Import LC Reopen User Guide

Oracle Banking Trade Finance Process Management
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Oracle Banking Trade Finance Process Management - Import LC Reopen User Guide Oracle Financial Services Software Limited

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# **Oracle Banking Trade Finance Process Management**

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

This document will take you through following activities in OBTFPM:

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

#### Overview

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

#### **Benefits**

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

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

### **Key Features**

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



# **Import LC Reopen**

This process allows the user to register a request for an Import LC Reopen received at desk.

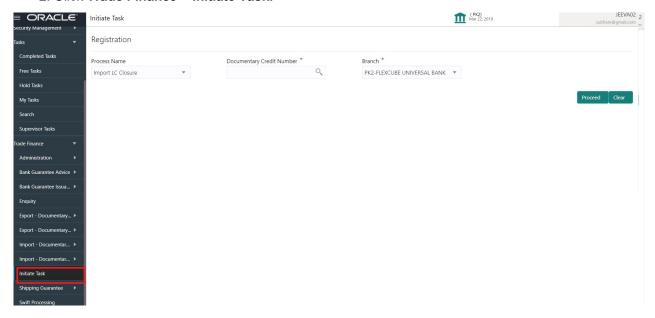
This section contains the following topics:

Common Initiation Stage	Registration
Document Linkage	Multi Level Approval
Customer - Acknowledgement Format	Customer - Reject Format

## **Common Initiation Stage**

The user can initiate the new Import LC Reopen 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**

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



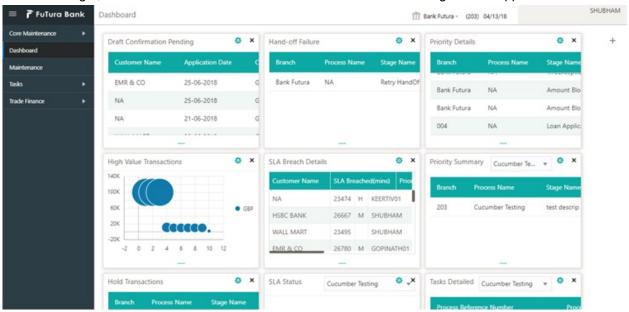
## Registration

At the Registration stage, the user can register request for an Import LC reopen received at the front desk (as an application received physically/received by mail/fax). During Registration, user can capture the basic details of the application, check the signature of the applicant and upload related documents. On submit of the request, the customer should be notified with acknowledgment and the request should be available for an LC expert to handle in the next stage..

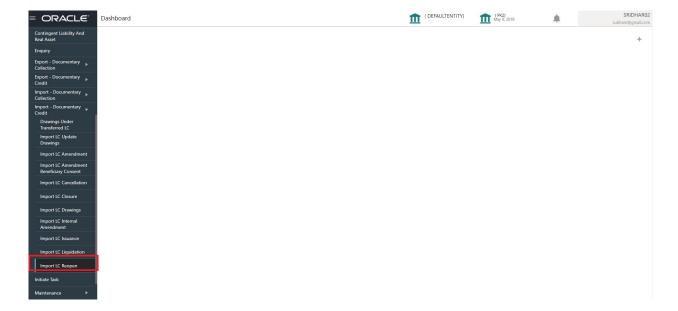
1. Using the entitled login credentials for Registration stage, login to the OBTFPM application.



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



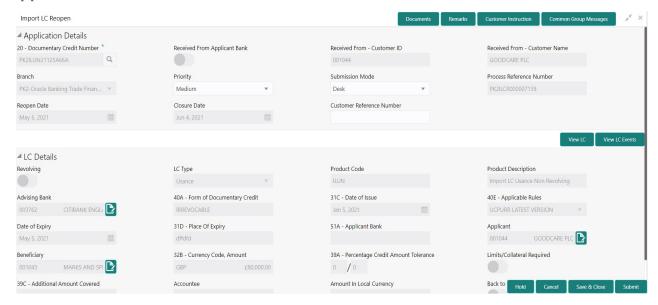
3. Click Trade Finance > Import Documentary Credits > Import LC Reopen.



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



### **Application Details**



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

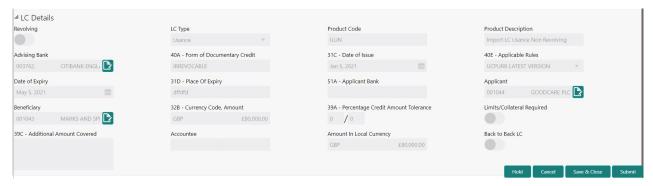
Field	Description	Sample Values
Documentary Credit Number	Provide the documentary credit number. Alternatively, user can search the documentary credit number using LOV.	
	In LOV search/advanced LOV search, user can input Customer ID, Beneficiary, Currency, Amount and User Reference to fetch the LC details. Based on the search result, select the applicable LC to be opened.	
	Note  System displays the LCs only which are in Closed status.	
Received From Applicant Bank	Read only field.  System displays the value available in LC.	001344
Received From - Customer ID	Read only field.  System displays the value available in LC.	001344
Received From - Customer Name	Read only field.  System displays the name of the Customer available in LC.	EMR & CO
Branch	Read only field.  Branch details will be auto-populated based on the selected LC.	203-Bank Futura -Branch FZ1
Priority	System will default the Priority as Low/Medium/ High based on maintenance.	High



Field	Description	Sample Values
Submission Mode	Select the submission mode of Import LC Closure request. By default the submission mode will have the value as 'Desk'.	Desk
	Desk- Request received through Desk	
	Fax- Request received through Fax	
	Email- Request received through Email	
	Courier- Request received through Courier	
Process Reference Number	Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.	
Reopen Date	By default, the application will display branch's current date.	04/13/2018
Closure Date	User can specify the LC Closure date. Closure Date should not be earlier than the branch date	04/13/2018
Customer Reference Number	User can enter the 'Reference number', if any.	

### **LC Details**

The user can view the latest LC values displayed in the respective fields. All fields displayed in LC details section are **read only** fields.



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

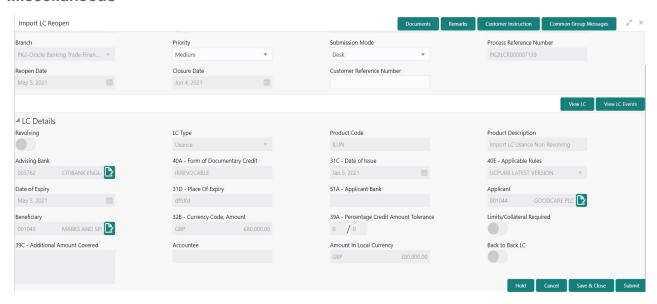
Field	Description	Sample Values
Revolving	The value used for Revolving as per the latest LC details is displayed.	
LC Type	The value used for LC Type as per the latest LC details is displayed.	
Product Code	This field displays the product code used during Issuance.	
Product Description	Read only field.  This field displays the description as in Import LC Issuance.	



