

Corporate Lending Origination User Manual  
Oracle Banking Digital Experience  
Patchset Release 22.2.6.0.0

Part No. F72987-01

April 2025

Corporate Lending Origination User Manual

April 2025

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## Table of Contents

<b>1. Preface .....</b>	<b>1-1</b>
1.1 Purpose .....	1-1
1.2 Audience.....	1-1
1.3 Documentation Accessibility.....	1-1
1.4 Critical Patches.....	1-1
1.5 Diversity and Inclusion.....	1-1
1.6 Conventions.....	1-1
1.7 Screenshot Disclaimer.....	1-2
1.8 Acronyms and Abbreviations.....	1-2
<b>2. Loan Drawdown .....</b>	<b>2-1</b>
<b>3. Corporate Loan Drawdown.....</b>	<b>3-1</b>
<b>4. Loan Drawdown Application .....</b>	<b>4-1</b>
4.1 Loan Drawdown Request .....	4-3
4.2 Save as Draft .....	4-8
<b>5. Trade Loan Drawdown Request .....</b>	<b>5-1</b>
<b>6. Loan Rollover Request.....</b>	<b>6-1</b>
6.1 Loan Rollover Request .....	6-2
<b>7. Application Tracker .....</b>	<b>7-1</b>
<b>8. FAQ.....</b>	<b>8-1</b>

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# 1. Preface

## 1.1 Purpose

Welcome to the User Guide for Oracle Banking Digital Experience. This guide explains the operations that the user will follow while using the application.

## 1.2 Audience

This manual is intended for Customers and Partners who setup and use Oracle Banking Digital Experience.

## 1.3 Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

### **Access to Oracle Support**

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit, <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

## 1.4 Critical Patches

Oracle advises customers to get all their security vulnerability information from the Oracle Critical Patch Update Advisory, which is available at [Critical Patches, Security Alerts and Bulletins](#). All critical patches should be applied in a timely manner to ensure effective security, as strongly recommended by [Oracle Software Security Assurance](#).

## 1.5 Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

## 1.6 Conventions

The following text conventions are used in this document:

Convention	Meaning
------------	---------

<b>boldface</b>	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>Italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

## 1.7 **Screenshot Disclaimer**

The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.

## 1.8 **Acronyms and Abbreviations**

The list of the acronyms and abbreviations that you are likely to find in the manual are as follows:

<b>Abbreviation</b>	<b>Description</b>
<b>OBDX</b>	Oracle Banking Digital Experience

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## 2. Loan Drawdown

Corporate customers require funds from time to time for various purposes, such as, to invest in infrastructure, expand business operations at various locations, upgrade to the latest plant and machinery, acquire assets, maintain inventory, or to increase working capital. Financial institutions offer corporate customers specific facilities to meet their funding requirements. A facility is a type of loan, where the bank sanctions or reserves a certain amount of money for the corporate customer, for a specific period of time. The customer can obtain funds from the facility, in the form of loans, multiple times within the time frame, till the facility limit is reached. This function is referred to as loan drawdown.

Each facility is associated with an expiry date. Some facilities can be of the revolving type, where, the sanctioned amount is renewed upon expiry. A facility is also associated with a funding type, for determining the purpose of the drawdown. A few examples of funding types are, term finance, working capital finance, and supply chain finance. A main-line facility can also be further categorized into sub-line facilities, based on the customer's requirement. For more information on credit facilities, refer the Facility Summary section in the **Oracle Banking Digital Experience Corporate Credit Facility Servicing User Manual**.

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## 3. Corporate Loan Drawdown

Corporate Lending Origination solution of OBDX provides existing corporate customers the ability to initiate a loan drawdown request using the Digital Banking Platform. As a part of Corporate Lending Origination solution, following features are supported in the product:

- **Corporate Loan Drawdown Origination**

The loan drawdown request can be initiated under a main facility, or a sub-facility, for the following Corporate Lending Products:

- **Term Loan:**

A term loan is a short to long term loan given by banks to corporates. Following are a few reasons when a business might require such loans:

- To purchase fixed assets
- To buy inventory

- **Working Capital**

A working capital loan is offered to meet the day-to-day operating expenses, of a corporate. These loans generally have a shorter life span. Following are a few reasons when a business might require such loans:

- Lack of cash reserves for meeting sudden cash crunches
- Grab new business opportunities

- **Real Estate Loan**

Corporate real estate finance is for the property which is to be used solely for business purposes like retail malls, shopping centers, office buildings and complexes, hotels and so on. Property finance is offered to acquire, develop and construct these types of properties. Loans are offered during different lifecycles of the project that include pre-construction finance, construction finance, refinance, and so on.

- **Equipment Loan**

Corporates often have the need to purchase, repair, or upgrade various kinds of equipment to manufacture, or produce their products. Equipment finance is offered to corporates to purchase or borrow assets for business.

- **Application Tracker**

The Application Tracker enables the corporate user to view the progress of submitted loan drawdown applications and also to retrieve and resume applications that have been saved as draft.

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## 4. Loan Drawdown Application

Loan drawdown application goes through various stages of the business process flow, commencing from request initiation till loan account creation and loan disbursement based on the type of loan.

On submission of loan drawdown application from OBDX, the request gets assigned to the bank for further processing. Bank staff can view and process the application using back office or mid office systems integrated with OBDX. Corporate Loan Origination module is currently integrated with Oracle Banking Corporate Lending Process Management (OBCLPM) for initiation of a new loan drawdown request and to track its status.

Corporates can track the status of the loan applications using Application Tracker available within OBDX. Once the loan account is open, the integrated Oracle Banking Corporate Lending (OBCL) application enables the servicing of the account.

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Note: If approver wants to modify the Loan Drawdown Request, then **Send to Modify** option can be used instead of rejecting the request. Later, maker can make necessary changes to Loan Drawdown Request and send for approval.

---

### Pre-requisites:

- The corporate user should be a registered OBDX user.
- The corporate user must have at least one existing facility. The facility limit available should be sufficient for drawdown.
- The application must be integrated with the Oracle FLEXCUBE Enterprise Limits and Collateral Management (ELCM) or any other facility application to fetch the facilities of the customer.
- The application must be integrated with OBCLPM to initiate Drawdown request flow and for tracking status of the request.
- The application must be integrated with OBCL to check with the newly opened loan account.

