

Corporate Trade Finance User Manual  
Oracle Banking Digital Experience  
Release 22.2.0.0.0

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ORACLE®

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Corporate Trade Finance User Manual

November 2022

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# 1. Preface

## 1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

## 1.2 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>.

## 1.3 Access to Oracle Support

Oracle customers 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 Structure

This manual is organized into the following categories:

*Preface* gives information on the intended audience. It also describes the overall structure of the User Manual.

*Introduction* provides brief information on the overall functionality covered in the User Manual.

The subsequent chapters provide information on transactions covered in the User Manual.

Each transaction is explained in the following manner:

- Introduction to the transaction
- Screenshots of the transaction
- 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.
- Procedure containing steps to complete the transaction- The mandatory and conditional fields of the transaction are explained in the procedure. If a transaction contains multiple procedures, each procedure is explained. If some functionality is present in many transactions, this functionality is explained separately.

## 1.5 Related Information Sources

For more information on Oracle Banking Digital Experience Release 22.2.0.0.0, refer to the following documents:

- Oracle Banking Digital Experience Licensing Guide
- Oracle Banking Digital Experience Installation Manuals

## 2. Transaction Host Integration Matrix

### Legends

<b>NH</b>	No Host Interface Required.
✓	Pre integrated Host interface available.
✗	Pre integrated Host interface not available.

Sr No	Transaction / Function Name	Oracle Banking Trade Finance 14.7.0.0.0	Oracle Banking Trade Finance Process Management 14.7.0.0.0*
1	Initiate LC	✗	✓
2	Initiate Import LC Amendment	✗	✓
3	View Import LC	✓	✗
4	View Import Bill	✓	✗
5	Modify Import Bills	✗	✓
6	Bill Discrepancy Acceptance	✗	✓
7	Modify Export Bills	✗	✓
8	Settlement of Bills	✗	✓
9	View Export LC	✓	✗
10	LC Amendment Acceptance	✗	✓
11	Initiate Bills	✗	✓
12	View Export Bill	✓	✗
13	View Import Collection	✓	✗
14	Initiate Collection	✗	✓
15	Modify Import Collection	✗	✓
16	Settlement of Collections	✗	✓
17	View Export Collection	✓	✗

<b>Sr No</b>	<b>Transaction / Function Name</b>	<b>Oracle Banking Trade Finance 14.7.0.0.0</b>	<b>Oracle Banking Trade Finance Process Management 14.7.0.0.0*</b>
18	View Inward Guarantee	✓	✗
19	Modify Export Collection	✗	✓
20	Guarantee Amendment Acceptance	✗	✓
21	Initiate Bank Guarantee	✗	✓
22	Amend Bank Guarantee	✗	✓
23	View Outward Guarantee	✓	✗
24	Bank Guarantee Settlement	✗	✓
25	Initiate Shipping Guarantee	✗	✓
26	View Shipping Guarantee	✓	✗
27	Other Party Maintenance	NH	NH
28	Additional Condition Maintenance	NH	NH
29	Application Tracker	✗	✓
30	Document and Clause Maintenance	NH	NH
31	Assignee Maintenance	NH	NH
32	Initiate Transfer LC	✗	✓
33	Amend Transfer LC	✗	✓
34	View Transfer LC	✓	✗
35	Assignment of proceeds	✗	✓
36	Claim Lodgement	✗	✓
37	Initiate Back to Back LC	✗	✓
38	View Back to Back LC	✓	✗

39	Terms and Conditions Maintenance	NH	NH
40	Initiate Tracer	x	✓

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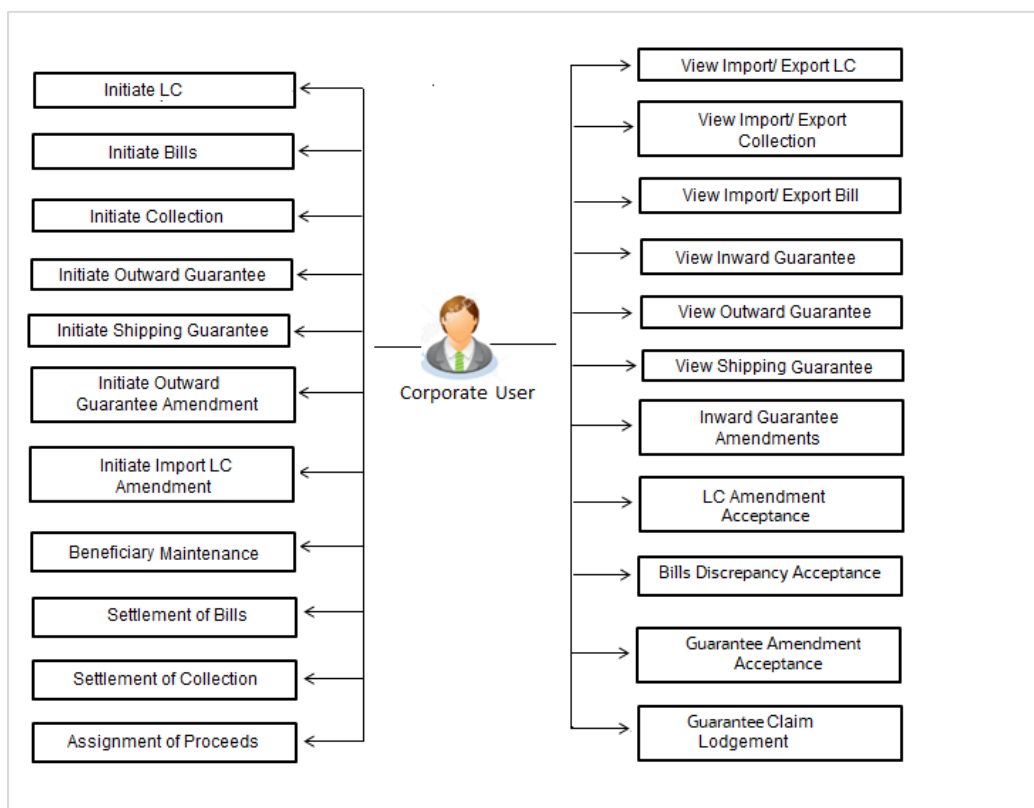
## 3. Trade Finance

Trade finance is process of financing commerce, i.e. both domestic and international trade based transactions. It comprises a seller, a buyer along with other service providing institutions to facilitate transactions such as banks, insurers, credit rating agencies etc. This may be considered as a tool to safeguard against the distinct risks present in doing international trade viz. fluctuations in currency conversions, political conditions, creditworthiness of the buyer etc. Some of the majorly used tools are Letter of Credits, Import and Export Bills, Outward Guarantees.

In the Trade Finance module, you can initiate, amend and view Letter of Credits (LC). You can also view details of Import and Export Bills, and Export Bills under LC, and Outward Guarantees raised. User can initiate Collection and outward Guarantees. User can initiate standalone shipping Guarantee and also Shipping Guarantee under LC.

**Note:** This module is not supported on mobile devices.

### Workflow



### 3.1 **Letter of Credit**

Letter of credit is a financial tool which acts as an obligation of the issuing bank to pay the agreed amount to the seller on behalf of the buyer, if buyer provides compliant documents about those goods as specifically mentioned in the sales contract or purchase agreement to the advising bank. They are governed by rules set by International Chamber of Commerce known as Uniform Customs and Practice for Documentary Credits (UCP 600).

These are of different types; most commonly used ones are irrevocable LC, transferable LC. Mostly they are used in situations where both parties i.e. seller and buyer are new to each other and are operating in different countries and seller thinks to safeguard his interests against multiple risks involved in the trade.

Bill is a trade transaction, in which the Exporter forwards the required commercial documents to the Importer's bank, against which the payment is to be done. Banks facilitates documents movement, makes the required checks and then process payments to the Exporter against the Bill.

There occurs some situations where the sales contract goes for some modification, and in order to replicate the same over Bills and Letter of Credits, acceptance from other party is also required. Using this option, user can accept or reject, the discrepancies raised in Import Bills or amendments under Export Letter of Credit. It is then forwarded for further approval from bank. A search facility is also provided to easily locate the discrepancy or amendment raised.

### 3.2 **Collection**

Import Collection offers a view about the Collection from the point of view of an Importer and Export Collection offers the same from the point of view of an Exporter.

### 3.3 **Guarantees**

It is a contract released by bank for its customer, who has signed an agreement to purchase goods from a supplier and agrees to fulfil any financial obligations to the supplier in case of default. In other words, if the debtor fails to settle a debt, the bank will cover it. Using this option, user can apply for an Outward Bank Guarantee. For the BG application, user must enter the details in the four tabs available in this option viz. Parties, Commitment Details, Bank Instructions and Guarantee. Any amendment raised by the counterparty can also be accepted or declined by customer.

### 3.4 **Other Party Maintenance**

To ease the user from filling up the details of beneficiary, a facility to maintain beneficiary is added. User can create add, edit or delete beneficiary details and also have different access type, if he wants to share the same beneficiary with other users. Also, it can be defined as in which transactions, user will be able to use the beneficiaries viz. LC, BG or Collection. This enables user to directly choose a beneficiary from the maintained list and save time of filling up the detail every time he is initiating a new transaction.

### **3.5 Shipping Guarantee**

Shipping Guarantee refers to a written guarantee, issued by the bank which will bear joint liability, and is presented by the Importer to the goods carrier or its agent for picking up the goods in the case of arrival of cargo prior to the receipt of shipping documents. Shipping Guarantee is commonly used under L/C with full set of documents of title to goods. This helps Importer to pick up the goods in time to avoid port demurrage.

### **3.6 Application Tracker**

User gets a simple tracking tool for all his applications which are either saved and can be fetched further for retrieval or which are submitted for further processing. He can also look for the pending clarifications received from bank, and reply to them.

### **3.7 Documents and Clause Maintenance**

A corporate user can save the clauses under documents, so that it can use the same as and when required while initiating an LC. User also have an option to mark it to be available to other users of corporate.

### **3.8 Additional Conditions Maintenance**

Additional Condition is required while creating Letter of Credits. A user can create (if maintenance is not already there), view and edit the additional conditions. User will have the facility to save his custom conditions and use as and when required. Each Condition is saved with the help of an identifier which is unique for the customer, and all identifiers needs to be mapped to codes of additional conditions as maintained by bank.

### **3.9 Assignee Maintenance**

Assignee Maintenance allows the user to create (if maintenance is not already there), view and edit the assignee.

### **3.10 Islamic Transactions**

Sharia laws also govern and guide how trade finance works, and Islamic Trade Finance caters to these needs. These transactions will be available to those users entitled for it. For details, refer *User Manual Oracle Banking Digital Experience Corporate Trade Finance - Islamic*

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## 4. Overview (Dashboard)

Trade Finance dashboard provides holistic information to the corporate user about its Trade Finance business in a simplified manner. It provides an overall understanding of the current position with respect to different trade instruments.

Below mentioned widgets are available in Trade Finance Overview:

- Trade 360
- Trade Instruments
- Quick Links

**How to reach here:**

*Dashboard > Toggle menu > Trade Finance > Overview*

### Dashboard

The screenshot displays the Oracle Trade Finance Overview Dashboard. At the top, it shows the 'futura bank' logo and user information: 'Welcome, obdx checker' with a last login time of '04 May 12:08 PM'. The main section is titled 'Trade 360' and includes a 'Download Report' link. It features a donut chart for 'Total Assets GBP45,228,622.95' and a table for 'Total Liabilities GBP294,066,154.96'. The 'Quick Links' section contains icons for 'Initiate LC Amendment', 'Lodge Bill', 'Apply Outward Guarantee', 'Raise Shipping Guarantee', 'Issue Import LC', 'Raise Collection', and 'Application Tracker'. Below this is a 'Bills' section with tabs for 'Import' and 'Export'. The 'Import' tab is active, showing a table of bills with columns: 'Bill Reference No', 'Importer Name', 'Exporter Name', 'Transaction Date', 'Bill Amount', 'Bill Amount in Local CCY', and 'Status'. The table lists 11 bills, with a total bill amount of GBP119,123.86. The status of the bills is indicated by colored bars: Active (green), Reversed (red), Hold (yellow), Closed (grey), Cancelled (black), and Liquidated (blue).

Bill Reference No	Importer Name	Exporter Name	Transaction Date	Bill Amount	Bill Amount in Local CCY	Status
PK2IULL21250001	GOODCARE PLC	NATIONAL FREIGHT CORP	05 May 2021	GBP320.00	GBP320.00	Liquidated
PK2IULL2125AGLD	GOODCARE PLC	NATIONAL FREIGHT CORP	05 May 2021	GBP10,000.00	GBP10,000.00	Active
PK2IULL2125AMDM	GOODCARE PLC	NATIONAL FREIGHT CORP	05 May 2021	USD20,000.00	GBP15,384.62	Active
PK2IULL2125AENX	GOODCARE PLC	MARKS AND SPENCER	05 May 2021	GBP50,000.00	GBP50,000.00	Active
PK2IULL21251502	GOODCARE PLC	NATIONAL FREIGHT CORP	05 May 2021	GBP400.00	GBP400.00	Active



**Bi-Directional Flow:**

The corporate user can click the link to request for clarification. Whenever the user submits a trade finance transaction, then the bank's trade finance team sends back the transaction with their comments or reason for rejection to the user, so that he can rectify the transaction and resubmit again.

---

### Trade 360

This widget provides a Trade 360 view of user's all trade instruments of the selected party. The various tabs of trade instruments displays the total active contracts and their sum total.

This widget provides overall status of all of the existing Trade instruments so that one can have a better understanding of Trade Finance instruments and transactions. The user can see the summary of various active records and can download the report of all the contracts in a trade instrument.

### Trade 360



Digital Banking

Import LC

LC Number	Applicant Name	Beneficiary Name	Issue Date	Expiry Date	LC Amount	Outstanding LC Amount
000ILUN20076BXGB	NATIONAL FREIGHT CORP	PREETHI2	16 Mar 2020	14 Jul 2020	GBP1,000.00	GBP1,000.00
000ILUN20076BYLY	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP10,000.00	GBP10,000.00
000ILUN20076BO6W	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP10,000.00	GBP10,000.00
000ILUN20076BPQG	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP5,000.00	GBP5,000.00
000ILUN20076BRO2	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP10,000.00	GBP10,000.00
000ILUN20076BXG9	NATIONAL FREIGHT CORP	PREETHI2	16 Mar 2020	14 Jul 2020	GBP1,000.00	GBP1,000.00
000ILUN20076BYLX	NATIONAL FREIGHT CORP	PREETHI2	16 Mar 2020	14 Jul 2020	GBP1,000.00	GBP1,000.00
000ILUN20076BZRK	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jul 2020	GBP3,000.00	GBP3,000.00
000ILUN20076BRNW	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP5,000.00	GBP5,000.00
000ILUN20076BNT2	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP10,000.00	GBP10,000.00
000ILUN20076BPQJ	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP5,000.00	GBP5,000.00
000ILUN20076BSFP	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP10,000.00	GBP10,000.00
000ILUN20076CA6K	NATIONAL FREIGHT CORP	PREETHI1	16 Mar 2020	14 Jul 2020	GBP10,000.00	GBP10,000.00
000ILUN20076CA6L	NATIONAL FREIGHT CORP	PREETHI1	16 Mar 2020	14 Jul 2020	GBP10,000.00	GBP10,000.00
000ILUN20076C1P0	NATIONAL FREIGHT CORP	PREETHI2	16 Mar 2020	14 Jul 2020	GBP2,000.00	GBP2,000.00
000ILUN20076C4E9	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP30,000.00	GBP30,000.00
000ILUN20076CMWW	NATIONAL FREIGHT CORP	PREETHI2	16 Mar 2020	14 Jul 2020	GBP1,000.00	GBP1,000.00
000ILUN20076CNOO	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP10,000.00	GBP10,000.00

1 18 Feb 2021, 17:30

### Quick Links

The most commonly used transactions are provided as quick links for quick access to the transactions. Following transactions are provided as quick links:

- [Initiate LC Amendment](#)
  - [Lodge Bill](#)
  - [Apply Outward Guarantee](#)
  - [Raise Shipping Guarantee](#)
  - [Issue Import LC](#)
  - [Raise Collection](#)
  - [App Tracker](#)
-

## Trade Instruments

This widget allows the user to view the details of different transactions and filter them as per the need. The different transactions are listed in different tabs. User can switch between tabs to see the transactions available under each head.

Following are the transactions that can be viewed under this widget:

- LC
  - Import (As internal Tab)
  - Export (As internal Tab)
- Bills
  - Import (As internal Tab)
  - Export (As internal Tab)
- Collections
  - Import (As internal Tab)
  - Export (As internal Tab)
- Guarantees
  - Inward (As internal Tab)
  - Outward (As internal Tab)
- Shipping Guarantees

There is an option to select whether the user wants to see the data for all CIFs or choose a specific CIF. There is also an option to select whether it is maturing/expiring in how many days.

- LC (Expiring)
  - Today
  - Next 7 Days
  - Next 15 Days
  - Next 30 Days
  - Custom selection
- Bills under LC (Maturing)
  - Today
  - Next 1 Day
  - Next 2 Days
  - Next 3 Days
  - Next 4 Days
  - Next 5 Days
  - Next 6 Days
  - Next 7 Days
  - Custom selection
- Guarantee
  - Today
  - Next 7 Days
  - Next 15 Days
  - Next 30 Days
  - Custom selection
- Collections
  - Today
  - Next 1 Day
  - Next 2 Days
  - Next 3 Days
  - Next 4 Days

- Next 5 Days
- Next 6 Days
- Next 7 Days
- Custom selection
- Shipping Guarantee
  - Today
  - Next 7 Days
  - Next 15 Days
  - Next 30 Days
  - Custom selection

Based on the selection, the Total Contracts and its equivalent LCY is also displayed.

The user can also see the graph which displays the sum total of transactions selected in various states as per the applicable filter such as Active/Expired/Liquidated etc.

---

**Note:** All view/approval pages are available on mobile device.

---

## 5. Initiate a Letter of Credit

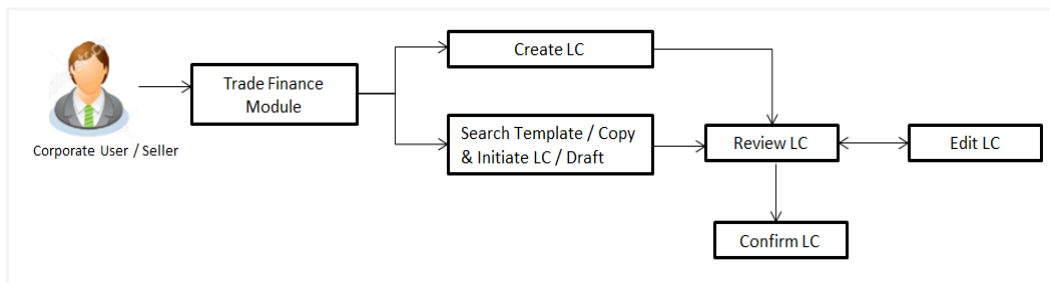
Using this option, you can initiate an Import Letter of Credit (LC) in the application. A Letter of Credit is a bank document which undertakes that the seller will receive payment against the stipulated documents, provided the terms and conditions have been satisfied.

An **Import Letter of Credit** provides the credit worthiness of the Importer, with the involvement of financial institutions such as banks.

### Pre-Requisites

User must be having a valid corporate login credentials to get into the system. This will be under a maker – approver system, or as per user's access. User must be having a sanctioned limit /credit available for his perusal.

### Workflow



### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Letter of Credit > Import Letter of Credit > Initiate Letter of Credit*

OR

*Dashboard > Trade Finance > Overview > Quick Links > Issue Letter of Credit*

### User has four options to initiate LC

- Using existing Templates
- Using existing Drafts
- Initiating LC ( New Application)
- Copy & Initiate (Copying the contents of existing LC transaction and initiate)

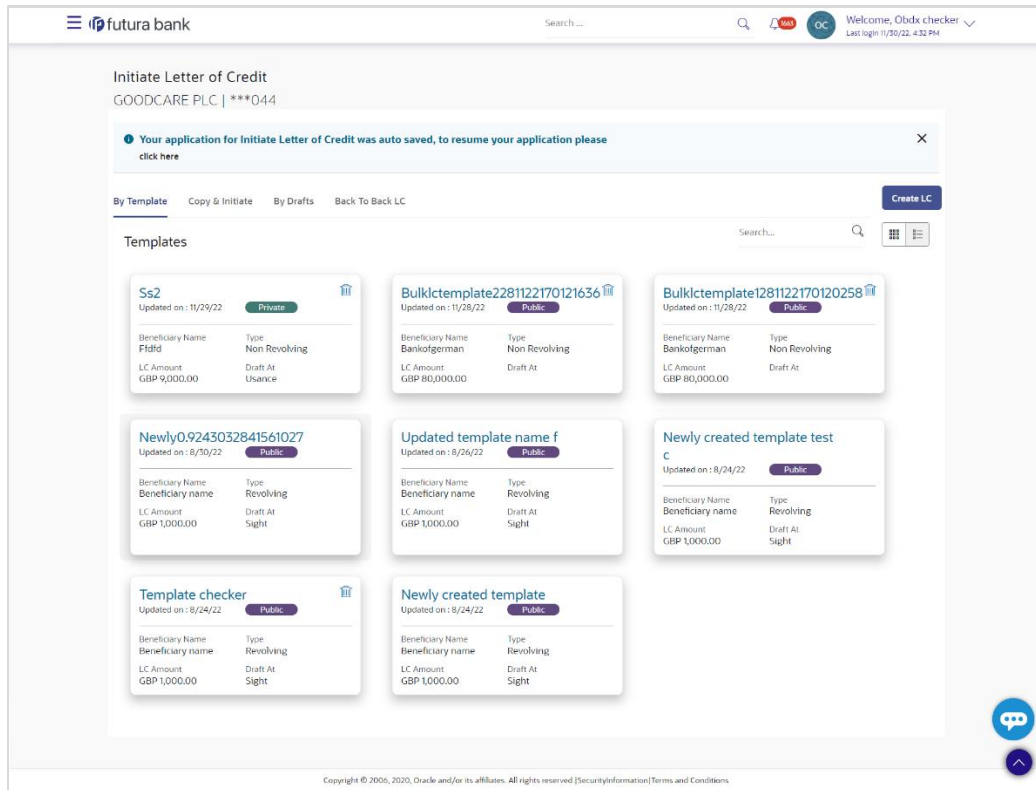
### Using existing Templates - Initiate LC Template Summarized View

This is a default view; the user is landed on this screen on accessing 'Initiate Letter of Credit' menu option. The summary of all the Initiated LC template of a corporate are listed with basic information of each LC. User can choose to check the complete details of a specific template by clicking on a card.