Field	Description	Sample Values
Advising Bank	This field displays the advising bank details as per the latest LC details is displayed.	
40A - Form of Documentary Credit	This field displays the form of documentary credit details available in LC record.	
Date of Issue	This field displays the LC issuance date.	
Applicable Rules	This field displays the applicable rule as per the latest LC details.	
Date Of Expiry	This field displays the expiry date as per the latest LC details.	09/30/18
Place of Expiry	This field displays the place of expiry as per the latest LC details.	
Applicant Bank	This field displays the applicant bank details as per the latest LC details.	
Applicant	This field displays the details of the applicant as per the latest LC details.	
Beneficiary	This field displays the beneficiary details as per the latest LC details.	
Currency Code, Amount	This field displays the currency code of LC along with the currency details as per the latest LC details.	
Percentage Credit Amount Tolerance	This field displays the percentage credit amount tolerance details as per the latest LC details.	
Limits/Collateral Required	Limits/Collateral applicable as per the latest LC details is displayed.	
Additional Amount Covered	This field displays the details of additional amount covered as per the latest LC details.	
Accountee	Accountee details as per the latest LC details is displayed.	8/2
Amount In Local Currency	Amount in local currency as per the latest LC details should be displayed.	
Back to Back LC	Back to Back LC as per the latest LC details is displayed.	



### Miscellaneous



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

Field	Description	Sample Values
Documents	System displays the mandatory and optional documents. User to upload the applicable documents. If mandatory documents are not uploaded, system should display an error on submit. The possible documents submitted under an Import LC Reopen request are:  1. Reopen request	
	Letter of Credit instrument copy	
Remarks	Provide any additional information regarding the collection. This information can be viewed by other users handling the request.	
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>	
	<ul> <li>Transaction Level Instructions – 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	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
View LC	User can view the LC details.	
View Events	User can view the LC Events.	



Field	Description	Sample Values
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.	
Action Buttons		
Submit	On submit, task will move to next logical stage of Import LC Closure.	
	If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.	
Cancel	Cancels the Import LC Closure. Details entered will not be saved and the task will be removed.	
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.	

### **Document Linkage**

The user can link an existing uploaded document in any of the process stages.

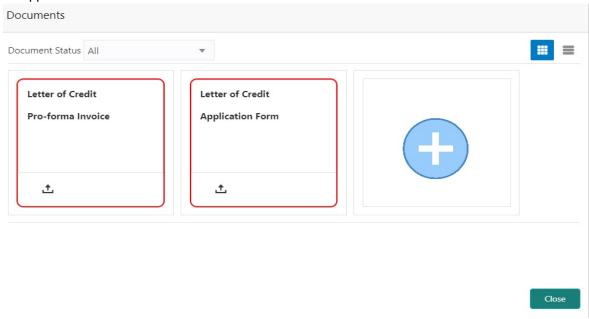
In OBTFPM, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried in the Process flow stage screens to link with the task by using the Document ID.

System displays the Documents ids which is not linked with any of the task. Mid office should allow either upload the document or link the document during task processing. The Mid office should allow to Link the same Document in multiple tasks.

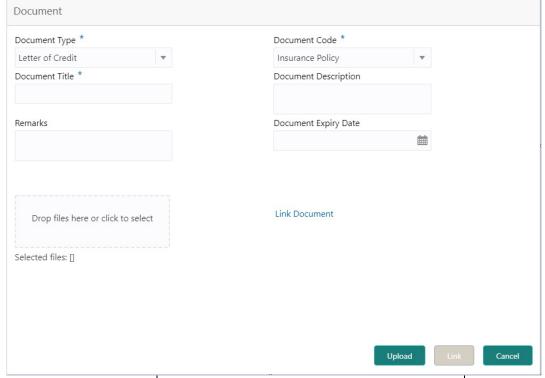
1. Navigate to the Registration screen.



2. On the header of **Registration** screen, click **Documents** button. The Document pop-up screen appears.



3. Click the Add Additional Documents button/ link. The **Document** screen appears.



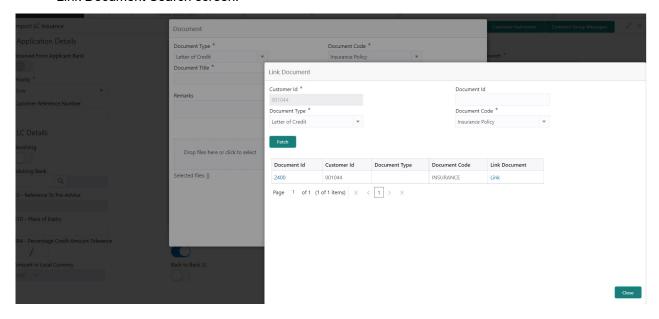
Field	Description	Sample Values
Document Type	Select the Document type from list.	
	Indicates the document type from metadata.	
Document Code	Select the Document Code from list.	
	Indicates the document Code from metadata.	
Document Title	Specify the document title.	



Field	Description	Sample Values
Document Description	Specify the document description.	
Remarks	Specify the remarks.	
Document Expiry Date	Select the document expiry date.	
Link Document	The link to link the existing uploaded documents from DMS to the workflow task.	

4. Select the document to be uploaded or linked and click the **Link Document** link. The link Document pop up appears.

The value selected in Document Type and Document code of Document screen are defaulted in the Link Document Search screen.



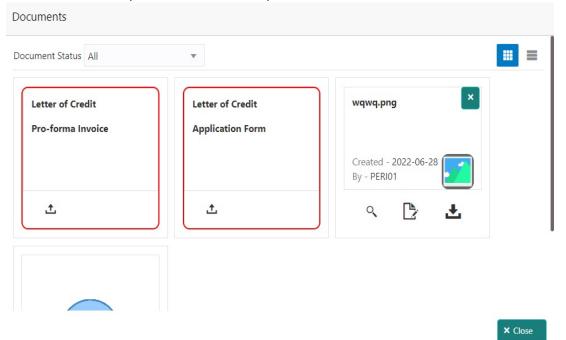
5. Click **Fetch** to retrieve the details from DMS. System Displays all the documents available for the given Document Type and Document Code for the Customer.