### How to reach here:

*Toggle menu > Accounts > Corporate Loans > Loan Drawdown Request*

*OR*

*Toggle menu > Accounts > Corporate Loans > Overview > Quick Links > Loan Drawdown Request*



## Loan Drawdown - Choose Facility

The screenshot shows a web application interface for a 'Loan Drawdown Request'. A modal window titled 'Choose Facility' is open. Inside the modal, there is a heading 'Choose Facility' with a close button (X). Below the heading is the instruction 'Select credit facility to initiate loan drawdown request'. There is a dropdown menu for 'Facility ID' with 'FAC2\_1' selected. Below the dropdown, it shows 'Funding Type' as 'Term Loan' and 'Available Amount' as 'GBP 1,000.00'. At the bottom of the modal are two buttons: '→ Proceed' and '⊗ Cancel'. In the background, the 'Loan Drawdown Request' screen is visible, showing a 'Continue' button and a 'Back' button.

### Field Description

Field Name	Description
<b>Choose Facility</b>	
<b>Facility ID</b>	Indicates a list of facilities you can choose from for loan drawdown.
<b>Funding Type</b>	Displays the type or purpose of the funding.
<b>Available Amount</b>	Displays the amount available for drawdown under the facility.

### To apply for a corporate loan drawdown:

1. In the **Choose Facility** pop-up screen, select the facility under which you want to initiate a loan drawdown application, from the **Facility ID** list.  
The **Funding Type** and **Available Amount** of the facility appear.
2. Click **Proceed**. The **Loan Drawdown Request** screen appears.  
OR  
Click **Cancel** to cancel the application.

## 4.1 Loan Drawdown Request

You can initiate an application for loan drawdown in this screen.

The Loan Drawdown Request consists of two stages:

- Drawdown Details
- Upload Documents

You can proceed from the first stage to the second, only after all mandatory information has been captured. At any point of time prior to submission, if you want to save the application to continue later, click **Save as Draft**. The application can then be resumed from the Application Tracker.

### 4.1.1 Drawdown Details

You can capture the requirements of the drawdown, such as, the type of loan, the purpose, the required amount, the time period, and more, in this stage. You can proceed to the next stage of the application (Upload Documents), only when you have provided all mandatory information in this stage.

#### Stage 1 – Drawdown Details

The screenshot shows the 'Loan Drawdown Request' interface. At the top, there's a header bar with a back arrow and the title 'Loan Drawdown Request'. Below this, a summary box displays the following information:

CFPM_1	Revolving Line	Sanctioned Amount	Utilized Amount	Available Amount	Expiry date
Main Line Funding Type: Working Capital Finance % Utilized: <input type="text"/>	No	GBP 100,000.00	GBP 0.00	GBP 100,000.00	

Below the summary box, the 'Drawdown Details' section contains the following fields:

- Select the type of loan:** Working Capital Loan (dropdown)
- Select the loan purpose:** Post Shipment Finance (dropdown)
- Currency:** GBP (dropdown)
- Enter the amount:** GBP 1,000,000.00 (text input)
- Tenure:** 2 (text input)
- Tenure Type:** Days (dropdown)
- Specify your instructions:** (text input)

At the bottom, there are three buttons: 'Save as Draft' (with a floppy disk icon), 'Continue' (in a dark grey box), and 'Cancel' (with a 'Back' label next to it).

#### Field Description

Field Name	Description
<b>Loan Drawdown Request</b>	
A process flow diagram representing the various stages of application is depicted. The current stage appears highlighted.	
<b>Credit Facility</b>	
A summary of the selected facility is displayed. If, during the application process you want to change the selected facility, you can click <b>Change Facility</b> . The <b>Choose Facility</b> pop-up screen will appear. You can select the required facility from the list displayed.	
<b>Facility ID</b> <Main Line   Sub Line>	Displays the unique ID associated with the facility. The keywords 'Main Line' or 'Sub Line' indicate whether the facility is a main facility or sub-facility created under the main facility.
<b>Funding Type</b>	Displays the type or purpose of the funding.
<b>Revolving Line</b>	Displays whether the facility terminates or renews after the expiry date.
<b>Sanctioned Amount</b>	Displays the original amount allocated for the facility. This is the maximum amount that you can avail under the facility.
<b>Utilized Amount</b>	Displays the amount already used under the facility.
<b>Available Amount</b>	Displays the balance amount that you can avail under the facility. This amount is the difference between the <b>Sanctioned Amount</b> and the <b>Utilized Amount</b> .
<b>Expiry Date</b>	Displays the date when the facility will expire.
<b>&lt;Percentage&gt; Utilized</b>	Displays the percentage of the facility utilized. This is the <b>Utilized Amount</b> expressed in percentage.
<b>Drawdown Details</b>	
<b>Select the type of loan</b>	Indicates a list of loan business products offered by the bank, that you can choose from.
<b>Enter the drawdown amount</b>	Indicates the drawdown amount that you require. You must enter a value less than or equal to the <b>Available Amount</b> of the facility.  A list of currencies is available to choose from for the loan drawdown. By default, the currency of the selected facility is displayed.
<b>Select the loan purpose</b>	Indicates a list of loan purposes associated with the selected loan type that you can choose from.

Field Name	Description
<b>Enter the drawdown period</b>	Indicates the tenure and tenure type (Days, Months, Years), for which you require the loan drawdown.
<b>Do you have any specific instructions for us?</b>	Indicates any instructions or remarks that you would like to provide.
<ol style="list-style-type: none"> <li>3. In the <b>Drawdown Details</b> section, select the appropriate option from the <b>Select the type of loan</b> list.</li> <li>4. In the <b>Enter the drawdown amount</b> field, enter the required amount. This amount should be less than or equal to the <b>Available Amount</b> of the facility.</li> <li>5. From the <b>Select the loan purpose</b> list, select the appropriate purpose.</li> <li>6. In the <b>Enter the drawdown period</b> field, enter the required tenure and tenure type.</li> <li>7. If you have any specific instructions for the drawdown, enter these under the <b>Do you have any specific instructions for us?</b> field.</li> <li>8. Click <b>Next</b> to continue with the drawdown application. OR Click <b>Save as Draft</b> to save the application. The <b>Confirmation</b> screen appears with a message stating that the request is saved successfully. The reference number and status of the application are also displayed. OR Click <b>Back</b> to go to the previous screen. OR Click <b>Cancel</b> to cancel the application.</li> </ol>	

## 4.1.2 Upload Documents

This stage provides a pre-configured list of documents required by the bank for processing the drawdown application. The maximum size of the documents and the allowed file types are also stated in this screen. You must upload all mandatory documents to proceed with the application submission. If there are any errors in the information provided, relevant messages will be displayed. You can submit the application only when all the errors are rectified.

### Stage 2 - Upload Documents

↑ Loan Drawdown Request

1 Drawdown Requirement 2 Upload Documents

Listed documents are required to process your application.

Address Proof  
Upload +


Identification Documents  
Upload +


Note: Each document should not be more than 1MB. Supported file types: TXT, PNG, XLSX, DOC, PDF, JPEG, JPG.

