

Guarantee Issuance Internal Amendment User Guide  
**Oracle Banking Trade Finance Process  
Management**

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Oracle Banking Trade Finance Process Management - Guarantee Issuance Internal Amendment User Guide  
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# Oracle Banking Trade Finance Process Management

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

This document will take you through following activities in OBTFPM:

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

## Overview

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

## Benefits

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

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

## Key Features

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

# Guarantee Issuance Internal Amendment

Guarantee Issuance Internal Amendment allows the user to register a request for Internal Amendment of Guarantee/SBLC Issued received from the Applicant. If the request is received by mail/Courier, the user should be able to initiate the request.

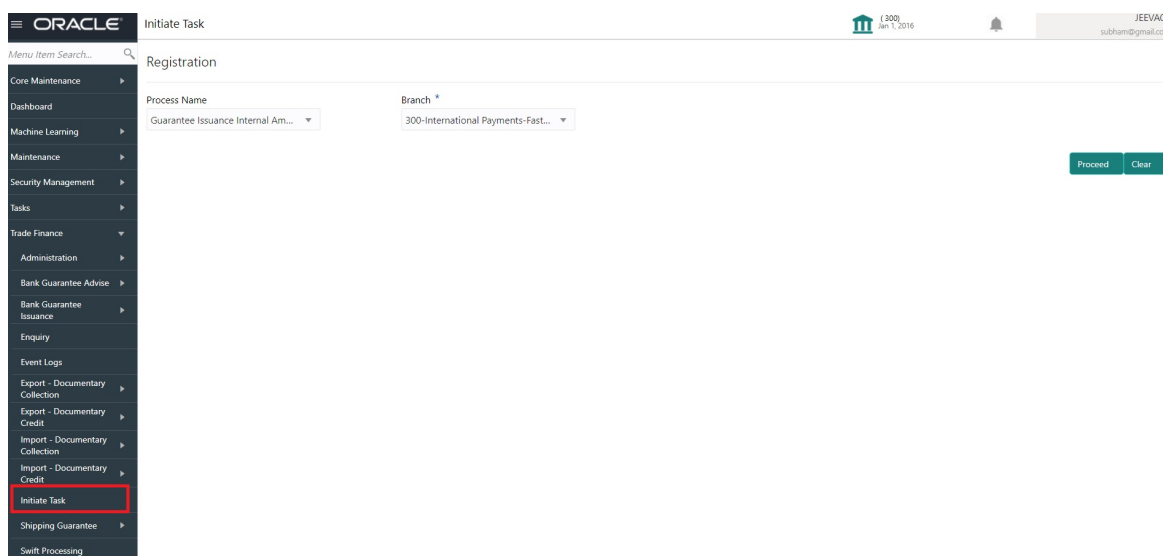
This chapter contains the following topics:

<a href="#">Common Initiation Stage</a>	<a href="#">Registration</a>
<a href="#">Data Enrichment</a>	<a href="#">Multi Level Approval</a>

## Common Initiation Stage

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

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



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

Field	Description
Process Name	Select the process name to initiate the task.
Branch	Select the branch.

### Action Buttons

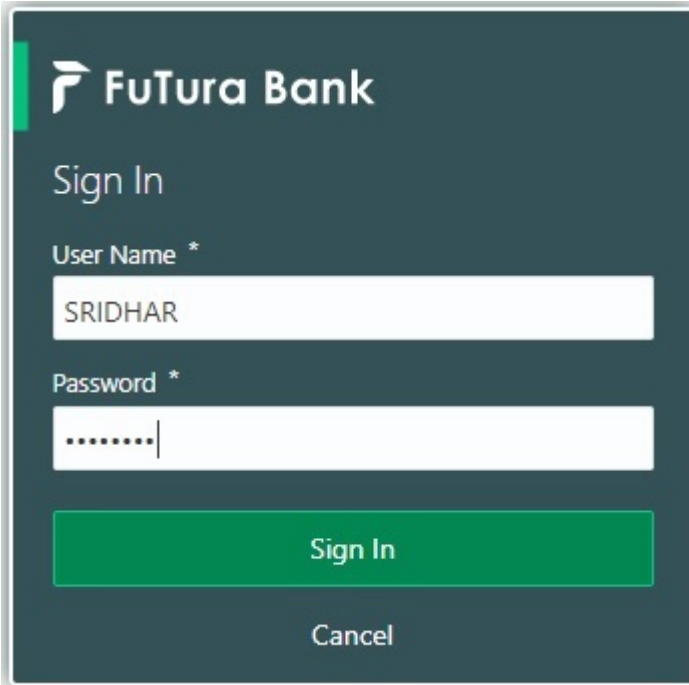
Use action buttons based on the description in the following table:

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

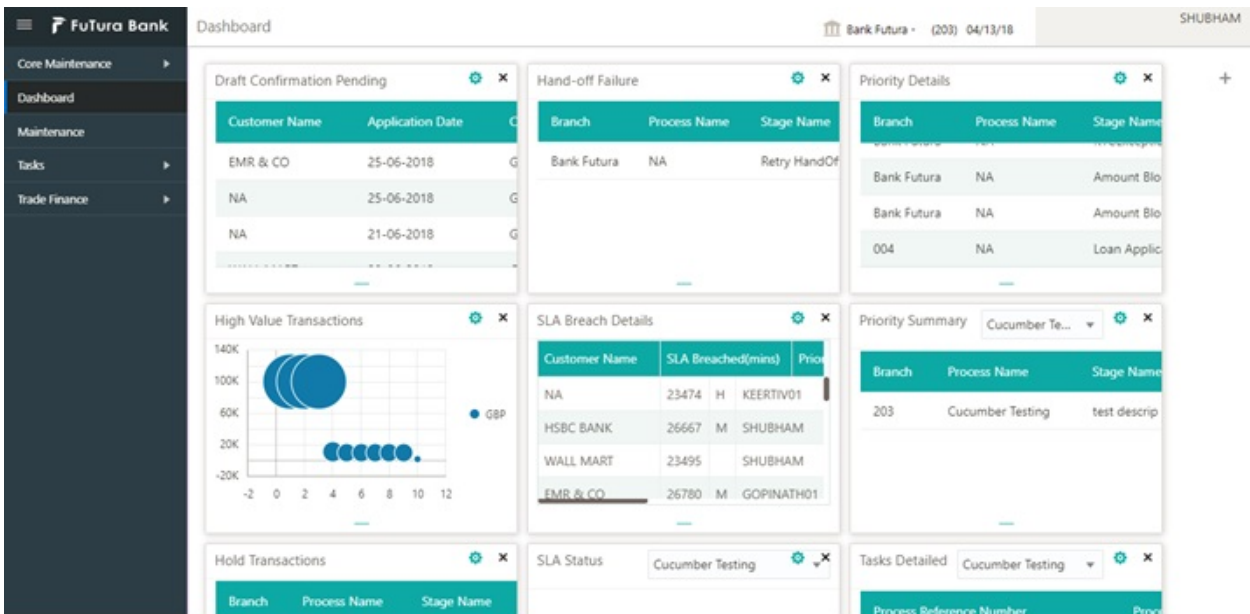
# Registration

As a Registration user, you can register an internal amendment to a Guaranteed/SBLC issued request, also can upload relevant documents and verify checklist items. If the request is received by mail/Courier, you can update the request.

