Export Documentary Collection Booking User Guide Oracle Banking Trade Finance Process Management Release 14.5.3.0.0

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# **Oracle Banking Trade Finance Process Management**

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

This document will take you through following activities in OBTFPM:

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

#### Overview

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

#### **Benefits**

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

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

#### **Key Features**

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



# **Export Documentary Collection Booking**

Export Documentary Collection Booking process enables the Drawee (exporter) to collect payment for document under collection from the Drawer (Importer) through intermediate banks (Remitting/Collecting Bank).

This section contains the following topics:

Common Initiation Stage	Data Enrichment
Exceptions	Multi Level Approval
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.

= ORACLE	Initiate Task			(PK2) Mar 22, 2019	JEEVA02 subham@gmail.com
Menu Item Search	Registration				
Core Maintenance	Process Name	Customer Id *	Branch *		
Dashboard Maintenance	Export Documentary Collections 🔹	٩	PK2-FLEXCUBE UNIVERSAL BANK 🔻		
Security Management					Proceed Clear
Tasks 🕨					
Trade Finance 🔹					
Administration					
Bank Guarantee Issuan 🕨					
Enquiry					
Export - Documentary >					
Export - Documentary  Import - Documentary					
Import - Documentary >					
Initiate Task					
Shipping Guarantee					
Swift Processing					

#### 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 process starts from Registration stage, during Registration stage, user can capture the basic details of the transaction and upload related documents. On submit, the request will be available for an collection expert to handle the request in the next stage.

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

🕝 FuTura Bank
Sign In
User Name *
SRIDHAR
Password *
Sign In
Cancel



- flexCUBE UNIVERSAL BAN... Jan 1, 2014 SRIDHAR01 Dashboard am@gmail. Core Maintenance ¢ x ¢ x High Value Transactions + High Priority Tasks Priority Summary Export Docu... • ¢ × Dashboard Process Name 120K Maintenance . Security Ma 80K • GBP Import Documentary Collections Re 000 Export Documentary Collections-Updat EUR Export LC Advising Tasks 40K Re 000 Export Documentary Collections-Updat Trade Finance Export LC Advising Ar 0 2 4 6 8 10 12 000 Export Documentary Collections-Updat φ x Pending Exception Approval Type to filter × Stage Name Process Reference Num Branch Name NA Amount Block Exception Approval GS1ELCA000026913 Export LC Advising GBP NA Limit Earmarking Exception Approval GS1ELCA000026913 Export LC Advising GBP .... -----10.41 ~~~ ð x SLA Status Summary Export Documentary Collections-Upd... 🔻
- 2. On login, user must be able to view the dashboard screen with widgets as mapped to the user profile.

3. Click Trade Finance> Export - Documentary Collection> Export Documentary Collection Booking.

Booking.					
				FLEXCUBE UNIVERSAL BAN Jan 1, 2014	s
ore Maintenance	🌣 🗙 Hiah Pri	iority Tasks 🔅	×	Priority Summary Export Doc	₫ ×
ashboard			_	Export Doc	v
aintenance > 120K	Branch	n Process Name	St	Branch Process Name	
curity Management	• GBP	Import Documentary Collections	Re		C III
asks > 40K	• EUR	Export LC Advising	Re		ry Collections-Updat
rade Finance 🔹 0		Export LC Advising	Ar	000 Export Documentar	ry Collections-Updat
Bank Guarantee Advice	12		-	000 Export Documentar	ry Collections-Updat
Bank Guarantee Issuan >					
Pending Exception Approval					🌣 ×
Export - Documentary  Type to filter	×				
Export Documentary C Customer Name Stage Name		Process Reference Number	Proce	ess Name Branch Name	Currency
Export Documentary C NA Amount Block	Exception Approval	GS1ELCA000026913	Ехро	rt LC Advising	GBP
Export Documentary C NA Limit Earmarkin	ng Exception Approval	GS1ELCA000026913	Expo	rt LC Advising	GBP
Export - Documentary >	A 1	CC451 CA00003C042	-		C20
Import - Documentary 🕨					
mport - Documentary  SLA Status Summary		Export Documentary Collections	s-Upd		¢ ×
Swift Processing					

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



## **Application Details**

Export Documentary Collection Booking		Documents	Remarks	Customer Instruction	Common Group Messages	$_{\mu^{k'}}\times$
Application Details						
Drawer *	Branch	Bill Amount *		Amount In Loca	al Currency	
000334 Q SHIVA CORP	000-FLEXCUBE UNIVERSAL BANK	USD 🔻 \$21,200.00		GBP 🔻	£8,362.92	
Process Reference Number	Customer Reference Number	Priority		Submission Mo	de	
000EDCB000065338		Medium	Ŧ	Desk	Ψ	
Booking Date *						
May 5, 2021						
<ul> <li>Collection Details</li> </ul>						
Documents Received	Tenor Type	Product Code *		Product Descrip	otion	
Second 🔻	Usance	РАСК	Q	OUTGOING DO	DCUMENTARY SIGHT BILI	
Operation Type	Stage	Contract Reference Number		Drawee		
DIS	FINAL	PK2PACK211251504			Q	
Collecting Bank	Finance Amount	Limit verification requried		Customer Dispa	atch	
Q	USD 💌 \$1,000.00					
				Hold	Cancel Save & Close	Submit

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

Field	Description	Sample Values
Drawer	Provide the Drawer ID. Alternatively, user can search the Drawing reference number using LOV.	
	In the LOV, user can search giving any combination details of party ID and the Party Name to fetch the drawing details. Based on the search result, select the applicable Drawer.	
	<b>Note</b> If the selected Drawer ID/party is blacklisted the system displays a warning message.	
Branch	Read only field. Branch details will be auto-populated based on the selected Drawer ID from the LOV.	203-Bank Futura -Branch FZ1
Bill Amount	Select the Bill currency and provide the Bill Amount.	
Amount In Local Currency	System fetches the local currency equivalent value for the LC amount from back office (with decimal places).	
Process Reference Number	Unique OBTFPM task reference number for the transaction.	
	This is auto generated by the system based on process name and branch code.	
Customer Reference Number	Provide the customer reference number if available.	



Field	Description	Sample Values	
Priority	System will populate the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated any time before submit.	High	
Submission Mode	Select the submission mode of Export Documentary Collection Booking request. By default the submission mode will have the value as 'Desk'.	Desk	
	Desk- Request received through Desk		
	Courier- Request received through Courier		
Booking Date	By default, the application will display branch's current date.	04/13/2018	

## **Collection Details**

Registration user can provide collection details in this section. Alternately, details can be provided by Data Enrichment user.

Provide the Liquidation Details based on th	he description in the following table:
---	--

Field	Description	Sample Values
Documents Received	Select the number of sets of documents received: • First • Second • Both	
Tenor Type	Provide the tenor details based on the document received.	
Product Code	Select the product code for the collection booking.	
Product Description	Read only field. This field displays the description of the product as per the product code.	
Operation Type	Read only field. Operation type will be defaulted based on the product code.	
Stage	<ul> <li>Select the stage from the following options:</li> <li>Initial</li> <li>Final</li> <li>By default, stage is set to 'Initial'.</li> </ul>	



Field	Description	Sample Values
Contract Reference Number	System to populate contract reference number from the back end system once the product code is selected.	
Drawee	Select the Drawee from LOV. Note If the selected drawee/ party is blacklisted the system displays a warning message.	
Collecting Bank	Select the collecting bank from LOV. Note This field is not applicable if the documents are to be received directly by Drawee.	
Finance Amount	Provide the amount that requires finance.	
Limit verification required	Toggle On- Enables for limit verification. If the toggle is disabled and <b>Finance amount</b> has been provided, the system prompts an override message on Submit.	
Customer Dispatch	The value will be populated from back office based on the maintenance. <b>Toggle On:</b> If the toggle is set to <b>Yes</b> , the customer has the option to dispatch the documents directly to the importer's bank. <b>Toggle Off:</b> If the toggle is set to <b>No</b> , the bank has to dispatch the documents to the importer's bank. Bank user is not allowed to edit the field, if the value defaulted from the back office is "No",	



## Miscellaneous

Export Documentary Collection Booking		Documents	Remarks	Customer Instruction	Common Group Messages	$_{\mu^{k'}}\times$
Application Details						
Drawer *	Branch	Bill Amount *		Amount In Loca	al Currency	
000334 🔍 SHIVA CORP [	000-FLEXCUBE UNIVERSAL BANK	USD 🔻 \$21,200.00		GBP ▼	£8,362.92	
Process Reference Number	Customer Reference Number	Priority		Submission Mo	de	
000EDCB000065338		Medium	Ŧ	Desk	Ψ	
Booking Date *						
May 5, 2021						
Collection Details						
Documents Received	Tenor Type	Product Code *		Product Descrip	otion	
Second 🔻	Usance	PACK	Q	OUTGOING DO	DCUMENTARY SIGHT BILI	
Operation Type	Stage	Contract Reference Number		Drawee		
DIS	FINAL	PK2PACK211251504			Q	
Collecting Bank	Finance Amount	Limit verification requried		Customer Dispa	atch	
Q	USD 🔻 \$1,000.00					
				Hold	Cancel Save & Close	Submit

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

Field	Description	Sample Values
Field	Description	Sample values
Documents	Upload the documents received under the Documentary Collection.	
Remarks	Provide any additional information regarding the collection. This information can be viewed by other users handling the request.	
Checklist	Make sure that the details in the checklist are completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
Action Buttons		
Submit	On submit, task will move to next logical stage of Export Documentary Collection Booking.	
	If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.	
Cancel	Cancels the Export Documentary Collection Booking Task. Details entered will not be saved and the task will be removed.	