Save as Draft

Submit Cancel Back

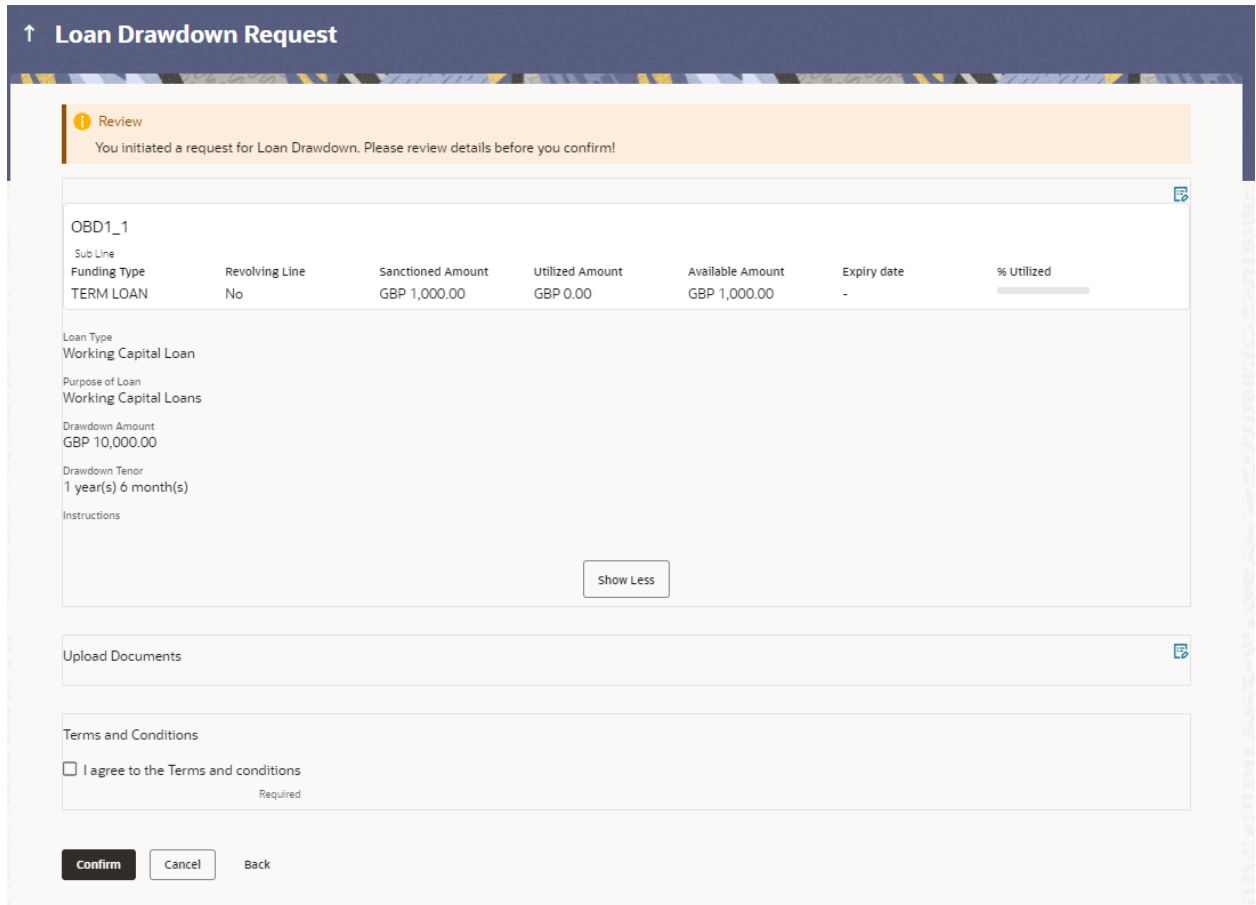
### Field Description

Field Name	Description
<Name and description of document>	Displays the name and a brief description of the document to be uploaded. You can click the  icon to browse and upload the document.

9. Click the  icon against a specific document.
10. Browse and select the required document.
11. Click **Open**.  
The document gets uploaded, and the name of the document appears as a hyperlink. You can click this hyperlink to open the document.

12. Once all required documents have been uploaded, click **Submit**.  
OR  
Click **Save as Draft** to save the application. The **Confirmation** screen appears with a message stating that the request is saved successfully. The reference number and status of the application are also displayed.  
OR  
Click **Back** to go to the previous screen.  
OR  
Click **Cancel** to cancel the application.

### Stage 3 - Review



↑ **Loan Drawdown Request**

**Review**  
You initiated a request for Loan Drawdown. Please review details before you confirm!

Sub Line	Funding Type	Revolving Line	Sanctioned Amount	Utilized Amount	Available Amount	Expiry date	% Utilized
OBD1_1	TERM LOAN	No	GBP 1,000.00	GBP 0.00	GBP 1,000.00	-	<div></div>

Loan Type  
Working Capital Loan

Purpose of Loan  
Working Capital Loans

Drawdown Amount  
GBP 10,000.00

Drawdown Tenor  
1 year(s) 6 month(s)

Instructions


Show Less

Upload Documents

Terms and Conditions

☐ I agree to the Terms and conditions  
Required

Confirm Cancel Back

13. The **Review** screen appears. You can click the  icon to edit the application and make any modification, if required.
14. Select the **I agree to the Terms and conditions** check box.
  - You can click the **Terms and conditions** link to read the same.
15. Click **Confirm** to confirm the submission of the application. The **Confirmation** screen appears with a message stating that the request is submitted successfully. The reference number and status of the application are also displayed.  
OR  
Click **Back** to go to the previous screen.  
OR  
Click **Cancel** to cancel the application.

## 4.2 Save as Draft

You can save a loan drawdown application as a draft to come back later and fill it, by clicking the **Save as Draft** button. An application can be saved as draft, at any point prior to submitting it. The application is saved, and will appear in the Application Tracker under the Draft tab.

### Save as Draft

The screenshot shows the 'Loan Drawdown Request' interface. At the top, there's a header 'Loan Drawdown Request' with an upward arrow. Below it, a progress bar has two steps: '1 Drawdown Requirement' and '2 Upload Documents'. The main content area is divided into sections for 'Address Proof' and 'Identification Documents', each with an 'Upload +' button. A note states: 'Note: Each document should not be more than 1M'. At the bottom, there are 'Submit', 'Cancel', and 'Back' buttons. A modal titled 'Save as Draft' is open in the center. It contains a 'Draft Name' input field with the text 'DRDNDRAFT01', a 'Required' label, and a message: 'Saved request can be retrieved from Application Tracker.' At the bottom of the modal are 'Save' and 'Cancel' buttons.