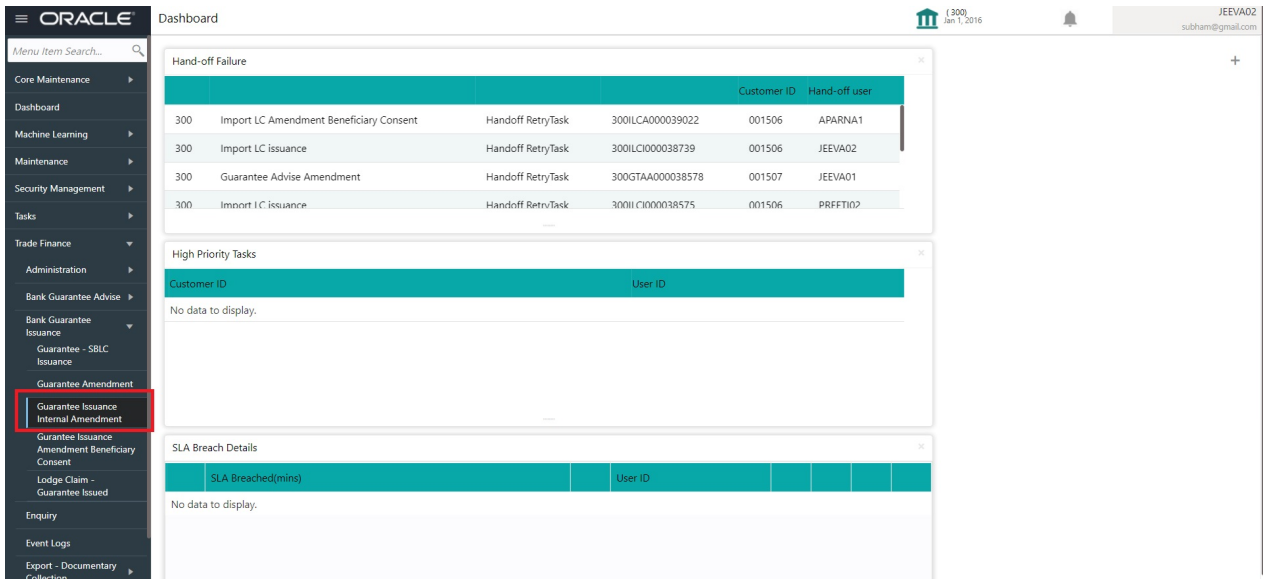
1. Using the entitled login credentials for Registration stage, login to the OBTFPM application.



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

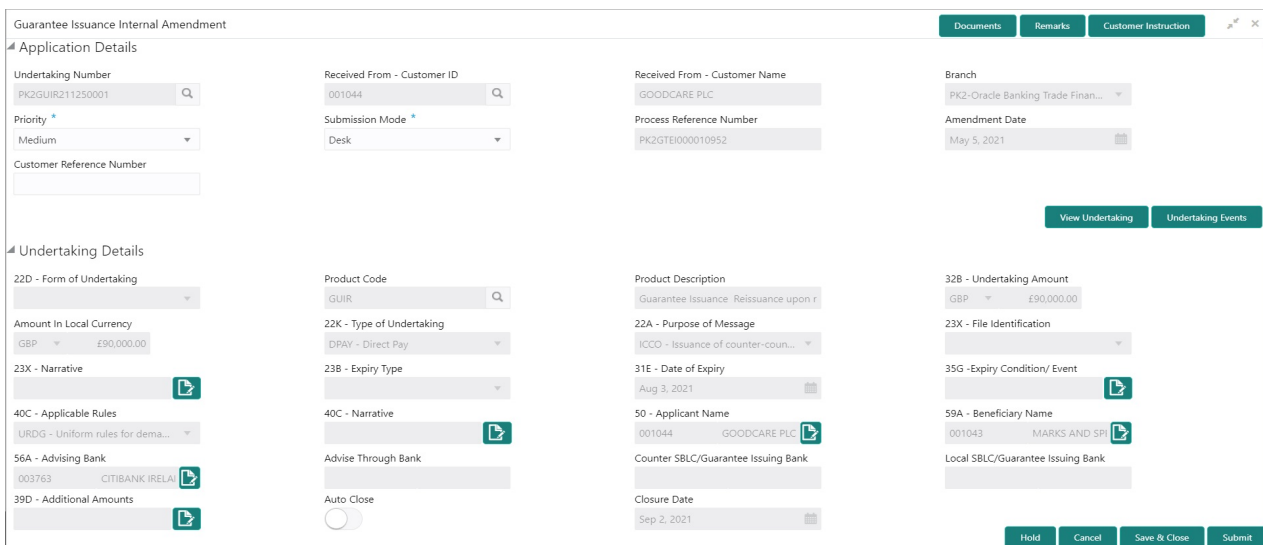


### 3. Click Trade Finance> Bank Guarantee Issuance > Guarantee Issuance Internal Amendment.



The Registration stage has two sections Application Details and Undertaking Details. Let's look at the Registration stage:

### Application Details



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

Field	Description	Sample Values
Undertaking Number	Enter the undertaking number or alternatively select it from LOV'.  As part of LOV criteria; user can input the Customer Id, Beneficiary name, Currency and amount.	
Received From - Customer ID	Read Only Field  System defaults the customer ID available in Guarantee.	001345

Field	Description	Sample Values
Received From - Customer Name	Read Only Field System defaults the customer ID available in Guarantee.	EMR & CO
Branch	Read only field. Branch Name will be auto-populated from Guarantee details.	203-Bank Futura -Branch FZ1
Priority	This field will be defaulted based on the priority maintained for the customer. Priority maintained will be populated as either 'Low or Medium or High'. If priority is not maintained for a customer, 'Medium' priority will be defaulted.  Users are allowed to change the priority.	High
Submission Mode	System defaults the submission mode as 'Desk' for the transactions created via registration Users are allowed to change the values. The values are:  <b>Desk</b> - Request received through Desk <b>Courier</b> - Request received through Courier <b>Email</b> - Request received through Email <b>FAX</b> - Request received through FAX	Desk
Process Reference Number	Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.	203GTEADV00 15920
Amendment Date	System defaults the branch's current system date.	04/13/2018
Customer Reference Number	User can enter the 'Reference number' provided by the applicant/applicant bank.	

## Undertaking Details

Registration user can view the latest Guarantee/SBLC values defaulted in the respective fields in the Undertaking Details in this section. All the fields in this section is read only.

Undertaking Details

22D - Form of Undertaking

Amount In Local Currency

GBP £90,000.00

23X - Narrative

40C - Applicable Rules

URDG - Uniform rules for dema...

56A - Advising Bank

003763 CITIBANK IRELAND

39D - Additional Amounts

Product Code

GLUR

22X - Type of Undertaking

DPAY - Direct Pay

23B - Expiry Type

40C - Narrative

Advise Through Bank

Auto Close

Product Description

Guarantee Issuance Reissuance upon r

22A - Purpose of Message

ICCO - Issuance of counter-coun...