Field	Description	Sample Values
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.	
	This option is used, if there are any pending information yet to be received from applicant.	

# **Data Enrichment**

On successful completion of Registration of an Export Documentary Collection Booking, the task moves to Data Enrichment stage. At this stage the gathered information during registration are validated.

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

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

ᅎ FuTura Bank	
Sign In	
User Name *	
SRIDHAR	
Password *	
Sign In	

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

= ORACLE	Dashboard		FLEXCUBE UNIVERSAL BAN Jan 1, 2014	SRIDHAR01 subham@gmail.com
Core Maintenance	High Value Transactions 🔅 🗙	High Priority Tasks	× Priority Summary Export Docu	_ 🌣 × 🕂
Dashboard			Export Docu	<b>v v</b>
Maintenance	120К	Branch Process Name	St Branch Process Name	
Security Management	80K GBP	Import Documentary Collections	Re 000 Export Documentary C	allastinas lindat
Tasks 🕨	40K EUR	Export LC Advising	Re	
Trade Finance 🕨 🕨	0	Export LC Advising	000 Export Documentary C	ollections-Updat
	0 2 4 6 8 10 12		000 Export Documentary C	ollections-Updat
	_			
	Pending Exception Approval			¢ ×
	Type to filter ×			
	Customer Name Stage Name	Process Reference Number	Process Name Branch Name	Currency
	NA Amount Block Exception Ap	proval GS1ELCA000026913	Export LC Advising	GBP
	NA Limit Earmarking Exception	Approval GS1ELCA000026913	Export LC Advising	GBP
		CC4ELC400000C040	E HEALT	C22
	SLA Status Summary	Export Documentary Collections-U	lpd 🔻	¢ ×



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

enu Item Search C	2	C Refresh	→ Acai	ire 🔥 Delegate 🖇	Reassign	/ Diagram			
re Maintenance 🔹 🕨					Process Reference				
shboard		Action	Priority	Process Name		Stage	Application Date	Branch	Customer Number
intenance 🕨		Acquire & Edit	М	Export Documentary- B	300EDCB000029479	DataEnrichment	70-01-01	300	001506
		Acquire & Edit	М	Guarantee Issuance	000GTEI000028744	Registration	70-01-01	300	000947
urity Management 🛛 🕨	0	Acquire & Edit	М	Guarantee Issuance	000GTEI000028743	Registration	70-01-01	300	000947
5 <b>v</b>		Acquire & Edit		Import Documentary Li	300IDCL000028742	Registration	70-01-01	300	001506
ompleted Tasks		Acquire & Edit	М	Guarantee Issuance	000GTEI000028741	Registration	70-01-01	300	000947
ree Tasks		Acquire & Edit	М	Guarantee Issuance	000GTEI000028740	Registration	70-01-01	300	000947
old Tasks		Acquire & Edit	м	Guarantee Issuance	000GTEI000028739	Registration	70-01-01	300	000947
ly Tasks		Acquire & Edit	М	Guarantee Issuance	000GTEI000028738	Registration	70-01-01	300	000947
arch		Acquire & Edit	М	Guarantee Issuance	000GTEI000028737	Registration	70-01-01	300	000947
upervisor Tasks		Acquire & Edit	5.4	Export Documentania P	20050 2000028725	DataEnrichmont	70-01-01	200	001505

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

nu Item Search			C Refresh	🗢 Acqu	uire 🔺 Delegate 🗧	🕽 Reassign 🕴 Flow	v Diagram			
e Maintenance	•	•	Action	Priority	Process Name	Process Reference	Stage	Application Date	Branch	Customer Number
ntenance	•	•	Acquire & Edit	М	Export Documentary- B	300EDCB000029479	DataEnrichment	70-01-01	300	001506
			Acquire & Edit	М	Guarantee Issuance	000GTEI000028744	Registration	70-01-01	300	000947
rity Management	•		Acquire & Edit	М	Guarantee Issuance	000GTEI000028743	Registration	70-01-01	300	000947
	*		Acquire & Edit		Import Documentary Li	300IDCL000028742	Registration	70-01-01	300	001506
mpleted Tasks			Acquire & Edit	М	Guarantee Issuance	000GTEI000028741	Registration	70-01-01	300	000947
ee Tasks			Acquire & Edit	М	Guarantee Issuance	000GTEI000028740	Registration	70-01-01	300	000947
old Tasks			Acquire & Edit	М	Guarantee Issuance	000GTEI000028739	Registration	70-01-01	300	000947
/ Tasks			Acquire & Edit	М	Guarantee Issuance	000GTEI000028738	Registration	70-01-01	300	000947
arch			Acquire & Edit	М	Guarantee Issuance	000GTEI000028737	Registration	70-01-01	300	000947
pervisor Tasks			Acquiro & Edit	1.4	Evnort Documentania D	200500000000000000000000000000000000000	DataEnrichmont	70-01-01	200	001506

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

= ORACLE	My	Tasks						Jan 1, 2016	Payments-Fas	SRIDHAR0 subham@gmail.co
Menu Item Search	0	Св	efresh	✿ Release II Flow Dia	aram					
Core Maintenance					Process Reference					
Dashboard		Ac	Priority	Process Name		Stage	Application Date	Branch	Customer Number	Amount
Maintenance 🕨	2	<u>Edit</u>	М	Export Documentary- B	300EDCB000029479	DataEnrichment	70-01-01	300	001506	
Security Management		Edit		Export Documentary Up	000EDCU000029469	Registration	70-01-01	000	000009	
		Edit	Μ	Export Documentary- B	000EDCB000029467	Registration	70-01-01	000	000947	
Tasks 🔻		Edit		Export LC Drawing	000ELCD000029464	Registration	70-01-01	000	000009	
Completed Tasks		Edit	М	Guarantee Advice	300GTEA000029335	Scrutiny	70-01-01	000		
Free Tasks		Edit	М	Guarantee Advice	000GTEA000029297	Scrutiny	70-01-01	000		
Hold Tasks		Edit	М	Guarantee Advice	000GTEA000029121	Scrutiny	70-01-01	000		
My Tasks		Edit	М	Guarantee Issuance	000GTEI000028706	DataEnrichment	70-01-01	000	000947	
Search		Edit	М	Guarantee Issuance	000GTEI000028811	Scrutiny	70-01-01	000	000947	
Supervisor Tasks		Edit	M	Import I C Issuance	00011 01000020256	DataEnrichmont	70_01_01	200	000262	
Trade Finance		-								
	Pag	ge 1	of1 (1	- 19 of 19 items ) K	( 1 > Э					

The data enrichment stage has the following hops for data capture:

• Main Details



- Document Details
- Other Details
- Shipment Details
- Maturity Details
- Additional Fields
- Advices
- Additional Details
- Settlement Details
- Summary

Let's look at the details for data enrichment stage. User can enter/update the following fields. Some of the application details that are already having value from Registration channels may not be editable.