### Field Description

Field Name	Description
Save as Draft	
Draft Name	The name that the draft application must be saved as.

### To save an application as draft:

1. Click the **Save as Draft** button in the **Loan Drawdown Request** screen. The **Save as Draft** pop-up screen that appears.
2. In the **Draft Name** field, enter a suitable name for the draft application.
3. Click **Save**. The Confirmation screen appears with the reference number and status of the saved application.
4. Click **Go To Application Tracker** to resume the application.  
OR  
Click **Go To Dashboard** to go to the Dashboard.  
OR  
Click **New Loan Drawdown Request** to start a new drawdown application.

---

## 5. Trade Loan Drawdown Request

You can initiate an application for trade loan initiation in this screen.

The loan initiation is done based on information as below.

- Party Details
- Trade loan products
- Loan specific information

Trade Loan Drawdown Request option is used for initiating a trade loan.

- The initiation is done based on information that is segregated
- Charges as associated with the loan product is computed and displayed during trade loan initiation
- The trade loan drawdown request screen with respect to draft submission and edit facilities before save should be done.
- You can create a data template for trade loans drawdown based on the fields provided in the trade loans drawdown request screen. You can update or delete these templates. You can view these templates in thumbnail or list view.
- You can perform bulk file upload for trade loan drawdown templates/request. In addition, you can initiate multiple trade loan drawdown requests.

**Note:** This feature also supports 'Send to Modify' option which can be used by the Approver instead of rejecting the drawdown request. Later, maker can make necessary changes to Trade Loan Drawdown Request and send for approval.

### How to reach here:

*Toggle menu > Accounts > Corporate Loans > Trade Loan Drawdown Request*

*OR*

*Toggle menu > Accounts > Corporate Loans > Overview > Quick Links > Trade Loan Drawdown Request*

### To create a new trade loan drawdown request

1. From **Trade Loan Drawdown Request** page, click **Initiate Drawdown**.
2. Select the **Party ID** field. The **Party Name** and **Party Address** are automatically populated.
3. Click **Continue**.



Trade Loan Drawdown Request

1
Party Details
2
Loan Details
3
Upload Documents

Credit Facility
Change Facility

FAC2\_1
Main Line

Funding Type	Revolving Line	Sanctioned Amount	Utilized Amount	Available Amount	Expiry date
Term Loan	No	GBP 1,000.00	GBP 0.00	GBP 1,000.00	
% Utilized					

Party Details

Party Id
\*\*\*409

Party Name
ACME Corporation

Party Address
The Business Centre,61 Wellfield Road,Roath  
London,GB-CF24 3DG

Continue
Save as Draft
Cancel
Back

4. The **Request Date** is automatically populated. Enter the following

- Payment Value Date
- Loan Product
- Enter the drawdown amount
- Enter the drawdown tenure & tenure type
- Charges Account Number
- Recovery Account Number
- User Reference Number
- Special Instructions

←

Trade Loan Drawdown Request

1

2

3

Party Details

Loan Details

Upload Documents

4/19/2024

Payment Value Date  
4/19/2024

Loan Product  
Working Capital Loan

Currency  
GBP

Enter the drawdown amount  
GBP 1,000,000.00

Tenure  
2

Tenure Type  
Years

Charges Account Number  
xxxxxxxxxxxx0027

Recovery Account Number  
xxxxxxxxxxxx0027

Get Charges

User Reference Number  
USERREF12443

Special Instructions  
NA

Continue

Cancel

Back

Save as Draft

5. Click **Continue**.

6. Click the 

Upload +

 icon against a specific document.

## ↑ Trade Loan Drawdown Request

1

Party Details

2

Loan Details

3

Upload Documents

Upload +


Upload +

Submit

Save as Draft

Cancel

Back

7. Browse and select the required document.
8. Click **Open**.  
The document gets uploaded, and the name of the document appears as a hyperlink. You can click this hyperlink to open the document.
9. Click **Yes** if you want to save the trade loan drawdown request as template.
10. Once you click **Yes**, you need to select **Access Type**.  
You can either select **Public** or **Private**. If you click **Private** only the user who has created the template can view it.
11. Enter the **Template Name** and click  **Save**.

↑ **Trade Loan Drawdown Request**

1 Party Details      2 Loan Details      3 Upload Documents

Listed documents are required to process your application.


Address Proof  
Upload +

Identification Documents  
Upload +

Note: Each document should not be more than 1MB.  
Supported file types: TXT, PNG, XLSX, DOC, PDF, JPEG, JPG.

Save As Template  
☒ Yes   ☐ No

Access Type  
☐ Public   ☒ Private

Template Name   
Required

**Submit**   **Save as Draft**   Cancel   Back

12. Once all required documents have been uploaded, click **Submit**.  
OR

Click **Save as Draft** to save the application. The **Confirmation** screen appears with a message stating that the request is saved successfully. The reference number and status of the application are also displayed.

OR

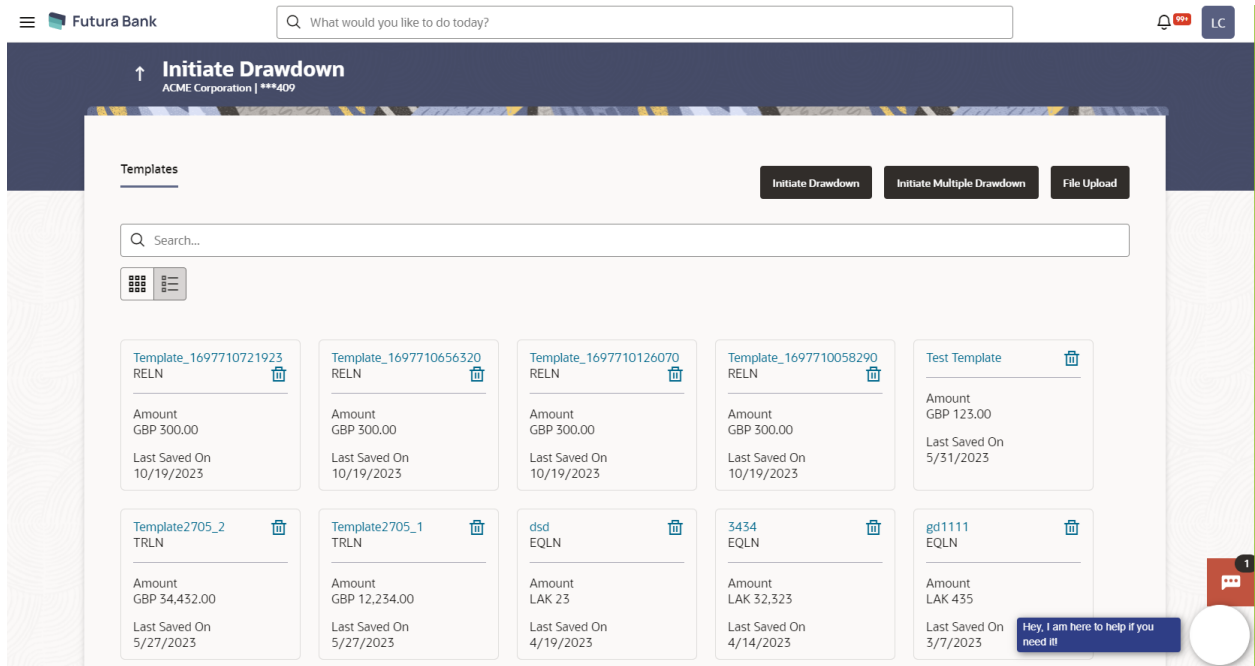
Click **Back** to go to the previous screen.