31E - Date of Expiry

Aug 3, 2021

50 - Applicant Name

001044 GOODCARE PLC

Counter SBLC/Guarantee Issuing Bank

Closure Date

Sep 2, 2021

32B - Undertaking Amount

GBP £90,000.00

23X - File Identification

35G - Expiry Condition/ Event

59A - Beneficiary Name

001043 MARKS AND SP

Local SBLC/Guarantee Issuing Bank

Hold Cancel Save & Close Submit



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

Field	Description	Sample Values
Form of Undertaking	Read only field. System defaults the value from Guarantee Issuance details.	
Product Code	Read only field. System defaults the value from Guarantee Issuance details.	GUIA
Product Description	Description of the product. Read only field. System defaults the value from Guarantee Issuance details.	Guarantee Advising
Undertaking Amount	Read only field. System defaults the outstanding value available from Guarantee Issuance details.	
Amount In Local Currency	System fetches the local currency equivalent value for the transaction amount from back office (with decimal places).	
Type Of Undertaking	Read only field. System defaults the value available from Guarantee Issuance details.	
Purpose of message	Read only field. System defaults the value from Guarantee Issuance details.	
File Identification	The type of delivery channel and its associated file name or reference. Read only field. System defaults the value from Guarantee Issuance details.	
Narrative	Read only field. System defaults the value from Guarantee Issuance details.	
Expiry Type	This field indicates whether undertaking has specified expiry date or is open-ended. System defaults the expiry type from Guarantee/ SBLC Issuance.	
Date Of Expiry	Expiry date of the Guarantee Advised. System defaults the expiry date from Guarantee/ SBLC Issuance.	09/30/18

Field	Description	Sample Values
Expiry Condition/Event	Expiry Date of Guarantee. Read only field. System defaults the value from Guarantee Issuance details.	09/30/18
Applicable Rules	Rules for Guarantee. Read only field. System defaults the value from Guarantee Issuance details.	URDG - Uniform rules for demand guarantees
Narrative	Read only field. System defaults the value from Guarantee Issuance details.	
Applicant Name	Read only field. System defaults the value from Guarantee Issuance details.	001345 Nestle
Beneficiary Name	Read only field. System defaults the beneficiary from Guarantee Issuance details.	001345 Nestle
Advising Bank	Read only field. System defaults the advising bank if available.	001343 - Bank Of America
Advising Through Bank	Read only field. System defaults the advising through bank if available.	Advising Bank Reference
Counter Guarantee Issuing Bank	Read only field. System defaults the counter guarantee issuing through bank if available.	
Local Guarantee Issuing Bank	Read only field. System defaults the local guarantee issuing bank if available.	
Additional Amounts	Read only field. Additional Amount covered as per the latest LC details is displayed in Guarantee Issuance details.	
Auto Close	Toggle On: Enable the toggle, if Auto close is required for that transactions.  Toggle Off: Disable the toggle, if Auto close is not required for that transactions.	

Field	Description	Sample Values
Closure Date	<p>System default the “Closure Date” value, if any, from the contract.</p> <p>If the system defaulted value for <b>Auto Close</b> is <b>Yes</b>, then <b>Closure Date</b> field will be a display only field and user is not allowed to edit the same.</p> <p>If the system defaulted value for <b>Auto Close</b> is <b>No</b>, then user can edit the <b>Closure Date</b> field by enabling the “Auto Close” toggle as “Yes”.</p> <p>User can provide the value in this field, if <b>Auto Close</b> is enabled as a part of this internal amendment.</p>	

## Miscellaneous

Guarantee Issuance Internal Amendment

Documents Remarks Customer Instruction

Application Details

Undertaking Number: PK2GUIR211250001

Priority: Medium

Customer Reference Number: [Empty]

Received From - Customer ID: 001044

Submission Mode: Desk

Received From - Customer Name: GOODCARE PLC

Process Reference Number: PK2GTEI000010952

Branch: PK2-Oracle Banking Trade Finan...

Amendment Date: May 5, 2021

View Undertaking Undertaking Events

Undertaking Details

22D - Form of Undertaking: [Dropdown]

Amount In Local Currency: GBP £90,000.00

23X - Narrative: [Text Area]

40C - Applicable Rules: URDG - Uniform rules for dema...

56A - Advising Bank: 003763 CITIBANK IRELA...

39D - Additional Amounts: [Text Area]

Product Code: GUIR

22K - Type of Undertaking: DPAY - Direct Pay

23B - Expiry Type: [Dropdown]

40C - Narrative: [Text Area]

Advise Through Bank: [Text Area]

Auto Close: [Toggle]

Product Description: Guarantee Issuance Reissuance upon r

22A - Purpose of Message: ICCO - Issuance of counter-coun...

31E - Date of Expiry: Aug 3, 2021

50 - Applicant Name: 001044 GOODCARE PLC

Counter SBLC/Guarantee Issuing Bank: [Text Area]

Closure Date: [Text Area]

32B - Undertaking Amount: GBP £90,000.00

23X - File Identification: [Text Area]

35G - Expiry Condition/Event: [Text Area]

59A - Beneficiary Name: 001043 MARKS AND SP...

Local SBLC/Guarantee Issuing Bank: [Text Area]

Hold Cancel Save & Close Submit

Enables the user to upload required documents. Provide the Miscellaneous Details based on the description in the following table:

Field	Description	Sample Values
Documents	Upload the required documents.	
Remarks	Provide any additional information regarding the Guarantee Issuance Internal Amendment. This information can be viewed by other users processing the request.	

Field	Description	Sample Values
Customer Instructions	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – 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> <li>• <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.</li> </ul>	
View Undertaking	Clicking on View Undertaking button, user can view the the snapshot of latest Guarantee Issuance details.	
Undertaking Events	Clicking on Guarantee Events button, user can view the snapshot of various events under the Guarantee Issuance.	
Verify Signature	System displays the details of Authorized signatories. The pop up box displays the signature id, signature title and image of the signature for verification.	
Checklist	System displays the mandatory and optional checklist items. Make sure that the details in the checklist are completed and acknowledge. If mandatory checklist items are not marked, system will display an error on submit.	
<b>Action Buttons</b>		
Submit	<p>On Submit, system will give confirmation message for successful submission. Task will get moved to next logical stage of Guarantee Issuance Internal Amendment.</p> <p>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.</p>	
Save & Close	<p>Save the information provided and holds the task in you queue for working later.</p> <p>This option will not submit the request.</p>	
Cancel	<p>Cancels the Guarantee Issuance Internal Amendment. Registration stage inputs.</p>	
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	

## Data Enrichment

At this stage you can register a request for Internal Amendment of Guarantee/SBLC Issued.

