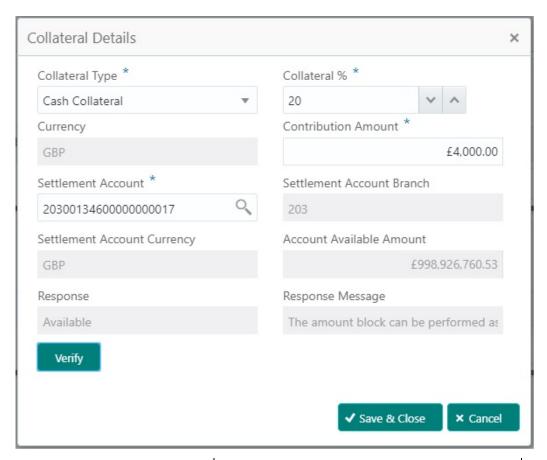


Field	Description	Sample Values
Contribution Amount	Contribution amount will default based on the contribution %.	
Limit Currency	Limit Currency will be defaulted in this field.	
Limit Available Amount	This field will display the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount.	
Limit Check Response	Response can be 'Success' or 'Limit not Available' based on the limit service call response.	
Response Message	Detailed Response message.	
Expiry Date	This field displays the date up to which the Line is valid	

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







Field	Description	Sample Values
Plus Icon	Click plus icon to add new Collateral Details.	
Minus Icon	Click minus icon to remove any existing Collateral Details.	
Collateral Type	Cash Collateral (CASA) will be the default value available as collateral type. User can select either Cash Collateral or Deposits. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.	



Field	Description	Sample Values
Collateral %	User must enter the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message.	
	The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.	
Currency	The LC currency will get defaulted in this field.	
Contribution Amount	Collateral contribution amount will get defaulted in this field.	
	The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.	
Settlement Account	Select the settlement account for the collateral.	
Settlement Account Branch	Settlement Account Branch will be auto- populated based on the Settlement Account selection.	
Settlement Account Currency	Select the Settlement Account Currency.	
Account Available Amount	Account Available Amount will be auto-populated based on the Settlement Account selection.	
Response	Response can be 'Success' or 'Amount not Available'.	
Response Message	Detailed Response message.	

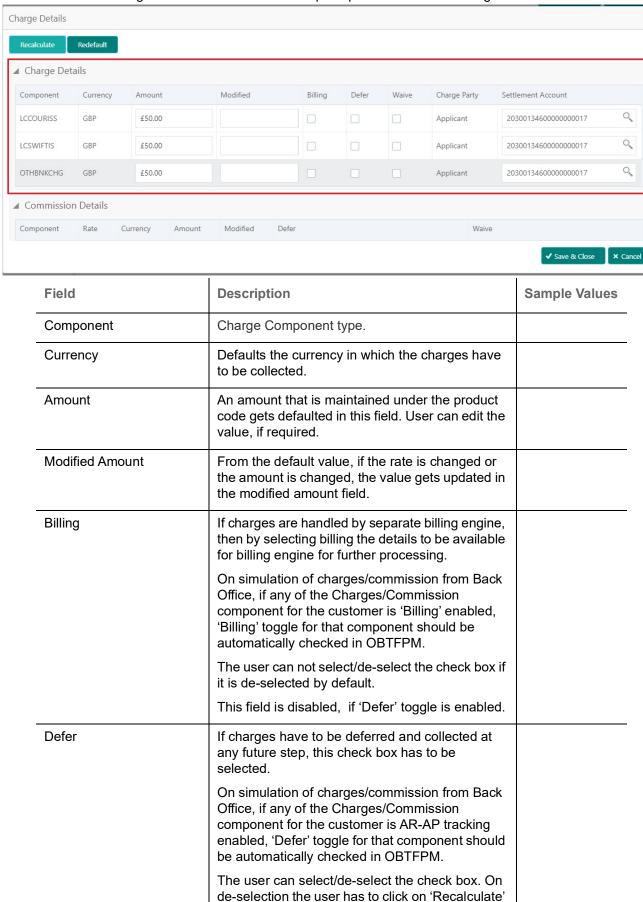
Charge Details

After payment, 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.



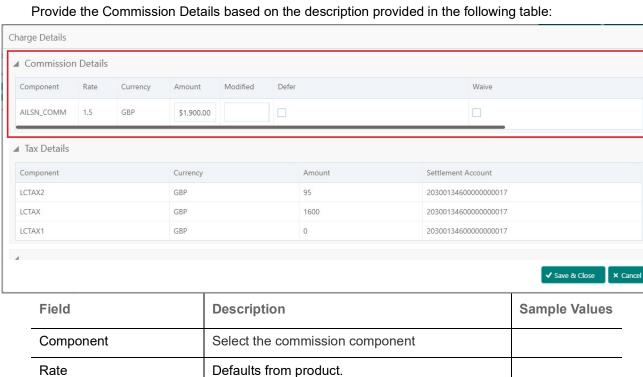
Provide the Charge Details based on the description provided in the following table:





charges button for re-simulation.

Field	Description	Sample Values
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. This field is disabled, if 'Defer' toggle is enabled.	
Charge Party	Charge party will be applicant by default. You can change the value to beneficiary	
Settlement Account	Details of the settlement account.	



Field	Description	Sample Values
Component	Select the commission component	
Rate	Defaults from product. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.	
Currency	Defaults the currency in which the commission needs to be collected	

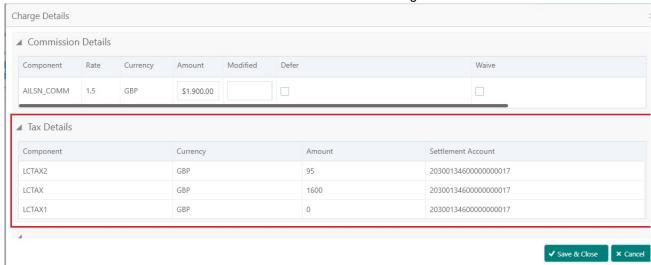


Field	Description	Sample Values
Amount	An amount that is maintained under the product code defaults in this field.	
	The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate, but not the commission amount directly. The amount gets modified based on the rate changed and the new amount is calculated in back office based on the new rate and is populated in OBTFPM.	
	If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.	
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.