#### **Main Details**

Main details section has two sub section as follows:

- Application Details
- Collection Details

#### **Application Details**

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

	Main Details			Scree
Oocument Details	Application Details			
ther Details	Drawer *	Branch	Bill Amount *	Amount In Local Currency
ipment Details	000335 SH TEST CORP	000-FLEXCUBE UNIVERSAL BANK	USD 🔻 \$1,000.00	GBP 🔻 £759.36
aturity Details	Process Reference Number	Customer Reference Number	Priority	Submission Mode
dditional Fields	000EDCB000007040		Medium 👻	Desk 🔻
lvices	Booking Date *			
ditional Details	May 5, 2021			
ttlement Details	Collection Details			
mmary	Documents Received	Tenor Type	Product Code *	Product Description
	Second	Usance 🔻	EUSD Q	OUTGOING CLEAN USANCE BILLS NOT
	Operation Type	Stage	Contract Reference Number	Drawee *
	DIS	FINAL 🔻	PK2EUSD211255501	000335 🔍 SH TEST CORF 🕒
	Collecting Bank	Finance Amount	Limit verification requried	Customer Dispatch
	Q	USD 🔻 \$1,000.00		
				-



#### **Collection Details**

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

ocuments Received		Tenor Type *		Product Code *		Product Description
Second	Ŧ	Usance		IUNA	L	INCOMING DOCUMENTARY USANCE B
Operation Type *		Stage *		Contract Reference Number		Bill Amount *
ACC	Ψ.	FINAL	•	PK2IUNA21125AFFL		USD 🔻 \$100.00
Amount In Local Currency		Finance Amount		Drawer *		Limit verification requried
GBP 🔻 £40.	53	USD 💌		000335 Q SH TEST CORF	2	

#### 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 the overrides accepted by the user.	
Customer Instructions	Click to view/ input the following	
	<ul> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> </ul>	
	• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.	



Field	Description	Sample Values
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	
Request Clarification	On click the Request Clarification button the user can request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.	
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.	
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.	
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes:	
	<ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others.</li> <li>Select a Reject code and give a Reject Description.</li> <li>This reject reason will be available in the remarks window throughout the process.</li> </ul>	
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.	



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

## **Document Details**

This section enables the user to capture the details of the documents received.

Main Details	Document Details								Screen ( 2
Document Details	Documents Deta	ails							
Other Details									
Shipment Details	Document Code	Document Type	Documents Description	Document Reference	Copies Received	Originals Received	Document Date	Action	
Maturity Details	INVDOC	v	Invoice	12	1	1	Mar 4, 2019	1	
Additional Fields									
Advices									
Additional Details									
Advices Additional Details Settlement Details Summary									
Additional Details Settlement Details									
Additional Details Settlement Details									
Additional Details Settlement Details									
Additional Details Settlement Details									

Capture the information based on the description in the following table:

•		
Field	Description	Sample Values
Document Code	Select the document code from the LOV based on the document received . User can add or delete the code by deleting the line on the grid.	
Document Type	System will populate the document type based on the document code.	
Document Description	System will populate the document description based on the document code. User can edit the description.	
Document Reference	Enables the user to capture the document reference.	
Copies Received	Provide the number copies received from the Drawer. User can edit the actual copies received.	
Originals Received	Provide the number of original documents received from the Drawer. User can edit the actual originals received.	



Field	Description	Sample Values
Document Date	User can edit the date on which the document is received.	
	On click of 'Next' system should validate the value in this field against the transport document/ Bill of Lading (MARDOC) against any Outstanding Shipping Guarantees issued for the drawee and is not linked to any Documentary Collection or Import Letter of Credit. System should default the Shipping Guarantee Reference in the next screen.	
Action	Click Edit icon to edit the document code/ document date.	
	Click Delete icon to delete the document code.	

## **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.						
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 the overrides accepted by the user.						
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.						
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.						
Request Clarification	On click the Request Clarification button the user can request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.						
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.						
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.						



Field	Description	Sample Values
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.	
Reject	<ul> <li>On click of Reject, user must select a Reject Reason from a list displayed by the system.</li> <li>Reject Codes: <ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others.</li> </ul> </li> <li>Select a Reject code and give a Reject Description.</li> <li>This reject reason will be available in the remarks window throughout the process.</li> </ul>	
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.	
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.	



## **Other Details**

Draft Details enables the user to capture details like Credit Value Date, Debit Value Date, Other Bank charges etc.

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Export Documentary Colle	ection Booking - DataEnri	chment :: Applica	ation No: Pl	(2EDCB000002239					II\ Cla	rification Details	IIV I	🛱 🖣 🖓 Overr	ides 🚺 🗐 Trans	action Log	$_{\mu^{k'}}$ $\times$
Main Details	Other Details													Scree	en ( 3 / 10)
Document Details	Other Details														
Other Details	Debit Value Date			Credit Value Date				Value Date							
Shipment Details	05-May-2021	<b></b>		05-May-2021		<b>**</b>		05-May-2021		<b></b>					
Maturity Details															
Additional Fields	Other Bank Cha	rges													
Advices	Other Bank Charges-1			Other Bank Charges-	2			Other Bank Charges-3							
Additional Details	· · ·			· · · · · ·				· · · ·							
Settlement Details															
Summary	Other Bank Inter	rest													
				Start Date		<b></b>									
	Other Bank Interes	st-1		Other Bank Inter	est-2			Other Bank Interes	st-3						
	Component	INT1		Component	INT2			Component	INT3						
	Component Description	n		Component Descripti	ion			Component Description	n						
	Interest Rate			Interest Rate				Interest Rate							
	Interest Basis			Interest Basis			-	Interest Basis		~					
	Waive			Waive		Ŧ		Waive		Ŧ					
Audit								Request Clarification	n Reje	ct Refer	Hold	Cancel	Save & Close	Back	Next

#### Other Details

Provide the other bank charges based on the description in the following table:

Field	Description	Sample Values
Debit Value Date	Provide the debit value date.	
Credit Value Date	Provide the credit value date.	
Value Date	Provide the value date.	

## **Other Bank Charges**

Provide the other bank charges based on the description in the following table:

Field	Description	Sample Values
Other Bank Charges - 1	Charges to be collected for the other bank as part of the collection transaction.	
Other Bank Charges - 2	Charges to be collected for the other bank as part of the collection transaction.	
Other Bank Charges - 3	Charges to be collected for the other bank as part of the collection transaction.	

### Other Bank Interest

The user can enter the Interest details to be captured as a part of "Other Bank Interest" details section.



Provide the other bank interest based on the description in the following table:

Field	Description	Sample Values
Start Date	Provide the date from which the system starts calculating the Interest.	
Other Bank Interest-1, 2 an		
Component	This field displays the name of the interest Component.	
Component Description	Provide the description of the interest component.	
Interest Rate	Provide the rate to be applied for the interest component.	
Interest Basis	Select the calculation basis on which the Interest to be computed.	
Waive	Select whether the interest to be waived off. The options are: • Yes • No	

## **Shipment Details**

Update the goods and shipment details from the documents received.



## **Shipment Details**

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Main Details	Shipment Details										Scre	en (4/10)
Document Details	Shipment Details											
Other Details	Transshipment		Partial Ship	oments		Date of Shipment		1	Place of Taking	g in Charge		
Shipment Details	ALLOWED	Ŧ	NOT ALLO	DWED	Ŧ	Feb 1, 2019						
Maturity Details	Port of Loading		Port of Dis	charge		Place of Final Delivery			Carrier Name			
Additional Fields												
Advices	Shipping Agent Name		Shipping A	igent Address								
Additional Details												
Settlement Details												
Summary												_
	INCO Terms CPT	Q,		s Description Paid To (named plac								
	<u></u>		Carriage F	raid to (named pla	ce of destif							
	45A Description of Goods and	d/or Services										
												+
	Goods Code	Goods Type	9	Goods Description	No of Units	Price per Unit	Total Ar	mount		Act		
	CILLAFABRIC	G	C	CILLAFABRIC							1	
	Country of Origin		Insurance (	Company Code		Insurance Company			Policy Numbe	r		
Audit						Reject	Refer	Hold	Cancel	Save & Close	Back	Next

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

Provide the Shipment Details based on the description in the following table:					
Field	Description	Sample Values			
Transshipment	Provide the transshipment details of goods (if				
	any) from the document received.				
	The values are:				
	Allowed				
	Not Allowed				
	Provide the partial shipment details of goods (if				
Partial Shipments	any) from the document received.				
	The values are:				
	Allowed				
	Not Allowed				
Date Of Shipment	Provide the date of shipment from the document received. Shipment date can be back dated but not future dated.				
	This is a mandatory field, an error message will be displayed if not provided.				



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.	
	Provide the details of place of taking in charge from the document received.	
	Note This field is alternate to Port Of Loading.	
Port Of Loading	This field specifies the port of discharge or airport of destination to be indicated on the transport document.	
	Provide the details of Port/Airport of Loading from the document received.	
	Note This field is alternate to Place Of Taking In Charge.	
Port Of Discharge	This field specifies the port of discharge or airport of destination to be indicated on the transport document.	
	Provide the details of Port/Airport of Discharge from the document received.	
	Note This field is alternate to Place Of Final Destination.	
Place Of Final Delivery	This field specifies the final destination or place of delivery to be indicated on the transport document.	
	Provide the details of Place Of Final Destination from the document received.	
	<b>Note</b> This field is alternate to <b>Port Of Discharge</b> .	
Carrier Name	Provide the name of the carrier through which the goods were shipped.	
Shipping Agent	Provide the shipping agent name from the document received.	