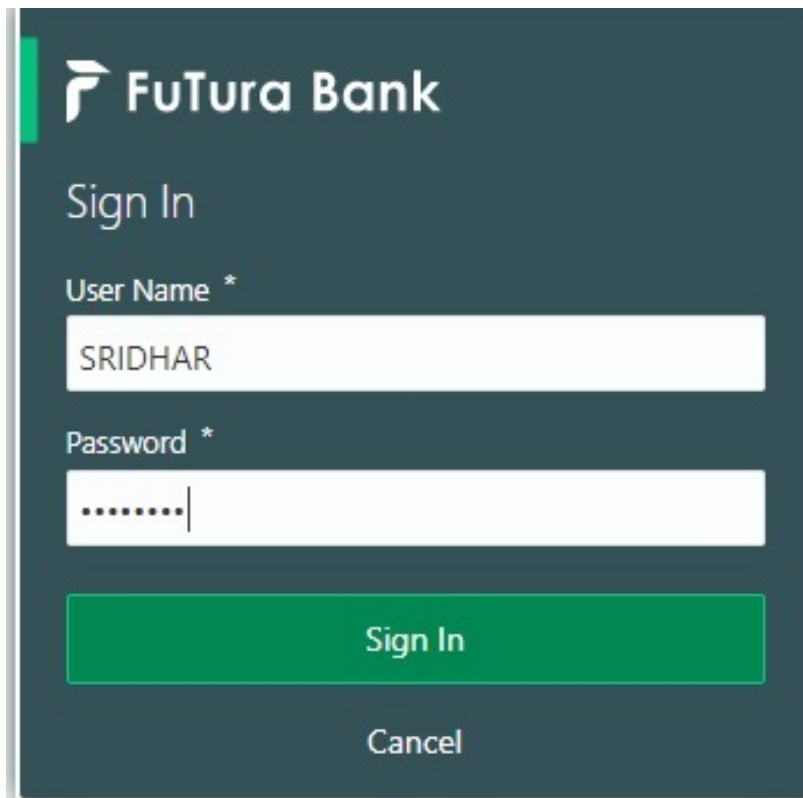
As part of Data Enrichment, you can update the details already captured in Registration stage. If details are not captured in DE stage, you can input the details.

If the request is received by mail/Courier, the user can update the request. The request will have the details entered during the Registration stage.

If the request is received by SWIFT, then the Internal Amendment task needs to be auto created and available for the user in the Data Enrichment stage to handle.

Do the following steps to acquire a task which completed the Registration and currently at Data Enrichment stage:

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



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

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

Oracle Free Tasks interface showing a list of tasks. The 'Free Tasks' menu item is highlighted in the left sidebar.

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date	Branch	Customer Number
<input type="checkbox"/> Acquire & E...	M	Guarantee Issuance Internal Am...	PK2GTEI000042222	PK2GTEI000042222	DataEnrichment	20-12-09	PK2	001044
<input type="checkbox"/> Acquire & E...	M	Import LC Amendment Benefici...	PK2ILCA000042220	PK2ILCA000042220	AmountBlock Exception App...	20-12-09	PK2	001044
<input type="checkbox"/> Acquire & E...		Lodge Claim - Guarantee Issued	PK2GTEC000042208	PK2GTEC000042208	Scrutiny	20-12-09	PK2	
<input type="checkbox"/> Acquire & E...		Lodge Claim - Guarantee Issued	PK2GTEC000042207	PK2GTEC000042207	Scrutiny	20-12-09	PK2	
<input type="checkbox"/> Acquire & E...	M	Export LC Advise	PK2ELCA000042196	PK2ELCA000042196	Scrutiny	20-12-09	PK2	001044
<input type="checkbox"/> Acquire & E...		Lodge Claim-Guarantee Advised	PK2GADC000042182	PK2GADC000042182	DataEnrichment	20-12-09	PK2	
<input type="checkbox"/> Acquire & E...		Lodge Claim-Guarantee Advised	PK2GADC000042180	PK2GADC000042180	DataEnrichment	20-12-09	PK2	
<input type="checkbox"/> Acquire & E...		Lodge Claim-Guarantee Advised	PK2GADC000042178	PK2GADC000042178	DataEnrichment	20-12-09	PK2	
<input type="checkbox"/> Acquire & E...	M	Import LC Issuance	PK2ILCI000042172	PK2ILCI000042172	Scrutiny	20-12-09	PK2	001044
<input type="checkbox"/> Acquire & E...	M	Import LC Issuance	PK2ILCI000041065	PK2ILCI000041065	Approval Task Level 1	20-11-27	PK2	001185
<input type="checkbox"/> Acquire & E...	M	Import LC Issuance	PK2ILCI000041058	PK2ILCI000041058	Approval Task Level 1	20-11-27	PK2	001185
<input type="checkbox"/> Acquire & E...	M	Import LC Issuance	PK2ILCI000042158	PK2ILCI000042158	Approval Task Level 1	20-12-08	PK2	001185
<input type="checkbox"/> Acquire & E...	M	Import LC Issuance	PK2ILCI000042049	PK2ILCI000042049	Approval Task Level 1	20-12-07	PK2	001044

### 4. Select the appropriate Internal Amendment task and click Acquire & Edit to edit the task or click Acquire to edit the task.

Oracle Free Tasks interface showing the 'Acquire' button highlighted in the top toolbar.

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date	Branch	Customer Number
<input checked="" type="checkbox"/> Acquire & E...	M	Guarantee Issuance Internal Am...	PK2GTEI000042222	PK2GTEI000042222	DataEnrichment	20-12-09	PK2	001044
<input type="checkbox"/> Acquire & E...	M	Import LC Amendment Benefici...	PK2ILCA000042220	PK2ILCA000042220	AmountBlock Exception App...	20-12-09	PK2	001044
<input type="checkbox"/> Acquire & E...		Lodge Claim - Guarantee Issued	PK2GTEC000042208	PK2GTEC000042208	Scrutiny	20-12-09	PK2	
<input type="checkbox"/> Acquire & E...		Lodge Claim - Guarantee Issued	PK2GTEC000042207	PK2GTEC000042207	Scrutiny	20-12-09	PK2	
<input type="checkbox"/> Acquire & E...	M	Export LC Advise	PK2ELCA000042196	PK2ELCA000042196	Scrutiny	20-12-09	PK2	001044
<input type="checkbox"/> Acquire & E...		Lodge Claim-Guarantee Advised	PK2GADC000042182	PK2GADC000042182	DataEnrichment	20-12-09	PK2	
<input type="checkbox"/> Acquire & E...		Lodge Claim-Guarantee Advised	PK2GADC000042180	PK2GADC000042180	DataEnrichment	20-12-09	PK2	
<input type="checkbox"/> Acquire & E...		Lodge Claim-Guarantee Advised	PK2GADC000042178	PK2GADC000042178	DataEnrichment	20-12-09	PK2	
<input type="checkbox"/> Acquire & E...	M	Import LC Issuance	PK2ILCI000042172	PK2ILCI000042172	Scrutiny	20-12-09	PK2	001044
<input type="checkbox"/> Acquire & E...	M	Import LC Issuance	PK2ILCI000041065	PK2ILCI000041065	Approval Task Level 1	20-11-27	PK2	001185
<input type="checkbox"/> Acquire & E...	M	Import LC Issuance	PK2ILCI000041058	PK2ILCI000041058	Approval Task Level 1	20-11-27	PK2	001185
<input type="checkbox"/> Acquire & E...	M	Import LC Issuance	PK2ILCI000042158	PK2ILCI000042158	Approval Task Level 1	20-12-08	PK2	001185
<input type="checkbox"/> Acquire & E...	M	Import LC Issuance	PK2ILCI000042049	PK2ILCI000042049	Approval Task Level 1	20-12-07	PK2	001044

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

The screenshot shows the Oracle 'My Tasks' interface. On the left is a navigation menu with 'My Tasks' highlighted. The main area displays a table of tasks with columns: Action, Priority, Process Name, Process Reference Number, Application Number, Stage, Application Date, Branch, Customer Number, and Amount. The first row is selected, and its 'Edit' button is highlighted with a red box. Below the table is a pagination control showing 'Page 1 of 3 (1 - 20 of 47 items)'.