The user has the facility to save incomplete transactions automatically as a draft, which can be resumed at a later stage. If user forgot to save those applications explicitly in draft/template or couldn't save those due to session timeout. On next login, system will give option to user to continue using auto saved application.

In case when the user clicks on cross of the auto saved message in the ribbon, an alert that the saved application will get deleted is displayed.

However, if the user is working from an existing Draft, it will also get automatically saved with the click of each next button. It will be saved with the old name only, and the default naming convention used for auto save will not be exercised here.






## Field Description

Field Name	Description
<b>Party Name</b>	The name of the applicant is displayed.
<b>Party ID</b>	The party Id of the LC product is displayed in a masked format.
<b>Search</b>	Enter the name of the LC template to search and view its details. Partial search is allowed.
<b>Initiate Letter of Credit Template Card</b>	The Initiate Letter of Credit template card displays the name of the Initiate Letter of Credit template along with the other details like date of update, name of the beneficiary, type of LC, LC amount and draft at.

## Initiate Letter of Credit Template Card Details

Following details are present on each Letter of Credit Template card.


Field Name	Description
<b>Template Name</b>	The name using which template is stored and can be used to initiate a LC application.
<b>Updated On</b>	The latest updated date of the template.
<b>Access Type</b>	The access type assigned to the LC, that is 'Private' or 'Public'.
<b>Beneficiary Name</b>	The beneficiary name against whom LC is to be created.
<b>Type</b>	The corresponding LC product type and as supported by Host.
<b>LC Amount</b>	The amount of LC.
<b>Draft at</b>	The LC draft type i.e. 'Sight' or 'Usance'.
<b>Views</b>	The user can select the view type. <ul style="list-style-type: none"> <li>• Card</li> <li>• Tabular</li> </ul>

1. Select and click the Letter of Credit template card whose details you want to view.  
OR  
In the **Search By** field, enter the name of the specific Letter of Credit Template whose details you want to view.  
The specific Letter of Credit Template detail record appears.  
OR  
Click **Initiate LC** to create a new Letter of Credit template.  
OR  
Click  or  to view the initiate LC template as Summarized or Tabular view.  
OR  
Click  to delete the initiated LC template card.

### Initiate LC Template - Tabular View

The Initiating LC Template - Tabular View allows the corporate user to view the LC Template in table format.

#### To view the Initiate Letter of Credit in tabular form:

1. In the **Initiate Letter of Credit - Summary** page, click  to view the initiate LC template as Tabular view.  
The **Initiate Letter of Credit** tabular view page appears.



## Initiate Letter of Credit - Tabular View

The screenshot shows the 'Initiate Letter of Credit' page for 'GOODCARE PLC | \*\*\*Q44'. It features a 'Templates' table with the following data:

Name	Beneficiary Name	Updated On	LC Amount	Drafts At	Type	Actions
Testicsample10aug3new	Bankofgerm	5/20/22	GBP 80,000.00		Revolving	
Testicsample10aug5new1	Bankofgerm	5/20/22	GBP 80,000.00		Non Revolving	
Lcbulktest1	Bankofgerman	5/17/22	GBP 80,000.00		Non Revolving	
Lcsampleapril	Bankofgerman	4/26/22	GBP 80,000.00		Non Revolving	
Tempn2	Lara cotton mills	4/18/22	GBP 100,000.00	Usance	Non Revolving	
lsr_default1	Lara cotton mills	3/4/22	GBP 100,000.00	Sight	Non Revolving	


Page 1 of 1 (1-6 of 6 items) | < 1 >

### 5.1 Search LC template

User can save LC application as a Template so that same can be used for creation of similar kind of LCs, if required in future. User can search the saved LC template using Template Name.

**Note:** LC Application saved as **Template** can be re-used any number of times for LC Initiation.

#### To search the LC template:

1. In the **Search** field, enter the template name/LC amount / Beneficiary Name.
2. Click . The saved LC template appears based on search criteria.

#### LC Template - Search Result

The screenshot shows the 'Initiate Letter of Credit' page for 'GOODCARE PLC | \*\*\*Q44'. It features a 'Templates' table with the following data:

Name	Beneficiary Name	Updated On	LC Amount	Drafts At	Type	Actions
Testicsample10aug3new	Bankofgerm	5/20/22	GBP 80,000.00		Revolving	
Testicsample10aug5new1	Bankofgerm	5/20/22	GBP 80,000.00		Non Revolving	
Lcbulktest1	Bankofgerman	5/17/22	GBP 80,000.00		Non Revolving	
Lcsampleapril	Bankofgerman	4/26/22	GBP 80,000.00		Non Revolving	
Tempn2	Lara cotton mills	4/18/22	GBP 100,000.00	Usance	Non Revolving	
lsr_default1	Lara cotton mills	3/4/22	GBP 100,000.00	Sight	Non Revolving	

Page 1 of 1 (1-6 of 6 items) | < 1 >

**Field Description**


<b>Field Name</b>	<b>Description</b>
<b>Party Name</b>	The name of the LC product is displayed.
<b>Party ID</b>	The account number of the LC product is displayed.
<b>Search Result</b>	
<b>Name</b>	The name using which template is stored and can be used to initiate a LC application.
<b>Beneficiary Name</b>	The beneficiary name against whom LC is to be created.
<b>Updated On</b>	The latest updated date of the template.
<b>LC Amount</b>	The amount of LC.
<b>Draft At</b>	The LC draft type i.e. 'Sight' or 'Usance'.
<b>Type</b>	The corresponding LC product type and as supported by Host.
<b>Actions</b>	Click to delete the initiate LC template record.

3. Click the **Name** link to view the LC details. The **LC Details** screen appears.  
 OR  
 Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## 5.2 Copy and Initiate LC

User can initiate trade transaction by copying the contents from a similar and existing trade instrument, so that he does not have to provide the details again.

### To search the LC:

1. In the **Search** field, enter the LC with its reference number.
2. Click . The saved LC appears based on search criteria.  
 OR  
 Click **Clear** to reset the data entered.  
 OR  
 Click **Cancel** to cancel the transaction.

## Initiate LC - Search Result

Initiate Letter of Credit  
GOODCARE PLC | \*\*\*044

By Template Copy & Initiate By Drafts Back To Back LC Create LC

Search LC  
Lookup any previous LC with its reference and duplicate it

Reference Number

Applicant Name Beneficiary Name

All Parties

Application Date Range Amount Range

From To All From To

More Search options

Search Clear Back

Reference No.	Applicant Name	Beneficiary Name	Amount	Expiry Date	Application Date	Status
PK1ILUR21250501	NATIONAL FREIGHT CORP	SHIVA CORP	GBP 10,000.00	6/4/21	5/5/21	ACTIVE
PK1ILUR21250503	NATIONAL FREIGHT CORP	SHIVA CORP	GBP 10,000.00	6/4/21	5/5/21	ACTIVE
PK2ILUN21250001	GOODCARE PLC	NATIONAL FREIGHT CORP	GBP 2,000.00	8/3/21	5/5/21	ACTIVE
PK1ILSN21250001	NATIONAL FREIGHT CORP	SHIVA CORP	GBP 10,000.00	8/3/21	5/5/21	ACTIVE
PK1ILUR21250502	NATIONAL FREIGHT CORP	SHIVA CORP	GBP 10,000.00	6/4/21	5/5/21	CLOSED
PK1ILUN21252501	NATIONAL FREIGHT CORP	NATIONAL FREIGHT CORP	GBP 1,000.00	8/3/21	5/5/21	ACTIVE
PK2ILUN21250503	GOODCARE PLC	MARKS AND SPENCER	GBP 80,000.00	8/3/21	5/5/21	ACTIVE
PK2ILUN21250504	GOODCARE PLC	NATIONAL FREIGHT CORP	GBP 2,000.00	8/3/21	5/5/21	HOLD
PK2ILUN21250505	GOODCARE PLC	MARKS AND SPENCER	GBP 80,000.00	8/3/21	5/5/21	ACTIVE
PK2ILUN21250506	GOODCARE PLC	NATIONAL FREIGHT CORP	GBP 11,000.00	8/3/21	5/5/21	ACTIVE

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## Field Description

Field Name	Description
<b>Search LC Reference Number</b>	The existing LC reference number which needs to be copied and similar one initiated.
<b>Applicant Name</b>	The name of the applicant.
<b>Beneficiary Name</b>	The beneficiary name against whom LC is to be created.
<b>Application Date Range</b>	The start and end date of application of the LC.
<b>Amount Range</b>	The amount for the Letter of Credit along with the currency under which the LC issued.

Below search fields appear if the user clicks the **More Search options** link.

Field Name	Description
<b>Expiry Date Range</b>	The expiry date range of the LC.
<b>Status</b>	The status of the LC. The options are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Reversed</li> <li>• Closed</li> </ul>
<b>Search Result</b>	
<b>Reference No.</b>	The existing LC reference number which has been selected for copy and initiate. Click on the link to view the details of LC initiated.
<b>Applicant Name</b>	The name of the applicant.
<b>Beneficiary Name</b>	The name of the beneficiary of the LC.
<b>Amount</b>	The amount for the Letter of Credit along with the currency under which the LC issued.
<b>Expiry Date</b>	The expiry date of the LC.
<b>Application Date</b>	The date of application of the LC.
<b>Status</b>	The status of the LC. The status can be: <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Reversed</li> <li>• Closed</li> </ul>

3. Click on the desired **Reference No.** link whose details to be copied. The **Initiate Letter of Credit** screen appears.

4. Do the desired changes and, click **Initiate LC** to create new LC.


### 5.3 Search LC Drafts

User can save LC application as a Draft so that it can be used if required in future. User can search the saved LC draft using Draft Name.

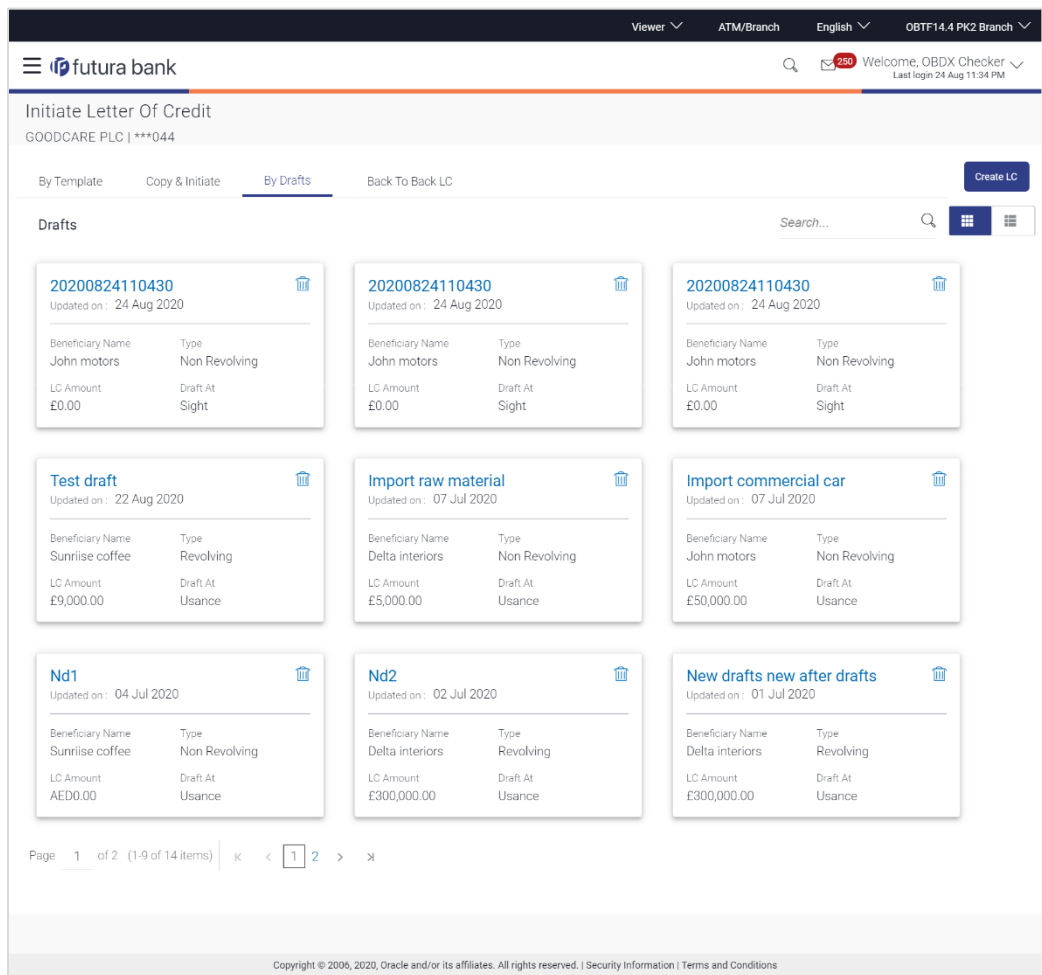
The summary of all the Initiated LC draft of a corporate are listed with basic information of each LC in a card form. User can choose to check the complete details of a specific draft template by clicking on a card. User can click the tabular icon to view the draft in tabular form.

**Note:** LC Application saved as **Draft** can be used only once for LC Application initiation.

### To search the LC draft:

1. In the **Search** field, enter the draft name.
2. Click . The saved LC draft appears based on search criteria.

### LC Draft - Summarized View - Search Result



The screenshot displays the 'Initiate Letter Of Credit' interface for 'GOODCARE PLC | \*\*\*044'. The 'By Drafts' tab is selected, showing a search bar and a grid of draft cards. Each card contains the following information:

Draft ID	Updated on	Beneficiary Name	Type	LC Amount	Draft At
20200824110430	24 Aug 2020	John motors	Non Revolving	£0.00	Sight
20200824110430	24 Aug 2020	John motors	Non Revolving	£0.00	Sight
20200824110430	24 Aug 2020	John motors	Non Revolving	£0.00	Sight
Test draft	22 Aug 2020	Sunrise coffee	Revolving	£9,000.00	Usance
Import raw material	07 Jul 2020	Delta interiors	Non Revolving	£5,000.00	Usance
Import commercial car	07 Jul 2020	John motors	Non Revolving	£50,000.00	Usance
Nd1	04 Jul 2020	Sunrise coffee	Non Revolving	AED0.00	Usance
Nd2	02 Jul 2020	Delta interiors	Revolving	£300,000.00	Usance
New drafts new after drafts	01 Jul 2020	Delta interiors	Revolving	£300,000.00	Usance

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### Field Description




#### Field Name

#### Description

#### Search By

Enter the name of the LC draft to search and view its details.  
Partial search is allowed.


Field Name	Description
<b>Search Result - Summarized View card form</b>	
<b>Initiate Letter of Credit draft Card</b>	The Initiate Letter of Credit draft card displays the name of the Initiated Letter of Credit draft name along with the other details like date of update, name of the beneficiary, type of LC, LC amount and draft at.
<b>Initiate Letter of Credit draft Card Details</b>	
Following details are present on each Letter of Credit Template card.	
<b>Draft Name</b>	The name of the LC application saved as draft.
<b>Updated On</b>	The latest updated date of the template.
<b>Beneficiary Name</b>	The beneficiary name against whom LC is to be created.
<b>Type</b>	The corresponding LC product type and as supported by Host.
<b>LC Amount</b>	The amount of LC.
<b>Draft at</b>	The LC draft type i.e. 'Sight' or 'Usance'.
<b>Views</b>	The user can select the view type. <ul style="list-style-type: none"> <li>• Card</li> <li>• Tabular</li> </ul>

3. Select and click the Letter of Credit draft card whose details you want to view.  
OR  
In the **Search By** field, enter the name of the specific LC draft whose details you want to view.  
The specific Letter of Credit draft detail record appears.  
OR  
Click **Initiate LC** to create a new Letter of Credit draft.  
OR  
Click  or  to view the initiate LC draft as Card or Tabular view.  
OR  
Click  to delete the LC draft card.

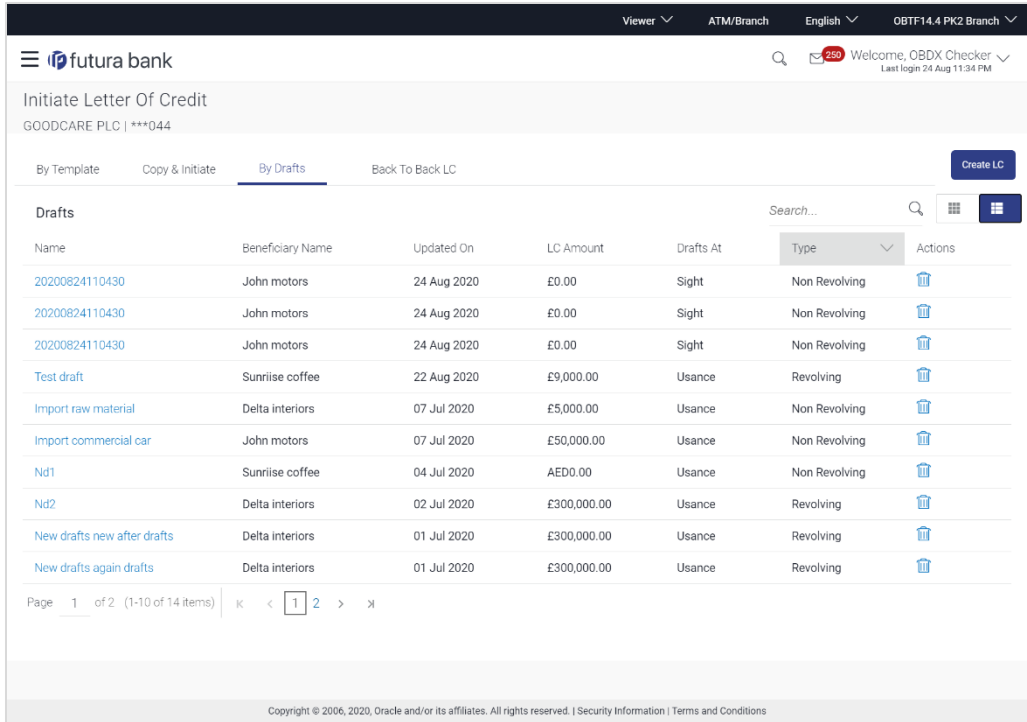
### 5.3.1 Initiate LC - By Draft - Tabular View











The Initiating LC Draft - Tabular View allows the corporate user to view the LC Draft in table format.

**To view the Initiate Letter of Credit - By Draft in tabular form:**

1. In the **Initiate Letter of Credit - Summary** page, click **By Draft** tab and then click  to view the initiate LC template as Tabular view. The **Initiate Letter of Credit** tabular view page appears.

## LC Draft - Search Result - Tabular form







Name	Beneficiary Name	Updated On	LC Amount	Drafts At	Type	Actions
20200824110430	John motors	24 Aug 2020	£0.00	Sight	Non Revolving	
20200824110430	John motors	24 Aug 2020	£0.00	Sight	Non Revolving	
20200824110430	John motors	24 Aug 2020	£0.00	Sight	Non Revolving	
Test draft	Sunrise coffee	22 Aug 2020	£9,000.00	Usance	Revolving	
Import raw material	Delta interiors	07 Jul 2020	£5,000.00	Usance	Non Revolving	
Import commercial car	John motors	07 Jul 2020	£50,000.00	Usance	Non Revolving	
Nd1	Sunrise coffee	04 Jul 2020	AED0.00	Usance	Non Revolving	
Nd2	Delta interiors	02 Jul 2020	£300,000.00	Usance	Revolving	
New drafts new after drafts	Delta interiors	01 Jul 2020	£300,000.00	Usance	Revolving	
New drafts again drafts	Delta interiors	01 Jul 2020	£300,000.00	Usance	Revolving	

## Field Description

Field Name	Description
------------	-------------

### Search Result

<b>Draft Name</b>	The name of the LC application saved as draft.
<b>Beneficiary Name</b>	The beneficiary name against whom LC draft is created.
<b>Updated On</b>	The latest updated date of the draft.
<b>LC Amount</b>	The amount of LC.
<b>Draft at</b>	The LC draft type i.e. 'Sight' or 'Usance'.
<b>Type</b>	The corresponding LC product type and as supported by Host.
<b>Action</b>	Click  to delete the initiate LC draft record.

2. Select and click the Letter of Credit draft card whose details you want to view.  
 OR  
 In the **Search** field, enter the name of the specific Letter of Credit draft whose details you want to view.  
 The specific Letter of Credit draft detail record appears.  
 OR  
 Click **Initiate LC** to create a new Letter of Credit application which can be saved as a new template.  
 OR  
 Click  or  to view the initiate LC draft as Card or Tabular view.  
 OR  
 Click  to delete the initiate LC draft card.
3. Click **Cancel** to cancel the transaction. The **Dashboard** appears.

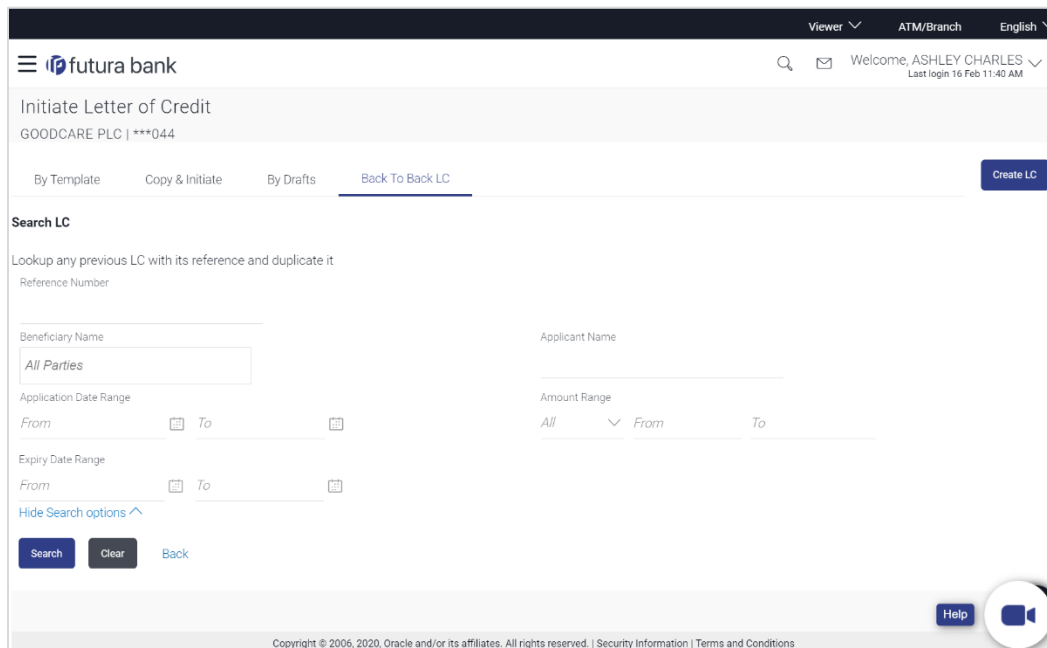
## 5.4 Back to Back LC

This option allows the user to initiate a Back to Back LC. User can search or lookup an Export LC under which Back to Back LC has to be initiated.