Field	Description	Sample Values
Shipping Agent Address	Provide the shipping agent address from the document received.	
Transshipment	Provide the transshipment details of goods (if any) from the document received.	
Partial Shipment	Provide the partial shipment details of goods (if any) from the document received.	
INCO Terms	Select the INCO terms from the document received.	
INCO Terms Description	The description of the INCO Term.	

## Description of Goods and/or Services

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Main Details	Shipment Details											Scr	reen ( 4 / 10)
Document Details	Shipping Agent Name		Shipping Agent Address										
Other Details													
Shipment Details													
Maturity Details	INCO Terms		INCO Terms Description										
Additional Fields	CPT	Q	Carriage Paid To (named plac	e of destir									
Advices			carrage rate to (names proc	e or destri									
Additional Details	45A Description of Goods and/or	Services											+
Settlement Details													
Summary	Goods Code	Goods Type G	Goods Description	No of Units		Price per Unit		Total Amount			Acti		
	CILLAFABRIC		CILLAFABRIC								ß		
	Country of Origin		Insurance Company Code		Insur	ance Company			Policy	Number			
	Insurance Company Address			Q									
	Multi-model/ Transshi	oment details											
Audit							Reject	Refer	Hold	Cancel	Save & Close	Back	Next

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

Field	Description	Sample Values
+ Icon	Click + icon to add goods details.	
Goods Code	Click look up icon to select the goods code. Once you select goods code, value will default in Goods Type and Goods Description.	
Goods Type	The goods type is auto populated depending on selected goods code.	
Goods Description	This field displays the description of goods based on goods code.	
No of Units	Enter the number of units being imported or exported.	
Price per Unit	Enter the value for price per unit.	



Field	Description	Sample Values
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	Click Edit icon to edit the goods code.	
	Click Delete icon to delete the goods code.	
Country of Origin	Provide the country of origin details from the documents received.	
Insurance Company Code	Select the Insurance Company Code from the LOV.	
Insurance Company	Read only field.	
	Insurance company details will be displayed as per the selected Insurance Company Code from the LOV.	
Policy Number	Provide the policy number of the insurance.	
Insurance Company	Read only field.	
Address	Insurance company address will be displayed as per the selected Insurance Company Code from the LOV.	



#### **Multimodal/Transshipment Details**

During shipment, if goods are shipped using multiple transports on its way or any transit ports, the details must be captured in this section.

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Main Details	Shipment Details						Screen ( 4 / 10)
Document Details	INCO Terms		INCO Terms Description				
Other Details	CPT	Q,	Carriage Paid To (named place	e of destir			
Shipment Details	45A Description of Goods ar	nd/or Services					
Maturity Details							+
Additional Fields	Goods Code	Goods Type	Goods Description	No of Units	Price per Unit	Total Amount	Action
Advices	CILLAFABRIC	G	CILLAFABRIC				
Additional Details							
Settlement Details							
Summary	1						
	Country of Origin		Insurance Company Code	Q	Insurance Company	Policy Num	nber
				-			
	Insurance Company Address	;					
	▲ Multi-model/ Tran	sshipment details					
							<b>F</b>
				Port			
	Carrier Name SAS Carriers			London			Action
Audit					R	leject Refer Hold Ca	ncel Save & Close Back Next

FieldDescriptionSample ValuesCarrier NameProvide the details of the carrier as per the<br/>documents received, if the goods were shipped<br/>via multiple carriers.Image: Carrier State<br/>Provide the port details as per the document<br/>received, if the ship has transit on its way to the<br/>destination.PortsProvide the port details as per the document<br/>received, if the ship has transit on its way to the<br/>destination.ActionClick Edit icon to edit the Carrier name and port.<br/>Click Delete icon to delete the record.

#### **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.	
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 the overrides accepted by the user.	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	



Field	Description	Sample Values
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	
Request Clarification	On click the Request Clarification button the user can request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.	
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.	
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.	
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.	
Reject	<ul> <li>On click of Reject, user must select a Reject Reason from a list displayed by the system.</li> <li>Reject Codes: <ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others.</li> </ul> </li> <li>Select a Reject code and give a Reject Description.</li> <li>This reject reason will be available in the remarks window throughout the process.</li> </ul>	
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.	
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.	



## **Maturity Details**

	iviaturity	Details											Screen ( 5 /	
Document Details	⊿ Draft [	Details												
Other Details														
Shipment Details	Draft Cod	Draft Code Draft Amount										Action		
Maturity Details	Insuran	e amount								\$12,0	00.00	2		
Additional Fields														
Advices	Maturi	ty and Mul	ti Tenor Liquid	lation Details										
Additional Details													- 1	
Settlement Details	S.No	Tenor Basis	Tenor	Start Date	Tenor	Transit Days	Maturity Date	Bill Amount	Liquidated	Exchange	Liquidation	Liquidation	Action	
Summary	0.110	Terror Bubio	Description	Start Bate	Days	nansit bays	matarity bate	Dinformediate	Amount	Rate	Date	Amount	, icuon	
	1	FD	<b>F</b> Q	<b>**</b>			<b>İ</b>				1		ß	
	Interest Fro	n Date		Interest	To Date		Accer	otance Commiss	ion From Date		Acceptance Comn	nission To Date		
	May 5, 202		<b></b>	Aug 3, 2		±		31, 2021			Aug 31, 2022	ilibilitit to bate	<b></b>	
	-													

## **Draft Details**

Update the maturity details based on the description in the following table:

Field	Description	Sample Values
Draft Code	Update the draft code. Alternatively, user can search the draft details using LOV.	
Draft Amount	Update the draft amount.	
Action	Click Edit icon to edit the draft code. Click Delete icon to delete the draft code.	

## Maturity and Multi Tenor Liquidation Details

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

Field	Description	Sample Values
SNo.	Serial number of the tenor record.	
Tenor Basis	Provide the tenor basis. This field is disabled if the Tenor Type is 'Mixed'.	
Tenor Description	The tenor base code description is displayed based on the selected tenor basis. The user to can edit the tenor description.	
Start Date	Provide the tenor start date.	
Tenor Days	Provide the number of tenor days	
Transit Days	Provide the transit days, if the tenor is sight.	



Field	Description	Sample Values
Maturity date	System displays the due date for the bill based on tenor and tenor basis.	
	If tenor is sight, system will calculate the maturity date as 5 working days from Document Received Date.	
	If tenor is Usance, system will calculate the maturity date based on the tenor basis and populate the maturity date.	
Bill Amount	Provide the bill amount.	
Liquidated Amount	Provide the liquidation amount.	
Exchange Rate	Provide the Exchange Rate.	
Liquidation Date	Provide the liquidation date.	
Liquidation Amount	Provide the bill amount.	
Action	Click Edit icon to edit the tenor record.	
	Click Delete icon to delete the tenor record.	

In case of multi tenor, user can provide multiple maturity details by clicking the plus icon.

Field	Description	Sample Values
Interest from Date	Select the interest from date. The interest from date cannot be earlier than branch date and later than maturity date.	
Interest to Date	Application defaults Maturity Date in this field, if Interest from Date is provided.	
Accept Commission From Date	Provide the accept commission from date.	
Accept Commission To Date	Provide the accept commission to date.	



## Additional Fields

Banks can configure user defined fields as per their requirement in the Additional Fields Screen.

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Main Details	Additional Fields		Screen ( 6 / 10)
Document Details			
Draft Details			
Shipment Details			
Maturity Details			
Additional Fields			
Advices			
Additional Details			
Settlement Details			
Summary			
Audit	Reject	Refer Hold Cancel Save	& Close Back Next

### 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. User can suppress the advice, if required.

Main Details	Advices			Documents	Remarks	
			_			Screen ( 7 /
Document Details	Advice : AMNDMNT_OF	Advice : PAYMENT_MESS	:			
Draft Details						
Shipment Details	Advice Name: AMNDMNT_OF_INS Advice Party : COLLECTING BANK	Advice Name: PAYMENT_MESSAGE Advice Party :				
Maturity Details	Party Name : CITIBANK IRELAND	Party Name :				
Additional Fields	Suppress :NO	Suppress : NO				
Advices	Advice	Advice				
Additional Details						
Settlement Details						
Summary						



## **Additional Details**

Main Details	Additional Details											Screen ( 8 / 10
Document Details	Limit & Collateral	1	:	Charge Details		:	Preview Message	:	Payment Details		:	
Other Details	Limit Currency			Charge	:		1		Allow Rollover	: No		
Shipment Details	Limit Contribution	:		Commission	:		Language Preview Message	:	Auto Change from	: No		
Maturity Details	Limit Status Collateral Currency	:		Tax Block Status	:				Acceptance to Advance	: No		
Additional Fields	Collateral Contribution	-							Liquidate using Collateral			
Advices	Collateral Status											
Additional Details	DVI L.			Interest Details			Tracer Details	•	Des Chierrent D		•	
Settlement Details	FX Linkage		:	Interest Details		:	Iracer Details	:	Pre-Shipment D	etalls	:	
Summary	Reference Number Currency Contract Amount	:		Component Amount Event	:		Payment Tracer Acceptance Tracer Charges Details	: No : No : No	No data to display.			