OR

Click **Cancel** to cancel the application.

### To update a trade loan drawdown request template

1. From **Trade Loan Drawdown Request** option, click **Templates**.



2. Select the required template and make the necessary changes required in **Party Details**, **Loan Details**, and **Upload Documents** page.
3. Once the changes are done in **Upload Documents** page, you can click **Update Template**.

↑ Trade Loan Drawdown Request

1

Party Details

2

Loan Details

3

Upload Documents

Listed documents are required to process your application.

Address Proof

Upload +

Identification Documents

Upload +

Note: Each document should not be more than 1MB.

Supported file types: TXT, PNG, XLSX, DOC, PDF, JPEG, JPG.

Save As Template

☒ Yes ☐ No

Access Type

☐ Public ☒ Private

Template Name


Required

Submit

Save as Draft

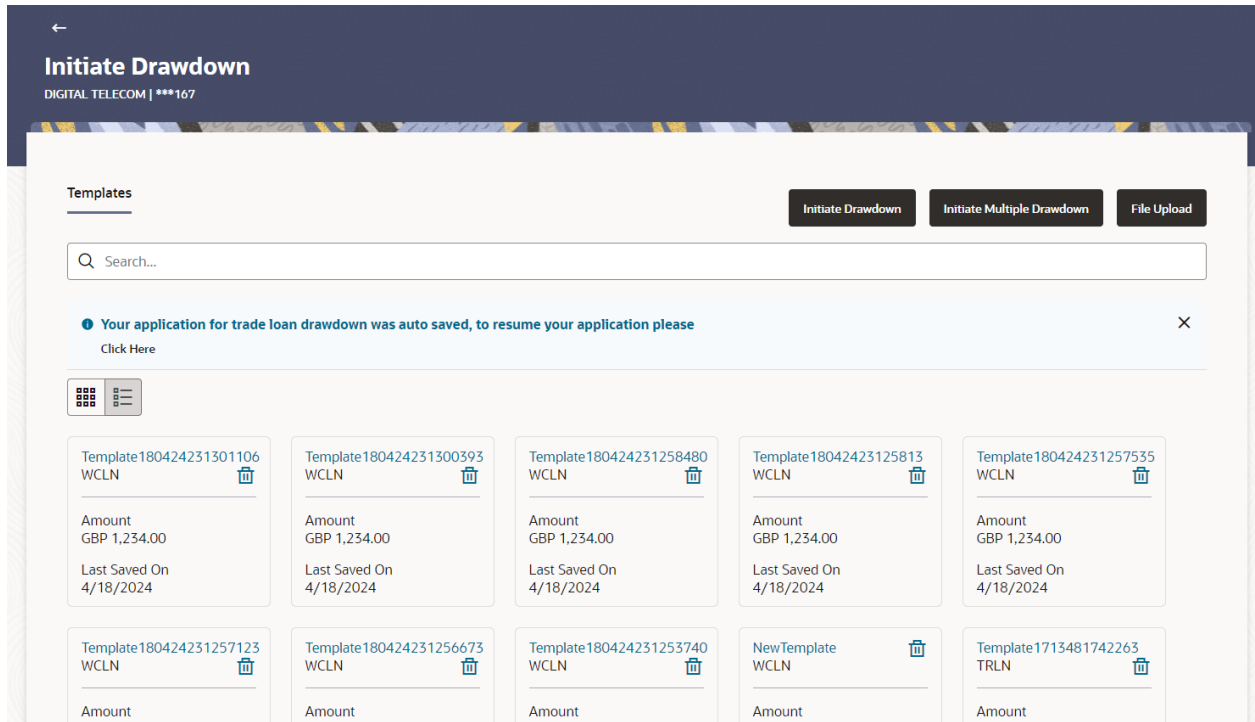
Cancel

Back

- Click  **Save** button.  
**Note:** You can update the existing template or create a new template using existing template.
- Click **Submit**.

#### Use of auto save template feature to continue existing application

- If a user has abandoned a trade loan drawdown application at any stage before submitting it, they can continue it later with the details already filled in and auto-populated.



2. To initiate auto saved trade loan drawdown application, click on “Click Here” link displayed on banner.
3. Previously saved application details will be auto populated and user can continue the same application further.

#### To initiate multiple drawdowns for trade loan drawdown request

1. From **Trade Loan Drawdown Request** page, click **Initiate Multiple Drawdown**.
2. Click **Add Party Details**.
 

**Note:** You can repeat step 2 to 4 to add party and facility details so that multiple trade loan drawdown request are initiated.
3. Select the **Party ID** from the drop-down list.  
The **Party Name**, **Party Address**, **Facility Id** are automatically populated.
4. Click **Add**.  
The following fields are automatically populated.
  - Facility ID
  - Revolving Line
  - Sanctioned Amount
  - Utilized Amount
  - Available Amount
  - Expiry Date
  - Actions
  - Actions

## Multiple Trade Loan Drawdown Request

1

2

3

Party Details

Loan Details

Documents

Sr. No.	Party ID	Party Name	Facility ID	Revolving Line	Sanctioned Amount	Utilized Amount	Available Amount	Expiry Date	Action
No data to display.									