### To search back to back LC:

1. Click **Back to Back** tab in the Initiate Letter of Credit screen. The Back to Back - Search LC screen appears.

### Back to Back LC - Search LC



Viewer ATM/Branch English

futura bank Welcome, ASHLEY CHARLES  
Last login 16 Feb 11:40 AM

Initiate Letter of Credit  
GOODCARE PLC | \*\*\*044

By Template Copy & Initiate By Drafts **Back To Back LC** Create LC

**Search LC**

Lookup any previous LC with its reference and duplicate it

Reference Number

Beneficiary Name  
All Parties

Applicant Name

Application Date Range  
From To

Expiry Date Range  
From To

Amount Range  
All From To

Hide Search options ^

Search Clear Back

Help

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Reference Number</b>	The LC reference number of the LC for which back to back LC is to be initiated.
<b>Beneficiary Name</b>	The name of the beneficiary of the LC.
<b>Applicant Name</b>	The name of the applicant.
<b>Application Date Range</b>	The start and end date of application of the LC.
<b>Amount Range</b>	The amount for the Letter of Credit along with the currency under which the LC issued.
<b>Expiry Date Range</b>	The expiry date range of the LC. This search field appears if the user clicks the <b>More Search options</b> link.

2. Enter the search criteria and click **Search**. The search results matching search criteria appears on the screen.  
OR  
Click **Clear** to reset the data entered.  
OR  
Click **Back** to go back to previous screen.

## Back to Back LC - Search Result

Initiate Letter of Credit  
GODDCARE PLC | \*\*\*044

By Template Copy & Initiate By Drafts **Back To Back LC** [Create LC](#)

**Search LC**  
Lookup any previous LC with its reference and duplicate it  
Reference Number

Beneficiary Name:

Applicant Name:

Application Date Range: From  To

Expiry Date Range: From  To

Amount Range: All  From  To

Hide Search options ^

[Search](#) [Clear](#) [Back](#)

Reference No.	Applicant Name	Beneficiary Name	Amount	Expiry Date	Application Date	Status
<a href="#">000ELAC20076ARE6</a>	PREETHI4	NATIONAL FREIGHT CORP	GBP45,000.00	14 Jun 2020	16 Mar 2020	ACTIVE
<a href="#">PK1ELAC20011A7C2</a>	FIXNETIX	NATIONAL FREIGHT CORP	GBP10,000.00	10 Apr 2020	11 Jan 2020	ACTIVE
<a href="#">PK1ELAC20011ABHQ</a>	FIXNETIX	NATIONAL FREIGHT CORP	GBP10,000.00	10 Apr 2020	11 Jan 2020	ACTIVE
<a href="#">PK2ELCT19081BABC</a>	FIXNETIX	NATIONAL FREIGHT CORP	GBP10,000.00	20 Jun 2019	22 Mar 2019	ACTIVE
<a href="#">PK2ELCT19081BB30</a>	FIXNETIX	NATIONAL FREIGHT CORP	GBP10,000.00	20 Jun 2019	22 Mar 2019	ACTIVE
<a href="#">PK2ELCT19081BB36</a>	FIXNETIX	NATIONAL FREIGHT CORP	GBP10,000.00	20 Jun 2019	22 Mar 2019	ACTIVE
<a href="#">000ELAC20076AQME</a>	Blackworth Pharma	NATIONAL FREIGHT CORP	GBP2,000.00	14 Jun 2020	16 Mar 2020	ACTIVE
<a href="#">PK1ELAC20011A5SD</a>	FIXNETIX	NATIONAL FREIGHT CORP	GBP100,000.00	10 Apr 2020	11 Jan 2020	ACTIVE
<a href="#">PK1ELAC20011A5EJ</a>	FIXNETIX	NATIONAL FREIGHT CORP	GBP20,000.00	10 Apr 2020	11 Jan 2020	ACTIVE
<a href="#">PK2ELAC19081BMAP</a>	Test Corporate Inc	NATIONAL FREIGHT CORP	GBP1,000.00	20 Jun 2019	22 Mar 2019	ACTIVE

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## Field Description

Field Name	Description
------------	-------------

## Search Result

<b>Reference No</b>	The LC reference number. Click on the link to view the details of LC initiated.
<b>Applicant Name</b>	The name of the applicant is displayed.
<b>Beneficiary Name</b>	The name of the beneficiary of the back to back LC.
<b>Amount</b>	The amount for the back to back Letter of Credit along with the currency. The application amount of Back to back should not be more than parent export LC.
<b>Expiry Date</b>	The expiry date of the back to back LC. The Back to Back LC should not have expiry date greater than that in parent LC.

Field Name	Description
<b>Application Date</b>	The date of application of the back to back LC.
<b>Status</b>	The status of the back to back LC.

3. Click the **Reference No** link to view the LC details. The LC Details screen appears.

## 5.5 Initiate a Letter of Credit

Using this option, you can initiate an Import Letter of Credit (LC) in the application. To initiate an LC in the application, you must enter details such as your Customer ID, Product, shipment period, and applicable charges etc. You can also give specific instructions to bank.

### 5.5.1 Initiate Letter of Credit Details tab

Letter of Credit Details tab this tab captures the general details of the LC application process.

#### To initiate the LC:

1. Click **Initiate LC** on **Initiate Letter of Credit** screen.

### Letter of Credit Initiation - Initiate LC

Viewer ATM/Branch English

futura bank Search ... Welcome, obdx checker Last login 23 Nov 09:42 PM

#### Initiate Letter of Credit

GOODCARE PLC | \*\*\*044

- LC Details
- Goods and Shipment Details
- Documents and Conditions
- Linkages
- Instructions
- Insurance
- Charges
- Attachments

##### LC Details

**50**

Applicant Name  
GOODCARE PLC

Address  
12 King Street  
Country  
United Kingdom

**40A**

Type of Documentary Credit  
 Transferable  Non Transferable

LC Type  
 Sight  Usance  Mixed Payment

Revolving  
 Yes  No

Select Product  
ILSN - Import LC Sight Non Revolving

**31D**

Date of Expiry 02 Sep 2022 Place of Expiry 22

**59**

Beneficiary Details  
 Existing  New

Beneficiary Name  
cysle

Address  
Add12  
Add4w21  
Add5new  
Country  
United Kingdom

**32B**

LC Amount  
GBP GBP1,000.00

LC Amount Tolerance  
Under(%) 10 Above(%) 10

Total Exposure  
GBP1,000.00

**39C**

Additional Amount Covered

##### Limits

Party ID:GOODCARE PLC  
Limit:001044\_1

Reset

USD0.00B  
Available Limit

Utilized GBP309,202.00 Sanctioned GBP999,999,999,999.00  
View Limit Details

41A  
Credit Available By  
Negotiation

42P  
Negotiation/Deferred Payment Details  
e

Credit Available With  
CITIGB2LNNN  
CITIBANK ENGLAND  
CITIGB2LNNN  
new.tech.area  
Reset

42C

Serial Number	Tenor	Credit Days From	Drawee Bank	Draft Amount	Actions
1	0	10	FUTURA	GBP100.00	

Add Another Draft

Next Save As Draft Cancel

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## Field Description

Field Name	Description
<b>Applicant Name</b>	The LC applicant name based on the selected party ID.
<b>Address</b>	Displays the LC applicant address.
<b>Limits</b>	Indicates the available limits for applicant under the selected Line. The limit details are also represented in a graphical manner with available, sanctioned and utilized limit details for the users.
<b>View Limit Details</b>	Click the link to open the Facility Summary screen.
<b>Country</b>	Displays the country of the LC applicant.
<b>Accountee</b>	The list of all accountees mapped to a party.
<b>Address</b>	Displays the accountee's address.
<b>Country</b>	Displays the country of the accountee.
<b>Type of Documentary Credit</b>	Move the slider to select the type of documentary credit. The type of documentary credit are: <ul style="list-style-type: none"> <li>• Transferable</li> <li>• Non Transferable</li> </ul>

Field Name	Description
<b>LC Type</b>	<p>The type of LC.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> <li>• Mixed Payment</li> </ul>
<b>Revolving</b>	<p>Indicate whether the product is revolving or not.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Select Product</b>	The LC product to be selected.
<b>Auto Reinstatement</b>	<p>This states that reinstatement will happen automatically, if not chosen it has to be done manually if required.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p>This field is enabled if <b>Yes</b> option is selected in the <b>Revolving</b> field.</p>
<b>Revolving Type</b>	<p>The Indicates revolving type.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Value: LC revolves in value.</li> <li>• Time : LC revolves in time</li> </ul> <p>This field is enabled if <b>Yes</b> option is selected in the <b>Revolving</b> field.</p>
<b>Date of Expiry</b>	<p>The expiry date of the LC.</p> <p>The expiry date must be later than the application date.</p>
<b>Place of Expiry</b>	The place where LC would expire.
<b>Cumulative</b>	<p>Displays whether the frequency is cumulative for the LC. If it is cumulative then unused amount of previous LC would be added and available for the new LCs.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p>This field is enabled if <b>Time</b> option is selected in the <b>Revolving Type</b> field.</p>


Field Name	Description
<b>Repeat Frequency</b>	<p>The time duration of revolving frequency</p> <p>The values can be entered in terms of:</p> <ul style="list-style-type: none"> <li>• Days</li> <li>• Month</li> <li>• Years</li> </ul> <p>This field is enabled if the <b>Time</b> option is selected in <b>Revolving Type</b> list.</p>
<b>Beneficiary Details</b>	<p>The beneficiary type.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Existing</li> <li>• New</li> </ul>
<b>Beneficiary Name</b>	<p>The name of the LC beneficiary.</p> <p>This field allows the user to select the beneficiary name from drop-down, if <b>Existing</b> option is selected in the <b>Beneficiary Details</b> field.</p> <p>This field allows the user to enter the beneficiary name if <b>New</b> option is selected in the <b>Beneficiary Details</b> field.</p>
<b>Address</b>	<p>The address of the LC beneficiary.</p> <p>This field is enabled to enter the address details, if <b>New</b> option is selected in the <b>Beneficiary Details</b> field.</p>
<b>Country</b>	<p>The country of the LC beneficiary.</p> <p>This field is enabled to enter the country name, if <b>New</b> option is selected in the <b>Beneficiary Details</b> field.</p>
<b>LC Amount</b>	<p>The currency under which the LC can be issued. Indicates the amount for the Letter of Credit.</p> <p>The user can see the equivalent amount in the local currency, if the application is in foreign currency.</p>
<b>LC Amount Tolerance</b>	<p>The tolerance relative to the documentary credit amount as a percentage plus and/or minus that amount. Enter the values for:</p> <ul style="list-style-type: none"> <li>• Under (-) %</li> <li>• Above (+) %</li> </ul>
<b>Total Exposure</b>	<p>Displays the total LC amount including the positive tolerance, with the currency.</p>
<b>Additional Amounts Covered</b>	<p>This field specifies any additional amounts available to the beneficiary under the terms of the credit, such as insurance, freight, interest, etc.</p>


Field Name	Description
<b>Credit Available By</b>	<p>Indicates the manner in which credit is available when the bank is authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Acceptance</li> <li>• Deferred Payment</li> <li>• Mixed Payment</li> <li>• Negotiation</li> <li>• Sight Payment</li> </ul>
<b>Negotiation/ Deferred Payment Details</b>	<p>Indicates the details of Negotiation/ Deferred Payment.</p> <p>This field is enabled if the <b>Negotiation/ Deferred Payment</b> option is selected in the <b>Credit Available By</b> field.</p>
<b>Mixed Payment Details</b>	<p>Indicates the details of mixed payment.</p> <p>This field is enabled if the <b>Mixed Payment</b> option is selected in the <b>Credit Available By</b> field.</p>
<b>Credit Available With</b>	<p>Indicates the details of Bank where credit would become available. It is captured by Bank's SWIFT code.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• SWIFT Code</li> <li>• Bank Address</li> </ul>
<b>Lookup SWIFT Code</b>	<p>Select the SWIFT code of the issuing bank.</p> <p>This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Credit Available With</b> field.</p>
<b>SWIFT code Look up</b>	<p>The following fields appear on a pop up window if the <b>Lookup SWIFT Code</b> link is clicked.</p>
<b>Swift Code</b>	The facility to lookup bank details based on SWIFT code.
<b>Bank Name</b>	The facility to search for the SWIFT code based on the bank name.
<b>Country</b>	The facility to search for the SWIFT code based on the country.
<b>City</b>	The facility to search for the SWIFT code based on city.
<b>SWIFT Code Lookup - Search Result</b>	



Field Name	Description
<b>Bank Name</b>	The names of banks as fetched on the basis of the search criteria specified.
<b>Address</b>	The complete address of each bank as fetched on the basis of the search criteria specified.
<b>SWIFT Code</b>	The list of SWIFT codes as fetched on the basis of the search criteria specified.
<b>Bank Details</b>	Name and Address of the bank where credit would be available. This field is enabled if the <b>Bank Address</b> option is selected in the <b>Credit Available With</b> field.

#### Drafts section

**Note:** Click  to remove any draft added earlier to the LC application. Click **Add Another Draft** to add new draft.

<b>Serial Number</b>	The serial number of drafts to be drawn under the documentary credit.
<b>Tenor (In Days)</b>	The tenor of drafts to be drawn under the documentary credit.
<b>Credit Days From</b>	The date from which the draft tenor is to be counted. Indicates the date type from which the draft tenor is to be counted. The options are: <ul style="list-style-type: none"> <li>• Invoice Date</li> <li>• B/L Date</li> <li>• Others</li> </ul>
<b>Drawee Bank</b>	The drawee bank of the LC.
<b>Draft Amount</b>	The various drafts amount for the LC application.
<b>Action</b>	Click  to delete the record.

2. From the **Accountee** list, select the appropriate option. The accountee address and country field appears.
3. From the **Type of Documentary Credit** field, select the appropriate option.
4. From the **Limits** list, select the appropriate limit.  
OR  
Click **the View Limit Details** link to open the Facility Summary screen.  
OR  
Click **Reset** to reset the limit details. The Reset popup appears.

## Limits

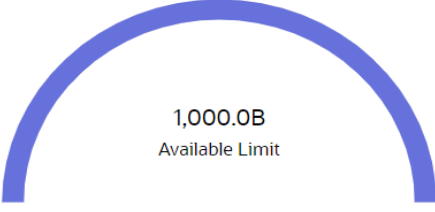
**Limits**

Party ID  
GOODCARE PLC ▼

---

Line Limit  
001044\_1 ▼

---



1,000.0B  
Available Limit

Utilized

**GBP**  
1,152,091.65

Sanctioned


**GBP**  
999,999,999,999.00

[View Limit Details](#)

## Field Description

Field Name	Description
<b>Party ID</b>	The party Id of the LC product.
<b>Line Limit</b>	Indicates the available limits for Accountee under the selected Line.

- a. From the **Party ID** list, select the appropriate party Id.
  - b. From the **Line Limit** list, select the appropriate limit.  
The bottom graph appears.
5. In the **LC Type** field, select the appropriate option.
  6. If you enable **Revolving** option:
    - a. Select the appropriate option in **Auto Reinstatement** field.
    - b. In the **Revolving Type** field, select the appropriate option.
      - i. If you have selected **Time** option, select the appropriate option in the **Cumulative** field.
      - ii. From the **Repeat Frequency** list, select the appropriate option and enter the value.  
OR  
Select **Value** in the **Revolving Type** field.
  7. From the **Select Product** list, select the appropriate product.
  8. In the **Date of Expiry** field, select the expiry date of the LC.

9. In the **Place of Expiry** field, enter the place of LC expiry.
10. In the **Beneficiary Details** field, select the appropriate option.
  - a. If you select **Existing** option:
    - i. From the **Beneficiary Name** list, select the appropriate option.
  - b. If you enable **New** option:
    - i. In the **Beneficiary Name**, enter the name of the LC beneficiary.
    - ii. In the **Address** field in the Beneficiary section, enter the address of the LC beneficiary.
    - iii. From the **Country** list in the Beneficiary section, select the appropriate country.
11. In the **LC Amount**, select the appropriate currency and, enter the amount for which the LC is needed.
12. In the **LC Amount Tolerance**, enter the **Under** and **Above** values in percentage by which the amount of LC can vary.  
In the **Total Exposure** field, the LC amount along with tolerance would be displayed automatically.
13. In the **Additional Amounts Covered** field, enter the amount details.
14. From the **Credit Available By** list, select the appropriate option.
15. In the **Credit Available With** field:
  - a. If you select **SWIFT Code** option,
    - i. In the **SWIFT code** field, enter the SWIFT code or select it from the lookup.
    - ii. Click **Verify** to fetch bank details based on Bank Code (BIC).
  - b. If you select **Bank Address** option:
    - i. In the **Bank Name** field, enter the name of the issuing bank.
    - ii. In the **Address** field, enter the address of the issuing bank.
16. Click **Add Another Draft** to add new draft details if required.  
OR  
Click  to remove already added draft.  
OR  
Click **Continue** to save the details entered and proceeds to next level of details.
  - a. If you click **Add Another Draft**;
    - i. In the **Tenor** field, enter the appropriate value.
    - ii. From the **Credit Days From** list, select the appropriate option.
    - iii. In the **Drawee Bank** field, enter the bank name.
    - iv. In the **Draft Amount** field, enter the appropriate value.

17. Click **Next** or click the **Goods and Shipment Details** tab.  
The **Goods and Shipment Details** tab appears in the **Letter of Credit Initiation** screen.  
OR  
Click **Initiate LC**. The transaction is saved and the **Letter of Credit Initiation – Verify** screen appears.  
OR  
Click **Save As Draft**, system allows transaction details to be saved as a template or draft.  
(For more details, refer [Save As Template](#) or [Save As Draft](#) sections.)  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.
18. Click **Initiate Letter of Credit - Shipment Details** tab.

### **5.5.2 Initiate Letter of Credit – Goods and Shipment Details tab**

This tab captures the **Shipment** details of the LC application process.

## Initiate Letter of Credit - Goods and Shipment Details tab

Initiate Letter of Credit  
GOODCARE PLC | \*\*\*044

Goods and Shipment Details

43P  
Partial Shipment  
Allowed

43T  
Trans-shipment  
Allowed

44A  
Place of Taking in Charge/Dispatch from  
London

44E  
Port of Loading/Airport of Departure  
London

44F  
Port of Discharge/Airport of Destination  
Mumbai

44B  
Place of Final Destination/For Transportation  
Mumbai

44C / 44D  
Shipment  
 Date  Period

Goods	Goods Description	Quantity	Cost/Unit	Gross Amount
1 BANNEDGOOD	BANNEDGOOD	60	800	48000
2 UPLD_GOOD_5	from good desc	40	800	32000

+ Add Goods

Next Save As Draft Cancel Back

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## Field Description

Field Name	Description
------------	-------------

<b>Partial Shipment</b>	Indicates whether partial shipments are allowed under the LC.
-------------------------	---

The options are:

- Allowed - Allowed under the documentary credit
- Not Allowed - Not allowed under the documentary credit
- Conditional - Conditional based on conditions specified elsewhere in the message


Field Name	Description
<b>Trans-shipment</b>	Indicates whether trans-shipments are allowed under the LC. The options are: <ul style="list-style-type: none"> <li>• Allowed - Allowed under the documentary credit</li> <li>• Not Allowed - Not allowed under the documentary credit</li> <li>• Conditional - Conditional based on conditions specified elsewhere in the message</li> </ul>
<b>Place of Taking in Charge/ Dispatch From</b>	The place of receipt from where shipment will be done.
<b>Port of Loading/ Airport of Departure</b>	The port of loading or airport of departure to be indicated on the transport document.
<b>Port of Discharge/ Airport of Destination</b>	The port of discharge or airport of destination to be indicated on the transport document.
<b>Place of Final Destination/ For Transportation</b>	The place of dispatch or taking in charge of the goods or loading on board.
<b>Shipment Period</b>	The period of shipment during which the goods are to be loaded on board /dispatched /taken in charge.
<b>Shipment Date</b>	The latest date for shipment loading goods on board/ dispatch/ taking in charge. The Latest Date for Shipment should not be later than the LC Expiry Date.
<b>Note:</b> It is mandatory to enter the values either in the <b>Latest Shipment Date</b> or <b>Shipment Period</b> field.	

### Goods

Section to add or remove the goods traded under the LC.

<b>Sr No</b>	Serial Number.
<b>Goods</b>	The type of good being shipped has to be chosen.
<b>Description</b>	The description about the goods.
<b>Quantity</b>	The quantity of goods.

Field Name	Description
<b>Cost/Unit</b>	The number of units of the good covered under the LC.
<b>Gross Amount</b>	The gross amount under the LC.

19. From the **Partial Shipment** list, select the appropriate option.
20. From the **Trans-shipment** list, select the appropriate option.
21. In the **Place of Taking in Charge/ Dispatch From** field, enter the name of the place where the goods are to be received.
22. In the **Port of Loading/ Airport of Departure** field, enter the name of the place for delivery of goods.
23. In the **Port of Loading** field, enter the port of dispatch or taking in charge of the goods or loading on board.
24. In the **Port of Discharge/ Airport of Destination** field, enter the port of discharge of the goods.
25. In the **Place of Final Destination/ For Transportation** field, enter the place of dispatch of the goods.
26. In the **Shipment Date** field, enter the latest shipment date for loading goods on board/ dispatch/ taking in charge.  
OR  
In the **Shipment Period** field, enter the period of shipment during which the goods are to be loaded on board.
27. In the **Goods** section,
  - a. From the **Goods** list, select the goods being shipped.
  - b. In the **Description of Goods** field, enter the description of the goods traded under the LC.
  - c. In the **Quantity** field, enter the number of units of the goods traded under the LC.
  - d. In the **Cost/Unit** field, enter the price per unit of the goods traded under the LC.
  - e. In the **Gross Amount** field, enter the gross amount traded under the LC.
  - f. Click **Add Goods** to add new good if required.  
OR  
Click  to remove goods that are already added.  
OR
28. Click **Next** to save the entered details and proceed to the next level.  
OR  
Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer [Save As Template](#) or [Save As Draft](#) sections.)  
OR  
Click the **Documents and Conditions** tab.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.
29. Click **Initiate Letter of Credit - Documents and Conditions** tab.

### 5.5.3 Initiate Letter of Credit – Documents and Conditions tab

This tab includes the INCO terms (International Commercial Terms) and required document details along with the clauses list related to the documents. . The document list on this tab are populated based on the default LC product(s) mapped. It also provides an option to add a additional conditions in which corporate user can enter the details to have a clause customized to his/her requirement.