Field	Description	Sample Values
Customer ID	This field displays the transaction Customer ID.	
Document ID	Specify the document Id.	
Document Type	Select the document type from list.	
Document Code	Select the document code from list.	
Search Result		
Document ID	This field displays the document Code from metadata.	
Customer ID	This field displays the transaction Customer ID.	
Document Type	This field displays the document type from metadata.	
Document Code	This field displays the document code from metadata.	



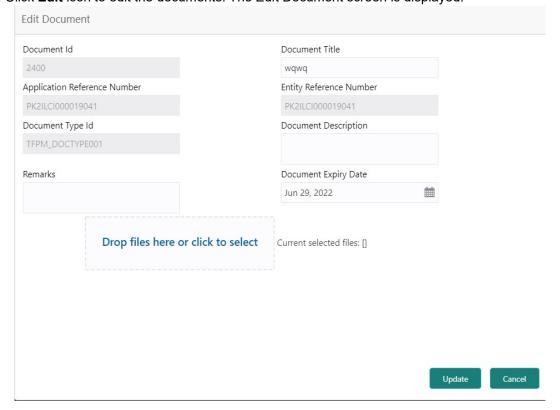
Field	Description	Sample Values
Link Document	The link to link the existing uploaded documents from DMS to the workflow task.	

6. Click **Link** to link the particular document required for the current transaction.



Post linking the document, the user can View, Edit and Download the document.

7. Click Edit icon to edit the documents. The Edit Document screen is displayed.





### **Data Enrichment**

As part of Data Enrichment, user can enter/update new Import LC Reopen request.

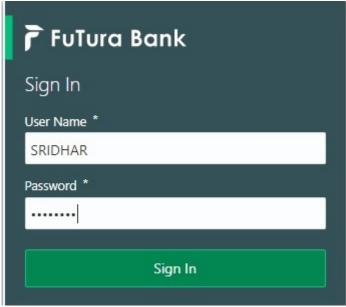
Import LC request that were received at the desk will move to DE stage post successful Registration stage. The transaction will have the details entered during the Registration stage.



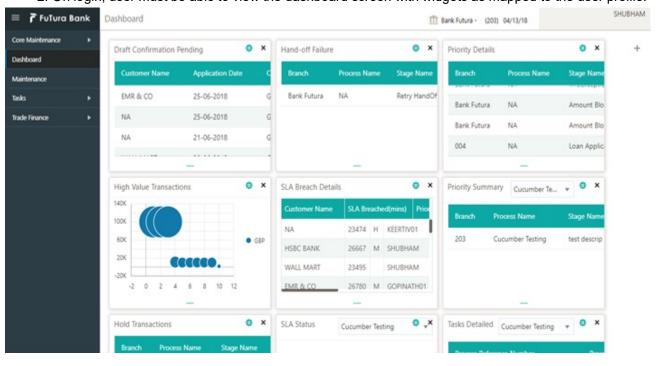
For expired line of limits, the task moves to "Limit Exception" stage under Free Tasks, on 'Submit' of DE Stage with the reason for exception as "Limit Expired".

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

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

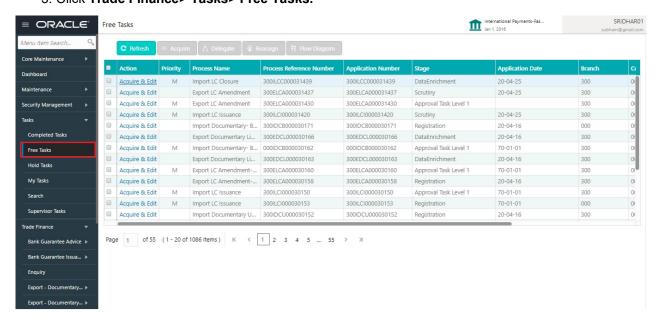


2. On login, user must be able to view the dashboard screen with widgets as mapped to the user profile.

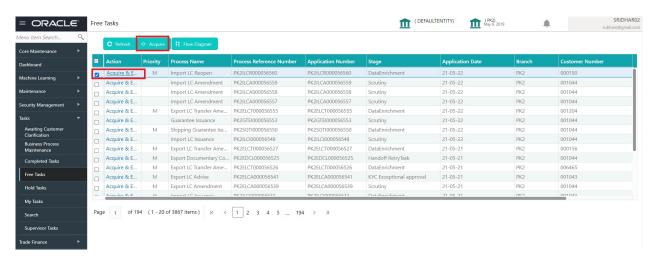




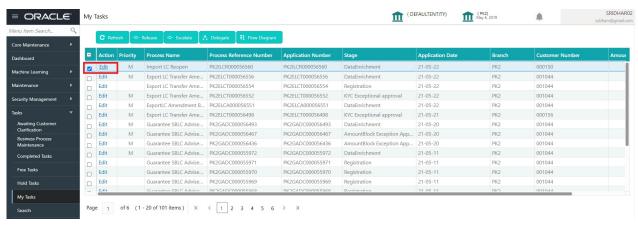
3. Click Trade Finance> Tasks> Free Tasks.



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



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



The Data Enrichment stage has five sections as follows:



- Main Details
- Availability
- Payment
- Document and Conditions
- Additional Fields
- Additional Details
- Advices
- Settlement Details
- Summary

Let's look at the details for Data Enrichment stage. User must be able to enter/update the following fields.

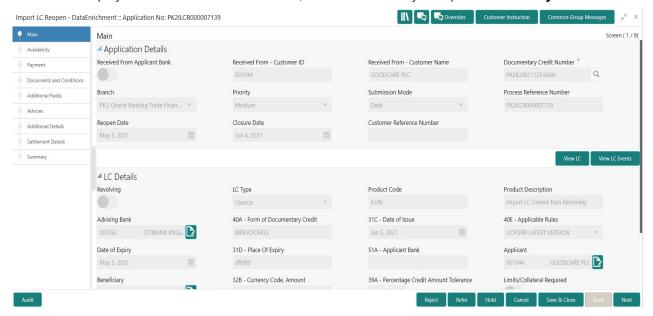
### **Main Details**

Main details section has two sub section as follows:

- Application Details
- LC Details

#### **Application Details**

All fields displayed under Basic details section, would be read only except for the Priority.