Add Party Details

Next

Cancel

Back

×

Add Party Details

Party Id

Party Name

Party Id

\*\*\*209

Party Name

ACME Corporation

Facility Id

Add

Cancel

Facility Id

FAC2

5. Click **Next**.
6. Select the following details.
  - Payment Value Date
  - Select the Loan Product
  - Enter the drawdown amount
  - Enter the drawdown tenure & tenure type
  - Select the Charges Account Number
  - Select the Recovery Account Number
  - Enter the User Reference Number
  - Enter the Special Instructions



←

Multiple Trade Loan Drawdown Request

1

Party Details

2

Loan Details

3

Documents

000167CFPM\_0

Loan Details

Request Date

4/19/2024

Payment Value Date

Payment Value Date

Required

Loan Product

Currency

LAK

Enter the drawdown amount

Required

Loan Product

Working Capital Loan

Enter the drawdown period

Tenure

2

Tenure Type

Years

Charges Account Number

xxxxxxxxxxxx0027

Recovery Account Number

xxxxxxxxxxxx0027


Get Charges

User Reference Number

User Reference Number

**Note:** The above details need to be captured for each of the request added by selecting each tab.

7. Click **Next**.

8. Click the  icon against a specific document.

↑

Multiple Trade Loan Drawdown Request

1

Party Details

2

Loan Details

3

Documents

ACME CorporationFAC2\_1

ACME CorporationFAC2\_2

Listed documents are required to process your application.

Address Proof

Upload +

Identification Documents

Upload +

Note: Each document should not be more than 1MB.

Supported file types: TXT, PNG, XLSX, DOC, PDF, JPEG, JPG.

Submit

Cancel

Back

9. Browse and select the required document.
10. Click **Open**.  
The document gets uploaded.
11. Click **Submit**.
12. Review page will be shown where the user can review the details entered and click confirm.

## ↑ Multiple Trade Loan Drawdown Review

### Review

You initiated a request for Trade Loan Drawdown.  
Please review details before you confirm.

ACME CorporationFAC2\_1    ACME CorporationFAC2\_2

Bulk Reference Number

LN803160634338598

Charges Account

XXXXXXXXXXXX0038

Test CL & CF | USD | AT3

Recovery Account

XXXXXXXXXXXX0038

Test CL & CF | USD | AT3

Confirm

Cancel

Back

A confirmation message screen with reference number appears.  
You can click **View Trade Loan Drawdown Details** hyperlink to open the document.

## Multiple Trade Loan Drawdown Request

### Confirmation

Multiple Trade Loan Drawdown Request completed successfully.

Reference Number

1701225201283

Status

Completed

[View Trade Loan Drawdown Details](#)

What would you like to do next?



[Home](#)

Each of the request follows the approval process separately and they can be separately approved or rejected or sent to modify.

**To upload bulk file for trade loan drawdown**

1. From **Trade Loan Drawdown Request** option, click **File Upload**.  
Or

From the main menu, click **File Upload**.

Please refer Corporate Bulk File Upload- Corporate Lending document for more details.

---

## 6. Loan Rollover Request

Loan rollover or renewal application goes through various stages of the business process flow, commencing from request initiation till loan renewal and loan disbursement based on the type of loan.

On submission of loan rollover application from OBDX, the request gets assigned to the bank for further processing. Bank staff can view and process the application using back office or mid office systems integrated with OBDX. Corporate Loan Origination module is currently integrated with Oracle Banking Corporate Lending Process Management (OBCLPM) for initiation of a new loan rollover request and to track its status.

Corporates can track the status of the loan applications using Application Tracker available within OBDX. Once the loan account is renewed, the integrated Oracle Banking Corporate Lending (OBCL) application enables the servicing of the account.

---

Note: If approver wants to modify the Loan Rollover Request, then **Send to Modify** option can be used instead of rejecting the request. Later, maker can make necessary changes to Loan Rollover Request and send for approval.

---

### Pre-requisites:

- The corporate user should be a registered OBDX user.
- The application must be integrated with OBCLPM to initiate Rollover request flow and for tracking status of the request.
- The application must be integrated OBCL to get the details of the account for rollover/renewal and to track the status of the renewed account

### How to reach here:

*Toggle menu > Accounts > Corporate Loans > Loan Rollover Request*

## 6.1 Loan Rollover Request

You can initiate an application for loan rollover in this screen.

The Loan Rollover Request consists of three stages:

- Loan Details
- Rollover Preferences
- Upload Documents

You can proceed from the first stage to the second, and second stage to third only after all mandatory information has been captured.

### 6.1.1 Loan Details

You can capture the requirements of the rollover, such as, party ID and the existing loan account to be initiated for rollover.

#### Stage 1 – Loan Details

↑ **Loan Rollover**

1 2 3  
Loan Details Rollover Preferences Upload Documents

**Party Details**

Party Id  
\*\*\*409

Party Name  
ACME Corporation

Party Address  
The Business Centre, 61 Wellfield Road, Roath  
London, GB-CF24 3DG

Loan Account  
xxxxxxxxxxxx0010

Loan Product  
BEARING LOAN 6

Loan Amount  
GBP 100,000.00

**Continue** Cancel Back

#### Field Description

Field Name	Description
<b>Loan Rollover Request</b>	
A process flow diagram representing the various stages of application is depicted. The current stage appears highlighted.	
<b>Party ID</b>	Displays the unique ID of the Party associated with the user.
<b>Party Name</b>	Displays the name of the selected party. This is auto populated on select of party ID.
<b>Party Address</b>	Displays the address of the selected party. This is auto populated on select of party ID.
<b>Loan Account</b>	Displays the loan account selected for rollover
<b>Loan Product</b>	Displays the product of the selected loan account. This is auto populated on select of loan account
<b>Loan Amount</b>	Displays the sanctioned amount of the selected loan account. This is auto populated on select of loan account

Click **Continue** to move to the next stage.

## 6.1.2 Rollover Preferences

You can capture the preferences of the rollover, such as, Rollover Type, Special amount etc.

Stage 2 – Rollover Preferences

↑ **Loan Rollover**

1 Loan Details      2 **Rollover Preferences**      3 Upload Documents

**Rollover Preferences**

Rollover Type: Principal + Interest

Rollover With Special Amount: ☐

Currency: GBP      Special Amount: GBP 10,000.00      Treat Special Amount As: Rollover Amount

Maturity Type: Fixed      Maturity Date: 4/30/2021

**Continue**    Cancel    Back

## Field Description

Field Name	Description
<b>Loan Rollover Request</b>	
A process flow diagram representing the various stages of application is depicted. The current stage appears highlighted.	
<b>Rollover Type</b>	Displays the Type of Rollover. The type can be Principal or Principal + Interest
<b>Rollover With Special Amount</b>	Indicates whether the rollover is with special amount or not.
<b>Currency</b>	Displays the currency of the special amount. This will be displayed only when Rollover with Special Amount is turned on.
<b>Special Amount</b>	Displays the value of the special amount. This will be displayed only when Rollover with Special Amount is turned on.
<b>Treat Special Amount</b>	Displays what the special amount should be treated as. This can be Rollover Amount, Liquidated Amount, Maximum Rollover Amount or Additional Principal Amount.
<b>Maturity Type</b>	Displays the Maturity Type. The type can be Call, Fixed or Notice
<b>Maturity Date</b>	Displays the Maturity Date

Click **Continue** to move to the next stage.