Provide the Tax Details based on the information in the following table:

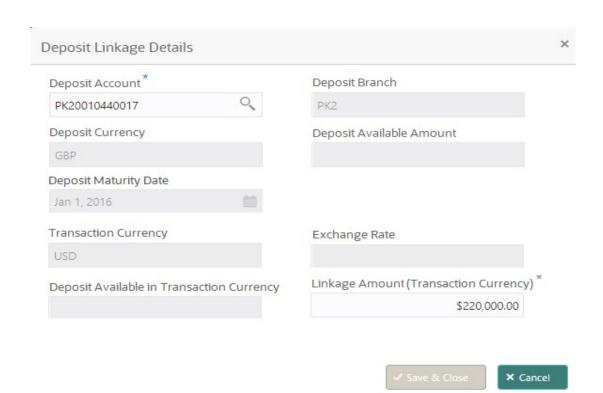


Field	Description	Sample Values
Component	Tax Component type	
Currency	The tax currency is the same as the commission.	
Amount	The tax amount defaults based on the percentage of commission maintained. User can edit the tax amount, if required.	
Settlement Account	Details of the settlement account.	

Deposit Linkage Details

In this section which the deposit linkage details should be captured.





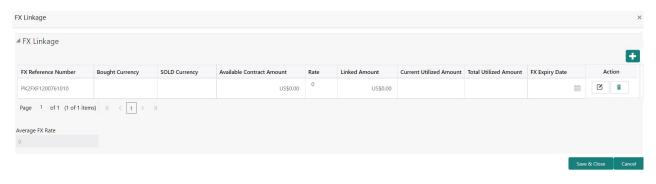
Field	Description	Sample Values
Deposit Account	All the Deposits of the customer should be listed in the LOV search. User should be able to select the deposit for linkage.	
Deposit Branch	Branch will be auto populated based on the Deposit Account selection.	
Deposit Currency	The currency will get defaulted in this field.	
Deposit Available Amount	Amount will be auto-populated based on the Deposit Account selection.	
Deposit Maturity Date	Maturity Date of Deposit to be displayed.	
Transaction Currency	The currency will get defaulted in this field from the underlying task.	
Exchange Rate	Latest Exchange Rate for deposit linkage should be displayed. This will be picked up from the exchange rate maintenance from the common core.	
Deposit Available in Transaction Currency	Deposit amount available should be displayed after exchange rate conversion, if applicable.	
Linkage Amount (Transaction Currency):	System to default the transaction amount user can change the value.	

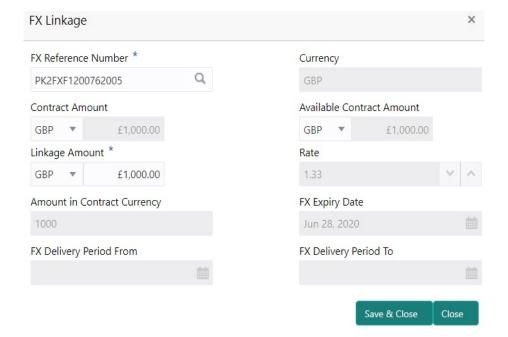


FX Linkage

This section enables the user to link the existing FX contract(s) to the LC transactions. User can link multiple forward FX contracts.

FX contract linkage with the Bill booking can happen only for immediate liquidation of sight payment or for Usance. For manual sight payment, the user needs to link the FX contract on the date of liquidation of the Bill.







Provide the FX linkage detail based on the description in the following table:

Field	Description	Sample Values
FX Reference Number	Select the FX contract reference number from the LOV.	
	On select and save and close, system defaults the available amount, bot currency, sold currency and rate.	
	Forward FX Linkage available for selection at bill would be as follows,	
	 Counterparty of the FX contract should be the counterparty of the Bill contract. Active Forward FX transactions authorized 	
	not marked for auto liquidation.	
	Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill.	
Bought Currency	This field displays the currency from the linked FX contract.	
Sold Currency	This field displays the currency from the linked FX contract.	
Available Contract Amount	Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.	
Rate	This field displays the rate at which the contract is booked.	
Linked Amount	Sum of Linked amount will not be greater than LC contract amount.	
	Linked amount will not be greater than the available amount for linkage.	
Current Utilized amount	This field displays the liquidated /purchased / discounted /negotiated amount of BC contract. It cannot go beyond the linked FX amount.	
Total Utilized amount	This field displays the total amount utilized against the corresponding linked FX. On query, both Utilized and Total Utilized amount holds the amount of latest version.	
Amount in Contract Currency	This field displays the amount in contract currency converted from FX currency.	
FX Expiry Date	This field displays the expiry date from the linked FX contract.	
FX Delivery Period - From	This field displays the date from which the contract is valid for utilization.	
FX Delivery Period - To	This field displays the date to which the contract is valid for utilization.	



Field	Description	Sample Values
Action	Click the Edit icon to modify the FX details. Click the Delete icon to delete the FX details.	
Average FX Rate	Multiple forward FX contract could be linked, and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. This will be populated in the Average FX Rate.	

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. 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.	
Request Clarification	User should be able to specify the clarification details for requests received online.	
Refer	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.	
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 and the task gets landed in My Task menu.	

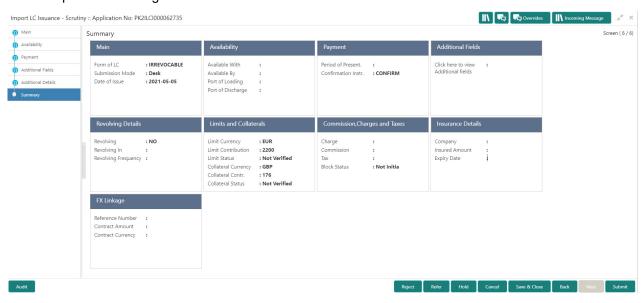


Field	Description	Sample Values
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Reject	On click of Reject, user must select a Reject Reason from 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. On reject, a 	
Next	reject notification gets generated to the applicant. 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 of details updated in Scrutiny Import LC Issuance 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 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 User can view and modify availability and shipment details, if required.
- Payment User can view and modify all details related to payments, if required.
- Additional Fields User can view and modify the details of additional fields, if required.
- Limits and Collaterals User can view and modify limits and collateral details, if required.
- Commission and Charges and Taxes- User can view and modify commission, charge and tax details, if required.
- Revolving Details User can view and modify revolving details on revolving LC, if applicable.