#### Initiate Letter of Credit - Documents and Conditions tab

The screenshot shows the 'Initiate Letter of Credit' interface for 'GOODCARE PLC | \*\*\*O44'. The 'Documents and Conditions' tab is active, displaying a table of documents:

Name of Document	Original	Number of Copies	Clause
<input type="checkbox"/> Invoice	0 / 0	0	View / Edit Clauses
<input checked="" type="checkbox"/> Air Way	4 / 5	8	View / Edit Clauses
<input type="checkbox"/> Sea Way	0 / 0	0	View / Edit Clauses
<input type="checkbox"/> OTHERDOC	0 / 0	0	View / Edit Clauses
<input type="checkbox"/> Insurance	0 / 0	0	View / Edit Clauses

Below the table, there is a section for 'Additional Conditions' with a table:

Condition Code	Identifier	Description
No data to display.		

The 'Incoterms' section shows 'Cost, Insurance and Freight (named dest...)' selected.

#### Field Description

Field Name	Description
------------	-------------

#### Select Documents

Documents list have the list of documents with check boxes to choose along with the number of original or copies submitted and clauses they cater too.

#### Checkbox


Displays the documents that you have selected from the list.

The selected documents are to be a part of the initiated LC. It needs to be checked in order to select it.




Field Name	Description
<b>Name of Document</b>	Name of the document to be sent along with the LC.
<b>Original</b>	The required number of original documents required for the selected document. It is provided as <b>m/n</b> , where <b>m</b> out of n available documents would be submitted to bank.
<b>Number of Copies</b>	The required number of copies required for the selected document.
<b>Clause</b>	The clauses maintained in the bank application for each of the document. A document can have multiple clauses.
<b>View Clause</b>	The link to view the clause maintained in the bank application for each of the document or to modify as per needs.
<b>View Clause</b>	
This section appears if you select a document and click the <b>View Clause</b> link. In this section a user can view already maintained clause or can modify them as per his needs. User can select the pre-maintained clause using the identifiers under each clause.	
In a blank clause, corporate user can enter the details to have a clause customized to his/her requirement.	
<b>Selected</b>	The clauses that you have selected from the <b>Clause List</b> . The selected clauses related documents are to be attached to the selected document.
<b>Clause</b>	The name of the clause.
<b>Clause Description</b>	The description and number of the selected clause.
<b>Additional Conditions</b>	
<b>Condition Code</b>	The additional condition code of the documentary credit.
<b>Identifier</b>	The maintained identifier of the conditions of the documentary credit.
<b>Description</b>	The description of further conditions of the documentary credit.
<b>Reference</b>	
This section appears if you select a document and click the <b>Refer Codes and Description</b> link.	
<b>Name of Condition</b>	The name of the condition of the documentary credit.
<b>Description of Condition</b>	The description of the documentary credit.

Field Name	Description
<b>Documents to be presented within /beyond days after the date of shipment but within validity of this credit</b>	The number of days after the date of shipment when the documents will be presented to bank.  Note: On adding these days to the date of application, it should be within validity period.
<b>Incoterm</b>	Indicates the INCO terms for the LC application.

30. Select the **Document List** check box to choose the number of original or copies submitted and clauses.  
In the **Document List** section, select the required document to be a part of the Initiated LC.
31. In the **Original** field, enter the number of originals required for the selected document.
32. In the **Number of Copies** field, enter the number of copies required for the selected document.
33. In the **Clauses** section, list of clauses for each document will be listed and a check box is available against various clauses, user can choose amongst various clauses. Select the required clauses for each selected document and click the **View/ Edit Clauses** link. The **View Clause** overlay screen appears, if the clause is already maintained.  
OR  
Click the  icon to delete the clause.

### View Clause


View Clause
✕

Clause	Identifier	Description
		Invoice of shipment
INVCOM	<span>▼</span> Please Select <span>▼</span>	

[Add Clause](#)

Submit
Reset

- a. From the **Clause** list, select the appropriate clause.
- b. From the **Identifier** list, select the identifiers maintained under the clause.
- c. In the **Clause Description** field, view and modify the description of the clause, if required.
- d. Click **Submit**. The clause description are saved.  
OR  
Click **Reset** to reset and discard the changes.  
OR  
Click the **Add Clause** link to add a new clause.

34. Click **Add Document** link to add more document details.  
OR  
Click the  icon to delete the document details.
35. In the **Additional Conditions** section, select the code from the **Condition Code** list. The description mapped to the condition code appears in the Description field. You can also edit the description as required.
36. From the Identifier list, select the appropriate option.
37. Click **Refer Codes and Description** link to view the list of codes and their descriptions.
38. In the **Documents to be presented within/ beyond days after the date of shipment but within validity of this credit** field, enter the number of days.
39. From the **Incoterm** list, select the appropriate option.
40. Click **Next** to save the entered details and proceed to the next level.  
OR  
Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer [Save As Template](#) or [Save As Draft](#) sections.)  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.
41. Click **Linkage** tab. The **Linkage** tab appears in the **Initiate Letter of Credit** screen.

#### **5.5.4 Initiate Letter of Credit – Linkages tab**

This tab allows the user to view the default percentage of collateral and the corresponding amount of cash collateral as maintained at back office and can edit the same.

The user has options to attach multiple accounts and indicate the contribution amount or percentage of the total collateral amount. This will be based on the mapped settlement accounts for user. User can add the cash collaterals in transaction currencies only, however customer account can be in any currency. He will get to see the exchange rate in cases where transaction currency and settlement account currency is different.

User will be shown the sum of all linkages for easy reference.

## Initiate Letter of Credit - Linkages tab

Initiate Letter of Credit  
GOODCARE PLC | \*\*\*Q44

Linkages

Cash Collateral Linkages

Currency: GBP

Description: Cash Collateral Amount

Percent: 45

Collateral Amount: GBP 39,600.00

Sr. No.	Account Number	Contribution Amount for Collateral	Contribution Percentage	Exchange Rate	Contribution amount in Account currency
1	XXXXXXXXXXXX... Balance: USD 999997.883,97924	GBP 99.00	0.25	1.63	USD 161.37

+ Add Account

Total Collateral Amount: GBP 99.00

Select Deposits

Sr. No.	Account Number	Amount	Amount in Transactional Currency	Maturity Date
1	XXXXXXXXXXXX0003 Balance: USD 9791.00	USD 90.00		12/24/21

+ Add Account

Total

Disclaimer: The total amount transactional currency may vary as per the rate applied during transaction by the bank.

Next Save As Draft Cancel Back

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### Field Description

Field Name	Description
<b>Cash Collateral Linkages</b>	
<b>Currency</b>	The contract currency of cash collateral as maintained at back office. The user can change the currency.
<b>Description</b>	The description of collateral linkage.
<b>Percent</b>	Percentage of LC to be used as collateral – as maintained at OBTF.
<b>Collateral Amount</b>	Amount to be used as Collateral for LC.
<b>Sr. No.</b>	The serial number of the schedule record.
<b>Account Number</b>	The accounts that are mapped to the user.

Field Name	Description
<b>Contribution Amount for Collateral</b>	The amount to be used from the selected account towards the collateral.
<b>Contribution Percentage</b>	Percentage of the total collateral to be taken from the selected account.
<b>Exchange Rate</b>	If the selected account is in another currency from that of contract's currency the exchange rate between them is to be displayed.
<b>Contribution amount in Account currency</b>	The amount to be contributed from selected account in the account's currency.
<b>Total Collateral Amount</b>	The total collateral amount.

#### Select Deposits

<b>Sr. No.</b>	The serial number of the deposit record.
<b>Account Number</b>	The deposit account that has to be mapped to the transaction.
<b>Amount</b>	The amount that is to be linked for the transaction, and partial linkages to be supported.
<b>Amount in Transactional Currency</b>	The tentative equivalent amount in transactional currency.
<b>Maturity Date</b>	The maturity date of the deposit.

- 
42. From the **Currency** list, select the contract currency, if you want to change the default currency.
  43. From the **Account Number** list, select the appropriate account that has to be mapped to the transaction.
  44. From the **Account Number** list, select the appropriate deposit account that has to be mapped to the transaction.
  45. In the **Contribution Amount for Collateral** field, enter the contribution collateral amount.
  46. Click the **Add Account** link to add multiple cash collateral linkage.  
OR  
Click Delete to delete the cash collateral linkage.
  47. In the **Deposit Linkage** section, select the appropriate deposit account from the **Account Number** list that has to be mapped to the transaction.
  48. In the **Amount** field, enter the amount that is to be linked for the transaction.

49. Click **Next** to save the entered details and proceed to the next level.  
OR  
Click **Save As Draft**, system allows transaction details to be saved as a template or draft.  
(For more details, refer Save As Template or Save As Draft sections.)  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.
50. Click the **Instructions** tab. The **Instructions** tab appears in the **Initiate Letter of Credit** screen.

### **5.5.5 Initiate Letter of Credit – Instructions tab**

This tab includes the miscellaneous information such as Advising Bank SWIFT ID, Charges Borne By, and Instructions to the bank (not forming part of LC).

### Initiate Letter of Credit – Instructions tab

Viewer ATM/Branch English

futura bank Search ...

Welcome, obdx checker  
Last login 26 Oct 01:21 PM

#### Initiate Letter of Credit

GOODCARE PLC | \*\*\*044

- LC Details
- Goods and Shipment Details
- Documents and Conditions
- Linkages
- Instructions**
- Insurance
- Charges
- Attachments

#### Instructions

Advising Bank

SWIFT Code  Name and Address

CITIGB2LRRR

Lookup SWIFT Code

**49G**

Special Payment Conditions for Beneficiary

New Condition for beneficiary

**49H**

Special Payment Conditions for Bank Only

New Condition for bank

**49**

Confirmation Instructions

Confirm  May Add  Without

**58A**

Requested Confirmation Party

Confirming Bank

SWIFT Code  Bank Address

Bank Name

Bank of London

Address

20, ABC Complex

Southern Street

London - 200010

**72Z**

Sender to Receiver Information

Sender Information

**71D**

Charges

Additional charges

Special Instructions

xyz

Standard Instructions

Kindly go through all the Standard Instructions

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Advising Bank</b>	The option to select the mode of advising bank. The options are: <ul style="list-style-type: none"> <li>• SWIFT Code</li> <li>• Name and Address</li> </ul>
<b>Lookup SWIFT Code</b>	Search and select the SWIFT code of the advising bank, available in the application. This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Advising Bank</b> field.

**SWIFT code Look up**

The following fields appear on a pop up window if the **Lookup SWIFT Code** link is clicked.

<b>Swift Code</b>	The facility to lookup bank details based on SWIFT code.
<b>Bank Name</b>	The facility to search for the SWIFT code based on the bank name.
<b>Country</b>	The facility to search for the SWIFT code based on the country.
<b>City</b>	The facility to search for the SWIFT code based on city.

**SWIFT Code Lookup - Search Result**

<b>Bank Name</b>	The names of banks as fetched on the basis of the search criteria specified.
<b>Address</b>	The complete address of each bank as fetched on the basis of the search criteria specified.
<b>SWIFT Code</b>	The list of SWIFT codes as fetched on the basis of the search criteria specified.
<b>Name and Address</b>	Name and address of the advising bank. This field is enabled if the <b>Name and Address</b> option is selected in the <b>Advising Bank</b> field.
<b>Bank Name</b>	Enter the name of the advising bank.
<b>Bank address</b>	Enter the complete address of the advising bank.
<b>Special Payment Conditions for Beneficiary</b>	User can input special payment conditions applicable to the beneficiary, for example, post financing request/ conditions.



Field Name	Description
<b>Special Payment Conditions for Bank Only</b>	User can input special payment conditions applicable to bank without disclosure to the beneficiary, for example, post-financing request /conditions.
<b>Confirmation Instruction</b>	<p>The confirmation instructions for the requested confirmation party.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• May Confirm - The requested confirmation party may add its confirmation to the credit</li> <li>• Confirm - The requested confirmation party is requested to confirm the credit</li> <li>• Without - No confirmation is requested</li> </ul>
<b>Requested Confirmation Party</b>	<p>Bank which is requested to add its confirmation or may add its confirmation.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Advising Bank</li> <li>• Advise Through Bank</li> <li>• Confirming Bank</li> </ul> <p>This field is enabled if the May Confirm or Confirm option is selected in the Confirmation Instruction list.</p>
<b>Confirming Bank</b>	<p>Indicates the confirming party is the Confirming bank.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Swift Code</li> <li>• Bank Address</li> </ul> <p>This field is enabled if the <b>Advise Through Bank</b> or <b>Confirming Bank</b> option is selected.</p>
<b>Swift Code</b>	<p>The Swift code of the confirming bank or Advise through Bank.</p> <p>This field is enabled if the <b>Swift Code</b> option is selected.</p>
<b>Bank Name</b>	<p>Name of the confirming bank or Advise through Bank.</p> <p>This field is enabled if the <b>Bank Address</b> option is selected.</p>
<b>Bank Address</b>	<p>Address of the confirming bank or Advise through Bank.</p> <p>This field is enabled if the <b>Bank Address</b> option is selected.</p>
<b>Sender to Receiver Information</b>	The additional information for the receiver.
<b>Charges</b>	Specify charges to be borne by the beneficiary.

Field Name	Description
<b>Special Instructions</b>	Specify the special instructions for the bank users.
<b>Standard Instructions</b>	View the maintained standard terms and conditions by bank.

51. In the **Advising Bank** field, select the appropriate option.
52. If you select **Swift Code** option, use the lookup and select the right swift code.  
OR  
If you select **Name and Address** option:
  - i. In the **Name** field, enter the name of the advising bank.
  - ii. In the **Address (1-3)** field, enter the address of the advising bank
53. In the **Special Payment Conditions for Beneficiary** field, enter the special payment conditions applicable to beneficiary.
54. In the **Special Payment Conditions for Bank Only** field, enter the special payment conditions applicable to bank.
55. In the **Confirmation Instructions** field, select the appropriate option.
  - a. If you select **Confirm** or **May Confirm** option;  
From the **Requested Confirmation Party** list, select the appropriate option.
  - i. In the **Requested Confirmation Party** list; if you select **Advise Through Bank** or **Confirming Bank** option:
  - ii. If you select **Swift Code** option, use the lookup and select the right swift code.  
OR  
If you select **Bank Address** option, enter the bank name and address.
56. In the **Sender to Receiver Information** field, enter the additional information for the receiver.
57. In the **Charges** field, enter the charges details.
58. In the **Special Instructions** field, enter the special instructions, if any.
59. Select the **Kindly Go through all the Standard Instructions**, check box. This is a mandatory check for proceeding with the application.
60. Click the **Standard Instructions** link to view the customer instructions maintained by bank from back office.
61. Click **Next** to save the entered details and proceed to the next level.  
OR  
Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer Save As Template or Save As Draft sections.)  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.
62. Click the **Insurance** tab. The **Insurance** tab appears in the **Initiate Letter of Credit** screen.

## 5.5.6 Initiate Letter of Credit – Insurance tab

This tab provides the insurance detail to the users. User can view the name of the Insurance Company by searching one of the listed companies. Further he can search the policy number and view the details such as cover date and expiry date along with the amount covered. The policy should be shared with back office for maintenance prior to this.

As part of the initiation, he will have an option to upload any insurance related document with the application as part of general attachments.

### Initiate Letter of Credit – Insurance tab

Initiate Letter of Credit  
GOODCARE PLC | \*\*\*044

Search...

Policy Number	Company Name	Country	Cover Date	Expiry Date	Amount
<input checked="" type="radio"/> ANZ1	ING GLOBAL	London	05 May 2021	24 May 2027	GBP10,000,000.00
<input type="radio"/> POLICY1	ING GLOBAL	London		25 May 2023	GBP4,000,000.00
<input type="radio"/> POLICY2	Bajaj Allianz	GB	05 Apr 2023	13 May 2023	GBP6,000,000.00

Page 1 of 1 (1-3 of 3 items) | < 1 >

Clear Selection

Next Save As Draft Cancel Back

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### Field Description

Field Name	Description
<b>Search</b>	The option to search the insurance.
<b>Select</b>	The option to select the insurance record.
<b>Policy Number</b>	The policy number of the insurance.
<b>Company Name</b>	The name of the insurance company.
<b>Country</b>	The country for the insurance.
<b>Cover Date</b>	The date up to which the insurance is covered.
<b>Expiry Date</b>	The expiry date of the insurance policy.
<b>Amount</b>	The insurance amount.

63. In the **Search** field, enter the search phrase to search the insurance policy.

64. Click **Select** to select the desired insurance record.  
OR  
Click **Clear Selection** to clear the selection.
65. Click **Next** to save the entered details and proceed to the next level.
66. Click the **Charges, Commissions and Taxes** tab. c  
Click **Save As Draft**, system allows transaction details to be saved as a template or draft.  
(For more details, refer Save As Template or Save As Draft sections.)

### **5.5.7 Initiate Letter of Credit – Charges Tab**

This tab defaults the charges details, if charges, commissions and taxes are available under the product. The user can select the account number from the demand deposit and corporate deposits account list that displays the account number along with the account name, account currency and account branch.

The user can view the Split Charges & Commissions in Import LC Issuance to see how much will be borne by him and how much by the other parties.

#### **Charges**

**Initiate Letter of Credit**  
GOODCARE PLC | \*\*\*044

**Charges**

Account No	Description of Charges	Amount
xxxxxxxxxxxx0017	LC COURIER CHARGES IN BILLS	GBP 500.00
Balance : GBP 1,000,000.001,009,872,000.00		
xxxxxxxxxxxx0017	COURIER CHARGES FOR LC ISSUE	GBP 121.00
Balance : GBP 1,000,000.001,009,872,000.00		
xxxxxxxxxxxx0017	AR AP TESTING	GBP 50.00
Balance : GBP 1,000,000.001,009,872,000.00		
<b>Total Charges</b>		<b>GBP 771.00</b>

**Taxes**

Account No	Description of Taxes	Amount
xxxxxxxxxxxx0017	LCTAX	GBP 720.00
Balance : GBP 1,000,000.001,009,872,000.00		
xxxxxxxxxxxx0017	LCTAX1	GBP 4.00
Balance : GBP 1,000,000.001,009,872,000.00		
xxxxxxxxxxxx0017	LCTAX2	GBP 104.63
Balance : GBP 1,000,000.001,009,872,000.00		
<b>Total Taxes</b>		<b>GBP 828.63</b>

**Commissions**

Account No	Description of Commissions	Amount
xxxxxxxxxxxx0017	LC Issuance Commission (Unbalance)-Non periodic	GBP 9.38
Balance : GBP 1,000,000.001,009,872,000.00		
xxxxxxxxxxxx0017	LC Issuance Commission (Commitment)-Non periodic	GBP 2,092.50
Balance : GBP 1,000,000.001,009,872,000.00		
xxxxxxxxxxxx0017	ARAP Commission	GBP 427.50
Balance : GBP 1,000,000.001,009,872,000.00		
<b>Total Commission</b>		<b>GBP 2,529.38</b>

Next Save As Draft Cancel Back

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### Field Description

Field Name	Description
<b>Charges</b>	
<b>Account No</b>	The account which will be charged for the specific charge.
<b>Description of Charges</b>	The description of the charges.
<b>Amount</b>	The amount that is maintained under the charge.

Field Name	Description
<b>Total Charges</b>	Displays the total charge that will be levied in the transaction.
<b>Taxes</b>	
<b>Account No</b>	The account to be earmarked for taking the Taxes.
<b>Description of Taxes</b>	Displays the description of taxes applicable.
<b>Amount</b>	Displays the amount of taxes.
<b>Total Taxes</b>	Displays the total tax amount.
<b>Commissions</b>	
<b>Account No.</b>	The account from which the commission will be taken.
<b>Description of Commissions</b>	Displays the description commission applicable.
<b>Total Commission</b>	Displays the total commission amount.

67. In the **Charges** section, select the appropriate account, from the **Account No.** list.
68. Click **Split Charges** link on the top right corner of the screen, if you want to split the charges.  
The **Initiate Letter of Credit – Charges** screen appears with split charge details.

### Charges – Split Charges

The user can enter the split percentage borne by them. System defaults the split percentage as 50. The user can view the actual value that is to be paid by him in the 'Split Amount Borne by You' field.

**Field Description**

Field Name	Description
<b>Charges</b>	
<b>Split Required</b>	Select the check box for which split of charge is required.
<b>Account No.</b>	Displays the account number for levying Cancellation Charges / Import Advice Charges.
<b>Description of Charges</b>	Displays the reason/ narration of charges levied for various LC processes.

<b>Field Name</b>	<b>Description</b>
<b>Charge Amount</b>	Displays the amount of charges.
<b>Split Percentage Borne by You</b>	The system defaults the split percentage that is to be paid by you, which is 50. The user can change the value
<b>Split Amount Borne by You</b>	Displays the split amount that is to be paid by you.
<b>Total Charges</b>	Displays the total charge amount.
<b>Taxes</b>	
<b>Account No.</b>	Debit account number of the applicant.
<b>Description of Taxes</b>	Displays the description taxes applicable.
<b>Amount</b>	Displays the amount of taxes.
<b>Total Taxes</b>	Displays the total tax amount.
<b>Commission</b>	
<b>Split Required</b>	Select the check box for which split of commission is required.
<b>Account No.</b>	Debit account number of the applicant.
<b>Description of Commission</b>	Displays the description of commissions.
<b>Commission Amount</b>	Displays the amount of commission.
<b>Split Percentage Borne by You</b>	The system defaults the split percentage that is to be paid by you, which is 50. The user can change the value.
<b>Split Amount Borne by You</b>	Displays the split commission amount which is to be paid by you.
<b>Total Commissions</b>	Displays the total commission amount.

69. In the **Charges** section, select the appropriate account, from the **Account No.** list.

70. In the **Split Percentage Borne by You** field, edit the value, if required.



71. Click **Next** to save the entered details and proceed to the next level.  
 OR  
 Click **Save As Draft**, system allows transaction details to be saved as a template or draft.  
 (For more details, refer **Save As Template** or **Save As Draft** sections.)OR  
 Click the **Charges** tab.  
 OR  
 Click **Back** to go back to previous screen.  
 OR  
 Click **Cancel** to cancel the transaction. The **Dashboard** appears
72. Click the **Attachments** tab. The Attachments tab appears in the **Initiate Letter of Credit** screen.