### 6.1.3 Upload Documents

Stage 3 – Upload Documents



↑

Loan Rollover

1

Loan Details

2

Rollover Preferences

3

Upload Documents

Upload Documents

Listed documents are required to process your application.

Address Proof

Upload +

Identification Documents

Upload +


Note: Each document should not be more than 1MB. Supported file types: TXT, PNG, XLSX, DOC, PDF, JPEG, JPG.

Submit

Cancel

Back

## Field Description

Field Name	Description
<b>Loan Rollover Request</b>	
	A process flow diagram representing the various stages of application is depicted. The current stage appears highlighted.
<b>&lt;Name and description of document&gt;</b>	Displays the name and a brief description of the document to be uploaded. You can click the  icon to browse and upload the document.

Click **Submit** to Review.

Review Stage

↑

Loan Rollover

1

Review

You Initiated a request for Rollover. Please review details before you confirm!

Party Details

Party Id

000409

Party Name

ACME Corporation

Party Address

The Business Centre,61 Wellfield Road,Roath  
London,GB-CF24 3DG

Loan Account Id

XXXXXXXXXXXXXXXX0010

Loan Product

BEARING LOAN 6

Loan Amount

GBP 100,000.00

Rollover Preferences

Rollover Type

Principal+Interest

Special amount

GBP 10,000.00

Treat Special amount

Rollover Amount

maturity Date

2021-04-30

maturity Type

Fixed

Document Details

Terms and Condition

☐
I agree to the Terms and conditions

Confirm

Cancel

Back

Select the **I agree to the Terms and conditions** check box.

Click Confirm to confirm the submission of the application. The **Confirmation** screen appears with a message stating that the request is submitted successfully. The reference number and status of the application are also displayed.

OR

Click **Back** to go to the previous screen.

OR

Click **Cancel** to cancel the application.

Confirm Screen

## Loan Rollover Request

### ✓ Confirmation

Loan Rollover Request completed successfully.

Reference Number  
2911F33CB0A7

Host Reference Number  
AT3LOANAP15093023498

Status  
Completed

What would you like to do next?



[Home](#)



[Application Tracker](#)



[New Loan Rollover Request](#)

Click on **Home** to go to Home screen

Click on **Application Tracker** to go to Application Tracker

Click on **New Rollover Request** to initiate a new Loan Rollover application.

---

## 7. Application Tracker

The Application Tracker enables the corporate to view the current status of submitted applications and also to retrieve and resume applications that have been saved as draft. User can search for the required application using various search criteria.

Through the Application Tracker, a corporate user can perform the following actions:

- **View submitted application:** The Application Tracker enables the corporate user to view details of submitted applications, which include viewing current status of the application, application summary and viewing the documents uploaded as a part of the loan application process.
- **Resume draft applications:** While filling out an application form, the user has the option to save the application as draft. The saved application can be viewed and resumed via the Application Tracker.

### How to reach here:

*Toggle menu > Application Tracker > Loan*

### To track an application:

1. Click on the **Loan** option in the **Application Tracker** screen.
2. The **Application Tracker- Loan** screen appears with the Draft, Submitted, In Progress, and Completed tabs.
3. Choose card view or list view

### Application Tracker- Loans

This screen lists down all the loan applications that are submitted by all the users of the corporate from Digital Banking Platform and also the applications saved as draft by the logged in corporate user.

All the submitted applications get listed under different tabs (Draft, Submitted, In Progress, Completed) depending upon their current status at mid office/back office level. Applications which are saved by the user are available under the Draft tab from where the user can select an application and resume it. Corporates can choose to view the complete details of the submitted application by clicking on each application card. An option is provided to search for a specific application with the application reference number. Filters are also provided to sort applications based on the request type and time of submission.

# Loan Application Tracker - Search Result

Futura Bank

What would you like to do today?

LC

Application Tracker

Loan

Party Name  
ACME Corporation

Draft

Submitted

In Progress

Completed

Search...

Loan Drawdown  
Reference Number  
AT3LOANAP15093023474  
Submitted On  
11/28/2023, 11:15 AM

Bulk Loan  
Payment  
Reference Number  
AT3LOANAP15093023470  
Bulk Reference Number  
LN1331406276018760  
Submitted On  
11/28/2023, 10:24 AM

Bulk Loan  
Payment  
Reference Number  
AT3LOANAP15093023468  
Bulk Reference Number  
LN1331406276018760  
Submitted On  
11/28/2023, 10:24 AM

Loan Payment  
Reference Number  
AT3LOANAP15093023466  
Submitted On  
11/28/2023, 10:20 AM

Loan Drawdown  
Reference Number  
AT3LOANAP15093023464  
Submitted On  
11/28/2023, 10:16 AM

Loan Drawdown  
Reference Number  
AT3LOANAP15093045173  
Submitted On  
11/28/2023, 7:50 AM

Trade Loan  
Drawdown  
Reference Number  
AT3LOANAP15093045009  
Submitted On  
11/17/2023, 9:19 AM

Trade Loan  
Drawdown  
Reference Number  
AT3LOANAP15093045005  
Submitted On  
11/17/2023, 5:03 AM

Trade Loan  
Drawdown  
Reference Number  
AT3LOANAP15093045006  
Submitted On  
11/17/2023, 5:03 AM

Trade Loan  
Drawdown  
Reference Number  
AT3LOANAP15093044833  
Submitted On  
11/9/2023, 5:59 AM

Trade Loan  
Drawdown  
Reference Number  
AT3LOANAP15093044833  
Submitted On  
11/9/2023, 5:59 AM

Trade Loan  
Drawdown  
Reference Number  
AT3LOANAP15093044830  
Submitted On  
11/9/2023, 5:59 AM

Trade Loan  
Drawdown  
Reference Number  
AT3LOANAP15093044829  
Submitted On  
11/9/2023, 5:59 AM

Trade Loan  
Drawdown  
Reference Number  
AT3LOANAP15093044720  
Submitted On  
11/9/2023, 5:59 AM

Trade Loan  
Drawdown  
Reference Number  
AT3LOANAP15093044720  
Submitted On  
11/9/2023, 5:59 AM

Hey, I am here to help if you need it!

Futura Bank

What would you like to do today?

LC

Application Tracker

Loan

Party Name  
ACME Corporation

Draft

Submitted

In Progress

Completed

Search...