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. 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.	
Request Clarification	User should be able to specify the clarification details for requests received online.	
Refer	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.	
Submit	Task will get moved to next logical stage of Import LC Issuance. 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 and the task gets landed in My Task menu.	



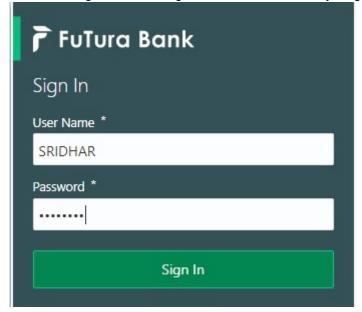
Field	Description	Sample Values
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Reject	On click of Reject, user must select a Reject Reason from 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. On reject, a reject notification gets generated to the applicant.	

Data Enrichment

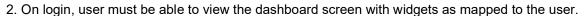
As part of Data Enrichment, user can enter/update basic details of the incoming request.

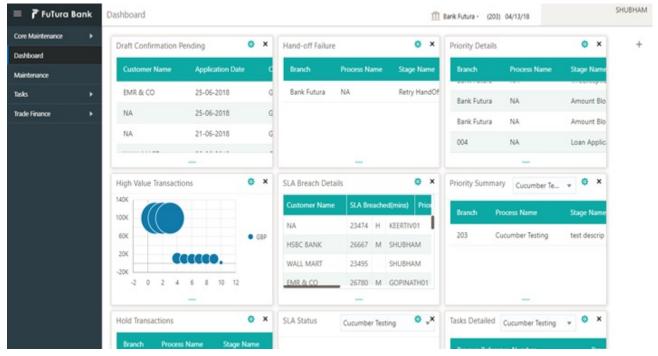
Do the following steps to acquire a task at Data Enrichment stage:

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





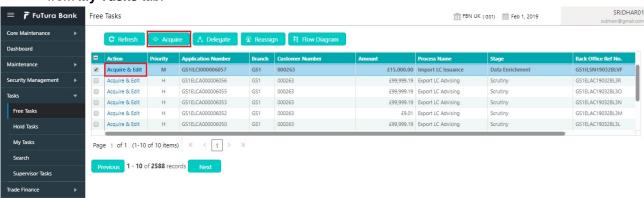




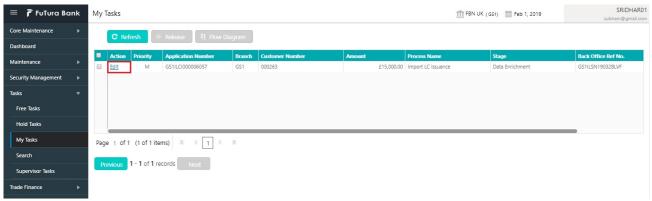
3. Click Trade Finance> Tasks> Free Tasks.



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



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



The Data Enrichment stage has six sections as follows:

- Main Details
- Availability
- Payment
- Documents & Conditions
- Additional Fields
- Additional Details
- Settlement Details
- Summary

Let's look at the details for Data Enrichment stage. User must be able to enter/update the following fields. Some of the fields that are already having value from Scrutiny/Online channels may not be editable.

Main Details

Refer to Main Details.

Availability

Refer to Availability.

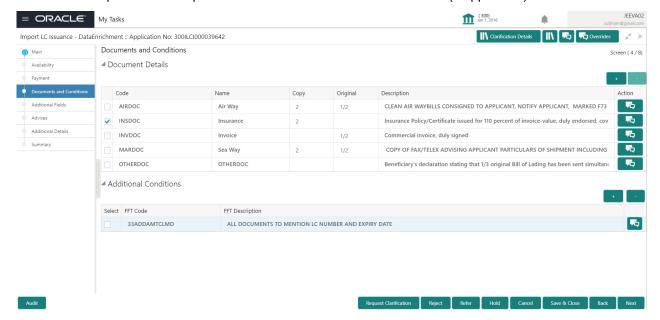
Payment Details

Refer to Payment Details.



Documents & Conditions

User must provide the required documents and additional conditions (if applicable) in this section.



Documents Details



Based on the 'Product' selected, Application will default the documents required under the LC. User can edit the details, delete an existing document and also add additional documents to the defaulted list.



Insurance document is available in Documents Details section, if value in the 'INCO Term' field is not 'CFR', 'FOB', 'FCA', 'FAS' or 'EXW' in the **Availability** stage. If not system gives the warning message.

Online Channel - System will default the details received in the Description column. Based on the details populated, user can pick corresponding values for document code, originals and copy.

Non Online Channel - User can further edit (add or remove) the documents or document description as per requirement. Application will display an alert message, if both Bill Of lading" and 'Airway Bill' are chosen.



Additional Conditions



Online Channel - System will default the details received in the description column. System will parse the additional conditions required field into multiple line items based on line de-limitter (+) and shall populate each line item as a separate description. User can read the description and make any changes required to the description, also must be able to add more conditions.

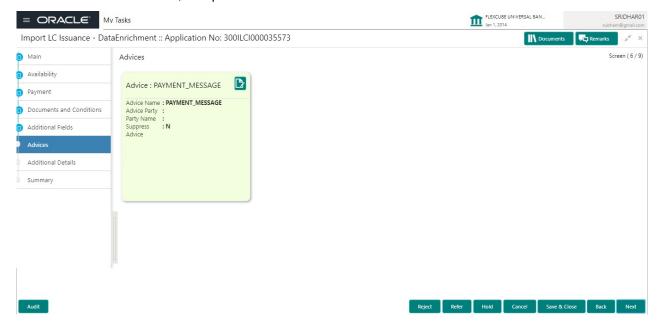
Non Online Channel - User can use FFT to capture additional conditions and can edit the description populated from FFT. You should also be able to add additional FFT.