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

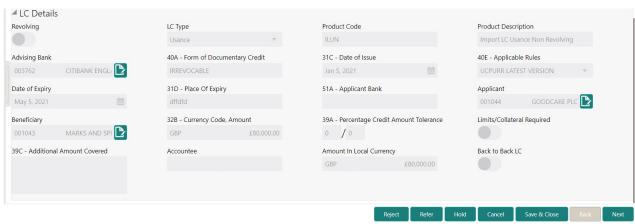
Field	Description	Sample Values
Documentary Credit Number	Read only field.  Documentary credit Number selected for reopen will be displayed as a read only field.	
Received From Applicant Bank	Read only field.  Displayed as available from earlier stage.	001344



Field	Description	Sample Values
Received From - Customer ID	Read only field.	001344
	Displayed as available from earlier stage.	
Received From -	Read only field.	EMR & CO
Customer Name	Displayed as available from earlier stage.	
Branch	Read only field.	203-Bank
	Displayed as available from earlier stage.	Futura -Branch FZ1
Priority	Priority to default based on priority maintenance and user should be allowed to change. Values are High, Medium and Low.	High
Submission Mode	Read only field.	Desk
	Displayed as available from earlier stage.	
Process Reference	Read only field.	
Number	Displayed as available from earlier stage.	
Reopen Date	Read only field.	04/13/2018
	System to default the branch's current date.	
Closure Date	Read only field.	04/13/2018
	Displayed as available from earlier stage.	
Customer Reference	Read only field.	
Number	Displayed as available from earlier stage.	

### **LC Details**

The user can view the latest LC values displayed in the respective fields. All fields displayed in LC details section are **read only** fields.





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

Field	Description	Sample Values
Revolving	Read only field.  The value used for Revolving as per the latest LC details is displayed.	
LC Type	Read only field.  The value used for LC Type as per the latest LC details is displayed.	
Product Code	Read only field.  This field displays the product code used during Issuance.	
Product Description	Read only field.  This field displays the description as in Import LC Issuance.	
Advising Bank	Read only field.  This field displays the advising bank details as per the latest LC details is displayed.	
40A - Form of Documentary Credit	Read only field.  This field displays the form of documentary credit details as per the selection done at the time of Import LC Issuance.	
Date of Issue	Read only field. This field displays the LC issuance date.	
Applicable Rules	Read only field.  This field displays the applicable rule as per the latest LC details.	
Date Of Expiry	Read only field.  This field displays the expiry date as per the latest LC details.	09/30/18
Place of Expiry	Read only field.  This field displays the place of expiry as per the latest LC details.	
Applicant Bank	Read only field.  This field displays the applicant bank details as per the latest LC details.	
Applicant	Read only field.  This field displays the details of the applicant as per the latest LC details.	
Beneficiary	Read only field.  This field displays the beneficiary details as per the latest LC details.	



Field	Description	Sample Values
Currency Code, Amount	Read only field. This field displays the currency code of LC along with the currency details as per the latest LC details.	
Percentage Credit Amount Tolerance	Read only field. This field displays the percentage credit amount tolerance details as per the latest LC details.	
Limits/Collateral Required	Read only field.  Limits/Collateral applicable as per the latest LC details is displayed.	
Additional Amount Covered	Read only field. This field displays the details of additional amount covered as per the latest LC details.	
Accountee	Read only field.  Accountee details as per the latest LC details is displayed.	8/2
Amount In Local Currency	Read only field.  Amount in local currency as per the latest LC details should be displayed.	
Back to Back LC	Read only field.  Back to Back LC as per the latest LC details is displayed.	

### **Action Buttons**

Field	Description	Sample Values
Documents	User to upload the applicable documents.	
Remarks	User can capture remarks as well as see remarks made in the earlier screens/stages.	
Overrides	Click to view overrides, if any.	
Customer Instructions	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.  Transaction Level Instructions – 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.	

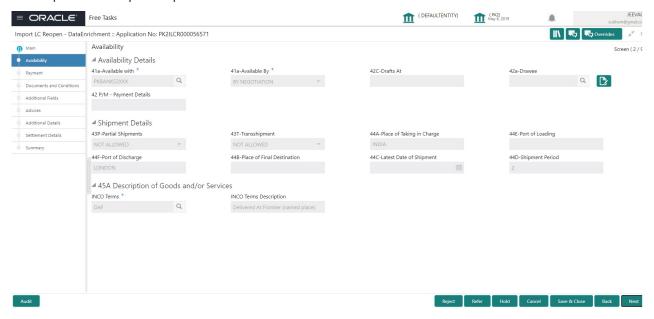


Field	Description	Sample Values
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
View LC	User can view the LC summary with the latest LC details values.	
View Events	User can view the LC Events.	
Save & Close	Save the details provided and 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>	
Back	Click Back to move to the previous screen of Data Enrichment stage.	
Next	On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.	



### **Availability**

In this section user can view the basic details of Availability, Shipment and Goods description in the Import LC Reopen request.



Field	Description	Sample Values
Available With	Read only. This field identifies the bank with which the credit is available.	
Available By	Read only. This field displays how the credit is available.	
Drafts At	Read only. This field displays drafts as per the latest LC details.	
Drawee	Read only. This field displays drawee as per the latest LC details.	
Partial Shipments	Read only. Partial Shipment as per the latest LC details is displayed.	
Transshipment	Read only. Transshipment as per the latest LC details is displayed.	
Place Of Taking In Charge	Read only. The Place of Taking Charge as per the latest LC details is displayed.	
Port Of Loading	Read only. The Airport/Port of loading as per the latest LC details is displayed.	
Port Of Discharge	Read only. The Airport/Port of discharge as per the latest LC details is displayed.	
Place Of Final Destination	Read only. The place of final destination as per the latest LC details is displayed.	



Field	Description	Sample Values
Latest Date Of Shipment	Read only. The latest date for shipment as per the latest LC details is displayed.	
Shipment Period	Read only. Shipment period as per the latest LC details is displayed.	
INCO Terms	Default INCO Terms as per the latest LC details is displayed.	
INCO Description	Defaults INCO terms description as in LC Issuance.	

### **Action Buttons**

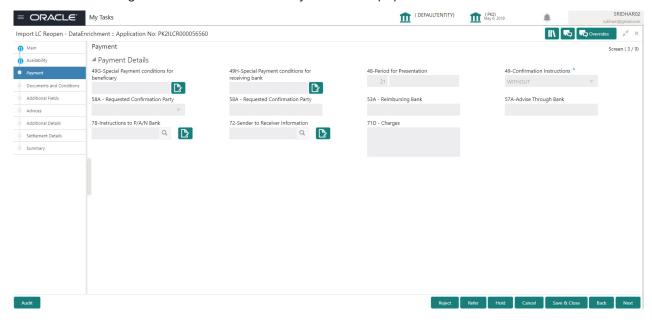
Field	Description	Sample Values
Documents	No documents are required for upload in this screen.	
Remarks	User can capture remarks as well as see remarks made in the earlier screens/stages.	
Overrides	Click to view overrides, if any.	
View LC	User can view the LC summary with the latest LC details values.	
View Events	User can view the LC Events.	
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.	