Transaction Type

Reference Number

Bulk Reference Number

Submitted On

Loan Drawdown

AT3LOANAP15093023474

11/28/2023

Bulk Loan Payment

AT3LOANAP15093023470

LN1331406276018760

11/28/2023

Bulk Loan Payment

AT3LOANAP15093023468

LN1331406276018760

11/28/2023

Loan Payment

AT3LOANAP15093023466

11/28/2023

Loan Drawdown

AT3LOANAP15093023464

11/28/2023

Loan Drawdown

AT3LOANAP15093045173

11/28/2023

Trade Loan Drawdown

AT3LOANAP15093045009

11/17/2023

Trade Loan Drawdown

AT3LOANAP15093045005

11/17/2023

Trade Loan Drawdown

AT3LOANAP15093045006


11/17/2023

Hey, I am here to help if you need it!



## Field Description

Field Name	Description
Application Tracker - Loan	

7-2

Field Name	Description
<Party Name>	An option to select the required corporate party for whom the loan drawdown application was initiated/submitted.
Search By Reference Id	<p>An option to search for the application, using the transaction reference number, that is generated by the bank at the time the application is submitted or saved as draft.</p> <p>In case the user is searching the data under 'Draft' section, Transaction ID is OBDX reference number.</p> <p>In case the user is searching the data under 'Submitted', 'Completed' or 'In Progress' section, Transaction ID is the Application Reference number generated by the mid office system.</p>
Filter (  )	
Request Type	<p>Option to filter the application with the request type.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• All</li> <li>• Term Loan</li> <li>• Working Capital</li> <li>• Equipment Loan</li> <li>• Real Estate Loan</li> </ul>
Duration	<p>Option to filter the facility applications based on the time of submission.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Last 7 Days</li> <li>• Last 15 Days</li> <li>• Last 1 Month</li> <li>• Last 3 Months</li> <li>• Last 6 Months</li> <li>• Last 1 Year</li> </ul>
Search Result	The application cards are displayed.
Application cards	
Loan Product Name	The name of the product for which the loan drawdown application is submitted.

Field Name	Description
<b>Application Name</b>	<p>The name which is given by the user while saving the application in draft form.</p> <p>This is displayed only for applications which are saved as 'Draft'</p>
<b>Status</b>	<p>The current application's progress. The status can be:</p> <ul style="list-style-type: none"> <li>• Draft – Indicates that the application has been saved as draft by the applicant.</li> <li>• Submitted - Indicates that the application has been filled and submitted for further processing but action has not been taken by the Bank yet.</li> <li>• In Progress - Indicates that the application is getting processed in the mid office and is yet to be approved or rejected.</li> <li>• Completed – Indicates that the application is completely approved and submitted to the back office for further processing.</li> </ul>
<b>Transaction Reference Number</b>	<p>The transaction reference number as generated by the bank at the time the application was submitted or saved as draft.</p> <p>In case the user is searching the data under 'Draft' section, Transaction ID is OBDX reference number.</p> <p>In case the user is searching the data under 'Submitted', 'Completed' or 'In Progress' section, Transaction ID is Application Reference number generated by the mid office system.</p>
<b>Amount</b>	<p>The amount with the specific currency for which the loan request is submitted.</p> <p>This is displayed only for the applications which are in Submitted, In-Progress and Completed status.</p>
<b>Submitted On</b>	<p>The date and time when the application was submitted.</p> <p>This is displayed only for the applications which are in Submitted, In-Progress and Completed status.</p>
<b>Last Saved On</b>	<p>The date and time when the specific application was saved or updated.</p> <p>This is displayed only for the applications which are in Draft status.</p>

4. From the list of corporate party names, select the required party for whom the loan is applied. The list of applications applied under the selected party, appears.
5. Search or filter an application as follows:
  - In the **Search By Reference Id** field, enter the transaction reference number by which the application is to be searched, and click .
  - OR
  - Click the  icon, and select the required options from the **Request Type** list and/or the **Duration** list.
  - You can click **Reset** to clear the criteria selected.
6. The loan application cards appear based on the search criteria.

If you click on a card whose status is **Draft**, it opens the loan application where you can fill or update the details and submit it.

OR

If you click a card whose status is **In Progress**, it opens the loan application which is getting processed in the mid office and is yet to be approved or rejected. You can only view the details of such an application, but not edit it.


OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to navigate to the previous screen.

---

Note: Click  against the selected draft application to delete it.

---



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## 8. FAQ

1. **Can I apply for a loan drawdown for any other loan type apart from term loan, working capital, equipment loan and real estate loan?**

Yes, you can apply for loan drawdown for the products maintained in the mid-office (Oracle Banking Corporate Lending Process Management).

2. **Will the documents uploaded as part of the loan drawdown application submission be stored within OBDX?**

Documents uploaded as part of the loan drawdown application submission will be stored with the document management system, currently integrated with Oracle IPM.

3. **I don't have any relation with the bank (not an existing customer), can I still apply for a corporate loan drawdown?**

No, currently this facility is available only for existing corporate user post logging into OBDX.

4. **In the absence of complete information, can I save the application and complete it at a later stage?**

Yes, you can save the incomplete application as Draft and complete it at a later stage. The draft applications can be accessed through the 'Application Tracker'.

5. **For how long the application will be available as Draft?**

This will be based on the Bank's purging policy.

6. **Can other users of my party see the applications saved as draft by me and complete it at later stage?**

No, applications saved as draft will be accessible only to the user who has initiated/saved it. Other users of the same party cannot see or complete the application saved by another user.

7. **At which stage can I submit the loan drawdown application?**

You can submit the loan drawdown application only when all the mandatory fields from all the steps involved in the application process are filled in and validated successfully.

8. **From where can I see the status of my loan drawdown application?**

Loan drawdown application progress status can be tracked using the Application Tracker – loan module.

9. **Can I apply for a corporate loan drawdown for my linked party ID?**

Loan drawdown application can be initiated only for primary party ID currently.

**10. Is there any amount limit for applying for a loan drawdown from OBDX?**

The amount that can be applied depends on the limits set for the credit facility. If part of the facility has already been utilized, then the amount requested must fall within the available amount in the facility. The credit facility limits are set in the mid-office.

**11. Can any information filled as a part of original loan drawdown application modified?**

If approver wants to modify the Loan DrawDown Request, then Send to Modify option can be used instead of rejecting the request. Later, maker can make necessary changes to Loan DrawDown Request and send for approval.

**12. In which account the loan drawdown amount will be disbursed if the application is approved by the Bank?**

This should be handled operationally by the Bank. The account details are not captured as a part of the loan drawdown application.

**13. Can I track the status of the loan drawdown application initiated/originated from channels other than OBDX?**

No, as of now you can track the loan drawdown applications initiated from OBDX only, using Application Tracker.

**14. Can I withdraw or cancel the loan drawdown application using OBDX?**

No, loan drawdown application withdrawal or cancellation is not supported from OBDX.