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date	Branch	Customer Number	Amount
<input checked="" type="checkbox"/> Edit	M	Guarantee Issuance Inter...	300GTAI000038844	300GTAI000038844	DataEnrichment	20-11-17	300	001505	
<input type="checkbox"/> Edit		Guarantee Advise Inter...	300GTAI000038843	300GTAI000038843	Registration	20-11-17	300	001505	
<input type="checkbox"/> Edit		Guarantee Advise Inter...	300GTAI000038842	300GTAI000038842	Registration	20-11-17	300	001505	
<input type="checkbox"/> Edit	M	Guarantee Issuance	000GTEI000038837	000GTEI000038837	Scrutiny	20-11-16	300	000863	
<input type="checkbox"/> Edit	M	Guarantee Advise Amen...	300GTEA000038705	300GTEA000038705	DataEnrichment	20-11-11	300	001507	
<input type="checkbox"/> Edit	M	Guarantee Advise Amen...	300GTEA000038704	300GTEA000038704	DataEnrichment	20-11-11	300	001507	
<input type="checkbox"/> Edit	M	Export LCCancellation	300ELCC000038683	300ELCC000038683	DataEnrichment	20-11-10	300	001506	
<input type="checkbox"/> Edit		Export LC Drawing Upd...	300ELCU000038666	300ELCU000038666	Registration	20-11-10	300	001564	
<input type="checkbox"/> Edit		Export LC Drawing Upd...	300ELCU000038665	300ELCU000038665	Registration	20-11-10	300	001506	
<input type="checkbox"/> Edit		Export LC Drawing Upd...	300ELCU000038664	300ELCU000038664	Registration	20-11-10	300	001506	
<input type="checkbox"/> Edit		Export LC Drawing Upd...	300ELCU000038662	300ELCU000038662	Registration	20-11-10	300	001506	
<input type="checkbox"/> Edit		Export LC Drawing Upd...	300ELCU000038661	300ELCU000038661	Registration	20-11-10	300	001506	
<input type="checkbox"/> Edit		Export LC Drawing Upd...	300ELCU000038660	300ELCU000038660	Registration	20-11-10	300	001506	
<input type="checkbox"/> Edit		Export LC Drawing Upd...	300ELCU000038657	300ELCU000038657	Registration	20-11-10	300	001506	

The Guarantee Issuance Internal Amendment - Data Enrichment stage has three sections as follows:

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

Let's look at the details for Guarantee Issuance Internal Amendment - Data Enrichment stage.

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

## Main Details

Main details section has three sub section as follows:

- Application Details
- Undertaking Details

## Application Details

Refer to [Application Details in](#) in the Registration section for more information of the fields.

Guarantee Issuance Internal Amendment  
DataEnrichment :: Application No: PK2GTEI000010952

Documents Remarks Overrides Customer Instruction View Undertaking

Main Details

Application Details

Undertaking Number: PK2GUR211250001

Priority: Medium

Customer Reference Number: [Empty]

Received From - Customer ID: 001044

Submission Mode: Desk

Received From - Customer Name: GOODCARE PLC

Process Reference Number: PK2GTEI000010952

Branch: PK2-Oracle Banking Trade Finan...

Amendment Date: May 5, 2021

Undertaking Details

22D - Form of Undertaking: [Empty]

Product Code: GUR

Product Description: Guarantee Issuance - Reissuance upon r

32B - Undertaking Amount: GBP £90,000.00

22K - Type of Undertaking: DPAV - Direct Pay

22A - Purpose of Message: ICCO - Issuance of counter-coun...

23X - Narrative: [Empty]

23B - Expiry Type: [Empty]

31E - Date of Expiry: Aug 3, 2021

23X - File Identification: [Empty]

40C - Applicable Rules: URDG - Uniform rules for dema...

40C - Narrative: [Empty]

50 - Applicant Name: 001044 GOODCARE PLC

35G - Expiry Condition/ Event: [Empty]

56A - Advising Bank: 003763 CITIBANK IRELA

Advise Through Bank: [Empty]

59A - Beneficiary Name: 001043 MARKS AND SPI

Local SBLC/Guarantee Issuing Bank: [Empty]

39D - Additional Amounts: [Empty]

Auto Close: [Off]

Closure Date: Sep 2, 2021

Audit

Reject Refer Hold Cancel Save & Close Back Next

## Undertaking Details

The fields listed under this section are same as the fields listed under the [Undertaking Details](#) section in [Registration](#). Refer to [Undertaking Details](#) for more information of the fields.

Guarantee Details

22D - Form of Undertaking: DGAR - Guarantee

Product Code: GUAD

Product Description: Guarantee Advising

32B - Undertaking Amount: GBP £12,000.00

20 - Undertaking Number: [Empty]

Amount In Local Currency: GBP £12,000.00

22K - Type of Undertaking: [Empty]

22A - Purpose of Message: ADVI - Advice of issued underta...

23X - File Identification: [Empty]

23X - Narrative: [Empty]

40C - Applicable Rules: URDG - Uniform rules for dema...

40C - Narrative: [Empty]

50 - Applicant Name: 001043 MARKS AND SPI

59A - Beneficiary Name: 001044 GOODCARE PLC

39D - Additional Amounts: [Empty]

23B - Expiry Type: COND

31E - Date of Expiry: Aug 3, 2021

56A - Advising Bank: [Empty]

35G - Expiry Condition/ Event: dfggf

51 - Obligor/ Instructing Party: [Empty]

Auto Close: [Off]

Closure Date: Sep 2, 2021

Audit

Reject Refer Hold Cancel Save & Close Back Next

## Action Buttons

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

Field	Description	Sample Values
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.	



Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <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> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Refer	<p>On click of Refer, user will be able to refer the task back to the previous stage user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <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>	
Hold	<p>The details provided will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Cancel	<p>Cancel the details captured in the screen.</p>	
Next	<p>Task will get moved to next logical stage of Guarantee Issuance Internal Amendment.</p> <p>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.</p>	
Save & Close	<p>Save the information provided and holds the task in 'My Task' for working later.</p> <p>This option will not submit the request</p>	
Clarification Details	<p>Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.</p>	

Field	Description	Sample Values
Documents	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application will display the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>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.</p>	
Remarks	<p>Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users.</p>	
Overrides	<p>Click to view overrides, if any.</p>	
Customer Instructions	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – 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> <li>• <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.</li> </ul>	
Common Group Message	<p>Click Common Group Message button, to send MT799 and MT999 messages from within the task.</p>	
View Undertaking	<p>Clicking this button allows the user should to view the undertaking details.</p>	

## Additional Fields

This stage displays the additional fields based on the User defined fields maintained in the system.