Field	Description	Sample Values
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	R1- Documents missing	
	<ul> <li>R2- Signature Missing</li> </ul>	
	R3- Input Error	
	<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.	
Next	Click Next to move to next logical screen of Data Enrichment stage.	

### **Payment Details**

In this section, user can input the view the Payment data segment for Import LC Reopen request. The user can verify the basic details available in the Import LC reopen request. In case the request is received through online channel I will verify the details populated.



DE user can view the latest LC values displayed in the respective fields. All fields displayed are **read only** fields.

Field	Description	Sample Values
Special Payment Conditions for Beneficiary	Special payment condition for beneficiary as per the latest LC details is displayed.	
Special Payment Conditions for receiving Bank	Special payment condition for receiving bank, as per the latest LC details is displayed.	



Field	Description	Sample Values
Period for Presentation	Period of presentation as per the latest LC details is displayed.	
Confirmation Instructions	Confirmation instruction fas per the latest LC details is displayed.	
Requested Confirmation Party	Requested Confirmation Party as per the latest LC details is displayed.	
Reimbursing Bank	Reimbursing bank as per the latest LC details is displayed.	
Advise Through Bank	as per the latest LC details is displayed.	
Instructions to P/A/N Bank	Instructions to P/A/N Bank as per the latest LC details is displayed.	
Sender to Receiver Information	Sender to Receiver Information as per the latest LC details is displayed.	
Charges	Charges as per the latest LC details is displayed.	

### **Action Buttons**

Field	Description	Sample Values
Documents	No documents are required for upload in this screen.	
Remarks	User can capture remarks as well as see remarks made in the earlier screens/stages.	
Overrides	Click to view overrides, if any.	
View LC	User can view the LC summary with the latest LC details values.	
View Events	User can view the LC Events.	
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.	



Field	Description	Sample Values
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:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.  Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	
Back	Click Back to move to the previous screen of Data Enrichment stage.	
Next	Click Next to move to next logical screen of Data Enrichment stage.	

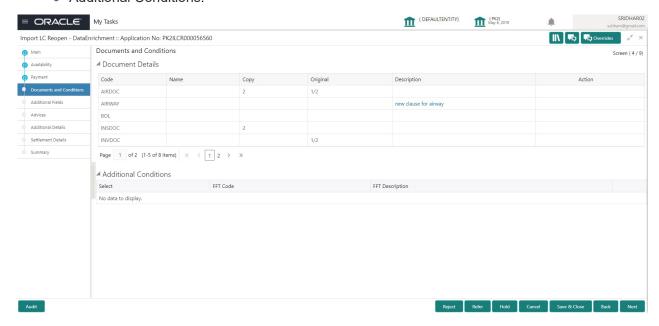
### **Documents and Conditions**

User can view the Documents and conditions details for Import LC reopen. The below fields can be amended in DE stage.

Documents



• Additional Conditions.



### **Document Details**

Documents details as per the latest LC details is displayed.

### **Additional Conditions**

Additional conditions as per the latest LC details is displayed.

### **Action Buttons**

Field	Description	Sample Values
Documents	No documents are required for upload in this screen.	
Remarks	User can capture remarks as well as see remarks made in the earlier screens/stages.	
Overrides	Click to view overrides, if any.	
Checklist	User to verify if standard clauses are added to Additional conditions.	
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.	

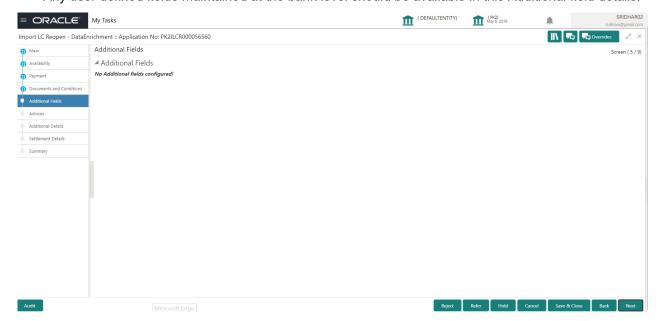


Field	Description	Sample Values
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.	
Reject	On click of Reject, user must select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

### **Additional Fields**

In this section, the user can input in the additional fields implemented by the bank for Import LC Reopen.

Any user defined fields maintained at the bank level should be available in this Additional field details.





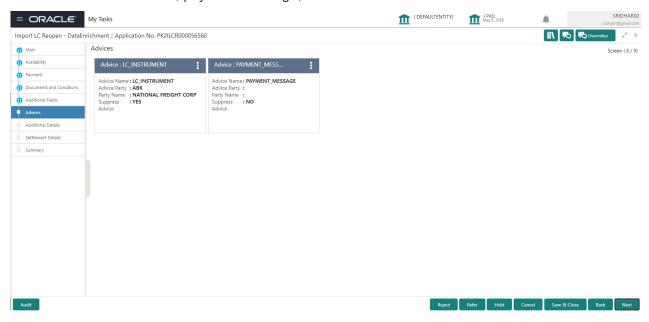
### **Action Buttons**

Field	Description	Sample Values
Documents	No documents are required for upload in this screen.	
Remarks	User can capture remarks as well as see remarks made in the earlier screens/stages.	
Overrides	Click to view overrides, if any.	
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:  R1- Documents missing  R2- Signature Missing  R3- Input Error  R4- Insufficient Balance/Limits  R5 - Others.  Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	
Back	Click Back to move to the previous screen of Data Enrichment stage.	
Next	On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.	

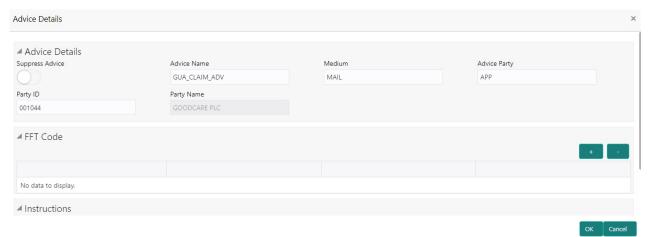


### **Advices**

DE user can view the Advices generated during Import LC Reopen request. Advices menu displays the advices available under a product code from the back office as tiles. Some of the possible advices could be of LC closure, payment message, etc.



The user can also suppress the Advice, if required.