---

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

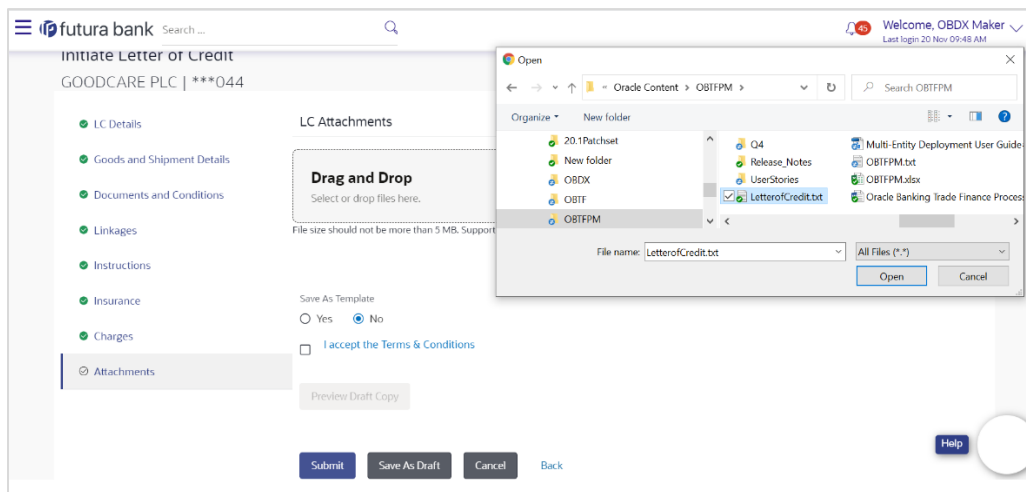
---

## 5.5.8 Initiate Letter of Credit – Attachments tab

Displays the list of documents presented to initiate the LC. The document list on this tab are populated based on the default LC product mapped.

### To Attach Documents:


#### Attachments tab – Upload Document




## Attachments tab - Uploaded Document

The screenshot shows the 'Initiate Letter of Credit' interface for 'GOODCARE PLC | \*\*\*044'. The 'Attachments' tab is active, displaying a 'Drag and Drop' area for file uploads. Below this, there is a list of uploaded documents: 'LetterOfCredit.txt', 'GUARANTEE', 'Aadhar Card', and 'Add Remarks'. The form also includes options for 'Save As Template' (Yes/No), 'Access Type' (Public/Private), and a 'Template Name' field. A 'Preview Draft Copy' button is present, along with 'Submit', 'Save As Draft', 'Cancel', and 'Back' buttons. A footer note states: 'Displayed Local currency amount is indicative and actual amount may differ.'

### Field Description

Field Name	Description
<b>Drag and Drop</b>	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
<b>Document Name</b>	Displays the name of the attached documents. Displays the link to download the attached document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Add Remarks</b>	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document.

Field Name	Description
<b>Save as Template</b>	Options to save the transaction as template. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Access Type</b>	Indicates the type of access for the template. The options are: <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul> <p>This field is enabled if the <b>Yes</b> option is selected in Save as Template.</p>
<b>Template Name</b>	The name using which template is stored and can be used in future.

73. Click **Drag and Drop** to browse and select the required document present on your computer.  
The **Attach Document** popup window appears.
74. Select the required document present on your computer to upload.
75. Click **Upload** to upload document. The Attach Documents tab appears along with list of attached documents.  
OR
- Click  to remove the attached document.  
OR
- Click **Delete All** to delete all the attachments.
- In the **Save as Template** field, select **Yes**, if you want to save the transaction as template.
  - If you select **Yes**,
    - In the **Access Type** field, select the appropriate option.
    - In the **Template Name** field, enter the name of the template.
76. Select the **Terms and Conditions** check box to accept the Terms and Conditions.
77. Click **Preview Draft Copy** to have a preview of draft.
78. Click **Submit**. The transaction is saved and the **Initiate Letter of Credit – Review** screen appears.  
OR
- Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** section.)  
OR
- Click **Back** to go back to previous screen.  
OR
- Click **Cancel** to cancel the transaction, The **Dashboard** appears.

79. The review screen appears. It displays all the 4 sections with their respective fields namely Letter of Credit details, Shipment Details, Documents, Instructions, and Attachments with an option to edit them individually.  
Verify the details, and click **Confirm**.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.
80. The success message initiation of LC creation appears along with the reference number.  
Click **OK** to complete the transaction.

## 5.6 Initiate Back to Back Letter of Credit

Using this option, the user can initiate a Back to Back Letter of Credit (LC) in the application. This LC reduces the fund constraints problems of the exporter by providing the opportunity to open the LC against Export LC and to pay after getting the export proceeds.

The application will do the Amount and Expiry Date Validation with the underlying Export LC while listing the export LCs where Back to Back LC can be initiated.

System validates that Back to Back LC should not have maturity date/ tenor date/ expiry date greater than that in parent LC and the application amount of Back to back should not be more than parent export LC.

Once submitted by user, the application would be available in OBTFPM for bank user to process. The created LC will be available along with other initiated Import LCs and also available in application tracker for tracking purpose.

### To initiate the Back to Back LC:

1. In the Initiate Letter of Credit - Back to Back Search Results screen, click **the Reference Number** link. The **Initiate Letter of Credit Back to Back** screen.

## Initiate Back to Back Letter of Credit

Viewer ▼ ATM/Branch English ▼

Welcome, ASHLEY CHARLES ▼  
Last login: 17 Feb 09:20 AM

### Initiate Letter of Credit

GOODCARE PLC | \*\*\*044

- LC Details
- Goods and Shipment Details
- Documents and Conditions
- Instructions
- Charges

#### LC Details

Linked LC number  
000ELAC20076ARE6

**50**  
Applicant Name  
PREETHIS

Address  
PKBANK31XXX  
Country  
GB

**40A**  
Type of Documentary Credit  
 Transferable  Non Transferable

LC Type  
 Sight  Usance  Mixed Payment

Revolving  
 Yes  No

Select Product  
Please Select 🔍

**31D**  
Date of Expiry Place of Expiry

**59**  
Beneficiary Details  
 Existing  New

Beneficiary Name  
Please Select ▼

**39C**  
Additional Amount Covered

**41A**  
Credit Available With  
 Swift Code  Bank Address

Verify

Lookup SWIFT Code

**42C**

Serial Number	Tenor	Credit Days From	Drawee Bank	Draft Amount	Actions
No data to display.					

[Add Another Draft](#)

Next
Save As Draft
Cancel

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Linked LC Number</b>	Displays the linked Export LC reference number.
<b>Applicant Name</b>	Displays the LC applicant name based on the selected party ID.
<b>Address</b>	Displays the LC applicant address.
<b>Limits</b>	Indicates the available limits for Accountee under the selected Line. The limit details are also represented in a graphical manner with available, sanctioned and utilized limit details for the users.
<b>View Limit Details</b>	Click the link to open the Facility Summary screen.
<b>Country</b>	Displays the country of the LC applicant.
<b>Type of Documentary Credit</b>	Move the slider to select the type of documentary credit. The type of documentary credit are: <ul style="list-style-type: none"> <li>• Transferable/</li> <li>• Non Transferable</li> </ul>
<b>LC Type</b>	The type of LC. The options are: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> <li>• Mixed Payment</li> </ul>
<b>Select Product</b>	The LC product to be selected.
<b>Date of Expiry</b>	The expiry date of the LC. The expiry date must be later than the application date.
<b>Place of Expiry</b>	The place where LC would expire.
<b>Beneficiary Details</b>	The beneficiary type. The options are: <ul style="list-style-type: none"> <li>• Existing</li> <li>• New</li> </ul>

Field Name	Description
<b>Beneficiary Name</b>	<p>The name of the LC beneficiary.</p> <p>This field allows the user to select the beneficiary name from drop-down, if <b>Existing</b> option is selected in the <b>Beneficiary Details</b> field.</p> <p>This field allows the user to enter the beneficiary name if <b>New</b> option is selected in the <b>Beneficiary Details</b> field.</p>
<b>Address</b>	<p>The address of the LC beneficiary.</p> <p>This field is enabled to enter the address details, if <b>New</b> option is selected in the <b>Beneficiary Details</b> field.</p>
<b>Country</b>	<p>The country of the LC beneficiary.</p> <p>This field is enabled to enter the country name, if <b>New</b> option is selected in the <b>Beneficiary Details</b> field.</p>
<b>LC Amount</b>	<p>The currency under which the LC can be issued. Indicates the amount for the Letter of Credit.</p>
<b>LC Amount Tolerance</b>	<p>The tolerance relative to the documentary credit amount as a percentage plus and/or minus that amount. Enter the values for:</p> <ul style="list-style-type: none"> <li>• Under (-) %</li> <li>• Above (+) %</li> </ul>
<b>Total Exposure</b>	<p>Displays the total LC amount including the positive tolerance, with the currency.</p>
<b>Additional Amounts Covered</b>	<p>This field specifies any additional amounts available to the beneficiary under the terms of the credit, such as insurance, freight, interest, etc.</p>
<b>Credit Available By</b>	<p>Indicates the manner in which credit is available when the bank is authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Acceptance</li> <li>• Deferred Payment</li> <li>• Mixed Payment</li> <li>• Negotiation</li> <li>• Sight Payment</li> </ul>
<b>Negotiation/ Deferred Payment Details</b>	<p>Indicates the details of Negotiation/ Deferred Payment.</p> <p>This field is enabled if the <b>Negotiation/ Deferred Payment</b> option is selected in the <b>Credit Available By</b> field.</p>

Field Name	Description
<b>Mixed Payment Details</b>	Indicates the details of mixed payment. This field is enabled if the <b>Mixed Payment</b> option is selected in the <b>Credit Available By</b> field.
<b>Credit Available With</b>	Indicates the details of Bank where credit would become available. It is captured by Bank's SWIFT code. The options are: <ul style="list-style-type: none"> <li>• SWIFT Code</li> <li>• Bank Address</li> </ul>
<b>Lookup SWIFT Code</b>	Select the SWIFT code of the issuing bank. This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Credit Available With</b> field.
<b>SWIFT code Look up</b>	The following fields appear on a pop up window if the <b>Lookup SWIFT Code</b> link is clicked.
<b>Swift Code</b>	The facility to lookup bank details based on SWIFT code.
<b>Bank Name</b>	The facility to search for the SWIFT code based on the bank name.
<b>Country</b>	The facility to search for the SWIFT code based on the country.
<b>City</b>	The facility to search for the SWIFT code based on city.
<b>SWIFT Code Lookup - Search Result</b>	
<b>Bank Name</b>	The names of banks as fetched on the basis of the search criteria specified.
<b>Address</b>	The complete address of each bank as fetched on the basis of the search criteria specified.
<b>SWIFT Code</b>	The list of SWIFT codes as fetched on the basis of the search criteria specified.
<b>Bank Details</b>	Name and Address of the bank where credit would be available. This field is enabled if the <b>Bank Address</b> option is selected in the <b>Credit Available With</b> field.



Field Name	Description
<b>Drafts section</b>	
<p><b>Note:</b> Click  to remove any draft added earlier to the LC application. Click <b>Add Another Draft</b> to add new draft.</p>	
<b>Serial Number</b>	The serial number of drafts to be drawn under the documentary credit.
<b>Tenor (In Days)</b>	The tenor of drafts to be drawn under the documentary credit.
<b>Credit Days From</b>	<p>The date from which the draft tenor is to be counted. Indicates the date type from which the draft tenor is to be counted.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Invoice Date</li> <li>• B/L Date</li> <li>• Others</li> </ul>
<b>Drawee Bank</b>	The drawee bank of the LC.
<b>Draft Amount</b>	The various drafts amount for the LC application.
<b>Action</b>	Click  to delete the record.

2. To initiate back to back LC, refer the steps 1 to 48 of **Initiate a Letter of Credit** section.

## 5.7 **Save As Draft**

User can save LC application as a Draft so that it can be used if required in future. It can be re used only one time for LC Application initiation. User can search the saved LC draft using the draft name in search box. The saved drafts can be accessed from the **Draft** tab. The LC applications, which were saved as draft can also be saved as template after adding all other necessary fields.

**Note:** User cannot save application with attached document as Draft.

### **To save LC application as draft:**

1. Enter the required details in LC application.
2. Click **Save As Draft**, and then select **Draft** option.

**Save as Draft**

Save ✕

The details filled will be saved as a draft which can be accessed from Drafts tab.

Name of the Draft

AutomationPrivatetemp1

---

Save
Cancel

**Field Description**

Field Name	Description
<b>Draft Name</b>	Name of the draft.

3. In the **Draft Name** field, enter the desired name for the draft.
4. Click **Save** to save the draft.  
The transaction details are saved as a draft which can be accessed from the **Draft** tab.  
OR  
Click **Cancel** to cancel the transaction.

**FAQs****1. Can I create a Letter of Credit without providing Advising Bank Details?**

Yes, you can, but you will need to give the same later.

**2. What if I do not want to have any tolerance?**

Please put 0 in the fields under % and above %. By default application will take 10% tolerance, if no value has been provided which is in accordance to SWIFT guidelines.

**3. When should I create a draft and when should I create a Template?**

When you want to use the LC application again and again having the same, save it as template. While if you are leaving your create LC application to be filled at a later stage or usage on a later date, you can save it as draft.

**4. Can I initiate LC from my mobile device?**

Currently, you cannot perform any Trade Finance related transaction from mobile devices.

[Home](#)

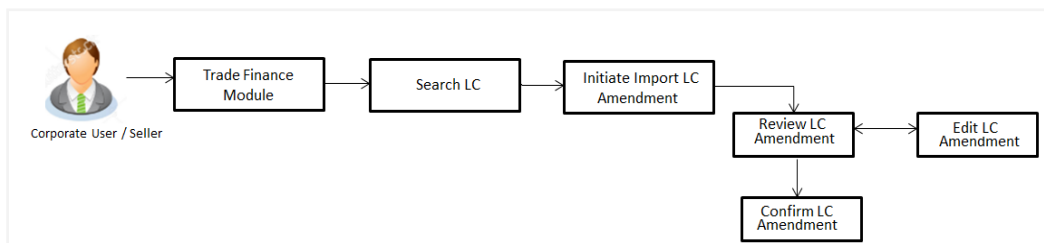
## 6. Initiate Import LC Amendment

Using this option, you can apply for amendment of an existing Letter of Credit (LC) in the application. You can reopen a closed LC using this screen too. You can also attach the scanned copies of the supporting documents for the amendment, file size should not be more than 5 MB. Supported file types: .jpeg, .png, .doc, .pdf, .txt, .zip. Multiple files can be uploaded at a time.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Import LC should exist for the party ID and party must have view rights for it

### Workflow



### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Letter of Credit > Import Letter of Credit > Amend Letter of Credit*

OR

*Dashboard > Toggle menu > Trade Finance > Letter of Credit > Import Letter of Credit > View Letter of Credit > Amendments > Initiate Amendment link*

OR

*Dashboard > Trade Finance > Overview > Quick Links > Initiate LC Amendment*

### 6.1 Search Import LC Amendments

User can search the list existing LC application using LC Number, Applicant Name, and Beneficiary Name and apply for amendments.

#### To search the LC Amendments:

1. From the **All Parties** list, select the appropriate option.

OR

In the **Search By** field, enter the LC Number/ Applicant Name/ Beneficiary Name/ LC Status/ LC Amount and click . Based on search criteria the list of existing LC appears.

OR

Click to filter the Letter of Credit based on following criteria.

## Filter Import Letter Of Credit

### Field Description

Field Name	Description
<b>Beneficiary Name</b>	The name of beneficiary party.
<b>Customer Reference Number</b>	The option to search import LC contract via customer reference number.
<b>LC Status</b>	The status of LC currently. The options are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Closed</li> </ul>
<b>LC Currency</b>	The currency for the LC.
<b>LC Amount Range</b>	The start and end value of the amount range used for searching the LC.
<b>Issue Date From</b>	The start date of the issue date range used for searching the LC.
<b>Issue Date To</b>	The end date of the issue date range used for searching the LC.
<b>Expiry Date From</b>	The start date of the expiry date range used for searching the LC.
<b>Expiry Date To</b>	The end date of the expiry date range used for searching the LC.

- Enter the required filter parameters, and then click **Apply**.  
The searched results are shown based on the parameters provided.  
OR  
Click **Clear** to reset the search criteria.

OR  
Click **Cancel** to cancel the close the filter overlay screen.

## Import LC Amendments - Search Result

Import LC Amendment  
GOODCARE PLC | \*\*\*044

LC Number	Applicant Name	Beneficiary Name	Customer Reference Number	Amount	Equivalent Amount	Issue Date	Expiry Date	LC status
PKIILUR211250501	NATIONAL FREIGHT CORP	SHIVA CORP		GBP 10,000.00	GBP 10,000.00	5/5/21	6/4/21	ACTIVE
PKIILUR211250503	NATIONAL FREIGHT CORP	SHIVA CORP		GBP 10,000.00	GBP 10,000.00	5/5/21	6/4/21	ACTIVE
PKIILSA211250001	NATIONAL FREIGHT CORP	SHIVA CORP		GBP 10,000.00	GBP 10,000.00	5/5/21	8/5/21	ACTIVE
PKIILUN211252501	NATIONAL FREIGHT CORP	NATIONAL FREIGHT CORP		GBP 1,000.00	GBP 1,000.00	5/5/21	8/3/21	ACTIVE
PKIILUN211250503	GOODCARE PLC	MARKS AND SPENCER		GBP 80,000.00	GBP 80,000.00	5/5/21	8/3/21	ACTIVE
PKIILUN211250505	GOODCARE PLC	MARKS AND SPENCER		GBP 80,000.00	GBP 80,000.00	5/5/21	8/5/21	ACTIVE
PKIILUN211250506	GOODCARE PLC	NATIONAL FREIGHT CORP		GBP 11,000.00	GBP 11,000.00	5/5/21	8/3/21	ACTIVE
PKIILUN211253001	NATIONAL FREIGHT CORP	SHIVA CORP		GBP 10,000.00	GBP 10,000.00	5/5/21	8/3/21	ACTIVE
PKIILUN211253002	NATIONAL FREIGHT CORP	SHIVA CORP		GBP 10,000.00	GBP 10,000.00	5/5/21	8/3/21	ACTIVE
PKIILUR211251001	NATIONAL FREIGHT CORP	SHIVA CORP		GBP 12,000.00	GBP 10,000.00	5/5/21	6/19/21	ACTIVE

Page 1 of 147 (1-10 of 1469 items) | 1 2 3 4 5 ... 147 |

① Displayed Local currency amount is indicative and actual amount may differ.

## Field Description

Field Name	Description
<b>Search</b>	
<b>All Parties</b>	Select the specific party to filter the search result based on specific party.
<b>Search</b>	Specify the LC Number/ Applicant Name/ Beneficiary Name of LC for whom amendments to be made.
<b>Search Result</b>	
<b>LC Number</b>	The LC reference number generated while creating LC.
<b>Applicant Name</b>	The LC applicant name based on the selected party ID.
<b>Beneficiary Name</b>	The name of the beneficiary of the LC.
<b>Customer Reference Number</b>	The user provided customer reference number for the transaction.

Field Name	Description
<b>Amount</b>	The amount for the Letter of Credit along with the currency under which the LC issued.
<b>Equivalent Amount</b>	The equivalent amount for the Letter of Credit along with the currency under which the LC issued.
<b>Issue Date</b>	The date of the issue date of the LC.
<b>Expiry Date</b>	The date of the expiry date for the LC.
<b>LC Status</b>	The status of LC.

- 
3. Click on the desired **LC Number** for whom amendments to be made. The Initiate Import LC Amendment screen appears.

---

**Note:** 1. When the user clicks LC Number link, a warning message 'You are going to amend a Back to Back LC', if the LC is a back to back LC.

2. If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

---

## Initiate Import LC Amendment

Search ...

Viewer
ATM/Branch
English

Welcome, OBDX Maker

Last login 25 Nov 07:26 PM

### Initiate Import LC Amendment

GOODCARE PLC | \*\*\*044

LC Reference No.  
PK1CAS2211250501 ACTIVE

Product  
Import LC Usage Non Revolving

Date Of Issue  
05 May 2021

- LC Details
- Goods and Shipment Details
- Documents and Conditions
- Instructions
- Linkages
- Insurance
- Charges, Commissions & Taxes

#### LC Details

**50**

Applicant Name  
NATIONAL FREIGHT CORP

Address  
PKBANK7DXXX

Country  
United Kingdom

Accountee  
NATIONAL FREIGHT CORP

**40A**

Type of Documentary Credit

Transferable  Non Transferable

LC Type  
Usance

**31D**

Date of Expiry	Place of Expiry
26 Jun 2021	LONDON

**59**

Beneficiary Name  
PREETHI9

Address  
PKBANK32XXX

Country  
United Kingdom

**32B**

LC Amount  
GBP100,000.00

LC Amount Tolerance

Under(%)	Above(%)
2	2

Total Exposure  
GBP102,000.00

**39C**

Additional Amount Covered

**41A**

Credit Available By  
Acceptance

**Limits**

Party ID: NATIONAL FREIGHT CORP  
Limit: LINS\_1 Reset

**USD0.00**  
Available Limit

Utilized GBP0.00	Sanctioned GBP100,000.00
---------------------	-----------------------------

[View Limit Details](#)

4. Update the LC details in editable field.
5. Select the **Terms and Conditions** checkbox to accept the Terms and Conditions.
6. Click **Submit** to initiate the LC Amendment.  
OR  
Click **Back**.  
The **Initiate Import LC Amendment – Search** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.
7. The review screen appears. It displays all the sections with their respective fields with an option to edit them individually.  
Verify the details, and click **Confirm**.  
OR  
Click **Back** to go to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.
8. The success message initiation of LC Amendment appears along with the reference number.
9. Click **Go To Dashboard** to go to dashboard.

---

**Note:** Following are the fields which can be amended: Type of Documentary Credit, Date of Expiry, Place of Expiry, Beneficiary Address, LC Amount, LC Amount Tolerance, Additional Amount Covered, Credit Available By, Credit Available With, Bank Details, Draft Details, Partial Shipment, Transshipment, Place of Taking in Charge/ Dispatch From, Port of Loading/ Airport of Departure, Port of Discharge/ Airport of Destination, Place of Final Destination/ For Transportation, Shipment Date, Shipment Period, Goods, Description, Quantity, Cost/Unit, Gross/Amount, Original, Number of Copies, View/Edit Clause, Additional Conditions, Documents to be presented within /beyond days after the date of shipment but within validity of this credit, Incoterm, Special Payment Conditions for Beneficiary, Special Payment Conditions for Bank Only, Confirmation Instruction, Requested Confirmation Party, Sender to Receiver Information, Charges, Charges Borne by and Incoterms. For the description of above fields refer **Initiate Letter of Credit** section.

---


## 6.2 Re-Open Closed LC

The application has a facility for user to re-open a closed LC. The user can search the specific LC by providing the LC no directly, or by doing an advanced lookup to find the correct LC with the filters available.