## Charge Details

This section displays charge details:

Component	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party	Settlement Account	
LCCOURISS	GBP	£50.00					Applicant	20300134600000000017	0,
LCSWIFTIS	GBP	£50.00					Applicant	2030013460000000017	0
OTHBNKCHG	GBP	£50.00					Applicant	20300134600000000017	0

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.	
Modified Amount	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.	
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	



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

This section displays the commission details:

arge Details								
Commissior	n Details							
Component	Rate	Currency	Amount	Modified	Defer			Waive
AILSN_COMM	1.5	GBP	\$1,900.00		10			
I Tax Details Component			Currency			Amount	Settlement Ad	ccount
			Currency GBP			Amount 95	Settlement Ac 20300134600	
Component								000000017

		Save & Close X Cance
Field	Description	Sample Values
Component	This field displays 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.	



Field	Description	Sample Values
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.	
	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	If check box is selected, charges/commissions has to be deferred and collected at any future step.	
	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.	
Waive	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.	
	This field is disabled, if 'Defer' toggle is enabled.	
Charge Party	Charge party will be 'Drawer' by Default. You can change the value to Drawee.	
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.



#### This section displays the tax details:

Commissio	n Details							
Component	Rate	Currency	Amount	Modified	Defer			Waive
AILSN_COMM	1.5	GBP	\$1,900.00					
Component			Currency			Amount	Settieme	nt Account
LCTAX2			GBP			95	2030013	460000000017
LCTAX			GBP			1600	2030013	460000000017
			GBP			0	2030013	460000000017

FieldDescriptionSample ValuesComponentTax Component typeCurrencyThe tax currency is the same as the commission.AmountThe tax amount defaults based on the percentage of commission maintained. User can edit the tax amount, if applicable.Settlement AccountDetails of the settlement account.



## **Payment Details**

✓ PaymentDetails							
Auto Liquidate		Allow Rollover		Auto Change from Acceptance to	Advance	iquidate using Collateral	
Outstanding Collateral Amo GBP 🔍	junt	Split Settlement					
▲ Settlement Details	s - Liquidation						
Component	Currency	Debit/Credit	Account	Account Description	Branch	Account Currer	псу
No data to display.							
Page 1 (0 of 0 items)	$K \prec 1 \rightarrow H$						
◢ Split Settlement							+
Component		Contract Curre	ency			Amount	
No data to display.							
Page 1 (0 of 0 items)	K < 1 > >						
Split Settlement De	tails						Fetch Exchange Rate
Sequence	Amount	Settlement Account	Account Customer	Account Currency	Account Branch	Exchange Rate	Action
1		PK20064460016	006446	USD	PK2		2
Page 1 (1 of 1 items	i) K < 1 > X						

Save & Close Close

Field	Description	Sample Values
Auto Liquidate	<b>Toggle On:</b> Set the toggle 'On' if the auto liquidation is required.	
	<b>Toggle Off:</b> Set the toggle 'Off' if the auto liquidation is not required.	
Allow Roll over	Read only field.	
Auto Change from Acceptance to Advance	Read only field. This flag indicates whether an Acceptance type of bill should be automatically converted into an Advance type of bill on its liquidation date. <b>Note</b> This option is applicable only for the bills that are co-accepted by the bank.	
Liquidate using Collateral	Read only field.	
Outstanding Collateral Amount	Read only field. Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system.	

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



Field	Description	Sample Values
Split Settlement	<b>Toggle On</b> : Enables the user to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill	Disable
	<b>Toggle Off</b> : Disables the user to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill	
Settlement Details - Liqu	idation	
Component Components gets defaulted based on the product selected.		
Currency	Application displays the default currency for the component.	
Debit/Credit	Application displays the debit/credit indicators for the components.	
Account	Application Displays the account details for the components.	
Account Description	Application displays the description of the selected account.	
Branch	Application displays the branch of the selected account.	
Account Currency	Application defaults the currency for all the items based on the account number.	
Split Settlement		
Component	Components gets defaulted based on the product selected.	
Currency	Application displays the default currency for the component.	
Amount	Amount for each component. This is populated from the transaction details of the drawing.	
Split Settlement Details	- ·	
Select	Check box to select the record	
Sequence	Sequence of the settlement details.	
Amount	Amount for the split settlement.	
Settlement Currency	Currency for the split settlement.	
Account Customer	Customer account.	
Account Currency	Currency of the account.	
Account Branch	Branch of the customer's account.	



Field	Description	Sample Values
Exchange Rate	Exchange rate for the split settlement.	
Action	Click Edit icon to edit the split settlement details record. Click Delete icon to delete the split settlement details record.	

#### **FX Linkage**

This section enables the user to link the existing FX contract(s) to the Bill. User can link one or more FX deals to a bill. The linked value of an FX deal(s) must not exceed the value of the bill.

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.

Following are the features of FX Linkage in BC.

- FX linkage cannot be linked at Bills at initial stage.
- When a bill is drawn under LC, the details of forward contract linked as a part of the LC, will be defaulted at bill.
- Linked amount will be defaulted against the corresponding FX sequentially.
- User can delink or modify the defaulted FX details at in the Bill.
- Bill maturity date should be greater than or equal to FX Value date.
- Sum of Linked amount will not be greater than Bill contract amount.
- Linked amount will not be greater than the available amount for linkage.
- Current Utilized amount will display the liquidated/purchased/discounted/negotiated amount of Bill contract. It cannot go beyond the linked FX amount.
- When a bill is drawn under LC, delink of FX at BC is allowed only if the linked FX is not utilized by the bill.
- 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. The same will be populated in the Average FX Rate.

X Reference Number	Bought Currency	SOLD Currency	Available Contract Amount	Rate	Linked Amount	Current Utilized Amount	Total Utilized Amount	FX Expiry Date
K2FXF1200762003	USD	USD	US\$9,999.00	1.33	US\$9,999.00			28-Jun-202C 📋



FX Linkage			×
FX Reference N	Number *		Currency
PK2FXF12007	62005	0,	GBP
Contract Amou	unt		Available Contract Amount
GBP 🔻	£1,000.00		GBP 💌 £1,000.00
Linkage Amou	nt *		Rate
GBP 🔻	£1,000.00		1.33 🗸 🔨
Amount in Cor	ntract Currency		FX Expiry Date
1000			Jun 28, 2020
FX Delivery Per	riod From		FX Delivery Period To
		<b>**</b>	iii iii
			Save & Close Close

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

	· · · · · · · · · · · · · · · · · · ·	1
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,	
	<ul> <li>Counterparty of the FX contract should be the counterparty of the Bill contract.</li> </ul>	
	<ul> <li>Active Forward FX transactions authorized not marked for auto liquidation.</li> </ul>	
	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.	



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.	

### Tracers

This section enables the user to view the default Tracer details from back end application. It also allows the user to add new Tracer details. Add new Tracer details based on the description in the following table:



# Acknowledgement Tracer, Acceptance Tracer and Payment Tracer are applicable for this process.

Tracer Details							×
Payment Tracer Tracer Required	Number of Tracers		Tracer Frequency Weekly	*	Tracer Medium SWIFT	Ŧ	
Tracer Receiver Party	Tracer Start Date Jan 1, 2014	<b>*</b>	viceay				
Acknowledgement Tracer							
Tracer Required	Number of Tracers		Tracer Frequency	Ŧ	Tracer Medium	<b>.</b>	
Tracer Receiver Party	Tracer Start Date						
Advising Bank 💌	Jan 1, 1970	<b>**</b>					

Save & Close Close

Field	Description	Sample Values
Tracer Required	Select if tracer is required or nor from the available drop list: • Required • Not required • Till resolved	
Number of Tracers	Provide the number of tracers required.	
Tracer Frequency	Provide the frequency for generation of the Tracer. Note This field is applicable only if <b>Tracer</b> <b>Required</b> has value as <b>Till Resolved</b> .	
Tracer Medium	Select the tracer medium from the LOV. Note This field is applicable only if Tracer Required has value as Required or Till Resolved.	
Tracer Receiver Party	Select the tracer receiver party from the LOV. Note This field is applicable only if Tracer Required has value as Required or Till Resolved.	