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



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		
FTT Code	User can select the FFT code as a part of free text.	
FFT Description	FFT description is populated based on the FFT code selected.	
+	Click plus icon to add new FFT code.	
-	Click minus icon to remove any existing FFT code.	
Instruction Details		
Instruction Code	User can select the instruction code as a part of free text.	
Instruction Description	Instruction description is populated based on the FFT code selected.	
+	Click plus icon to add new instruction code.	
-	Click minus icon to remove any existing instruction code.	

### **Action Buttons**

Field	Description	Sample Values
Documents	No documents are required for upload in this screen.	
Remarks	User can capture remarks as well as see remarks made in the earlier screens/stages.	
Overrides	Click to view overrides, if any.	



Field	Description	Sample Values
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:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.  Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	
Back	Click Back to move to the previous screen of Data Enrichment stage.	
Next	On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.	

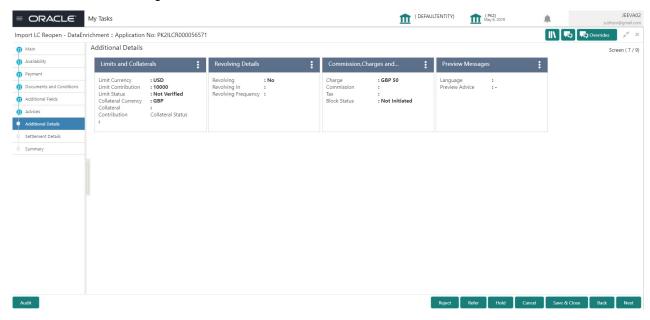
### **Additional Details**

DE user can view the additional details available for the Import LC Reopen request. Some of the possible details could be related to

- Limits and Collateral ((Verification Applicable))
- Commission, Charges and Taxes
- Revolving Details



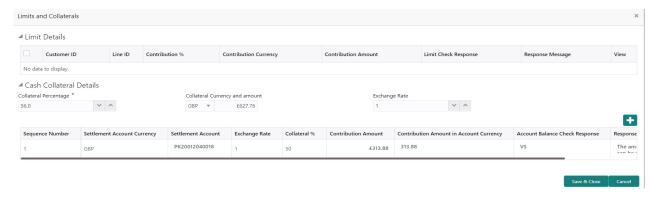
### Preview Messages



#### **Limits & Collateral**

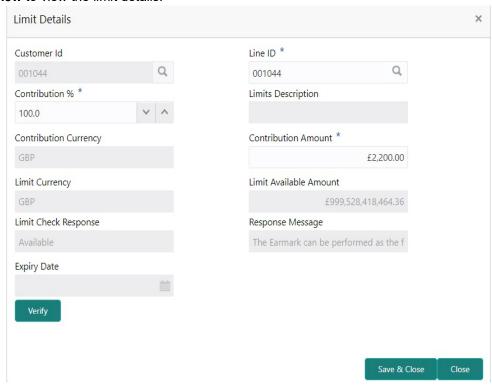
On Approval, system should not release the Earmarking against each limit line and system should handoff the "Limit Earmark Reference Number "to the back office. On successful handoff, back office will make use of these "Limit Earmark Reference Number" to release the Limit Earmark done in the mid office (OBTFPM) and should Earmark the limit from the Back office.

In case multiple Lines are applicable, Limit Earmark Reference for all lines to be passed to the back office.





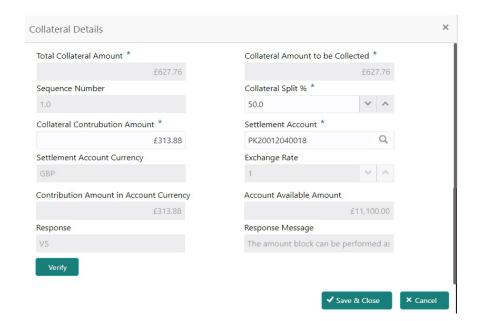
### Click View to view the limit details.



Field	Description	Sample Values
Customer ID	Applicant's/Applicant Bank customer ID will get defaulted.	
Line ID	Lines available and mapped under the customer id gets listed.	
Contribution%	Contribution percent will be defaulted.	
Contribution Currency	The guarantee currency will be defaulted in this field.	
Contribution Amount	Contribution amount will be defaulted.	
Limit Currency	Limit Currency will be defaulted in this field.	
Limit Available Amount	Available limit, i.e., limit available without any earmark will be defaulted.	
Limit Check Response	Limit Check Response will be defaulted.	
	Response can be 'Success' or 'Limit not Available'.	
Response Message	Detailed Response message will be defaulted.	
Expiry Date	This field displays the date up to which the Line is valid	



### **Collateral Details**





Field	Description	Sample Values
Cash Collateral Details		
Collateral Percentage	The percentage of collateral to be linked to this transaction.	
Collateral Currency and amount	System populates the contract currency as collateral currency by default.  User can modify the collateral Currency and amount.	
Exchange Rate	System populates the exchange rate maintained. User can modify the collateral Currency and amount. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.	
Collateral Type	Cash Collateral (CASA) will be the defaulted as collateral type.  System defaults the collateral % maintained for the customer into the Collateral Details screen. If collateral % is not maintained for the customer,	
	then system should default the collateral % maintained for the product.  User can modify the defaulted collateral percentage, in which case system should display an override message "Defaulted Collateral Percentage modified".	
Total Collateral Amount	Read only field.  This field displays the total collateral amount provided by the user.	
Collateral Amount to be Collected	Read only field.  This field displays the collateral amount yet to be collected as part of the collateral split.	
Sequence Number	Read only field.  The sequence number is auto populated with the value, generated by the system.	
Collateral Split %	The collateral split% to be collected against the selected settlement account.	
Collateral Contribution Amount	Collateral contribution amount will get defaulted in this field.  The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.	



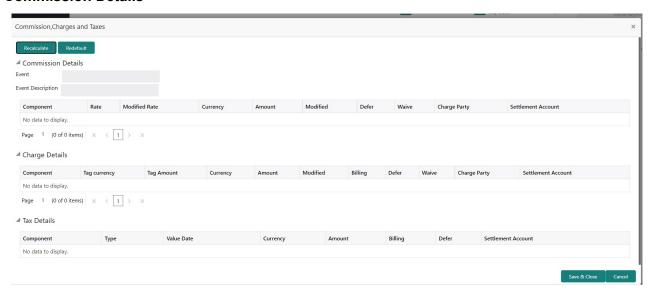
Field	Description	Sample Values
Settlement Account	Select the settlement account for the collateral.	
Settlement Account Currency	Settlement Account Currency will be auto- populated based on the Settlement Account selection.	
Exchange Rate	Read only field.	
	This field displays the exchange rate, if the settlement account currency is different from the collateral currency.	
Contribution Amount in	Read only field.	
Account Currency	This field displays the contribution amount in the settlement account currency as defaulted by the system.	
Account Available Amount	Read only field.	
	Account available amount will be auto-populated based on the Settlement Account selection.	
Response	Response can be 'Success' or 'Amount not Available'.	
	System populates the response on clicking the <b>Verify</b> button.	
Response Message	Detailed Response message.	
	System populates the response on clicking the <b>Verify</b> button.	
Verify	Click to verify the account balance of the Settlement Account.	
Save & Close	Click to save and close the record.	
Cancel	Click to cancel the entry.	
Below fields appear in the C	Cash Collateral Details grid along with the above fie	lds.
Collateral %	User must enter the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message.	
	System defaults the collateral % maintained for the customer into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product.	
	User can modify the defaulted collateral percentage, in which case system should display an override message "Defaulted Collateral Percentage modified".	