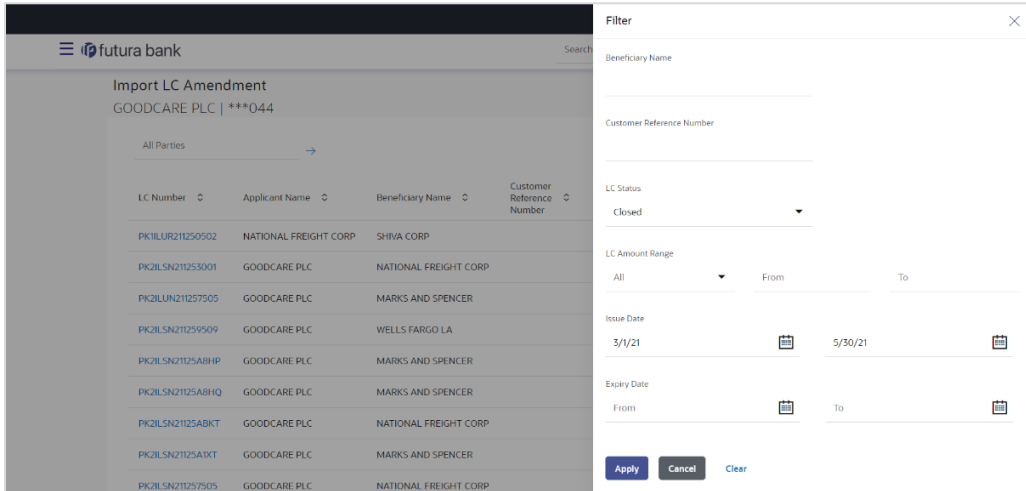


The user can search the LC which are in 'Closed' status.

### To Re-Open the closed LC:

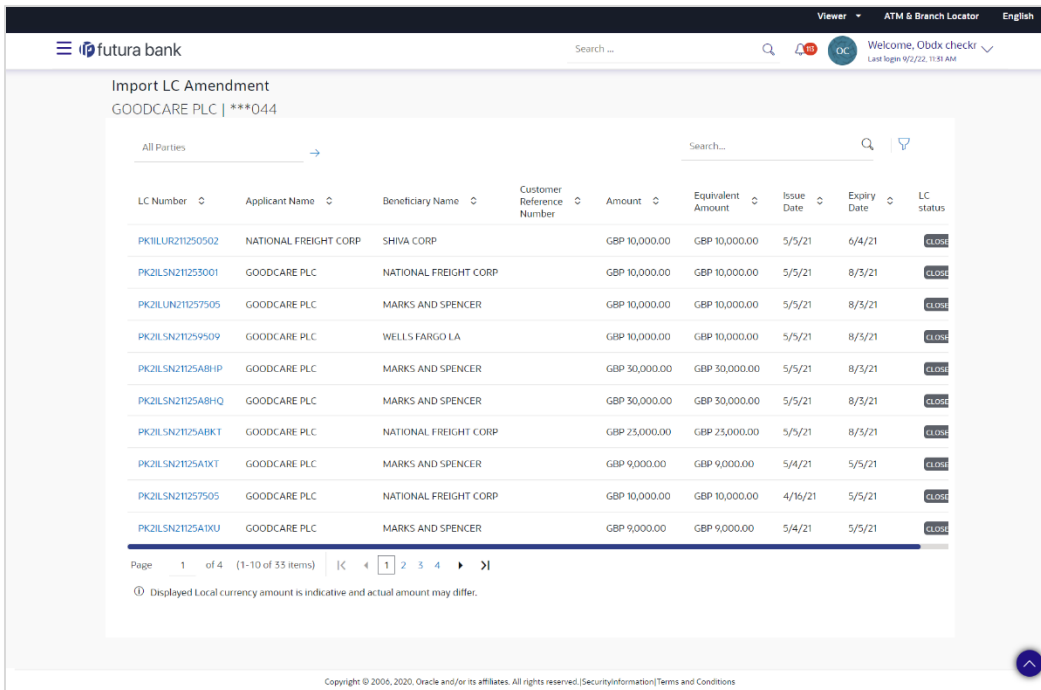
1. Click  search the LC based on the filter criteria. The **Filter** overlay screen appears.

### Import LC Amendments - Filter



2. From the LC Status list, select the **Closed** option. The list of all the closed LC appear.

### Import LC Amendments - Search Result



LC Number	Applicant Name	Beneficiary Name	Customer Reference Number	Amount	Equivalent Amount	Issue Date	Expiry Date	LC status
PK1ILUR211250502	NATIONAL FREIGHT CORP	SHIVA CORP		GBP 10,000.00	GBP 10,000.00	5/5/21	6/4/21	CLOSED
PK2ILSN211253001	GOODCARE PLC	NATIONAL FREIGHT CORP		GBP 10,000.00	GBP 10,000.00	5/5/21	8/3/21	CLOSED
PK2ILUN211257505	GOODCARE PLC	MARKS AND SPENCER		GBP 10,000.00	GBP 10,000.00	5/5/21	8/3/21	CLOSED
PK2ILSN211259509	GOODCARE PLC	WELLS FARGO LA		GBP 10,000.00	GBP 10,000.00	5/5/21	8/3/21	CLOSED
PK2ILSN21125A8HP	GOODCARE PLC	MARKS AND SPENCER		GBP 30,000.00	GBP 30,000.00	5/5/21	8/3/21	CLOSED
PK2ILSN21125A8HQ	GOODCARE PLC	MARKS AND SPENCER		GBP 30,000.00	GBP 30,000.00	5/5/21	8/3/21	CLOSED
PK2ILSN21125ABKT	GOODCARE PLC	NATIONAL FREIGHT CORP		GBP 25,000.00	GBP 25,000.00	5/5/21	8/3/21	CLOSED
PK2ILSN21125A1XT	GOODCARE PLC	MARKS AND SPENCER		GBP 9,000.00	GBP 9,000.00	5/4/21	5/5/21	CLOSED
PK2ILSN211257505	GOODCARE PLC	NATIONAL FREIGHT CORP		GBP 10,000.00	GBP 10,000.00	4/16/21	5/5/21	CLOSED
PK2ILSN21125A1XU	GOODCARE PLC	MARKS AND SPENCER		GBP 9,000.00	GBP 9,000.00	5/4/21	5/5/21	CLOSED

3. Click on the desired **LC Number** for whom amendments to be made. The warning message of amendment of closed LC appears.

4. Click **Continue** to continue the amendment of closed LC. The **Initiate Import LC Amendment - LC Details** screen appears.  
OR  
Click **Cancel** to cancel the amendment process.
5. Repeat step 4 to 8 of **Initiate Import LC Amendments** section.

[Home](#)

## 7. View Import Letter of Credit

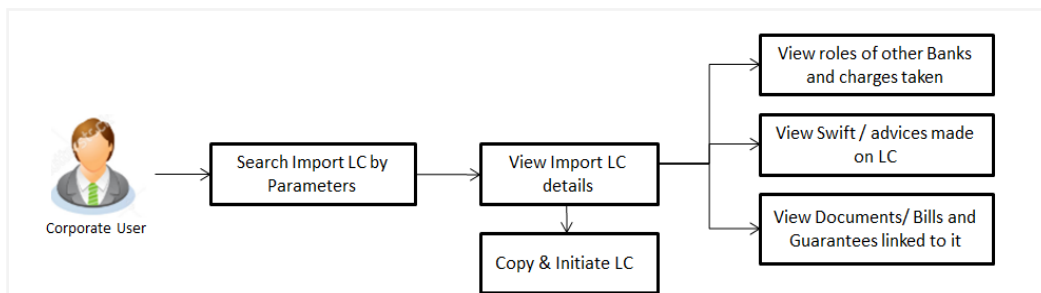
Using this option, you can view the details of existing Import Letters of Credit (LC) in the application. You can search the required LC using different search criteria.

The LC details include LC amount, outstanding, date of issue, date of expiry, parties to the LC, bank details, payment terms, and shipment/goods/documents details. You can also view the Bills presented under the LC and Guarantees issued against LC.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Import LC should exist for the party ID and party must having view rights for it



### Workflow



### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Letter of Credit > Import Letter of Credit > View Import Letter of Credit*

### To view Import LC:

1. The **View Import LC** screen appears.
2. From the **All Parties** list, select the appropriate option.  
OR  
In the **Search By** field, enter the LC Number/ Beneficiary Name/ LC Status/ LC Amount and click . Based on search criteria the list of existing LC appears.  
OR  
Click  to filter the Letter of Credit based on following criteria.

## Filter Import Letter Of Credit

The screenshot displays the 'View Import Letter Of Credit' page for GOODCARE PLC | \*\*\*044. It features a table of 'List of Recently Issued Letter of Credits' with columns: LC Number, Applicant Name, Beneficiary Name, Customer Reference Number, and LC Amount. The table lists several entries, including those for NATIONAL FREIGHT CORP and GOODCARE PLC. A 'Filter' dialog box is overlaid on the right, providing search criteria for Beneficiary Name, Customer Reference Number, LC Status (All), LC Amount Range (All, From, To), LC Drawing Status (All), Issue Date (From, To), Expired Status (Expired, Not Expired), and Expiry Date (From, To). The dialog includes 'Apply', 'Cancel', and 'Clear' buttons.

### Field Description

Field Name	Description
<b>Beneficiary Name</b>	The name of beneficiary party.
<b>Customer Reference Number</b>	The option to search import LC contract via customer reference number.
<b>LC Status</b>	The status of LC currently. The options are: <ul style="list-style-type: none"> <li>• Hold</li> <li>• Active</li> <li>• Cancelled</li> <li>• Closed</li> <li>• Reversed</li> </ul>
<b>LC Currency</b>	The currency for the LC.
<b>LC Amount Range</b>	The start and end value of the amount range used for searching the LC.

Field Name	Description
<b>LC Drawing Status</b>	The LC amount drawing status. The options are: <ul style="list-style-type: none"> <li>• Partial</li> <li>• Full</li> <li>• Undrawn</li> <li>• Expired</li> </ul>
<b>Issue Date From</b>	The start date of the issue date range used for searching the LC.
<b>Issue Date To</b>	The end date of the issue date range used for searching the LC.
<b>Expired Status</b>	To select whether LC being searched is expired or not. The options are: <ul style="list-style-type: none"> <li>• Expired</li> <li>• Not Expired</li> </ul>
<b>Expiry Date From</b>	The start date of the expiry date range used for searching the LC.
<b>Expiry Date To</b>	The end date of the expiry date range used for searching the LC.

3. Enter the required filter parameters, and then click **Apply**.  
The searched results are shown based on the parameters provided.  
OR  
Click **Clear** to reset the search criteria.  
OR  
Click **Cancel** to cancel the close the filter overlay screen.

## View Import Letter Of Credit – Search Result

View Import Letter Of Credit  
GOODCARE PLC | \*\*\*044

View Letter Of Credit

List of Recently Issued Letter of Credits

All Parties → Search... Download

LC Number	Applicant Name	Beneficiary Name	Customer Reference Number	LC Amount	Equivalent LC Amount	Outstanding Amount	Equivalent Outstanding Amount
PK2ILUN21250001	GOODCARE PLC	NATIONAL FREIGHT CORP		GBP 2,000.00	GBP 2,000.00	GBP 0.00	GBP 0.00
PK3ILSN21250001	NATIONAL FREIGHT CORP	SHIVA CORP		GBP 10,000.00	GBP 10,000.00	GBP 0.00	GBP 0.00
PK3ILUR21250502	NATIONAL FREIGHT CORP	SHIVA CORP		GBP 10,000.00	GBP 10,000.00	GBP 0.00	GBP 0.00
PK3ILUN21252501	NATIONAL FREIGHT CORP	NATIONAL FREIGHT CORP		GBP 1,000.00	GBP 1,000.00	GBP 0.00	GBP 0.00
PK2ILUN21250503	GOODCARE PLC	MARKS AND SPENCER		GBP 80,000.00	GBP 80,000.00	GBP 0.00	GBP 0.00
PK2ILUN21250504	GOODCARE PLC	NATIONAL FREIGHT CORP		GBP 2,000.00	GBP 2,000.00	GBP 2,000.00	GBP 2,000.00

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① All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.  
② Displayed Local currency amount is indicative and actual amount may differ.

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## Field Description

## Field Name Description

## List of Recently Issued Letter Of Credit

<b>LC Number</b>	This is the LC number of the LC application.
<b>Applicant Name</b>	The name of the applicant.
<b>Beneficiary Name</b>	The name of the LC beneficiary.
<b>Customer Reference Number</b>	The user provided customer reference number for the transaction.
<b>LC Amount</b>	The amount for which LC is created.
<b>Equivalent LC Amount</b>	The equivalent LC amount.
<b>Outstanding Amount</b>	The remaining amount to be given to the beneficiary.
<b>Equivalent Outstanding Amount</b>	The equivalent outstanding amount to be given to the beneficiary.
<b>Issue Date</b>	The issue date of the Import LC.

Field Name	Description
<b>Date of Expiry</b>	The date when the LC expires and holds no more valid.
<b>LC Status</b>	The Import LC status i.e. whether is active/closed etc.
<b>Outstanding Amount</b>	The remaining amount to be given to the beneficiary.

4. Click on the LC Number link to view the records under a selected LC. The **View Import Letter Of Credit LC Details** screen appears.
5. Click the **Download** link to download all or selected columns in the Import LC details list. You can download the list in PDF formats.

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

## 7.1 View Import Letter Of Credit – LC Details

1. Click **LC Details** tab. The **View Import Letter Of Credit - LC Details** screen appears.

## View Import Letter Of Credit - LC Details

Search ...

Viewer
ATM & Branch Locator
English

Welcome, Udo, check it out  
 Last sign: 9/2/21, 19:45:04

### View Import Letter Of Credit

GOODCARE PLC | #19344

LC Reference No.	Product	LC Amount	Date of Expiry
PKZILIN21Z0001 <span style="color: green; font-weight: bold;">Active</span>	Import LC Usance Non Revolving	GBP 2,000,000	8/5/21

LC Details

Attached Documents

Amendments

Bills

Shipping Guarantee

Linkages

Charges, Commissions & Taxes

Swift Messages

Advice

Banks

LC Details

**51A** Applicant  
GOODCARE PLC  
Address  
12 King Street  
Leam no 4  
London  
Country  
United Kingdom

**31D** Date of Expiry  
8/5/21

**31B** LC Amount  
GBP 2,000,000

**31A** LC Amount Tolerance  
Under (%) 0  
Total Exposure  
GBP 2,000,000

**41A** Credit Available By  
Negotiation  
Credit Available With  
Benefit

**41P** Negotiation/Deferred Payment Details  
draftdtat  
Drafts  
No

**41C** Drafts At

**40A** Type of Documentary Credit  
Non-Tenderable  
Non Revolving

**5B** Beneficiary Name  
NATIONAL FREIGHT CORP  
Address  
PKBANK71000  
Country  
United Kingdom

**39C** Additional Amount Covered

**41T** Transshipment  
Not Allowed

**44E** Part of Loading/Export of Departure

**44B** Place of Final Destination/For Transportation

No data to display.

Hide Information

Goods & Shipment

**43P** Partial Shipment  
Not Allowed

**44A** Place of Taking in Charge/Dispatch from

**44F** Port of Discharge/Airport of Destination

**44C/44D** Shipment

**41T** Transshipment  
Not Allowed

**44E** Part of Loading/Export of Departure

**44B** Place of Final Destination/For Transportation

No data to display.

Hide Information

Documents

Document Type	Count	Status	View Clause
ABRDOC	1/2	2	<a href="#">View Clause</a>
IRINDOC	0/0	2	<a href="#">View Clause</a>
IRVDOC	1/2	0	<a href="#">View Clause</a>
MARDOC	1/2	2	<a href="#">View Clause</a>
BOL	0/0	0	<a href="#">View Clause</a>

Page: 1 of 2 (1-3 of 6 items) | [ < ] [ 1 ] [ > ]

More Information

Instruction

Advising Bank SWIFT ID	Advising Through Bank SWIFT ID
CITIGB2333 CITIBANK, IRELAND CITIGB2333 new diamond area	

**49G** Special Payment Conditions for Beneficiary

**49** Confirmation Instructions  
Without

**49H** Special Payment Conditions for Bank Only

More Information

Currently, there are no Insurances linked to this contract.

Copy & Install
Back

ⓘ Displayed Local currency amount is indicative and actual amount may differ.

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Party Name and ID</b>	The name and ID of LC applying party.
<b>LC Reference No.</b>	Displays the reference number of the LC.
<b>Product</b>	The Import LC product name under which the LC is created.
<b>LC Amount</b>	The amount availed against the LC.
<b>Date of Expiry</b>	The date when the LC expires and holds no more valid.
<b>LC Details</b>	
<b>Applicant</b>	Displays the LC applicant name based on the selected party ID.
<b>Address</b>	Displays the LC applicant address.
<b>Country</b>	Displays the country of the LC applicant.
<b>Accountee</b>	Displays the name of the accountee.
<b>Date of Application</b>	The LC issue date.
<b>Date of Expiry</b>	The expiry date of the LC. The expiry date must be later than the application date.
<b>Place of Expiry</b>	The place where LC would expire.
<b>LC Amount</b>	The amount availed against the LC.
<b>Type of Documentary Credit</b>	The type of documentary credit are: <ul style="list-style-type: none"> <li>• Transferable</li> <li>• Revolving</li> </ul>
<b>Revolving Type</b>	Indicates revolving type. This field appears if the <b>SWIFT Code</b> option is selected in the <b>Credit Available With</b> field.
<b>Auto Reinstatement</b>	Under a revolving LC, the amount is reinstated or renewed without any specific amendments to the LC. The credit becomes available for use again automatically.
<b>Cumulative</b>	Displays whether the frequency is cumulative for the LC.

<b>Field Name</b>	<b>Description</b>
<b>Beneficiary Name</b>	The name of the LC beneficiary.
<b>Address</b>	The address of the LC beneficiary.
<b>Country</b>	The country of the LC beneficiary.
<b>Drafts section</b>	The number of drafts available.
<b>Tenor (In Days)</b>	The number of days of its validity.
<b>Credit Days From</b>	Displays the date from which the Draft tenure shall be counted.
<b>Drawee Bank</b>	The name of drawee bank, which would represent draft for claiming money against LC.
<b>Draft Amount</b>	The amount which is sought by beneficiary on representation of draft.
<b>More Information</b>	<p>Following fields appear if you click the <b>More Information</b> link.</p> <p>Click the <b>Hide Information</b> link to hide the fields.</p>
<b>LC Amount Tolerance Under %</b>	The tolerance relative to the documentary credit amount as a percentage plus and/or minus that amount.
<b>Total Exposure</b>	Displays the total LC amount including the positive tolerance, with the currency.
<b>Credit Available By</b>	Indicates the manner in which credit is available when the bank is authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit.
<b>Credit Available With</b>	Indicates the details of Bank where credit would become available. It is captured by Bank's SWIFT code.
<b>Mixed Payment Details</b>	<p>Indicates the details of mixed payment.</p> <p>This field is appears if the <b>Mixed Payment</b> option was selected in the <b>Credit Available By</b> field.</p>
<b>Draft</b>	Indicates the draft.
<b>Additional Amounts Covered</b>	This field specifies any additional amounts available to the beneficiary under the terms of the credit, such as insurance, freight, interest, etc.

<b>Field Name</b>	<b>Description</b>
<b>Drafts At</b>	The number of drafts available.
<b>Goods &amp; Shipment</b>	
<b>Partial Shipment</b>	Displays whether partial shipments is allowed or not or is conditional.
<b>Place of Taking in Charge/ Dispatch From</b>	The place of receipt from where shipment will be done.
<b>Port of Discharge/ Airport of Destination</b>	The port of discharge or airport of destination to be indicated on the transport document.
<b>Shipment</b>	The period of shipment during which the goods are to be loaded on board /dispatched /taken in charge.
<b>Transshipment</b>	Displays whether transshipment is allowed or not or is conditional.
<b>Port of Loading/ Airport of Departure</b>	The port of loading or airport of departure to be indicated on the transport document.
<b>Place of Final Destination/ For Transportation</b>	The place of dispatch or taking in charge of the goods or loading on board.
<b>Latest Shipment Date</b>	The latest date for shipment loading goods on board/dispatch/taking in charge.
<b>More Information</b>	
Following fields appear if you click the <b>More Information</b> link.	
Click the <b>Hide Information</b> link to hide the fields.	
<b>Goods</b>	The type of good being shipped.
<b>Description of Goods</b>	The description of goods.
<b>Units</b>	The number of units of the goods.
<b>Price Per Unit</b>	The price per unit of the goods.
<b>Documents</b>	
<b>Document Name</b>	Displays the lists of all the documents required to be represented.
<b>Original</b>	Displays the number “n” out of “m” original documents will be provided to bank.

Field Name	Description
<b>Copies</b>	Displays the number of copies that will be submitted as a set of documents for LC.
<b>Clause</b>	Displays the default description of clauses, however user can modify the same.
<b>More Information</b>	
Following fields appear if you click the <b>More Information</b> link.	
Click the <b>Hide Information</b> link to hide the fields.	
<b>Additional Conditions</b>	The description of further conditions of the documentary credit.
<b>Documents to be presented within /beyond _____ days after the date of shipment but within validity of this credit</b>	The number of days after the date of shipment when the documents will be presented to bank.
<b>Instructions</b>	
<b>Advising Bank SWIFT ID</b>	Displays the SWIFT ID and address of the Advising Bank.
<b>Advising Through Bank SWIFT ID</b>	Displays the advising through bank SWIFT ID and address.
<b>Special Payment Conditions for Beneficiary</b>	User can input special payment conditions applicable to the beneficiary, for example, post financing request/ conditions.
<b>Confirmation Instructions</b>	The confirmation instructions for the requested confirmation party.
<b>Special Payment Conditions for Bank Only</b>	User can input special payment conditions applicable to bank without disclosure to the beneficiary, for example, post-financing request /conditions.
<b>More Information</b>	
Following fields appear if you click the <b>More Information</b> link.	
Click the <b>Hide Information</b> link to hide the fields.	
<b>Sender to Receiver Information</b>	The additional information for the receiver.
<b>Applicant Account for Charges</b>	The applicant account for charges.
<b>Charges</b>	The details specify charges to be borne by the beneficiary.

Field Name	Description
<b>Insurance</b>	
<b>Insurance</b>	Displays the insurance details of LC.


- Click the required link in the **LC Number** column.  
The **View Import LC** screen appears with the details of the selected Import LC. By default, the **LC Details** tab appears.
- Click the View Availments link to view the availments for LC.  
The Availments for LC overlay screen appears.