## Action Buttons

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

Field	Description	Sample Values
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.	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <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> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	





Field	Description	Sample Values
Refer	<p>On click of Refer, user will be able to refer the task back to the previous stage user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <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>	
Hold	<p>The details provided will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Cancel	<p>Cancel the Guarantee Issuance Internal Amendment inputs.</p>	
Next	<p>Task will get moved to next logical stage of Guarantee Issuance Internal Amendment.</p> <p>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.</p>	
Save & Close	<p>Save the information provided and holds the task in you queue for working later.</p> <p>This option will not submit the request</p>	
Clarification Details	<p>Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.</p>	
Documents	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application will display the mandatory and optional documents.</p>	
Remarks	<p>Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users.</p>	
Overrides	<p>Click to view overrides, if any.</p>	
View Undertaking	<p>Clicking this button allows the user should to view the undertaking details.</p>	

## Advices

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

The user can also suppress the Advice, if required.

Field	Description	Sample Values
Suppress Advice	<p><b>Toggle on:</b> Switch on the toggle if advice is suppressed.</p> <p><b>Toggle off:</b> Switch off the toggle if suppress advice is not required for the amendments</p>	
Advice Name	User can select the instruction code as a part of free text.	
Medium	The medium of advices is defaulted from the system. User can update if required.	
Advice Party	Value be defaulted from Guarantee /SBLC Issuance. User can update if required.	

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

## Action Buttons

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

Field	Description	Sample Values
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.	

Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <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> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Refer	<p>On click of 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.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <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>	
Hold	<p>The details provided will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Cancel	<p>Cancel the Guarantee Issuance Internal Amendment inputs.</p>	
Next	<p>Task will get moved to next logical stage of Guarantee Issuance Internal Amendment.</p> <p>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.</p>	
Save & Close	<p>Save the information provided and holds the task in you queue for working later.</p> <p>This option will not submit the request</p>	
Back	<p>On clicking the Back, system should move the task to the previous segment.</p>	
Clarification Details	<p>Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.</p>	

Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents. Application will display the mandatory and optional documents.	
Remarks	Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users.	
Overrides	Click to view overrides, if any.	
View Undertaking	Clicking this button allows the user should to view the undertaking details.	

## Additional Details

In the Additional details section, user can enter, update and verify the additional details Data Segment of Internal Amendment of Guarantee/ SBLC Issued request. User can change the values in 'Limits and Collateral' section and 'Charges and Commission' section.

The customer can request for change to existing Line or cash collateral or replacing Line with Cash or vice-versa.

Guarantee Issuance Internal Amendment - DataEnrichment :: Application No: PK2GTEI000003084

Screen ( 4 / 6)

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

Limit & Collateral	Charge Details	Preview Message
Limit Currency : Limit Contribution : Limit Status : Collateral Currency : <b>GBP</b> Collateral : <b>790</b> Contribution : <b>Not Verified</b> Collateral Status :	Charge : Commission : Tax : Block Status :	Language : Preview Message :-

Reject
Refer
Hold
Cancel
Save & Close
Back
Next

## Limit and Collateral

In this section user can to attach more than one line.



## Limits Details

Limit & Collateral

Limit Details

Customer ID	Line ID	Contribution %	Contribution Currency	Contribution Amount	Limit Check Response	Response Message	Edit	Delete
001044		100	GBP	US\$9,000.00			001044	

Collateral Details

Collateral Type	Collateral %	Currency	Contribution Amount	Settlement Account	Account Balance Check Response	Response Message	Edit	Delete
Cash Collateral	10	GBP	US\$900.00	PK20010440017			Cash Collateral	

Deposit Linkage Details

Deposit Account	Deposit Currency	Deposit Maturity Date	Transaction Currency	Deposit Available In Transaction Currency	Linkage Amount(Transaction Currency)	Edit	Delete
PK2CDP1210860002	GBP	2022-03-27	GBP	9900	US\$4,050.00	PK2CDP1210860002	

Page 1 of 1 (1 of 1 Items)

### Limit Details

**Customer Id**  
001044

**Contribution % \***  
100.0

**Contribution Currency**  
GBP

**Limit Currency**  
GBP

**Limit Check Response**  
Available

**Expiry Date**  
24-Dec-2020

**Line ID \***  
001044\_GB

**Limits Description**



**Contribution Amount \***  
£9,000.00

**Limit Available Amount**  
£9,99,999.00

**Response Message**  
The Earmark can be performed as the f

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

Field	Description	Sample Values
	Click plus icon to add new Limit Details.	

Field	Description	Sample Values
	Click minus icon to remove any existing Limit Details.	
Customer ID	This field displays the applicant's bank customer ID.	
Line ID	User can choose from the various lines available and mapped under the customer id gets listed in the drop down. LINE ID-DESCRIPTION will be available for selection along with Line ID. When you click on 'verify', the system will return value if the limit check was successful or Limit not Available. If limit check fails, the outstanding limit after the transaction value will be shown in the limit outstanding amount.	
Contribution%	<p>System will default this to 100% and user can modify. System will display an alert message, if modified.</p> <p>Once contribution % is provided, system will default the amount.</p> <p>System to validate that if Limit Contribution% plus Collateral% is equal to 100. If the total percentage is not equal to 100 application will display an alert message.</p> <p> <b>Note</b></p> <p>The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified."</p>	
Limits Description	Description of limit.	
Contribution Currency	The guarantee currency will be defaulted in this field.	
Contribution Amount	User can enter the contribution amount to be utilized under the selected limit.	
Limit Currency	Limit Currency will be defaulted in this field.	
Limit Available Amount	This field will display the value of available limit, i.e., limit available without any earmark.	
Limit Check Response	Response can be 'Success' or 'Limit not Available'.	

Field	Description	Sample Values
Response Message	Detailed Response message.	
Expiry Date	This field displays the date up to which the Line is valid	

### Collateral Details

Collateral Details
✕

Collateral Type \*  
Cash Collateral ▼

Collateral % \*  
10.0 ▼ ▲

Currency  
GBP

Contribution Amount \*  
£7,635.50

Settlement Account \*  
PK20010430013 🔍

Settlement Account Branch  
PK2

Settlement Account Currency  
USD

Account Available Amount  
\$99,832,937.53

Response  
Available



Response Message  
The amount block can be performed

Verify

✓ Save & Close

✕ Cancel

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

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

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

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

## Charge Details

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

			Modified	Billing	Defer	Waive	Charge Party	Settlement Account
LCCOURAMND	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		🔍
LCSWIFTAMN	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		🔍

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

Field	Description	Sample Values
Component	Charge Component type.	
Currency	Defaults the currency in which the charges have to be collected.	
Amount	An amount that is maintained under the product code gets defaulted in this field. User can edit the value, if required.	
Modified	User can enter a new amount in 'Modified' field. This will be the new charge for the modified component.	
Billing	<p>If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.</p> <p>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.</p> <p>The user can not select/de-select the check box if it is de-selected by default.</p> <p>This field is disabled, if 'Defer' toggle is enabled.</p>	

Field	Description	Sample Values
Defer	<p>If charges have to be deferred and collected at any future step, this check box has to be selected.</p> <p>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.</p> <p>The user can select/de-select the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.</p>	
Waive	<p>If charges have to be waived, this check box has to be selected.</p> <p>Based on the customer maintenance, the charges should be marked for Billing or for Defer. This field is disabled, if 'Defer' toggle is enabled.</p>	
Charge Party	Charge party will be applicant by default. You can change the value to beneficiary	
Settlement Account	Details of the settlement account.	