Additional Fields

Refer to Additional Fields.

Advices

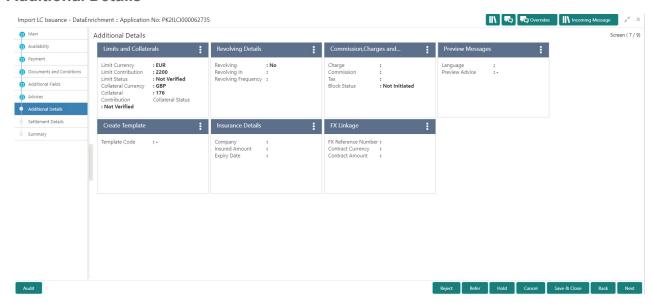
Advices menu displays the advices available under a product code from the back office as tiles. User can edit the fields in the tile, if required.



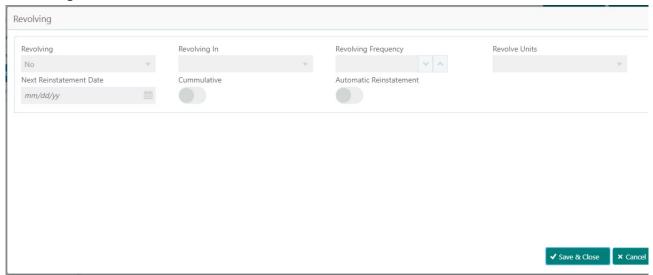
The user can also suppress the Advice, if required.



Additional Details



Revolving Details



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

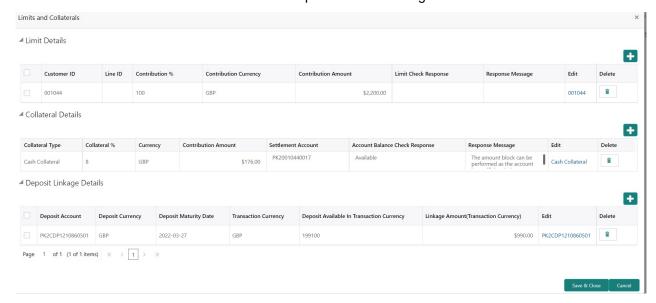
Field	Description	Sample Values
Revolving	Select if the LC is revolving or not using the drop down.	
Revolving In	Select the mode of revolving in this field. The LC can revolve with Time or Units.	
Revolving Frequency	In case the LC revolves with time, then this field should be updated. This field captures the frequency in days and months by which the LC revolves.	
Revolving Units	You can capture the units by which the LC revolves.	



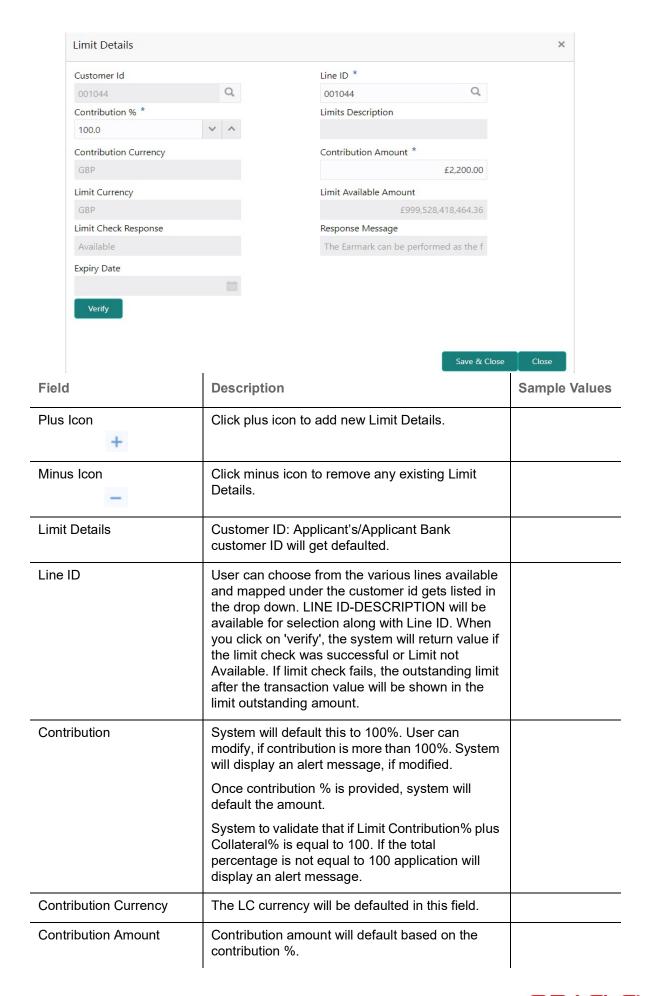
Field	Description	Sample Values
Next Reinstatement Date	This field defaults the date of next reinstatement for the LC based on the revolving frequency selected.	
Cumulative	This field is a toggle to indicate if the LC value has to be cumulative or not on reinstatement.	
Automatic Reinstatement	This field enables you to have automatic reinstatement on the reinstatement day without manual intervention.	

Limits & Collateral

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



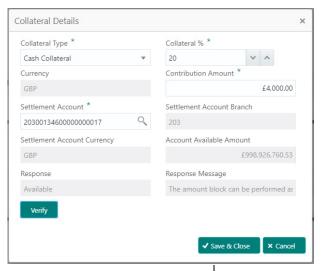






Field	Description	Sample Values
Limit Currency	Limit Currency will be defaulted in this field.	
Limit Available Amount	This field will display the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount.	
Limit Check Response	Response can be 'Success' or 'Limit not Available'.	
Response Message	Detailed Response message.	
Expiry Date	This field displays the date up to which the Line is valid	

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



Field	Description	Sample Values
Plus Icon	Click plus icon to add new Collateral Details.	
Minus Icon	Click minus icon to remove any existing Collateral Details.	