### Availments

No	Date	Description	Amount
1	5/5/21	This availment is triggered by Bill No. PK2BULL21250001 in Bills	GBP 500.00
2	5/5/21	This availment is triggered by Bill No. PK2BULL21251502 in Bills	GBP 400.00
3	5/5/21	This availment is triggered by Bill No. PK2BULL21251505 in Bills	GBP 250.00
4	5/5/21	This availment is triggered by Bill No. PK2BULL21250001 in Bills	GBP 850.00
5	5/5/21	This availment is triggered by Bill No. PK2BULL21254001 in Bills	GBP 0.00
Total Availment			GBP 1,800.00

### Field Description

Field Name	Description
<b>No</b>	The serial no. of the availment record.
<b>Date</b>	Displays the date of availment.
<b>Description</b>	Displays the description of availment under an LC.
<b>Amount</b>	Displays the amount of availment against the LC.
<b>Total Availments</b>	Displays the total availment amount against the LC.

- Click  more options icon and then:
  - Initiate Amendment** to initiate the amendment. The **Initiate Import LC Amendment** screen appears.
  - Copy & Initiate** to copy the Lc details and initiate the import letter of credit. The **Initiate Letter of Credit** screen appears.

- **Initiate Tracers** to imitate the tracer. The **Tracers** screen appears.
- 5. Click **Copy and Initiate** to copy details of LC, and initiate a new LC. The **Initiate Letter of Credit** screen appears.  
OR  
Click **Back** to navigate back to previous screen.
- 6. Click the **Initiate Amendment** link to initiate the amendment.  
OR  
Click the **Copy and Initiate** link to copy details of LC, and initiate a new LC. The **Initiate Letter of Credit** screen

**Note:** 1) Repeat frequency and cumulative will come only in case of revolving LC.  
2) When the user clicks Initiate Amendment link, a warning message 'You are going to amend a Back to Back LC', if the LC is a back to back LC.

### 7.1.1 Attached Documents

This tab displays the list of all documents uploaded by user. It allows the user to download the attachments done under the selected Import LC.

- 7. Click **Attached Documents** tab to view the attached documents.  
OR  
Click **Back**.  
The **View Import Letter Of Credit** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

### View Import Letter Of Credit – Attached Documents

The screenshot displays the 'View Import Letter Of Credit' interface for 'NATIONAL FREIGHT CORP | \*\*\*153'. The page includes a navigation menu on the left with options like 'Attached Documents', 'Amendments', 'Bills', 'Shipping Guarantee', 'Linkages', 'Charges, Commissions & Taxes', 'Swift Messages', 'Advice', and 'Banks'. The main content area shows LC details and a table of attached documents.

LC Reference No.	Product	LC Amount	Date of Expiry
PK21LUN211256008 <span style="color: green;">ACTIVE</span>	Import LC Usance Non Revolving	EUR110,000.00	10 May 2021

Sr No	Document Id	Document Category	Document Type	Remarks	Action
1	3 (P/L****04	IDPROOF	IDPROOF	id	
2	3 (P/L****2)	IDPROOF	IDPROOF	doc	

Buttons:

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Sr No</b>	The serial number of the attached document record.
<b>Document ID</b>	Displays the unique identification number for the attached document. Displays the link to download the attached document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Remarks</b>	Displays the notes added, if any, for attaching the document.
<b>Action</b>	Action to be taken that is to delete the attached document.

8. Click the required link in the **Document ID** column to download the attached document.  
OR

Click  to delete the attached document record.

**7.1.2 Amendments****7.1.2.1 Initiate Amendment**

For more information on Initiate LC Amendment, refer [Initiate Import LC Amendment](#) transaction.

**7.1.2.2 View Amendment**

This tab displays the amendments done to the LC such as shipment date, LC amount etc.

## Amendments

View Import Letter Of Credit  
GOODCARE PLC | \*\*\*044

Initiate Amendment | Copy & Initiate

LC Reference No.	Product	LC Amount	Date of Expiry
PK1CRDE21250001 <span>ACTIVE</span>	Import LC Sight Non Revolving	GBP20,000.00	03 Aug 2021

LC Details

Amendments

Amendment Number	Issue Date	Expiry Date	LC Amount	Status	
1	05 May 2021	05 Aug 2021	GBP20,000.00	ACCEPTED	<a href="#">View</a>

Page 1 of 1 (1 of 1 items) | < < 1 > >

[Initiate Amendment](#) [Back](#)

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## Field Description

Field Name	Description
------------	-------------

<b>Amendment Number</b>	Displays the amendment number of the LC. Displays the link to view the details of the LC Amendment.
<b>Issue Date</b>	Displays the issue date of the LC Amendment.
<b>Expiry Date</b>	Displays the new expiry date of the LC.
<b>LC Amount</b>	Displays the new LC amount.
<b>Status</b>	Displays the status of raised amendment.

- Click the required link in the **View** column. The **Import LC Amendment** screen with detailed Issued Amendments appears.  
OR  
Click the **View** link to view the export LC Amendment.
- Click **Initiate Amendment** to initiate an amendment.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.  
OR  
Click **Back** to navigate back to previous screen.



11. Click the **Bills** tab to attach the document.  
OR  
Click the Initiate Amendment link to initiate the amendment.  
OR  
Click the Copy and Initiate link to copy details of LC, and initiate a new LC. The **Initiate Letter of Credit** screen.

### 7.1.3 Bills

This tab displays the list of Bills raised by the beneficiary.

12. Click **Bill** tab. The summary of all the Inward Bills appears.  
OR  
Click **Back**.  
The **View Import LC** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.
13. Click the **Shipping Guarantee** tab to view the shipping guarantee details.  
OR  
Click the Initiate Amendment link to initiate the amendment.  
OR  
Click the Copy and Initiate link to copy details of LC, and initiate a new LC. The **Initiate Letter of Credit** screen.

### View Import Letter of Credit – Bills

The screenshot displays the 'View Import Letter of Credit' page for NATIONAL FREIGHT CORP | \*\*\*155. The page is divided into two main sections: 'LC Details' and 'Bills'.

**LC Details:**

LC Reference No.	Product	LC Amount	Date of Expiry
PKIILSN211250001 <span style="color: green;">Active</span>	Import LC Sight Non Revolving	GBP 10,000.00	8/5/21

**Bills:**

Inward Bill Number	Bill Lodgement Sequence No	Date Received	Bill Amount	Status
PKIILUL2125AORV		5/5/21	GBP 11,000.00	<span style="color: green;">Active</span>

Page 1 of 1 (1 of 1 Items) |< < 1 > >|

Below the Bills table, there is a 'Back' link and a note: 'Displayed Local currency amount is indicative and actual amount may differ.'

The left sidebar contains navigation options: Attached Documents, Amendments, Bills (selected), Shipping Guarantee, Linkages, Charges, Commissions & Taxes, Swift Messages, Advice, and Banks.

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Inward Bill Number</b>	Displays the Inward Bill number. Click on Inward Bill Number link to view the Bill details.
<b>Bill Lodgement Sequence No</b>	Indicates the sequence in which bill was lodged.
<b>Date Received</b>	Displays the date on which the Bill is received.
<b>Bill Amount</b>	Displays the Bill amount with currency for the LC.
<b>Status</b>	Displays the status of the Bill is received.

14. Click on **Inward Bill Number** to view the Bill details. The **View Import Bill- General Bill** details linked to the LC number screen appears. Refer [View Import Bill](#).  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.  
OR  
Click **Back**.  
The **View Import LC** screen appears.
15. Click the **Shipping Guarantee** tab to view Shipping Guarantee details.  
OR  
Click the Initiate Amendment link to initiate the amendment.  
OR  
Click the Copy and Initiate link to copy details of LC, and initiate a new LC. The **Initiate Letter of Credit** screen.

**7.1.4 Shipping Guarantee**

This tab displays the details of shipping guarantees attached to the Import LC.

16. Click **Shipping Guarantee** tab to view the shipping guarantee details.  
OR  
Click **Back**.  
The **View Import LC** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## View Import Letter of Credit – Shipping Guarantee

The screenshot shows the 'View Import Letter of Credit' page for GOODCARE PLC. The page displays a table with the following details:

LC Reference No.	Product	LC Amount	Date of Expiry
PK2ILSR211258501 <span style="color: green;">Active</span>	Import LC Sight Revolving advance Periodic	GBP100,000.00	31 May 2021

Below the table, there is a 'Shipping Guarantee' section with a table of guarantee details:

Guarantee Reference No	Date	Amount
AT89GLC140010001	01 Jan 2014	€27,500.00

Navigation buttons include 'Initiate Shipping Guarantee', 'Cancel', and 'Back'. A sidebar on the left contains links for LC Details, Attached Documents, Amendments, Bills, Shipping Guarantee (selected), Linkages, Charges, Commissions & Taxes, Swift Messages, Advice, and Banks.

## Field Description

Field Name	Description
<b>Guarantee Reference No</b>	Displays the reference number of shipping guarantees linked to LC.
<b>Date</b>	Displays the date when guarantee was created.
<b>Amount</b>	Displays the amount and currency of the guarantee.

17. Click the required link in the **Guarantee Reference Number** column. The view guarantee page appears.
18. Click the **Initiate Shipping Guarantee** link to initiate the Shipping Guarantee. The **Initiate Shipping Guarantee** page appears.
  - OR
  - Click **Cancel** to cancel the transaction. The **Dashboard** appears.
  - OR
  - Click **Back**.
  - The **View Import LC** screen appears.
  - OR
  - Click **Cancel** to cancel the transaction. The **Dashboard** appears.

19. Click the **Linkages** tab to view the charge details.  
OR  
Click the **Initiate Shipping Guarantee** link to initiate the Shipping Guarantee.  
OR  
Click the **Copy and Initiate** link to copy details of LC, and initiate a new LC. The **Initiate Letter of Credit** screen.

### 7.1.5 Linkages tab

This tab allows the user to view the linked deposit account.

20. Click **Linkages** tab to view the linked deposit account.  
OR  
Click **Back**.  
The **View Import LC** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

### View Import Letter of Credit – Linkages tab

The screenshot displays the 'View Import Letter of Credit' interface for 'GOODCARE PLC | \*\*\*044'. The main content area is divided into two columns. The left column contains a navigation menu with options: LC Details, Attached Documents, Amendments, Bills, Shipping Guarantee, **Linkages** (selected), Charges, Commissions & Taxes, Swift Messages, Advice, and Banks. The right column shows the 'Linkages' details:

- Linkages Summary:** Total Linkage Amount GBP0.00
- Cash Collateral Linkages:**

Currency	Description	Percent	Collateral Amount
GBP	Cash Collateral Amount	20	GBP10,000.00
<b>Total Collateral Amount</b>			<b>GBP0.00</b>
- Deposit Linkages:**

Deposit Number	Linked Amount	Linked Amount In Transactional Currency	Maturity Date
No data to display.			
<b>Total Amount in Local Currency</b>			<b>GBP0.00</b>

At the bottom of the page, there is a pagination control showing 'Page 1 (0 of 0 items)' and a 'Back' button. A disclaimer states: 'Displayed Local currency amount is indicative and actual amount may differ.'

### Field Description

Field Name	Description
<b>Total Linkage Amount</b>	The total linkage amount.

<b>Field Name</b>	<b>Description</b>
<b>Cash Collateral Linkages</b>	
<b>Currency</b>	The contract currency of cash collateral as maintained at back office. The user can change the currency.
<b>Description</b>	The description of collateral linkage.
<b>Percent</b>	Percentage of LC to be used as collateral – as maintained at OBTF.
<b>Collateral Amount</b>	Amount to be used as Collateral for LC.
<b>Sr. No.</b>	The serial number of the schedule record.
<b>Settlement Account Number</b>	The accounts that are mapped to the user.
<b>Contribution Amount for Collateral</b>	The amount to be used from the selected account towards the collateral.
<b>Contribution Percentage</b>	Percentage of the total collateral to be taken from the selected account.
<b>Exchange Rate</b>	If the selected account is in another currency from that of contract's currency the exchange rate between them is to be displayed.
<b>Contribution amount in Account currency</b>	The amount to be contributed from selected account in the account's currency.
<b>Total</b>	The total collateral amount.
<b>Deposit Linkages</b>	
<b>Deposit Number</b>	The deposit account that has to be mapped to the transaction.
<b>Linked Amount</b>	The amount that is to be linked for the transaction, and partial linkages to be supported.
<b>Linked Amount in Transactional Currency</b>	The tentative equivalent amount in transactional currency.
<b>Maturity Date</b>	The maturity date of the deposit.

21. Click the **Initiate Amendment** link to initiate the amendment.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.  
OR  
Click **Back**.  
The **View Import LC** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.
22. **Click the Charges** tab to view the charge details.  
OR  
Click the **Initiate Shipping Guarantee** link to initiate the Shipping Guarantee.  
OR  
Click the **Copy and Initiate** link to copy details of LC, and initiate a new LC. The **Initiate Letter of Credit** screen.

### **7.1.6 Charges Commissions & Taxes**

This tab lists charges, Commission and Taxes against LC such as LC making, SWIFT or Amendment charges.

23. Click Charges **Commissions & Taxes** tab to view the charges, commissions and taxes against LC.  
OR  
Click **Back**.  
The **View Import LC** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## View Import Letter of Credit - Charges

View Import Letter Of Credit  
| \*\*\*044

LC Reference No. PK2ILUN211250505 **ACTIVE** Product Import LC Usance Non Revolving LC Amount GBP 80,000.00 Date of Expiry 8/3/21

LC Details

Attached Documents

Amendments

Bills

Shipping Guarantee

Linkages

**Charges, Commissions & Taxes**

Swift Messages

Advice

Banks

**Charges, Commissions & Taxes**

Charges

Account No	Description of Charges	Amount	Split Amount Borne by You	Split Amount Borne by Other Party
xxxxxxxxxxxx0017	SWIFT CHARGES FOR LC ISSUE	GBP 50.00	GBP 50.00	GBP 0.00
xxxxxxxxxxxx0001	LC COURIER CHARGES IN BILLS	GBP 1,500.00	GBP 1,500.00	GBP 0.00
xxxxxxxxxxxx0017	COURIER CHARGES FOR LC ISSUE	GBP 50.00	GBP 50.00	GBP 0.00
xxxxxxxxxxxx0017	LC Charges receivables	GBP 50.00	GBP 50.00	GBP 0.00
<b>Total Charges</b>		<b>GBP 1,650.00</b>	<b>GBP 1,650.00</b>	<b>GBP 0.00</b>

Taxes

Account No	Description of Taxes	Value Date	Amount	Equivalent Amount
xxxxxxxxxxxx0017	LCTAX2	5/5/21	GBP 120.00	GBP 120.00
<b>Total Taxes</b>			<b>GBP 120.00</b>	

Commissions

Account No	Description of Commissions	Amount	Split Amount Borne by You	Split Amount Borne by Other Party
xxxxxxxxxxxx0017	LC issuance Commission (Usance)-Non periodic	GBP 197.26	GBP 197.26	GBP 0.00
xxxxxxxxxxxx0017	LC issuance Commission (Commitment)-Non periodic	GBP 2,400.00	GBP 2,400.00	GBP 0.00
<b>Total Commission</b>		<b>GBP 2,597.26</b>	<b>GBP 2,597.26</b>	<b>GBP 0.00</b>

[Back](#)

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## Field Description

## Field Name Description

**Charges**

**Account No.** Debit account number of the applicant.

**Description of Charges** Displays the description charges applicable.

**Amount** Displays the amount of charges.

**Split Amount Borne by You** Displays the split charge amount which is to be paid by you.

<b>Field Name</b>	<b>Description</b>
<b>Split Amount Borne by Other Party</b>	Displays the split charge amount which is to be paid by other party.
<b>Total Charges</b>	Displays the total charge amount.
<b>Taxes</b>	
<b>Account No.</b>	Debit account number of the applicant.
<b>Description of Taxes</b>	Displays the description of taxes applicable.
<b>Value Date</b>	Displays the value date of the taxes.
<b>Amount</b>	Displays the amount of taxes.
<b>Equivalent Amount</b>	Displays the equivalent tax amount.
<b>Total Taxes</b>	Displays the total tax amount.
<b>Commissions</b>	
<b>Account No.</b>	Debit account number of the applicant.
<b>Description of Commissions</b>	Displays the description of commissions.
<b>Amount</b>	Displays the amount of commission.
<b>Split Amount Borne by You</b>	Displays the split commission amount which is to be paid by you.
<b>Split Amount Borne by Other Party</b>	Displays the split commission amount which is to be paid by other party.
<b>Total Commissions</b>	Displays the total commission amount.

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**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

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24. Click the **Swift Messages** tab to view the swift message details.  
OR  
Click the Initiate Amendment link to initiate the amendment.  
OR



Click the Copy and Initiate link to copy details of LC, and initiate a new LC. The **Initiate Letter of Credit** screen.

### 7.1.7 SWIFT Messages

This tab lists and displays list of all SWIFT messages between both the parties. It allows the user to download the SWIFT messages generated for the selected Import LC.

25. Click **SWIFT Messages** tab. The summary of all the all SWIFT messages between both the parties appears.

OR

Click **Back**.

The **View Import LC** screen appears.

OR

Click **Cancel** to cancel the transaction. The **Dashboard** appears.

### View Import Letter of Credit - SWIFT Messages

The screenshot shows the 'View Import Letter of Credit' interface for Futura Bank. The page displays details for an LC Reference No. 000ILUN20076BIOR (ACTIVE) with a Product of OBDX ILUN Import LC Usance Non Revolving, an LC Amount of £912,456.00, and a Date of Expiry of 31 Jul 2020. Below this, the 'Swift Messages' tab is active, showing a table of messages. The table has columns for Message ID, Date, Description, Sending/Receiving Bank, Message Type, and Action. Four messages are listed, all dated 16 Mar 2020, with actions to 'Download'. The messages include Amendments, Bills, Shipping Guarantee, and another Amendment. A pagination bar shows 'Page 1 of 1 (1-4 of 4 items)'. At the bottom, there are buttons for 'Cancel' and 'Back'.

Message ID	Date	Description	Sending/Receiving Bank	Message Type	Action
2812064750950679	16 Mar 2020	Amendment Instrument	CITIBANK IRELAND	707	Download
2282011074809375	16 Mar 2020	Amendment Instrument	CITIBANK ENGLAND	707	Download
2252037684736277	16 Mar 2020	L/C instrument	CITIBANK IRELAND	700	Download
2282010841849657	16 Mar 2020	Amendment Instrument	CITIBANK IRELAND	707	Download

### Field Description

Field Name	Description
<b>Message ID</b>	Unique identification number for the message.
<b>Date</b>	Date of sending advice.

Field Name	Description
<b>Description</b>	The SWIFT message detailed description.
<b>Sending/ Receiving Bank</b>	This displays the name of bank who has sent/received the message.
<b>Message Type</b>	This shows the type of message sent/received such as MT 700, MT 707 etc.
<b>Action</b>	The action to be taken that is to download the SWIFT details.

26. Click on the desired Message ID to view the respective SWIFT details.  
The SWIFT detail appears in popup window along with the event date and description.  
OR  
Click the Download link in the Action column of the SWIFT record to download the SWIFT messages in selected format, like PDF, if required. This is a password protected document.


### SWIFT Messages Details

The screenshot shows the Futura Bank interface with a table of SWIFT Messages. A popup window titled "View Swift Message" is open over the first row. The table has columns: Attached Documents, Message ID, Date, Description, Sending/Receiving Bank, Message Type, and Action. The popup window displays the following details:

Event Date	16 Mar 2020
Event Description	Initiation Of Amendment Confirmation (1:F01AAEMNL21AXXX1111111111)(2:1707CITI(GB2LXRRN);3:(108:2812064750950679)) (4:-20:000ILUN200768(OR:21.NONREF:31C:200316:30:200316:26E:3:59:ORACLE CORPORACGB2LOOONNEW TECH PARKPLOT NO 29:33B:GBP902456,34B:GBP10000,79:NEW AMOUNT)}

### Field Description

Field Name	Description
<b>Event Date</b>	Displays the event date.
<b>Event Description</b>	Displays the description of the event.
<b>Description</b>	The details of the SWIFT message.

- a. Click  to close the window.

**Note:** Only SWIFT messages in which ACK has been received by bank is being displayed.

### 7.1.8 Advices

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected Import LC.

27. Click **Advices** tab. The summary of all the Advices being exchanged.  
OR  
Click **Back**.  
The **View Import LC** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## View Import Letter of Credit - Advices

View Import Letter Of Credit  
GOODCARE PLC | \*\*\*044

LC Reference No. PK2ILUN21125AJAH **CLOSED** Product Import LC Usance Non Revolving LC Amount GBP11,000.00 Date of Expiry 03 Aug 2021

Message ID	Date	Description	Event Description	Action
2382005568061712		Debit Advice	Booking LC or Guarantee Issue	Download
2382005568059608		Debit Advice	Booking LC or Guarantee Issue	Download
2382005568056883		Debit Advice	Booking LC or Guarantee Issue	Download
2382005568054926		Debit Advice	Booking LC or Guarantee Issue	Download
2382005568051107		Debit Advice	Booking LC or Guarantee Issue	Download

Page 1 of 2 (1.5 of 9 items) < 1 2 > »

© Displayed Local currency amount is indicative and actual amount may differ.

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## Field Description

Field Name	Description
------------	-------------

<b>Message ID</b>	Unique identification number for the message.
-------------------	---

<b>Date</b>	Date of sending advice.
-------------	-------------------------

<b>Description</b>	The detail description of advice.
--------------------	-----------------------------------

<b>Event Description</b>	The detail description of the event of the advice.
--------------------------	--

<b>Action</b>	The action to be taken that is to download the SWIFT details.
---------------	---

28. Click on the desired Message ID to view the respective advice details.  
The advice detail appears in popup window along with the event date and description.
29. From the **Advice** list, select the appropriate option.
30. Click **OK**. The advice detail appears in popup window along with the event date and description.
  - a. Click the **Download** link to download the advice in selected format like PDF formats, if required.
31. Click **Back**.  
The **View Import LC** screen appears.

OR

Click **Cancel** to cancel the transaction. The **Dashboard** appears.

### 7.1.8.1 Advices Details

The screenshot shows the Futura Bank interface. At the top, there's a navigation menu and a user profile for 'Welcome, rcorp Checker' with a last login of '28 Aug 11:28 PM'. Below this, the LC details are displayed:

- LC Reference No.: 000ILUN20076BKC0 (ACTIVE)
- Product: OBDX ILUN Import LC Usance Non Revolving
- LC Amount: £963,456.00
- Date of Expiry: 31 Jul 2020

A 'View Advice' modal window is open, showing the following details:

- Event Date: 11-JAN-20
- Event Description: Booking LC or Guarantee Issue
- Debit Advice: Dear Sir(s), Our Reference : 000ILUN20076BKC0 LC Contract Amount : 963456 We have debited your account as follows : Value Date : 16-MAR-20 Account Debited : PK100001540018 LC Courier Charge GBP 150.00 Total GBP 150.00 Yours faithfully, AUTHORISED SIGNATORY

Below the modal, there's a table of 'Advices' with columns for Message ID, Description, and Action. The table lists several 'Debit Advice' entries, each with a 'Download' action. A chat bubble at the bottom right says 'Hey, I am here to help if you need it!'.