Field	Description	Sample Values
Contribution Amount	This field displays the collateral contribution amount.	
	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.	
Account Balance Check Response	This field displays the account balance check response.	

### **Commission, Charges and Taxes**

### **Commission Details**



If default commission is available under the product, it should be defaulted here with values.

Field	Description	Sample Values
Event	Read only field. This field displays the event name.	
Event Description	Read only field. This field displays the description of the event.	
Component	Select the commission component	
Rate	Defaults from product.	
Modified Rate	From the default value, if the rate or amount is changed, the modified value gets updated in the modified amount field.	
Currency	Defaults the currency in which the commission needs to be collected.	

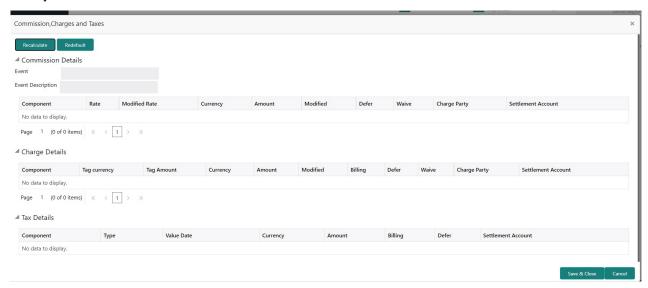


Field	Description	Sample Values
Amount	An amount that is maintained under the product code defaults in this field.	
Modified Amount	Read only.	
Billing	If charges/commission is handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
Defer	The check box is selected if charges/ commissions has to be deferred and collected at any future step.	
Waive	The check box is selected to waive the charges/commission.	
	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer.	
	If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.	
Charge Party	Charge party will be 'Applicant' by Default.	
Settlement Account	Details of the Settlement Account.	

### Charges

In Additional Details section, default commission, charges and tax if any, will get populated.

If default charges are available under the product, they should be defaulted here with values. If customer or customer group specific charges are maintained, then the same will be defaulted from back end system.





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

Field	Description	Sample Values
Component	Charge Component type.	
Tag Currency	Defaults the tag currency in which the charges have to be collected.	
Tag Amount	Defaults the tag amount that is maintained under the product code gets defaulted in this field. User can edit the value, if required.	
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	Read only.	
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
	On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically checked in OBTFPM.	
	The user can not select/de-select the check box if it is de-selected by default.	
	This field is disabled, if 'Defer' toggle is enabled	
Defer	This check box is selected, if charges have 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 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 is selected.	
	Based on the customer maintenance, the charges should be marked for Billing or for Defer.	
	This field is disabled, if 'Defer' toggle is enabled.	
Charge Party	Charge party will be applicant by default. You can change the value to beneficiary	
Settlement Account	Details of the settlement account.	



### 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.

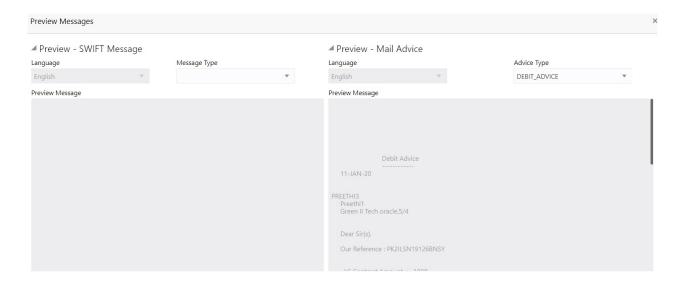
This section displays the tax details:

Field	Description	Sample Values
Component	Tax Component type	
Туре	Type of tax Component.	
Value Date	This field displays the value date of tax component.	
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 taxes are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.  This field is disabled, if 'Defer' toggle is enabled.	
Defer	If taxes have to be deferred and collected at any future step, this option has to be enabled.	
	The user can enable/disable the option the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.	
Settlement Account	Details of the settlement account.	

### **Preview Message**

The bank user can view a preview of the message and advice simulated from back office which is based on the details captured in the previous screen.





✓ Save & Close X Cancel

### The Preview section consists of following.

Field	Description	Sample Values
Preview SWIFT Message		
Language	Select the language for the SWIFT message.	
Message Type	Select the message type.	
Preview Message	Display a preview of the draft message.	
Preview Mail Device		
Language	Select the language for the advice message.	
Advice Type	Select the advice type.	
Message Type	Display a preview of the advice.	
Preview Message	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	Sample Values
Documents	No documents are required for upload in this screen.	
Remarks	User can capture remarks as well as see remarks made in the earlier screens/stages.	
Overrides	Click to view overrides, if any.	

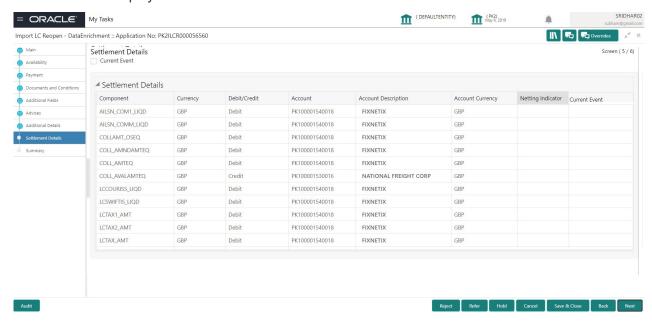


Field	Description	Sample Values
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.	
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My 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:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.  Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	
Back	Click Back to move to the previous screen of Data Enrichment stage.	
Next	On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.	



#### **Settlement Details**

The user can view the settlement details for Import LC Reopen request. The following are the list of fields to be displayed.