Field	Description	Sample Values
Collateral Type	Cash Collateral (CASA) will be the default value available as collateral type. User can select either Cash Collateral or Deposits.	
	System defaults the collateral % maintained for the customer into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product.	
	User can modify the defaulted collateral percentage, in which case system should display an override message "Defaulted Collateral Percentage modified".	
Collateral %	User must enter the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message.	
	System defaults the collateral % maintained for the customer into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product.	
	User can modify the defaulted collateral percentage, in which case system should display an override message "Defaulted Collateral Percentage modified".	
Currency	The LC currency will get defaulted in this field.	
Contribution Amount	Collateral contribution amount will get defaulted in this field.	
	System defaults the collateral % maintained for the customer into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product.	
	User can modify the defaulted collateral percentage, in which case system should display an override message "Defaulted Collateral Percentage modified".	
Settlement Account	Select the settlement account for then collateral.	
Settlement Account Branch	Settlement Account Branch will be auto- populated based on the Settlement Account selection.	
Settlement Account Currency	Settlement Account Currency will be auto- populated based on the Settlement Account selection.	
Account Available Amount	Account Available Amount will be auto-populated based on the Settlement Account selection.	



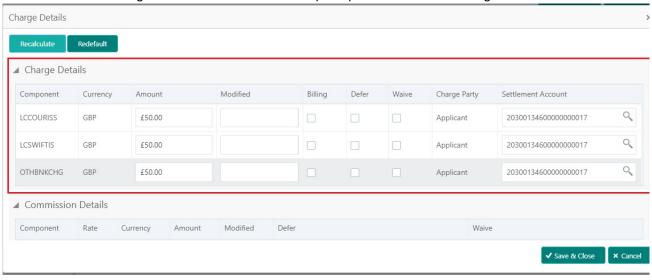
Field	Description	Sample Values
Response	Response can be 'Success' or 'Amount not Available'.	
Response Message	Detailed Response message.	

Charge Details

After payment, 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.

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



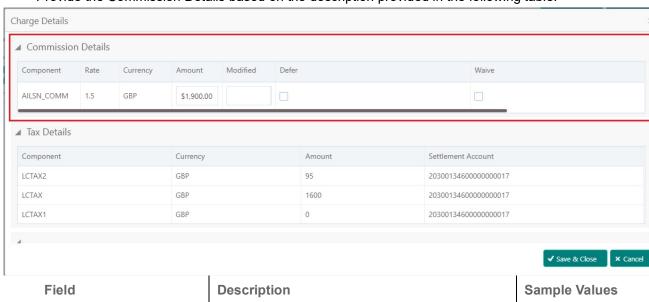
Field	Description	Sample Values
Component	Charge Component type.	
Currency	Defaults the currency in which the charges have to be collected.	
Amount	An amount that is maintained under the product code gets defaulted in this field. User can edit the value, if required.	
Modified Amount	From the default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



Field	Description	Sample Values
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
	On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically checked in OBTFPM.	
	The user can not select/de-select the check box if it is de-selected by default.	
	This field is disabled, if 'Defer' toggle is enabled.	
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected.	
	On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPM.	
	The user can select/de-select the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.	
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.	
	This field is disabled, if 'Defer' toggle is enabled.	
Charge Party	Charge party will be applicant by default. You can change the value to beneficiary	
Settlement Account	Details of the settlement account.	



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

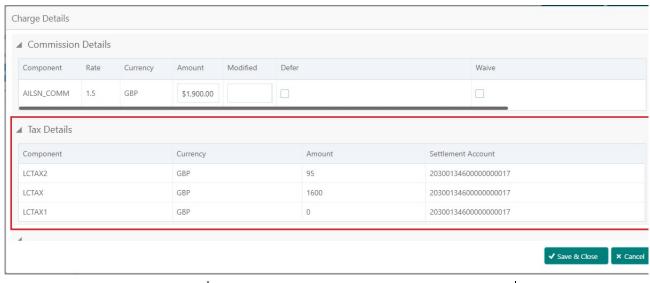


Field	Description	Sample Values
Component	Select the commission component	
Rate	Defaults from product. User can change the rate, if required.	
Currency	Defaults the currency in which the commission needs to be collected	
Amount	An amount that is maintained under the product code defaults in this field. User can modify the value, if required.	
Modified 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. The tax component defaults if maintained in the product level. Tax detail cannot be updated by you 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.

Provide the Tax Details based on the information in the following table:

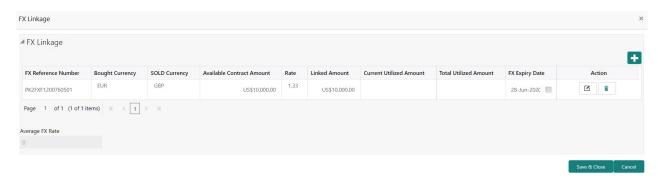


Field	Description	Sample Values
Component	Tax Component type	
Currency	The tax currency is the same as the commission.	
Amount	The tax amount defaults based on the percentage of commission maintained. User can edit the tax amount, if required.	
Settlement Account	Details of the settlement account.	

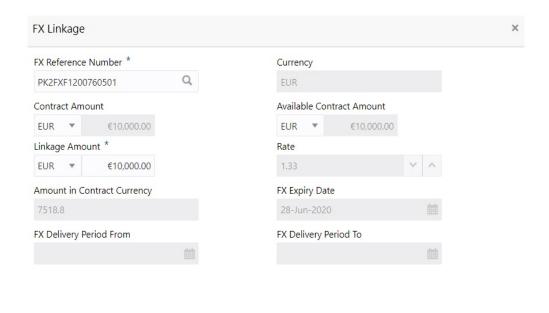
FX Linkage

This section enables the user to link the existing FX contract(s) to the LC transactions. User can link multiple forward FX contracts.

FX contract linkage with the Bill booking can happen only for immediate liquidation of sight payment or for Usance. For manual sight payment, the user needs to link the FX contract on the date of liquidation of the Bill.







Provide the FX linkage detail based on the description in the following table:

Field	Description	Sample Values
FX Reference Number	Select the FX contract reference number from the LOV.	
	On select and save and close, system defaults the available amount, bot currency, sold currency and rate.	
	Forward FX Linkage available for selection at bill would be as follows,	
	 Counterparty of the FX contract should be the counterparty of the Bill contract. 	
	 Active Forward FX transactions authorized not marked for auto liquidation. 	
	Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill.	
Bought Currency	This field displays the currency from the linked FX contract.	
Sold Currency	This field displays the currency from the linked FX contract.	
Available Contract Amount	Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.	
Rate	This field displays the rate at which the contract is booked.	