Field	Description	Sample Values
Tracer Start Date	Select the tracer start date. Start date cannot be earlier than the branch date.	
	<b>Note</b> This field is applicable only if <b>Tracer</b> <b>Required</b> has value as <b>Required</b> or <b>Till</b> <b>Resolved</b> .	

#### **Interest Details**

The user can view and modify the Interest Details Simulated from Back Office system. On update of the Interest rate user has to click on Recalculate button. System will trigger a simulation call to the back office and the updated Interest details will be reflected in this section.

Interest Details														2
Recalculate	Redefault													
▲ Interest De	etails													
Component	Component Description	Rate Type	Rate Code	Min Spread	Max Spread	Spread	Min Rate	Max Rate	Rate	Modified Rate	Special Pricing Reference Number	Currency	Amount	Waive
No data to disp	lay.													
													ave & Close	Cancel



Field	Description	Sample Values
Component	This field displays the component maintained in the back office.	
Component Description	This description of the component.	
Rate Type	System defaults the rate type maintained for the component in back office.	
	Value can be:	
	Fixed Floating	
	Special	
Rate Code	This field displays the rate code applicable for the Component.	
Min Spread	This field displays the minimum spread applicable for the Rate Code.	
	This field have value only if the <b>Rate Type</b> is <b>Floating.</b>	
Max Spread	This field displays the maximum spread applicable for the Rate Code.	
	This field have value only if the <b>Rate Type</b> is <b>Floating.</b>	
Spread	This field displays the spread applicable for the Component in case of Floating Rate Component. User can change the defaulted value.	
	System validates whether the spread input is within the Minimum to Maximum Spread.	
Min Rate	This field displays the minimum rate applicable for the Rate Code.	
Max Rate	This field displays the maximum rate applicable for the Rate Code.	
Rate	This field displays the value applicable for the Rate Code.	
	User can change the value if the <b>Rate Type</b> is <b>Fixed</b> . System validates whether the Rate input is between the Minimum and Maximum Rate.	
Modified Rate	This field displays the modified rate.	



Field	Description	Sample Values
Special Pricing Reference Number	User can capture the Special Pricing Reference Number, when there is a special Interest rate to be provided for that customer against the interest component (Main Component).	
	Special Pricing Reference is not applicable for Penal Interest components.	
	For transactions initiated from OBDX, the Special Pricing Reference Number will be populated from OBDX and user cannot edit the same.	
	<b>System</b> shows an override as "Special Pricing Applicable", on clicking "Save" in the Interest Details screen, if Special Pricing Reference number has been provided.	
Currency	System defaults the Interest currency in this field.	
Amount	User can input the interest amount, in case the <b>Rate Type</b> is <b>Special</b> , else user can not be able to input the amount. In such cases, the amount will be calculated by back office immediately only if the Interest is collected in Advance or if Back Dated Interest is collected. In that scenario, the Amount will be populated on Re-simulation from back office. Otherwise Interest will be calculated only in the batch as maintained.	
Waive	User can waive the Interest applicable. System displays an override, if the user has waived the Interest.	
Charge Party	System displays the Charge Party based on the type of transaction. In case of Export Transactions, Drawer should be the defaulted Charge Party for Collection Bills and Beneficiary for the LC Bills. In case of Import Transactions, Drawee should be the Charge Party for Collection and Applicant for the LC Bills	
Settlement Account	System defaults the Settlement Account of the Charge Party for debit of Interest. User can change the value. System should display an error if a different customer is chosen. If different account of the Charge Party is selected, system should display a override. In case the user modifies the Interest Rate, the user should click on Recalculate button to get the modified amount from the back office and display	
	the new Amount.(Recalculation is done in back office and not in OBTFPM).	



# **Pre Shipment Details**

This section links an existing Preshipment Credit.

Pre Shipment Details						×
PreShipment Details						
						+
Loan Account Number	Currency		Outstanding Amount		Action	
Page 1 of 1 (1 of 1 items) $K < 1 > 3$						
▲ Setteled Loan						
Sequence Number Loan Account Nu	mber	Currency	Outstanding Amount	Event	Settled Amount	
No data to display.						
Page 1 (0 of 0 items) K < 1 > X						
					Save & Close	Cancel

•	, ,	
Field	Description	Sample Values
Loan Account Number	Select the pre-shipment Loan Account number from the LOV.	
Currency	The currency of the pre-shipment loan account number.	
Outstanding Amount	The pre-shipment credit outstanding amount.	
Action	Click the Edit icon to modify the Pre Shipment details.	
	Click the Delete icon to delete the Pre Shipment details.	
Settled Loan	·	
Sequence Number	This field displays the sequence of the settled loan.	
Loan Account Number	This field displays the pre-shipment Loan Account number.	
Currency	This field displays the currency of the pre- shipment loan account number.	
Outstanding Amount	This field displays the pre-shipment credit outstanding amount.	
Event	This field displays the event.	
Settled Amount	This field displays the settled amount.	

# Provide the Pre Shipment details based on the description in the following table:



### **Preview Message**

▲ Preview - SWIFT Message Language	Message Type	✓ Preview - Mail Advice Language	Advice Type	
English 💌	Ψ	English		Ŧ
Preview Message		Preview Message		
				Save & Close Close

User can preview the message simulated for correspondence with Remitting Bank.

# **Pre-Shipment Details**

Provide the Liquidate Pre-Shipment Finance details based on the description in the following table:

Field	Description	Sample Values
Repay Pre-shipment Credit	<b>Yes:</b> Select Yes, if pre-shipment credit to be repaid.	
	<b>No:</b> Select No if there is no pre-shipment credit to be repaid.	
Pre-shipment Credit Account Number	This field displays the pre-shipment credit account number.	
Pre-shipment Credit Outstanding Amount	This field displays the pre-shipment credit outstanding amount.	
Pre-shipment Credit Repayment Amount	This field displays the pre-shipment credit repayment amount.	

### **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.	
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 the overrides accepted by the user.	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	



Field	Description	Sample Values
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	
Request Clarification	On click the Request Clarification button the user can request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.	
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.	
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.	
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.	
Reject	<ul> <li>On click of Reject, user must select a Reject Reason from a list displayed by the system.</li> <li>Reject Codes: <ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others.</li> </ul> </li> <li>Select a Reject code and give a Reject Description.</li> <li>This reject reason will be available in the remarks window throughout the process.</li> </ul>	
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.	
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.	



# **Interest Details**

The user can view and modify the Interest Details Simulated from Back Office system.

Interest Detai	ls														×
Recalculate	Redefault														
▲ Interest D	etails														
Component	Component Description	Rate Type	Rate Code	Min Spre	Max Spread	Spread	Min Rate	Max Ra	Rate	Modified Rate	Currency	Amou	Waive	Charge Par	Settlement Account
IBC_ACP_IN	BC IMP ACCEPTANCE COMMMISSION	Fixed					2	16	6.2		EUR	€0.85		Applicant	PK1000325025 Q



Save & Close Close

Field	Description	Sample Values
Component	This field displays the component maintained in the back office.	
Component Description	This description of the component.	
Rate Type	System defaults the rate type maintained for the component in back office.	
	Value can be:	
	<ul> <li>Fixed Floating</li> </ul>	
	Special	
Rate Code	This field displays the rate code applicable for the Component.	
Min Spread	This field displays the minimum spread applicable for the Rate Code.	
	This field have value only if the <b>Rate Type</b> is <b>Floating.</b>	
Max Spread	This field displays the maximum spread applicable for the Rate Code.	
	This field have value only if the <b>Rate Type</b> is <b>Floating.</b>	
Spread	This field displays the spread applicable for the Component in case of Floating Rate Component. User can change the defaulted value.	
	System validates whether the spread input is within the Minimum to Maximum Spread.	
Min Rate	This field displays the minimum rate applicable for the Rate Code.	
Max Rate	This field displays the maximum rate applicable for the Rate Code.	
Rate	This field displays the value applicable for the Rate Code.	
	User can change the value if the <b>Rate Type</b> is <b>Fixed</b> . System validates whether the Rate input is between the Minimum and Maximum Rate.	
Modified Rate	This field displays the modified rate.	
Currency	System defaults the Interest currency in this field.	