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

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



### **Action Buttons**

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

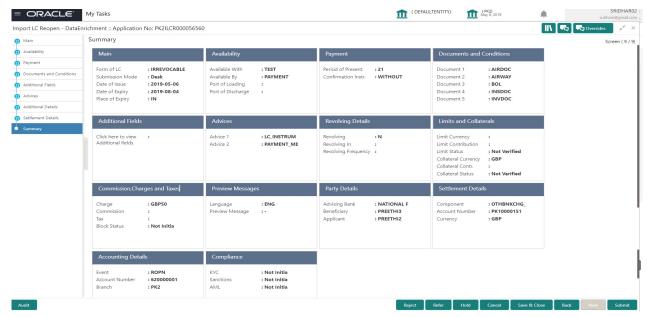
Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents.	
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view overrides, if any.	
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:  R1- Documents missing  R2- Signature Missing  R3- Input Error  R4- Insufficient Balance/Limits  R5 - Others.  Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	
Back	Click Back to move to the previous screen of Data Enrichment stage.	
Next	On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.	



### Summary

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

As part of summary screen, the user can see the summary tiles. The tiles should display a list of important fields with values and the user can drill down from summary Tiles into respective data segments.



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

- Main Details User can view details about application details and LC details.
- Availability User can view already captured availability details.
- Party Details User can view party details like applicant, advising bank etc,.
- Documents and Conditions: User can to view the details of Documents and Conditions.
- Additional Details User can view the additional details
- Advices: User can view the advice details.
- Payment: User can see all details related to payments.
- Limits and Collaterals: User can see captured details of limits and collateral.
- Commission, Charges and Taxes: User can see details provided for commission, charges and taxes.
- Revolving Details: User can drill down into revolving details tile to see more information on revolving LC if applicable.
- Preview Messages: User can see the SWIFT message and Mail Advice.
- Settlement Details: User can see the Settlement details.
- Compliance: User can see the compliance details tiles. The status should be verified for KYC, AML and Sanction Checks.
- Accounting Details: User should be able to view the accounting details.



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
Documents	Click the Documents icon to View/Upload the required documents.	
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.	
	Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view overrides, if any.	
Submit	Task will move to next logical stage of Import LC Reopen.	
	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	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>	
	<ul> <li>R2- Signature Missing</li> </ul>	
	R3- Input Error	
	<ul> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others.</li> </ul>	
	Select a Reject code and give a Reject Description.	
	This reject reason will be available in the remarks window throughout the process.	

On submit of DE Stage, if Limits Earmark or Amount block fails, system should park the task in Limit Exception stage or Amount Block exception stage as required.



### **Multi Level Approval**

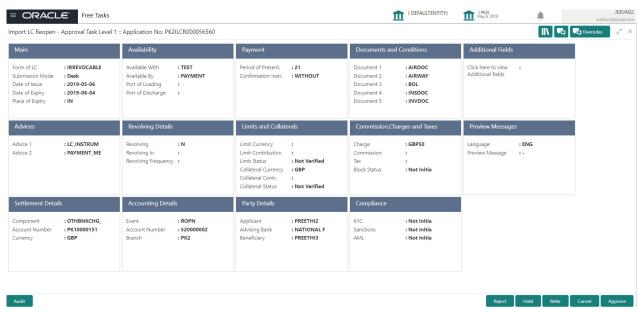
This stage allows the approver user to review and approve the Import LC Reopen request.

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



The user can simulate/recalculate charge details and during calling the handoff, if handoff is failed with error the OBTFM displays the Handoff failure error during the Approval of the task.

### Summary



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

- Main Details User can view details about application details and LC details.
- Availability User can view already captured availability details.
- Payments User can view all details related to payments.
- Party Details User can view party details like applicant, advising bank etc,.
- Documents and Conditions: User can to view the details of Documents and Conditions.
- Additional Fields: User can view the additional fields if it has been implemented by the bank.
- · Advices: User can view the advice details
- Limits and Collaterals: User can see captured details of limits and collateral.
- Commission, Charges and Taxes: User can see details provided for commission, charges and taxes.
- Revolving Details: User can drill down into revolving details.
- Preview Messages: User should be able to see the preview details grid.
- Settlement Details: User can see the Settlement details.
- Compliance Details: User can see the compliance details tiles. The status should be verified for KYC,
   AML and Sanction Checks.
- Accounting Details: User should be able to view the accounting details.





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
Documents and Checklist	User should be able to verify already attached documents.	
	Based on the transaction value, there can be one or more approvers.	
	After verification and approval the transaction gets approved and if there are additional approvals, the task will move to the next approver. After all approvals, the system will hand-off the transaction details to the back end system for posting.	
Remarks	The user can view the remarks captured in the process during earlier stages.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.  Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	
Hold	The details provided will be registered and status will be on hold.  This option is used, if there are any pending information yet to be received from applicant.	



Field	Description	Sample Values
Refer	User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes:  • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance- Limits • R5 - Others	
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.	

### **Customer - Acknowledgement Format**

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

To:

<CUSTOMER NAME>

DATE: DD-MM-YYYY

<CUSTOMER ADDRESS>

Dear Sir,

SUB: Acknowledgement to your Import LC Reopen request dated <APPLICATION DATE>

This letter is to inform you that we have received your application for Export LC Transfer Amendment with the below details:

Applicant: XXXX

Beneficiary:XXXX

Currency: XXXX

Amount: XXXX

Issue Date: XXXX

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

This acknowledgement does not constitute Reopen of LC.

Thank you for banking with us.



Regards,

Yours Truly

Authorized Signatory

<DEMO BANK>

# **Customer - Reject Format**

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

user. The Reject Letter format is as follows:	
FROM:	
<bank name=""></bank>	
<bank address=""></bank>	
TO:	DATE <dd mm="" yyyy=""></dd>
<customer name=""></customer>	
<customer address=""></customer>	
<customer id=""></customer>	
Dear Sir,	
SUB: Your LC Application < Customer Reference Number Ref No> - Rejected	r> under our Process Ref <process< td=""></process<>
Further to your recent LC reopen application request dated <application <pre="" no="" ref="" request=""></application>	
After a thorough review of your application and the supporting docur we will not be able to issue the LC due to the below reason	ments submitted, we have concluded
<1. Reject Reason >	
<2. Reject Reason >	
<3. Reject Reason >	
On behalf of Demo Bank, we thank you for your ongoing business at in future.	nd trust we will continue to serve yoບ
For any further queries about details of your LC application review, customer support ph.no xxxxxxxxxxxx	please contact us at our bank

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### Reference and Feedback

### References

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

- Getting Started User Guide
- Common Core User Guide

### **Documentation Accessibility**

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## **Feedback and Support**

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