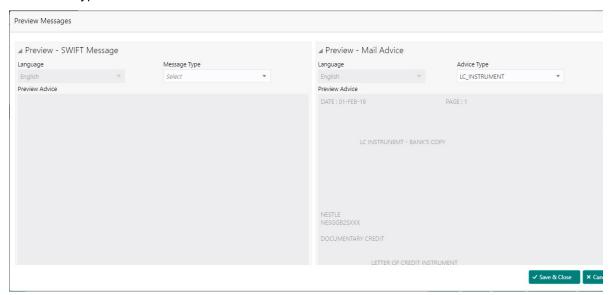
Close

Field	Description	Sample Values
Linked Amount	Sum of Linked amount will not be greater than LC contract amount.	
	Linked amount will not be greater than the available amount for linkage.	
Current Utilized amount	This field displays the liquidated /purchased / discounted /negotiated amount of BC contract. It cannot go beyond the linked FX amount.	
Total Utilized amount	This field displays the total amount utilized against the corresponding linked FX. On query, both Utilized and Total Utilized amount holds the amount of latest version.	
Amount in Contract Currency	This field displays the amount in contract currency converted from FX currency.	
FX Expiry Date	This field displays the expiry date from the linked FX contract.	
FX Delivery Period - From	This field displays the date from which the contract is valid for utilization.	
FX Delivery Period - To	This field displays the date to which the contract is valid for utilization.	
Action	Click the Edit icon to modify the FX details.	
	Click the Delete icon to delete the FX details.	
Average FX Rate	Multiple forward FX contract could be linked,and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. This will be populated in the Average FX Rate.	



Preview

User can preview the draft SWIFT message based on message type and the draft mail advice based on the advice type.



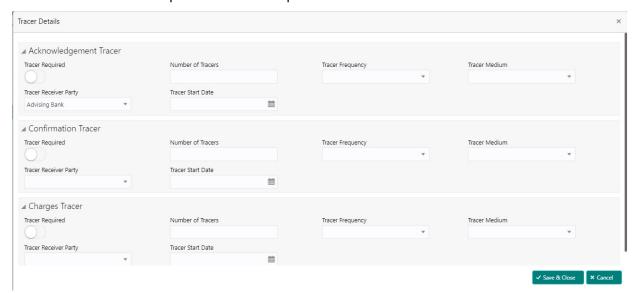
Provide the Preview details based on the description in the following table:

Field	Description	Sample Values
Preview - Swift Message		
Language	Read only field.	
	English is set as default language for the preview.	
Message type	Select the message type from the drop down. User can choose to see preview of different message like MT 700, MT 740 and MT 701.	
Preview - Mail Advice		
Language	Read only field.	
	English is set as default language for the preview.	
Advice type	Select the advice type.	



Tracer Details

User can trace the response for the discrepancies identified.



Acknowledgement Tracer

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

Field	Description	Sample Values
Tracer Required	Toggle on - Switch on the toggle to capture the tracer details.	
	Toggle off - Switch of the toggle, if user does not require to capture tracer details.	
Number of Tracers	Provide the number of tracers required.	
Tracer Frequency	System will default the days set up at the product level. Value can be 1, 2 etc. which represents daily, once in 2 days etc.	
Tracer Medium	Select the tracer medium from the LOV: Mail Email Swift	
Tracer Receiver Party	Read only field. 'Applicant' will be defaulted as tracer receiver party.	
Tracer Start Date	Capture the tracer start date. If the date is earlier than system date, system to display an error message.	



Confirmation Tracer

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

Field	Description	Sample Values
Tracer Required	Toggle on - Switch on the toggle to capture the tracer details.	
	Toggle off - Switch of the toggle, if user does not require to capture tracer details.	
Number of Tracers	Provide the number of tracers required.	
Tracer Frequency	System will default the days set up at the product level. Value can be 1, 2 etc. which represents daily, once in 2 days etc.	
Tracer Medium	Select the tracer medium from the LOV:	
	Mail	
	Email	
	Swift	
Tracer Receiver Party	Read only field. 'Applicant' will be defaulted as tracer receiver party.	
Tracer Start Date	Capture the tracer start date. If the date is earlier than system date, system to display an error message.	

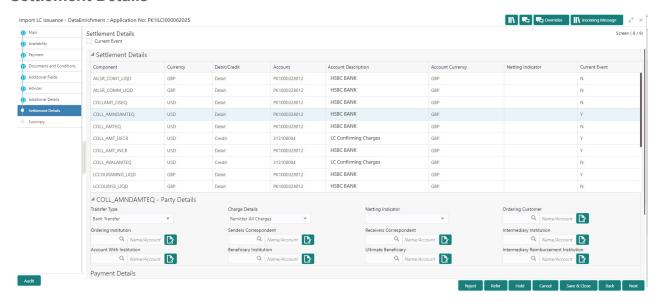
Charges Tracer

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

Field	Description	Sample Values
Tracer Required	Toggle on - Switch on the toggle to capture the tracer details.	
	Toggle off - Switch of the toggle, if user does not require to capture tracer details.	
Number of Tracers	Provide the number of tracers required.	
Tracer Frequency	System will default the days set up at the product level. Value can be 1, 2 etc. which represents daily, once in 2 days etc.	
Tracer Medium	Select the tracer medium from the LOV:	
	Mail	
	Email	
	Swift	
Tracer Receiver Party	Read only field. 'Applicant' will be defaulted as tracer receiver party.	
Tracer Start Date	Capture the tracer start date. If the date is earlier than system date, system to display an error message.	