Field	Description	Sample Values
Amount	User can input the interest amount, in case the <b>Rate Type</b> is <b>Special</b> , else user can not be able to input the amount. In such cases, the amount will be calculated by back office immediately only if the Interest is collected in Advance or if Back Dated Interest is collected. In that scenario, the Amount will be populated on Re-simulation from back office. Otherwise Interest will be calculated only in the batch as maintained.	
Waive	User can waive the Interest applicable. System displays an override, if the user has waived the Interest.	
Charge Party	System displays the Charge Party based on the type of transaction.	
	In case of Export Transactions, Drawer should be the defaulted Charge Party for Collection Bills and Beneficiary for the LC Bills. In case of Import Transactions, Drawee should be the Charge Party for Collection and Applicant for the LC Bills	
Settlement Account	System defaults the Settlement Account of the Charge Party for debit of Interest. User can change the value. System should display an error if a different customer is chosen. If different account of the Charge Party is selected, system should display a override.	
	In case the user modifies the Interest Rate, the user should click on Recalculate button to get the modified amount from the back office and display the new Amount.(Recalculation is done in back office and not in OBTFPM)	



# **Settlement Details**

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

ain Details	Settlement Details							Screen
ocument Details	Current Event							
her Details	Settlement Details							
ipment Details								
aturity Details	Component	Currency	Debit/Credit	Account	Account Description	Account Currency	Netting Indicator	Current Event
lditional Fields	AMT_PURCHASEDEQ	GBP	Credit	PK1000325025	NATIONAL FREIGHT CORP	GBP		Y
lvices	BCCOUR_LIQD	GBP	Debit	PK1000325025	NATIONAL FREIGHT CORP	GBP		Y
lditional Details	BCSWIFT_LIQD	GBP	Debit	PK1000325025	NATIONAL FREIGHT CORP	GBP		Υ
ttlement Details	BILL_AMND_AMT	GBP	Debit	PK1000325025	NATIONAL FREIGHT CORP	GBP	No	N
mmary	CHG1_LIQD	GBP	Credit	PK1000325025	NATIONAL FREIGHT CORP	GBP	No	N
	CHG1_LIQD_AMTEQ	GBP	Debit	PK20037630047	CITIBANK IRELAND	GBP	No	N
	COLL_LIQ_AMT	GBP	Debit	PK20037630047	CITIBANK IRELAND	GBP	No	N
	EBC PUR IN ADJ	GBP	Credit	PK1000325025	NATIONAL FREIGHT CORP	GBP	No	N
	EBC_PUR_IN_LIQD	GBP	Debit	PK1000325025	NATIONAL FREIGHT CORP	GBP	No	Y
	EBC_PUR_IN_N_ADJ	GBP	Debit	PK1000325025	NATIONAL FREIGHT CORP	GBP	No	N
	✓ BILL_AMND_AMT	- Party Details						
	Transfer Type		Charge Deta	ils	Netting Indicator		Ordering Customer	
	None	Ŧ		+	No	*	AAEMNL21 Q Name,	VAccount
	Ordering Institution		Senders Cor		Receivers Corresponde		Intermediary Institution	
	Q Name/A Account With Institution	ccount [ 🍃	Beneficiary I	Q Name/Account	Ultimate Beneficiary	me/Account	Q. Name, Intermediary Reimbursem	
	Q Name/A	ccount	ochericially I	Q Name/Account		ne/Account	Q Name,	
					- 140			
	Payment Details							
it	Sender To Receiver 1		Sender To Re	eceiver 2	Sender To Receiver 3		Sender To Receiver 4	ve & Close Back
			cottion					
			with th	e task. On	of the current e De-selecting the accounts under	check box,	the	
	nonont		with th systen details	e task. On n list all the irrespectiv	De-selecting the accounts under e of the current	e check box, the settlem event.	the ent	
Com	ponent		with th systen details	e task. On n list all the irrespectiv onents gets	De-selecting the accounts under	e check box, the settlem event.	the ent	
Com			with th system details Compo selecte	e task. On n list all the irrespectiv onents gets ed. ation displa	De-selecting the accounts under e of the current	e check box, the settlem event. d on the proc	the ent duct	
Curre			with th system details Compose selecte Applica Applica	e task. On n list all the irrespectiv onents gets ed. ation displa onent.	De-selecting the accounts under e of the current defaulted based	e check box, the settlem event. d on the prod	the ent duct he	
Curre	ency t/Credit		with th system details Compose selecte Applica the com	e task. On n list all the i irrespectiv onents gets ed. ation displa onent. ation displa mponents.	De-selecting the accounts under e of the current defaulted based ys the default cu	e check box, the settlem event. d on the proc urrency for t dit indicators	the ent duct he for	
Curre Debir Acco	ency t/Credit	n	<ul> <li>with the system details</li> <li>Composed selecter</li> <li>Application of the control of</li></ul>	e task. On n list all the i irrespectiv onents gets ed. ation displa mponents. ation Displa onents.	De-selecting the accounts under e of the current defaulted based ys the default cu ys the debit/creative ays the account ys the description	e check box, the settlem event. d on the prod urrency for the dit indicators details for the	the ent duct he for	
Curre Debi Acco	ency t/Credit punt		<ul> <li>with the system details</li> <li>Composed selected</li> <li>Application composed and the content of th</li></ul>	e task. On n list all the i irrespectiv onents gets ed. ation displa onent. ation Displa onents. ation displa ed account.	De-selecting the accounts under e of the current defaulted based ys the default cu ys the debit/creative ays the account ys the description	e check box, the settlem event. d on the prod urrency for t dit indicators details for the	the ent duct he for le	
Curre Debit Acco Acco	ency t/Credit ount ount Descriptio	n	<ul> <li>with the system details</li> <li>Composed and the selected of the control of the contro</li></ul>	e task. On n list all the i irrespectiv onents gets ed. ation displa onent. ation displa mponents. ation Displa onents. ation displa ed account. ation defau on the account ation displa	De-selecting the accounts under e of the current defaulted based ys the default cu ys the debit/crea ays the account ys the description	e check box, the settlem event. d on the prod urrency for the dit indicators details for the on of the for all the ite	the ent duct he for le	

### Summary

User can review the summary of details updated in Data Enrichment stage of Export Documentary Collection Booking request.



The tiles must display a list of important fields with values. User can drill down from summary Tiles into respective data segments.

ain Details	Summary										Screen (
ocument Details	Main Details		Document Details		Draft Details		Shipment Details		Maturity Details		Succin(
aft Details											
ipment Details	Booking Date Submission Mode	: 2020-03-26 : Desk	Document 1	: BLD	Draft 1 Draft 2		Port of Loading Port of Discharge		Tenor Basis Maturity Date	: : 2019-03-06	
turity Details	Bill Amount	: USD 2400					Shipment Date				
ditional Fields							Carrier Name	-			
lvices											4
dditional Details	Additional Fields		Advices		Limits and Collateral	ls	Commission, Charge	s and Taxes	Preview Messages		
ttlement Details											
immary	Click here to view Additional fields		Advice 1 Advice 2	:	Limit Currency Limit Contribution Limit Status Collateral Currency Collateral Contr. Collateral Status	: : : Not Verified : : : Not Verified	Charge Commission Tax Block Status	: : : Not Initia	Language Preview Message	: ENG :-	
	Payment Details		Tracer Details		FX Linkage		Settlement Details		Parties Details		
	Advance by Loan Allow Rollover Liquidate using Collateral	: : :	Payment Tracer Acceptance Tracer Charge Tracer Acknowledgement Tracer	: No : No : No : No	Reference Number Contract Amount Contract Currency	: : : : : : : : : : : : : : : : : : : :	Component Account Number Currency	: : :	Drawer Drawee	: Oracle Corp : Test Corpo	
	Compliance details		Accounting Details								
	KYC Sanctions AML	: Not Initia : Not Initia : Not Initia	Event Account Number Branch	:							

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

- Main Details User can view details about application details and LC details.
- Party Details User can view party details like applicant, advising bank etc.
- Maturity Details User can view the maturity details.
- Documents User can view the document details.
- Draft Details User can view the draft details.
- Additional Fields User can view the details of additional fields.
- Advice Details User can view the details of advices.
- Payment Details User can view the payment details.
- Shipment Details User can view the shipment details.
- Limits and Collaterals User can view limits and collateral details.
- Charges User can view charge details.
- Tracers User can view the tracer details.
- FX Linkage User can view the details of FX Linkage.
- Settlement Details User can view settlement details.
- Preview message User can view the preview message.
- Compliance User can view the compliance details.
- Accounting Details User can view the accounting entries generated by back office system.



When the Value Date is different from the Transaction Date for one or more accounting entries, system displays an Alert Message "Value Date is different from Transaction Date for one or more Accounting entries.



#### **Action Buttons**

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

Field	Description	Sample Values
Submit	Task will move to next logical stage of Export Documentary Collection Booking.	
	If mandatory fields have not been captured, system will display an error message highlighting that the mandatory fields have to be updated. In case of duplicate documents' system will terminate the process after handing off the details to back office.	
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.	
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.	
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.	
Reject	<ul> <li>On click of Reject, user must select a Reject Reason from a list displayed by the system.</li> <li>Reject Codes: <ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others.</li> </ul> </li> <li>Select a Reject code and give a Reject Description.</li> <li>This reject reason will be available in the remarks window throughout the process.</li> </ul>	

# **Exceptions**

The Export Collection Booking request, before the task moves to the approval stage, the application will validate the Amount Block, KYC and AML. A failure in validation of any of them, the task will reach exception stage for further approval 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 an amount block. On hand-off, system will debit the blocked account to the extent earmark and credit charges/ commission account in case of charges block or credit the amount in suspense account for earmarks 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 updated available fields with values.