## Commission Details

Commission Details									
	Rate			Modified	Defer	Waive	Charge Party	Settlement Account	
AGUIR_COMM	1.5	GBP	£17,530.74		<input type="checkbox"/>	<input type="checkbox"/>		30000015050028	<input type="text"/>

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

Field	Description	Sample Values
Component	Select the commission component	
Rate	Defaults from product. User can change the rate, if required.	
Currency	Defaults the currency in which the commission needs to be collected	
Amount	An amount that is maintained under the product code defaults in this field. User can modify the value, if required.	
Modified	From the default value, if the rate or amount is changed, the modified value gets updated in the modified amount field.	
Defer	Select the check box, if charges/commissions has to be deferred and collected at any future step.	

Field	Description	Sample Values
Waive	Select the check box to waive charges/ commission.  Based on the customer maintenance, the charges/commission can be marked for Billing or Defer.	
Charge Party	Charge party will be 'Applicant' by Default. You can change the value to Beneficiary.	
Settlement Account	Details of the Settlement Account.	

## Tax Details

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

Following Tax Details will be displayed:

Tax Details						
			Billing	Defer	Settlement Account	
LCTAX	GBP	8000	<input type="checkbox"/>	<input type="checkbox"/>	30000015050028	🔍
LCTAX	GBP	8000	<input type="checkbox"/>	<input type="checkbox"/>	30000015050028	🔍
LCTAX1	GBP	0	<input type="checkbox"/>	<input type="checkbox"/>	30000015050028	🔍
LCTAX1	GBP	0	<input type="checkbox"/>	<input type="checkbox"/>	30000015050028	🔍
LCTAX2	GBP	876.54	<input type="checkbox"/>	<input type="checkbox"/>	30000015050028	🔍
LCTAX2	GBP	876.54	<input type="checkbox"/>	<input type="checkbox"/>	30000015050028	🔍

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

## Preview

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

Field	Description	Sample Values
<b>Preview SWIFT Message</b>		
Language	Select the language for the SWIFT message.	
Message Type	Select the message type.	
Preview Advice	Display a preview of the draft message.	
<b>Preview Mail Device</b>		
Language	Select the language for the advice message.	
Advice Type	Select the advice type.	
Message Type	Display a preview of the advice.	
Draft Confirmation Required	This toggle enables the user to select if draft confirmation is required or not	

## Action Buttons

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

Field	Description
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.



Field	Description
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>The reject codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance- Limits</li> <li>• R5 - Others. The user would be able to select a Reject code and give a Reject Description.</li> </ul> <p>Other users should be able to see the reject reason in remarks window throughout the process.</p>
Refer	<p>User will be able to refer the task back to the previous stage user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <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>
Hold	<p>The details provided will be registered and status will be on hold.</p>
Cancel	<p>Cancels the details captured in the screen. The task will get deleted.</p>
Save and Close	<p>User will save the information provided and close the details captured.</p> <p>This option will not submit the request.</p>
Back	<p>On click <b>Back</b>, user navigates to previous step.</p>
Clarification Details	<p>Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.</p>
Documents	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application will display the mandatory and optional documents.</p>
Remarks	<p>Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users.</p>
Overrides	<p>Click to view overrides, if any.</p>

Field	Description
View Undertaking	Clicking this button allows the user should to view the undertaking details.

## Settlement Details

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

Guarantee Issuance Internal Amendment - DataEnrichment :: Application No: PK2GTEI000003084

Screen ( 5 / 6)

Settlement Details

Current Event

Settlement Details

Component	Currency	Debit/Credit	Account	Account Description	Account Currency	Netting Indicator	Current Event
AGUIR_COM1_LIQD	GBP	Debit	PK100001540018	FIXNETIX	GBP		N
AGUIR_COMM_LIQD	GBP	Debit	PK100001540018	FIXNETIX	GBP		N
AGUIR_COMM_LQPP	GBP	Debit	PK100001540018	FIXNETIX	GBP		N
AVL_SET_LCAMT	GBP	Debit	PK100001540018	FIXNETIX	GBP		N
AVL_SET_LCAMTEQ	GBP	Credit	PK100001530016	NATIONAL FREIGHT CORP	GBP		N
COLLAMT_OSEQ	GBP	Debit	PK100001540018	FIXNETIX	GBP		N
COLL_AMNDAMTEQ	GBP	Debit	PK100001540018	FIXNETIX	GBP		N
COLL_AMTEQ	GBP	Debit	PK100001540018	FIXNETIX	GBP		N
COLL_AVALAMTEQ	GBP	Credit	PK100001530016	NATIONAL FREIGHT CORP	GBP		N
LCCOURAMND_LIQD	GBP	Debit	PK100001540018	FIXNETIX	GBP		N
LCCOURISS_LIQD	GBP	Debit	PK100001540018	FIXNETIX	GBP		N

Reject Refer Hold Cancel Save & Close Back Next

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

Field	Description	Sample Values
Current Event	The user can select the check box to populate the settlement details of the current event associated with the task. On De-selecting the check box, the system list all the accounts under the settlement details irrespective of the current event.	
Component	Read only field. System defaults the components based on the product selected.	
Currency	Read only field. System displays the currency for components.	
Debit/Credit	Read only field. System defaults the debit/credit indicators for the components.	
Account	Read only field. System displays the account number chosen.	
Account Description	Read only field. System displays the account description for the account chosen.	

Field	Description	Sample Values
Account Currency	Read only field. System displays the account currency for all items based on account number.	
Netting Indicator	System displays the applicable Netting Indicator.	
Current Event	System displays the current event as Y or N.	

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

## Party Details

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

Field	Description	Sample Values
Transfer Type	Select the transfer type from the drop list: <ul style="list-style-type: none"> <li>• Customer Transfer</li> <li>• Bank Transfer for own account</li> <li>• Direct Debit Advice</li> <li>• Managers Check</li> <li>• Customer Transfer with Cover</li> <li>• Bank Transfer</li> </ul>	
Charge Details	Select the charge details for the transactions: <ul style="list-style-type: none"> <li>• Beneficiary All Charges</li> <li>• Remitter Our Charges</li> <li>• Remitter All Charges</li> </ul>	
Netting Indicator	Select the netting indicator for the component: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	
Ordering Customer	Select the ordering customer from the LOV.	
Ordering Institution	Select the ordering institution from the LOV.	
Senders Correspondent	Select the senders correspondent from the LOV.	
Receivers Correspondent	Select the receivers correspondent from the LOV.	
Intermediary Institution	Select the intermediary institution from the LOV.	
Account with Institution	Select the account with institution from the LOV.	
Beneficiary Institution	Select the beneficiary institution from the LOV.	
Ultimate Beneficiary	Select the ultimate beneficiary from the LOV.	
Intermediary Reimbursement Institution	Select the intermediary reimbursement institution from the LOV.	