Settlement Details



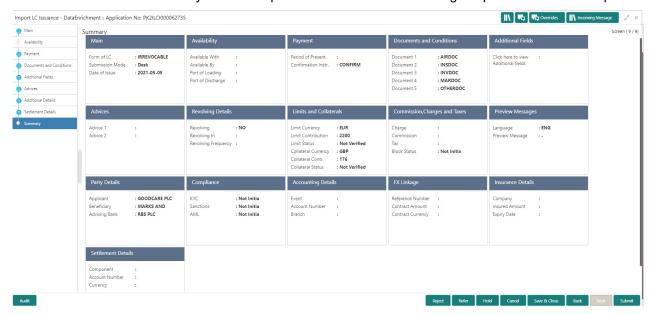
Provide the settlement details based on the description in the following table:

Field	Description	Sample Values
Current Event	The user can select the check box to populate the settlement details of the current event associated with the task. On De-selecting the check box, the system list all the accounts under the settlement details irrespective of the current event.	
Component	Components gets defaulted based on the product selected.	
Currency	System displays the default currency for the component.	
Debit/Credit	System displays the debit/credit indicators for the components.	
Account	System displays the account details for the components.	
Account Description	System displays the description of the selected account.	
Account Currency	System defaults the currency for all the items based on the account number.	
Netting Indicator	Application displays the applicable netting indicator.	
Current Event	System defaults the current event as Y or N.	

Summary



User can review the summary of details updated in Data Enrichment stage Import LC Issuance request.



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 User can view and modify availability and shipment details, if required.
- Payment 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.
- Additional Fields User can view and modify the details of additional fields, if required.
- Limits and Collaterals User can view and modify limits and collateral details, if required.
- Commission and Charges and Taxes User can view and modify charge details, if required.
- Revolving Details User can view and modify revolving details on revolving LC, if applicable.
- Preview Messages User can view preview messages, if required.
- Compliance User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details User can view the accounting entries generated in back office.

Action Buttons

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. 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.	



Field	Description	Sample Values
Overrides	Click to view overrides, if any.	
Request Clarification	User should be able to specify the clarification details for requests received online.	
Refer	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.	
Submit	Task will get moved to next logical stage of Import LC Issuance. 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 Data Enrichment stage inputs and the task gets landed in My Task menu.	
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. On reject, a reject notification gets generated to the applicant.	



Customer Response - Draft Confirmation

The user can review and handle the customer's response received for the draft confirmation for LC issuance transactions, which is sent to the customer for their verification and confirmation. The OBTFPM system sends Draft MT700 along with up to seven MT701 messages as attachment to the customer.

The Transaction Reference Number is masked, before sending the Draft Import LC for Customer approval.

The customer response can be received both by online and offline mode. In non-online mode, user receives the response in the branch.

In online mode the customer will share their response online that will be automatically updated in the customer response field in the task, which is available in the customer response pending stage.

Log in into OBTFPM application, and open the task to see customer response screen.

Customer Response

Language - Read only field

Draft Message - Read only field

Draft Confirmation

Draft Confirmation required - Read only field

Customer Response - This field will be available for you to update any of the below response based on the customer's reply

- Accepted
- Changes Required Change and proceed

For non-online response – User can select customer response from one of the three drop list values mentioned above.

For Online response - Read only

Customer Remarks - Capture the remarks of the customer.

Response Date - Non-Online channel – Update the date on which the customer response has been received.

Online Channel - Read only

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 and modify 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.

Documents – User must be able to view the documents uploaded in the system and upload documents if customer response has been received through non- online channel.

Remark - Capture remarks if required and must be able to view the remarks captured during earlier stages.

Action Buttons

Field	Description	Sample Values
Submit	Task will get moved to next logical stage of Import LC Issuance.	
	If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Cancel	Cancel the Draft Confirmation.	
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. Input Error R5. Input Error R6. Input Error R7. Input Error R8. Input Error R	
	 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. On reject, a reject notification gets generated to the applicant.	



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: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance- Limits • R5 - Others	

Exceptions

The Import LC Issuance 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.

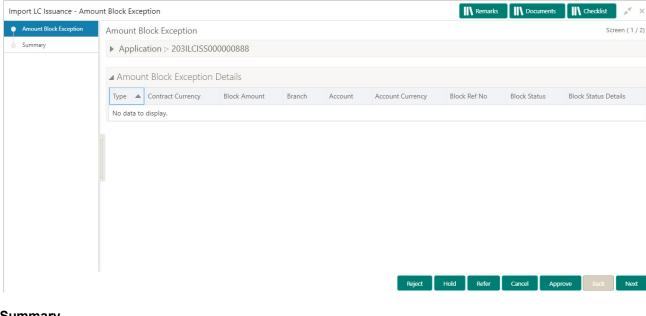
Reject:

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

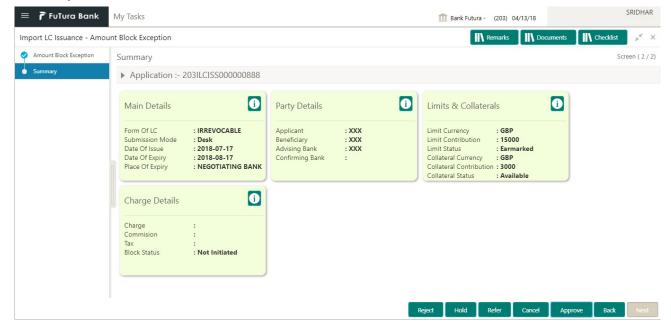


Amount Bock Exception

This section will display the amount block exception details.



Summary



- 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
- Limits and Collaterals User can view and modify limits and collateral details, if required.
- Charge Details User can view and modify details provided for charges, if required.



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 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. On reject, a reject notification gets generated to the applicant.	
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 issuance Amount Block Exception check and the task gets landed in My Task menu.	
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.



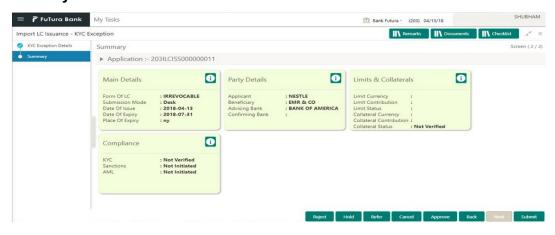
Log in into OBTFPM application, KYC exception queue. KYC exception failed tasks for Trade Finance transactions must be listed in your queue. Open the task, to see summary tiles that display a summary of important fields with values.

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



- 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
- Limits and Collaterals User can view and modify limits and collateral 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.