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

Approve:

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

Refer:

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

#### Reject:

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

#### **Amount Bock Exception**

This section will display the amount block exception details.

#### Summary

Tiles Displayed in Summary:

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

#### **Action Buttons**

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

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



Field	Description	Sample Values
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Refer	User will be able to refer the task back to the Data Enrichment user.User must select a Refer Reason from the values displayed by the system. Refer Codes:	
Cancel	Cancel the Export Collection Booking Amount Block Exception check.	
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.	
Back	Task moves to previous logical step.	

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

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

Log in into OBTFPM application, KYC exception queue. KYC exception failed tasks for trade finance transactions will be listed in your queue. Open the task, to see summary tiles that display a summary of available updated fields with values.

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

#### Approve

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

#### Summary

Tiles Displayed in Summary:

- Main Details User can view details about application details and LC details.
- Party Details User can view party details like applicant, advising bank etc.
- Document Details User can view document details.
- Draft Details User can view the draft details.
- Shipment Details User can view shipment details.
- Charges User can view charge details.
- Maturity Details User can view the maturity details.



- Advices User can view the advices.
- Payment Details User can view the payment details.
- FX Linkage User can view the FX Linkage details.
- Settlement Details User can view the settlement details.
- Message Preview User can view the preview of the simulating message to the remitting bank.
- Compliance User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

### **Action Buttons**

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

Field	Description	Sample Values
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	<ul> <li>R1- Documents missing</li> </ul>	
	R2- Signature Missing	
	R3- Input Error	
	<ul> <li>R4- Insufficient Balance/Limits</li> </ul>	
	• R5 - Others.	
	Select a Reject code and give a Reject Description.	
	This reject reason will be available in the remarks window throughout the process.	
Hold	The details provided will be registered and status will be on hold.	
	This option is used, if there are any pending information yet to be received from applicant.	
Refer	User will be able to refer the task back to the Data Enrichment user.User must select a Refer Reason from the values displayed by the system. Refer Codes:	
	<ul> <li>R1- Documents missing</li> </ul>	
	<ul> <li>R2- Signature Missing</li> </ul>	
	R3- Input Error	
	R4- Insufficient Balance- Limits	
	R5 - Others	
Cancel	Cancel the Export Collection Booking KYC exception check.	
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.	
Back	Task moves to previous logical step.	



# **Exception - Limit Check/Credit**

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

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

Limit check Exception approver can do the following actions:

#### Approve

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

#### Refer

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

#### Reject

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

#### Limit/Credit Check

This section will display the amount block exception details.

#### Summary

Tiles Displayed in Summary:

- Main Details User can view and modify details about application details and LC details, if required.
- Party Details User can view and modify party details like beneficiary, advising bank etc., if required
- Availability and Shipment User can view and modify availability and shipment details, if required.
- Payments User can view and modify all details related to payments, if required.
- 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**

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	
	<ul> <li>R4- Insufficient Balance/Limits</li> </ul>	
	• R5 - Others.	
	Select a Reject code and give a Reject Description.	
	This reject reason will be available in the remarks window throughout the process.	
Hold	The details provided will be registered and status will be on hold.	
	This option is used, if there are any pending information yet to be received from applicant.	
Refer	User will be able to refer the task back to the Data Enrichment user.User must select a Refer Reason from the values displayed by the system. Refer Codes:	
	<ul> <li>R1- Documents missing</li> </ul>	
	R2- Signature Missing	
	R3- Input Error	
	<ul> <li>R4- Insufficient Balance- Limits</li> </ul>	
	R5 - Others	
Cancel	Cancel the Export Collection Booking Limit exception check.	
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.	
Back	Task moves to previous logical step.	

# Multi Level Approval

Log in into OBTFPM application and acquire the task available in the approval stage in free task queue. Authorization User can acquire the task for approving.

Authorization Re-Key (Non-Online Channel)

For non online channel, application will request approver for few critical field values as an authorization step. If the values captured match with the values available in the screen, system will allow user to open

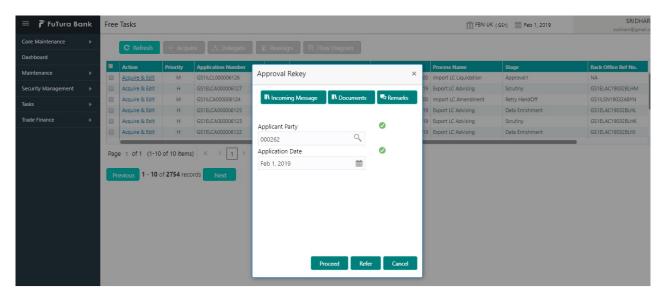


the transaction screens for further verification. If the re-key values are different from the values captured, then application will display an error message.

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

- Drawee Name
- Drawer Name
- Bill Currency
- Bill 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.





# Summary

Summary							
Main Details		Shipment Details		Maturity Details		Document Details	
bookingDate Submission Mode billAmount	: 2016-01-01 : Desk : 30000	Port of Loading Port of Discharge shipmentDate carrierName	: LONDON : CHENNAI : 2013-04-09 :	Tenor Type Tenor Basis Maturity Date	: Sight : : 2014-01-01	Document 1 Document 2 Document 3	: AIR : BOL : PACKINGLIST
Draft Details		Party Details		Additional Fields		Advice Details	
draft1	: Cost of th	Drawee Drawer CollectingBank	: GOODCARE PLC : Marks and : WELLS FARG	Click here to view Additional fields	:	advice1 advice2	: PAYMENT_ME : REMITTANCE
Payment Details		Charge		Limits Details		FX Linkage Details	
LiquidateusingColl AdvanceByLoan AllowRollover	ateral : :	Charge Commission Tax Block Status	: GBP250 : : GBP4500 : Not Initia	Limit Currency Limit Contribution Limit Status Collateral Currency Collateral Contr. Collateral Status	: : : Not Verified : : : Not Verified	Reference No. Contract Amount Linkage Amount	: : :
Settlement Details	ð.	Preview Message		Compliance			
Component	: LOAN_LIQD : 3000001505	Language Preview Message	: ENG : -	KYC Sanctions AML	: Verified : Verified : Verified		

Tiles Displayed in Summary:

- Main Details User can view details about application details and LC details.
- Party Details User can view party details like applicant, advising bank etc.
- Maturity Details User can view the maturity details.
- Documents User can view the document details.
- Draft Details User can view the draft details.
- Additional Fields User can view the details of additional fields.
- Advice Details User can view the details of advices.
- Payment Details User can view the payment details.
- Shipment Details User can view the shipment details.
- Limits and Collaterals User can view limits and collateral details.
- Charges User can view charge details.
- Tracers User can view the tracer details.
- FX Linkage User can view the details of FX Linkage.
- Settlement Details User can view settlement details.
- Preview message User can view the preview message.
- Compliance User can view the compliance details.



## **Action Buttons**

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

Field	Description	Sample Values
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	<ul> <li>R1- Documents missing</li> </ul>	
	R2- Signature Missing	
	R3- Input Error	
	R4- Insufficient Balance/Limits	
	• R5 - Others.	
	Select a Reject code and give a Reject Description.	
	This reject reason will be available in the remarks window throughout the process.	
Hold	The details provided will be registered and status will be on hold.	
	This option is used, if there are any pending information yet to be received from applicant.	
Refer	User will be able to refer the task back to the Data Enrichment user.User must select a Refer Reason from the values displayed by the system. Refer Codes:	
	<ul> <li>R1- Documents missing</li> </ul>	
	R2- Signature Missing	
	R3- Input Error	
	<ul><li>R4- Insufficient Balance- Limits</li><li>R5 - Others</li></ul>	
Cancel	Cancel the approval.	
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.	

# **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 Documentary Collection Booking available in queue. On opening the task, you will see summary tiles. The tiles will display a list of important fields with values.



The screen from which the reject was initiated can been seen highlighted in the tile view.

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

#### Summary

The screen up to which data was captured before reject will be available for the user to view 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 details about application details and document under collection.
- Party Details User can view party details like applicant, Remitting Bank etc.
- Document Details User can view document details.
- Shipment Details User can view shipment details.
- Charges User can view charge details.
- Maturity Details User can view the maturity details.
- Message Preview User can view the preview of the simulating message to the remitting bank.

#### **Action Buttons**

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

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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