## Payment Details

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

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

## Remittance Information

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

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

## Data Enrichment - Summary

User can review the summary of details updated in Data Enrichment Internal Amendment of Guarantee/ SBLC Issuance.

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

The screenshot shows the Oracle Data Enrichment Summary screen for Application No: PK2GTEI000042234. The interface includes a navigation menu on the left with options like Main Details, Additional Fields, Advices, Settlement Details, and Summary. The main content area displays a grid of summary tiles for various data segments:

- Main Details:** SBLC/Guarantee Type : PGDO, Submission Mode : Desk, Date Of Issue : 2019-03-22
- Guarantee Details:** FFT Code 1, FFT Code 2
- Limits and Collaterals:** Limit Currency : GBP, Limit Contribution : 1000, Limit Status : Not Verified, Collateral Currency : GBP, Collateral Contr. : 51, Collateral Status : Not Verified
- Commission, Charges and Taxes:** Charge : GBP100, Commission : GBP13.52, Tax, Block Status : Not Initia
- Advices:** Advice1 : GUA\_AMD\_IN, Advice2 : GUA\_AMD\_IN, Advice3 : GUA\_RELEAS, Advice4 : GUA\_RELEAS, Advice5 : ANCILLARY
- Preview Messages:** Language : ENG, Preview Message
- Additional Fields:** Click here to view Additional fields
- Settlement Details:** Component : OTHBNKCHG\_, Account Number : PK10000154, Currency : GBP
- Parties Details:** Applicant : GOODCARE PLC, Beneficiary : MARKS AND, Advising Bank : WELLS FARG
- Accounting Details:** Event : BISS, AccountNumber : 412000001, Branch : PK2

At the bottom of the screen, there are buttons for Request Clarification, Reject, Refer, Hold, Cancel, Save & Close, Back, Next, and Submit.

## Tiles Displayed in Summary

- Main Details - User can view the application details and LC details. User can only view but cannot modify the details.
- Guarantee Details - User can view the Guarantee details.
- Limits and Collaterals - User can view the limits and collateral details. User can only view but cannot modify the details.
- Commission Charges and Taxes - User can view the details provided for charges. User can only view but cannot modify the details.
- Advices - User can view the advice details.
- Preview Messages - User can have the preview of message.
- Settlement Details - User can view the Settlement details.
- Party Details - User can view the party details like beneficiary, advising bank etc. User can only view but cannot modify the details.
- Accounting Details - User can view the accounting entries generated by back office system.



### Note

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
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.	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <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> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	

Field	Description	Sample Values
Refer	<p>On click of Refer, user will be able to refer the task back to the previous stage user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <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>	
Hold	<p>The details provided will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Cancel	Cancel the Guarantee Issuance Internal Amendment inputs.	
Next	<p>Task will get moved to next logical stage of Guarantee Issuance Internal Amendment.</p> <p>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.</p>	
Save & Close	<p>Save the information provided and holds the task in you queue for working later.</p> <p>This option will not submit the request</p>	
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.	
Documents	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application will display the mandatory and optional documents.</p>	
Remarks	Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users.	
Overrides	Click to view overrides, if any.	
View Undertaking	Clicking this button allows the user should to view the undertaking details.	

## Multi Level Approval

The Approval user can review and approve a Guarantee Issuance Internal Amendment Transaction.

Log in into OBTFPM application and acquire the task to see the summary tiles. The tiles should display a list of important fields with values. User must be able to drill down from summary Tiles into respective data segments to verify the details of all fields under the data segment.

The user should be able to view the Approval summary.

## Summary

### Tiles Displayed in Summary:

The tiles pertaining to the fields that are amended is highlighted in different color for the approver user.

- Main Details - User can view the application details and LC details. User can only view but cannot modify the details.
- Guarantee Details - User can view the Guarantee details.
- Limits and Collaterals - User can view the limits and collateral details. User can only view but cannot modify the details.
- Commission Charges and Taxes - User can view the details provided for charges. User can only view but cannot modify the details.
- Advices - User can view the advice details.
- Preview Messages - User can have the preview of message.
- Settlement Details - User can view the Settlement details.
- Party Details - User can view the party details like beneficiary, advising bank etc. User can only view but cannot modify the details.
- Accounting Details - User can view the accounting entries generated by back office system.



### Note

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.

## Documents and Checklist

- Documents: Approval user can open the uploaded documents and verify them.
- Checklist: Verify the uploaded documents.
- Remarks: Approval user can view the remarks captured in the process during earlier stages.

## Action Buttons

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

Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <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> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Refer	<p>User will be able to refer the task back to the previous stage user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance- Limits</li> <li>● R5 - Others</li> </ul>	
Cancel	<p>Cancel the Guarantee Issuance Internal Amendment approval.</p>	
Approve	<p>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.</p>	

## Handoff

Once the task is Approved, the task is handed off to the back office for postings. In the back office, the relevant accounting entries are posted, advises are generated, charges and tax to be collected are posted.

In case there is a failure in Handoff, the task goes to retry handoff queue. The user can manually try to initiate handoff.



## Format of Guarantee Internal Amendment Registration Acknowledgment Letter

1

<BANK NAME>  
<ADDRESS>  
|

To:

<CUSTOMER NAME> DATE: DD-MM-YYYY  
<CUSTOMER ADDRESS>

Dear Sir,

SUB: Acknowledgement to your Guarantee / SBLC Internal Amendment- Application number <USER REFERENCE>  
dated <APPLICATION DATE>

This letter is to let you know that we have received your application requesting Internal Amendment to Guarantee/ SBLC Issued with the below details.

APPLICATION DATE: <APPLICATION DATE>

APPLICANT NAME: <APPLICANT NAME>

YOUR REFERENCE NO: <USER REFERENCE NUMBER>

OUR REF NUMBER: <PROCESS REF NUMBER>

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

This acknowledgement does not warrant Internal Amendment of Guarantee/SBLC on you behalf.

Thank You for banking with us.

Regards,

<DEMO BANK>

## Format of Response from Customer

**FROM:**

<BANK NAME>

<BANK ADDRESS>

**TO:**

DATE <dd/mm/yyyy>

<CUSTOMER NAME>

<CUSTOMER ADDRESS>

<CUSTOMER ID>

Dear Sir,

SUB: Your Guarantee Internal Amendment Application <User Ref> under our Process Ref <Process Ref No> - Rejected

Further to your recent Guarantee/SBLC cancellation application request dated <Application Date -dd/mm/yy>, under our process ref no <process ref no>, this is to advise you that we will not be able to process Internal Amendment of the undertaking.

After a thorough review of your application and the supporting documents submitted, we have concluded we will not be able to process Internal amendment of the undertaking due to the below reasons

1. XXXXXXXXX
2. XXXXXXXXX
3. XXXXXXXXX

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

For any further queries about details of your Internal Amendment of the undertaking, please contact us at <bank customer support ph.no>

Yours Truly

<Authorized Signatory>

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### References

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

- Getting Started User Guide
- Common Core User Guide

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