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	
	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. On reject, a reject notification gets generated to the applicant.	
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 issuance KYC exception check and the task gets landed in My Task menu.	
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.

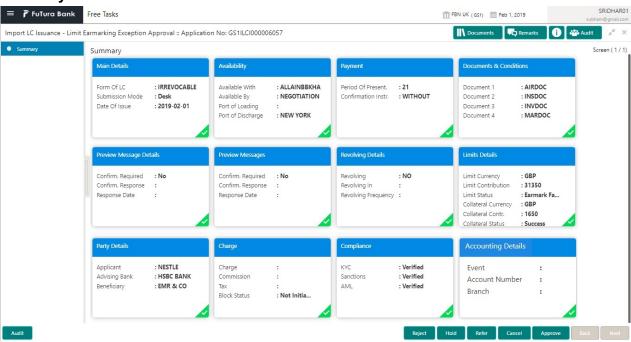
Refer

- · 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.

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 User can view and modify availability and shipment details, if required.
- Payment 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 Details User can view and modify limits details, if required.
- Charges User can view and modify charge details, if required.
- Revolving Details User can view and modify 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.
- Accounting Details User can view the accounting entries generated in back office



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	
	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. On reject, a reject notification gets generated to the applicant.	
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 Issuance Limit exception check and the task gets landed in My Task menu.	
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.	

Multi Level 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.



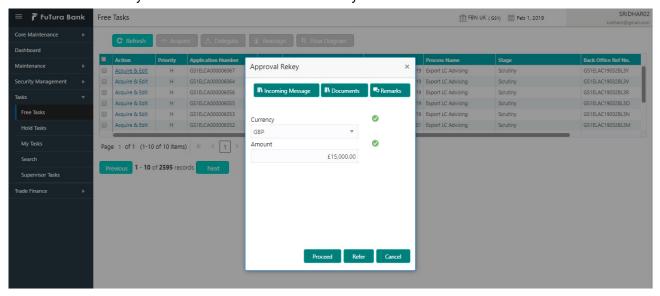
Authorization Re-Key

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
- 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.



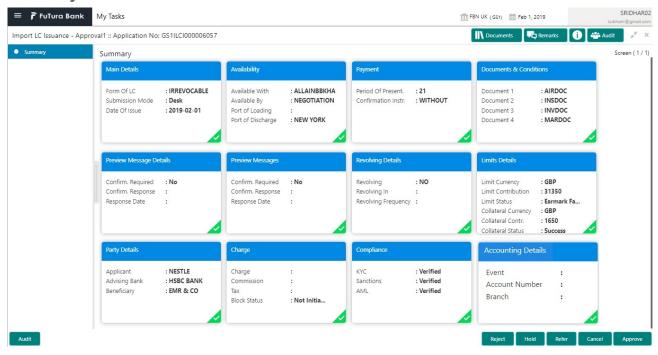
Action Buttons

Field	Description	Sample Values
Documents	Upload the required documents.	
	Application displays mandatory documents to be uploaded for Import LC Issuance.Place holders are also available to upload additional documents submitted by the applicant.	
Remarks	Provide any additional information regarding the LC. This information can be viewed by other users processing the request.	
Incoming Message	Displays the incoming message, if any.	
Action Buttons		
Proceed	On proceed, the screen navigates to approval summary screen.	



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: • R1- Documents missing • R2- Signature Missing • R3- Input Error	
	R5 - Others	
Cancel	Cancel the Import LC Issuance Approval Rekey.	

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 User can view and modify availability and shipment details, if required.
- Payment 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 Details User can view and modify limits and collateral details, if required.
- Charges User can view and modify charge details, if required.
- Preview Message details 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.
- · Accounting Details User can view the accounting entries generated in back office



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. On reject, a reject notification gets generated to the applicant.	
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 approval and the task gets landed in My Task menu.	
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

Customer Acknowledgment is generated every time a new Import LC 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 LC Application number < CUSTOMER REFERENCE NUMBER> dated < APPLICATION DATE>

This letter is to inform you that we have received your application for issue of Import LC with the below details:

CUSTOMER NAME: <CUSTOMER NAME>

CURRENCY/AMOUNT: <LC CCY/AMT>

YOUR REFERENCE NO: < CUSTOMER REFERENCE NUMBER>

OUR REF NUMBER: < PROCESS REFERENCE NUMBER>

We have also received the following Documents from you for processing the request:

Document Name 1

Document Name 2

Document Name n

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

This acknowledgement does not constitute issuance of LC.

Thank you for banking with us.

Regards,

<DEMO BANK>

Notice: This document is strictly private, confidential and personal to its recipients and should not be copied, distributed or reproduced in whole or in part, nor passed to any third party. The information contained in this e-mail/ message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments.

Thank you



Customer - Reject Advice

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:

CUSTOMER NAME>

<CUSTOMER ADDRESS>

<CUSTOMER ID>

Dear Sir,

SUB: Your Import LC Application < Customer Reference Number> under our Process Ref < Process Ref No> - Rejected

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

<Reject Reason >

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 Import LC application review, please contact us at our bank customer support ph.no xxxxxxxxxxx

Yours Truly

Authorized Signatory

Reject Approval

As a Reject approver, user can review a transaction rejected and waiting for reject confirmation.

Log in into OBTFPM application to view the reject approval tasks for Import LC Issuance in queue. On opening the task, you will see summary tiles. The tiles will display a list of important fields with values.

The tile containing the screen from where the reject was triggered will be highlighted in red.

User can drill down from reject summary tiles into respective data segments to verify the details of all fields under the data segment.

Application Details

The application details data segment have values for requests received from both non-online and online channels.



Summary

The data captured during handling of the transaction until the stage when reject is given will be available in the summary tile. Other fields will be blank when verified from summary tile.

The data segment in which the task was rejected will have the tiles highlighted in a different colour (red).

- 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 and modify 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 Approve	On click of Reject Approve, the transaction is rejected.	
Reject Decline	On click of Reject Decline, the task moves back to the stage where it was rejected. User can update the reason for reject decline in remarks.	
Hold	User can put the transaction on 'Hold'. Task will remain in Pending state.	
Cancel	Cancel the Reject Approval.	



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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

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