### Field Description

Field Name	Description
------------	-------------

Event Date	Displays the event date.
------------	--------------------------

Event Description	Displays the description of the event.
-------------------	--

Description	The details of the advice.
-------------	----------------------------

- a. Click  to close the window.

### 7.1.9 Banks

This tab provide the details of all the banks which are involved for other than issuing purpose like reimbursing, confirming, advise through bank etc.

32. Click **Bank** tab. The summary of all the banks which are involved transactions other than issuing purpose.

OR

Click **Back**.

The **View Import LC** screen appears.

OR

Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## View Import Letter of Credit – Banks tab

The screenshot shows the Futura Bank web interface. At the top, there is a navigation bar with the Futura Bank logo, a search bar, and user information: 'Welcome, OBDX Maker' and 'Last login 26 Nov 03:12 PM'. The main heading is 'View Import Letter Of Credit' for 'NATIONAL FREIGHT CORP | \*\*\*153'. Below this, there are four key fields: 'LC Reference No.' (000ILUN2125A50L, marked as ACTIVE), 'Product' (Import LC Usance Non Revolving), 'LC Amount' (GBP10,000.00), and 'Date of Expiry' (03 Aug 2021). A sidebar on the left lists various document types, with 'Banks' selected. The main content area shows two columns: 'Reimbursing Bank' and 'Advise Through Bank'. The Reimbursing Bank details include Swift (GATAGB0000X), Name (GATS\_ATL\_BANK\_GBP), Address (GATATB0000X), and Country (UK, UNITED KINGDOM). The Advise Through Bank details include Swift (TDFBGB0000X), Name (0001 TRADE BANK), Address (TRDBNK0000X), and Country (LONDON, UNITED KINGDOM). There are 'Cancel' and 'Back' buttons below the bank details. A note at the bottom states: 'Displayed Local currency amount is indicative and actual amount may differ.' The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [Security|Information] Terms and Conditions'.

## Field Description

Field Name	Description
------------	-------------

**Reimbursing Bank**

**SWIFT** Displays the SWIFT Id of the Reimbursing Bank.

**Name** Displays the name of the Reimbursing Bank.

**Address** Displays the address of the Reimbursing Bank.

**Country** Displays the country of the Reimbursing Bank.

**Confirming Bank**

**SWIFT** Displays the SWIFT Id of the Confirming Bank.

**Name** Displays the name of the Confirming Bank.

**Address** Displays the address of the Confirming Bank.

**Country** Displays the country of the Confirming Bank.

Field Name	Description
<b>Advise Through Bank</b>	
<b>SWIFT</b>	Displays the SWIFT Id of the Advise Through Bank.
<b>Name</b>	Displays the name of the Advise Through Bank.
<b>Address</b>	Displays the address of the Advise Through Bank.
<b>Country</b>	Displays the country of the Advise Through Bank.

33. Click **Cancel** to cancel the transaction. Click **Back**.  
 The **View Import LC** screen appears.  
 OR  
 Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## FAQs

### 1. **Why are Bills showing attached to the LC?**

These are those Bills which are linked to your Import LC and here you have the facility to view all such Bills.

### 2. **Where can I see details of Bills and Guarantees linked to my LC?**

You can click on the reference number of Bills or Shipping Guarantees and get the detailed view.

[Home](#)

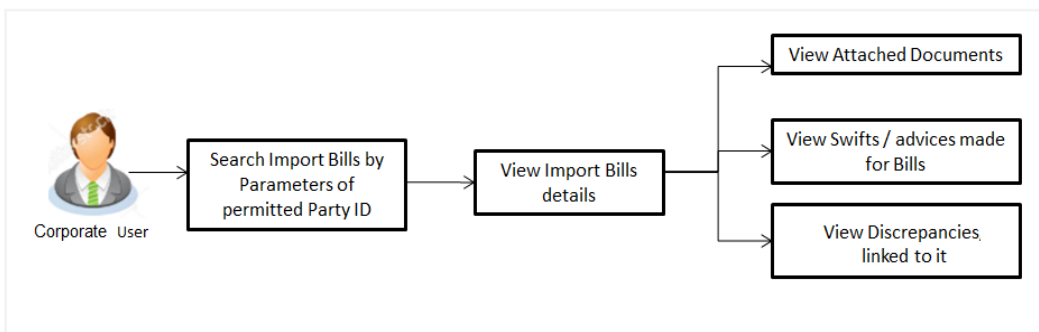
## 8. View Import Bill

Using this option, you can view the details of existing Import Bills in the application. You can search the required Import Bills using different search criteria and download the Import Bill list in different file formats.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Import Bill should exist for the party ID and party must having view rights for it

### Workflow



### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Import Letter of Credit > View Bills*

### To view Import Bill:

1. The **View Import Bill** screen appears.

### View Import Bill

The screenshot displays the 'View Import Bill' interface for 'GOODCARE PLC | \*\*\*Q44'. The search filters include:

- Search:** Bill Reference Number
- Importer Name:** All Parties
- Bill Amount Range:** All (dropdown), From, To
- Discrepancy:** All (dropdown)
- Customer Reference Number:** (text input)
- Status:** Please Select (dropdown)
- Exporter Name:** (text input)
- Bill Date Range:** From, To (calendar icons)
- LC Reference Number:** (text input)

Buttons for 'Search' and 'Reset' are located at the bottom left. A note at the bottom states: 'Displayed Local currency amount is indicative and actual amount may differ.'



**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Bill Reference Number</b>	The Import Bill reference number.
<b>Status</b>	The current status of the Bill. The options are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Liquidated</li> <li>• Closed</li> <li>• Reversed</li> </ul>
<b>Importer Name</b>	The name of the Importer who needs to pay the Bill.
<b>Exporter Name</b>	The name of Exporter who has uploaded the Bill.
<b>Bill Amount Range - From</b>	The start of the Bill amount range used for searching the Bill.
<b>Bill Amount Range - To</b>	The end of the Bill amount range used for searching the Bill.
<b>Bill Date Range - From</b>	The start date of the Bill date range used for searching the Bill.
<b>Bill Date Range - To</b>	The end date of the Bill date range used for searching the Bill.
<b>Discrepancy</b>	The option to search import bill via discrepancies identified by the bank in the Bill.
<b>LC Reference Number</b>	The LC which is linked to the Bill.
<b>Customer Reference Number</b>	The option to search import bill via customer reference number.

2. From the **Importer Name** list, select the appropriate option. Displays the party name mapped to user.
3. Click **Search**.  
The **View Import Bills** screen appears with the search results.  
OR  
Click **Reset** to reset the search criteria.  
OR  
Click **Cancel** to cancel the transaction. The Dashboard appears.

4. Click the **Download** link to download all or selected columns in the Import Bill details list. You can download the list in PDF formats.

## View Import Bill – Search Result

**View Import Bill-Islamic**  
GOODCARE PLC | \*\*\*O44

Search: Bill Reference Number

Status: Please Select

Importer Name: All Parties

Exporter Name:

Bill Amount Range: All From To

Discrepancy: All

Customer Reference Number:

Search Reset

List of Bills Download

Bill Reference Number	LC Reference Number	Customer Reference Number	Exporter Name	Importer Name	Release Against	Transaction Date
PKIUIJB21250001	PKIILIN21252001		SHIVA CORP	NATIONAL FREIGHT CORP	INCOMING USANCE BILLS UNDER LC ACCEPTANCE	5/5/21
PKIUIJB21250005	PKIILIN21252004		SHIVA CORP	NATIONAL FREIGHT CORP	INCOMING USANCE BILLS UNDER LC ACCEPTANCE	5/5/21
PKIUIJB21250502	PKIILIN21252502		SHIVA CORP	NATIONAL FREIGHT CORP	INCOMING USANCE BILLS UNDER LC ACCEPTANCE	5/5/21
PKIUIJB21250503	PKIILIN21252503		SHIVA CORP	NATIONAL FREIGHT CORP	INCOMING USANCE BILLS UNDER LC ACCEPTANCE	5/5/21
PKIUIJB21250504	PKIILIN21252504		SHIVA CORP	NATIONAL FREIGHT CORP	INCOMING USANCE BILLS UNDER LC ACCEPTANCE	5/5/21
PKIUIJB21250505	PKIILIN21252505		SHIVA CORP	NATIONAL FREIGHT CORP	INCOMING USANCE BILLS UNDER LC ACCEPTANCE	5/5/21
PKIUIJB21251002	PKIILIN21253502		SHIVA CORP	NATIONAL FREIGHT CORP	INCOMING USANCE BILLS UNDER LC ACCEPTANCE	5/5/21
PKIUIJB21252002	PKIILIN21253501		SHIVA CORP	NATIONAL FREIGHT CORP	INCOMING USANCE BILLS UNDER LC ACCEPTANCE	5/5/21
PKIIBLA21250501	PKIILIN21254001		SHIVA CORP	NATIONAL FREIGHT CORP	INCOMING USANCE BILLS UNDER LC ACCEPTANCE	5/5/21

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Total Outstanding Equivalent Amount

ⓘ All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.  
ⓘ Displayed Local currency amount is indicative and actual amount may differ.

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## Field Description

Field Name	Description
<b>Bill Reference Number</b>	The Bill reference number.  Displays the link to view the Import Bill details.
<b>LC Reference Number</b>	The LC which is linked to the Bill.
<b>Customer Reference Number</b>	The user provided customer reference number for the transaction.
<b>Exporter Name</b>	The name of the Exporter of the Import Bill.

Field Name	Description
<b>Importer Name</b>	The name of the Importer of the Import Bill.
<b>Release Against</b>	The product name of the Import Bill.
<b>Transaction Date</b>	The transaction date of the Import Bill.
<b>Bill Amount</b>	The Import Bill amount.
<b>Equivalent Bill Amount</b>	The equivalent import Bill amount.
<b>Status</b>	The status of the import Bill.

- Click the required link in the **Bill Reference Number** column. The **View Import Bills** screen appears with the details of the selected Import Bill. By default, the **View Bill Details–General Bill Details** tab appears.
- Click the **Download** link to download all or selected columns in the Import Bill details list. You can download the list in PDF formats.

---

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

---

## 8.1 View Bill Details

- The **View Bill Details** tab appears.  
OR  
Click **Settle** to initiate a settlement of Bill. For more details refer **Settlement of Bills**  
OR  
Click the **Settle Bill** link to settle the bills. The **Settlement of Bills** screen appears.  
OR  
Click **Back** to navigate back to previous screen.

## View Import Bill – View Bill Details

ATM & Branch Locator English

Search ...
OC Welcome, Obdx checkr  
Last login 11/19/22, 1:15 PM

### View Import Bill Under LC

NATIONAL FREIGHT CORP | \*\*\*044

Bill Number PK21ULL21125AJOF <span style="color: green; font-weight: bold;">ACTIVE</span>	Linked to LC PK21LUN21125BBUA <span style="color: green; font-weight: bold;">ACTIVE</span>	Outstanding Amount USD 10,000.00	Maturity Date 6/4/21
--	---	-------------------------------------	-------------------------

View Bill Details

#### Exporter & Importer Details

<p><b>Discrepancies</b></p> <p><b>Attached Documents</b></p> <p><b>Charges &amp; Taxes</b></p> <p><b>SWIFT Messages</b></p> <p><b>Advice</b></p> <p><b>Loans</b></p>	<p><b>Exporter Name</b> NATIONAL FREIGHT CORP</p> <p><b>Address</b> PKBANK71XXX Country</p> <p><b>Importer Name</b> Gloria Rodrigues</p> <p><b>Address</b> 3VIGNESHA APARTMENT MAROLI MAROSHIRAM ROAD DADAR Country</p>
--	---

#### Product Details

<p><b>Payment Type</b> USANCE</p> <p><b>Product</b> INCOMING DOCUMENTARY USANCE BILLS UNDER LC ON ACCEPTANCE</p> <p><b>Base Date Description</b></p> <p><b>Maturity Date</b> 6/4/21</p> <p><b>Bill Amount</b> USD 10,000.00</p> <p><b>Local currency equivalent</b> GBP 7,692.31</p>	<p><b>Direct Dispatch</b> No</p> <p><b>Document Attached</b> Yes</p> <p><b>Tenor</b> 30</p> <p><b>Base Date</b> 5/5/21</p> <p><b>Bill Lodgement Sequence No</b> 1</p>
--	---

#### Goods & Shipment

<p><b>Place of Taking in Charge/ Dispatch from</b> dis</p> <p><b>Port of Loading/ Airport of Departure</b> Goods</p>	<p><b>Place of Final Destination/ For Transportation to</b> fff</p> <p><b>Port of Discharge/ Airport of Destination</b></p>
--	---

Goods	Description of Goods	Units	Price Per Unit
No data to display.			

#### Documents

Document Name	Original (First Mail)	Copies (First Mail)	Original (Second Mail)	Copies (Second Mail)	View Clause
Air Way Documents	1/2	2	0/0	0	<a href="#">View Clause</a>
Bill of Lading	0/0	0	0/0	0	<a href="#">View Clause</a>
Insurance Documents	0/0	2	0/0	0	<a href="#">View Clause</a>
Invoice Documents	1/2	0	0/0	0	<a href="#">View Clause</a>
Sea Way Documents	1/2	2	0/0	0	<a href="#">View Clause</a>

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#### Incoterms

#### Instruction

Special Instructions

#### Discount

Operation Type  
ACCEPTANCE

This application is not eligible for discounting, please contact bank for further details.

#### Forex Deals

Forex Reference Number	Expiry Date	Exchange Rate	Sell Amount	Buy Amount	Linked Amount
PK2FXF1200766008	7/16/21	1.33	USD 0.00	GBP 100,980.00	USD 100.00
Total Selected Deals 1					Total Linked Amount USD 100.00

Settle
Back

ⓘ Displayed Local currency amount is indicative and actual amount may differ.

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## Field Description

<b>Field Name</b>	<b>Description</b>
<b>Bill Number</b>	Displays the bill number of the LC.
<b>Linked to LC</b>	Displays the reference number of the LC.
<b>Outstanding Amount</b>	The outstanding amount of the Import Bill.
<b>Maturity Date</b>	The maturity date of the Import Bill.
<b>Exporter &amp; Importer Details</b>	
<b>Exporter Name</b>	The name of the Exporter of the Import Bill. He is the one who uploads Bills.
<b>Address</b>	The address of the Exporter of the Import Bill.
<b>Country</b>	The country of the Exporter of the Import Bill.
<b>Application Date</b>	The date of application of the Import Bill.
<b>Customer Reference Number</b>	The user provided customer reference number for the transaction.
<b>Importer Name</b>	The name of person who is receiving Bills to be settled.
<b>Address</b>	The address of the Importer of the Import Bill.
<b>Country</b>	The country of the Importer of the Import Bill.
<b>Bank Reference Number</b>	The user provided bank reference number for the transaction.
<b>Negotiating Bank</b>	The name of the negotiating bank of the Import Bill.
<b>Address</b>	The address of the negotiating bank of the Import Bill.
<b>Country</b>	The country of the negotiating bank of the Import Bill.
<b>Product Details</b>	
<b>Payment Type</b>	The type of payment associated with the Bill. it can be: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> </ul>
<b>Product</b>	The product of the Import Bill.

<b>Field Name</b>	<b>Description</b>
<b>Base Date Description</b>	It is the description of the chosen base date.
<b>Maturity Date</b>	The date on which the Bill will gets matured.
<b>Bill Amount</b>	Displays the amount of the Import Bill. The system fetches the equivalent amount in local currency.
<b>Direct Dispatch</b>	Indicates whether the bills to be dispatched directly or not.
<b>Document Attached</b>	It asks user if any documents a part of Bill. It can be: <ul style="list-style-type: none"> <li>• Yes (Documentary)</li> <li>• No (Clean)</li> </ul>
<b>Tenor</b>	The tenor of the Bill.
<b>Base Date</b>	The date to be considered as base date for Bill application. It is number of days for the tenor from the base date.
<b>Bill Lodgement Sequence No</b>	Indicates the sequence in which bill was lodged.
<b>Bill Amount</b>	Displays the amount of the Import Bill.
<b>Outstanding Amount</b>	The outstanding amount of the Import Bill.
<b>Goods &amp; Shipment</b>	
<b>Place of Taking in Charge/ Dispatch From</b>	The Place of Receipt from where shipment will be done or place of dispatch of the goods or loading on board.
<b>Place of Final Destination/ For Transportation to</b>	The place of delivery of goods or port of discharge.
<b>Port of Loading/ Airport of Departure</b>	The port of loading or airport of departure to be indicated on the transport document.
<b>Port of Discharge/ Airport of Destination</b>	The port of discharge or airport of destination to be indicated on the transport document.
<b>Goods</b>	
Section to view the goods for shipment.	
<b>Goods</b>	The type of good being shipped has to be chosen.

<b>Field Name</b>	<b>Description</b>
<b>Description of Goods</b>	The description of goods.
<b>Units</b>	The number of units of the goods
<b>Price Per Unit</b>	The price per unit of the goods.
<b>Documents</b>	
<b>Document Name</b>	Displays the lists of all the documents required to be represented.
<b>Original (First Mail)</b>	Displays the number “n” out of “m” original documents of the first mail that will be provided to bank.
<b>Copies (First Mail)</b>	Displays the number of copies of the first mail, that will be submitted as a set of documents for LC.
<b>Original (Second Mail)</b>	Displays the number “n” out of “m” original documents of the second mail that will be provided to bank.
<b>Copies (Second Mail)</b>	Displays the number of copies of the first mail, that will be submitted as a set of documents for LC.
<b>View Clause</b>	Displays the default description of clauses, however user can modify the same.
<b>Incoterm</b>	Displays the INCO terms for the LC application..
<b>Instructions</b>	
<b>Special Instructions</b>	Any instructions provided to bank for creation of LC is mentioned here.
<b>Discount</b>	
<b>Operation Type</b>	Indicates the operation type required in the contract.
<b>Financing Amount</b>	The financing amount.
<b>Interest Rate</b>	The slider to increase or decrease interest rate. This field appears, if the operation type is “Discount”.
<b>Interest Amount</b>	Displays the interest amount.
<b>Forex Deal</b>	

Field Name	Description
<b>Forex Reference Number</b>	The deal reference number of the forex deal.
<b>Expiry Date</b>	The expiry date of the forex deal.
<b>Exchange Rate</b>	The exchange rate for the forex deal.
<b>Sell Amount</b>	The selling amount of the deal.
<b>Buy Amount</b>	The buying amount of the deal.
<b>Linked Amount</b>	The amount to be linked in the forex deal.
<b>Total Selected Deals</b>	Displays the total selected deals.
<b>Total Linked Amount</b>	Displays the total Linked Amount.

## 8.2 Discrepancies

Displays the list of discrepancies identified by the bank in the Bill. It is available only for Bills under LC.

- Click **Discrepancies** tab  
The **Discrepancies** details appears in the **View Import Bill** screen.  
OR  
Click **Back**.  
The **View Import Bill** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

### View Import Bill – Discrepancies tab

The screenshot shows the 'View Import Bill Under LC' interface for National Freight Corp. The bill details are as follows:

Bill Number	Linked to LC	Outstanding Amount	Maturity Date
PK2JSLP21125ARS1 <span>ACTIVE</span>	PK2JLSN21125A1UM <span>ACTIVE</span>	GBP1,000.00	05 May 2021

The 'Discrepancies' tab is active, showing the following entry:

Received Date	Description	Status	Resolved Date
05 May 2021	Partial shipment is not allowed	Unresolved	

Below the discrepancy table, there are buttons for 'Settle' and 'Back'. A note indicates: 'Displayed Local currency amount is indicative and actual amount may differ.'

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## Field Description

Field Name	Description
<b>Received Date</b>	Displays the date on which the discrepancy has been identified and received by the host.
<b>Description</b>	Displays the description of discrepancy like name.
<b>Status</b>	Displays the whether the discrepancy is resolved or not as on current date.
<b>Resolved Date</b>	Displays the resolved date if the discrepancy is resolved.
<b>Approved Date</b>	Displays the approved date of the discrepancy.

## 8.3 Attached Documents

This tab displays the list of all documents uploaded by user. It allows the user to download the attachments done under the selected Import bill.

3. Click **Attached Documents** tab to view the attached documents.  
OR  
Click **Back**.  
The **View Import Bill** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

### View Import Bill – Attached Documents

The screenshot shows the 'View Import Bill Under LC' interface for SHIVA CORP | \*\*\*153. The bill details are as follows:

Bill Number	Linked to LC	Outstanding Amount	Maturity Date
PKIILUL211253004 <span>ACTIVE</span>	PKIILUR211252505 <span>ACTIVE</span>	GBP 10,000.00	6/4/21

The 'Attached Documents' tab is active, showing a table with the following data:

Sr No	Document Id	Document Category	Document Type	Remarks
1	3.IPM_****13	IDPROOF	IDPROOF	Adhar card

Below the table, there is a note: "File size should not be more than 5 MB. Supported file types: .JPEG, .PNG, .DOC, .PDF, .TXT, .ZIP. Multiple files can be uploaded at a time." A 'Back' button is also visible.

## Field Description

Field Name	Description
<b>Sr No</b>	The serial number of the attached document record.
<b>Document ID</b>	Displays the unique identification number for the attached document. Displays the link to download the attached document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Remarks</b>	Displays the notes added, if any, for attaching the document.
<b>Action</b>	Action to be taken that is to delete the attached document.

4. Click the required link in the **Document ID** column to download the attached document.  
OR

Click  to delete the attached document record.

## 8.4 Charges & Taxes

This tab lists charges, Commission and Taxes against bill.

5. Click **Charges, & Taxes** tab.  
The **Charges, & Taxes** tab appears in the **View Import Bill** screen.  
OR  
Click **Settle** to initiate a settlement of Bill. For more details refer **Settlement of Bills**  
OR  
Click **Back**.  
The **View Import Bill** screen appears.  
OR  
Click **Cancel** to cancel the transaction.

### Charges & Taxes

**View Import Bill Under LC**  
NATIONAL FREIGHT CORP | \*\*\*044

Bill Number	Linked to LC	Outstanding Amount	Maturity Date
PK2TRNF211250001 <b>ACTIVE</b>	PK2ELAC211250008 <b>ACTIVE</b>	GBP 20,000.00	6/4/21

**Charges & Taxes**

**Charges**

Account No	Description of Charges	Amount
	BC COURIER CHARGES	GBP 100.00
	BC SWIFT CHARGES	GBP 150.00
	BILL OPENING CHARGES	GBP 800.00
<b>Total Charges</b>		<b>GBP 1,050.00</b>

**Taxes**

Account No	Description of Taxes	Value Date	Amount	Equivalent Amount
xxxxxxxxxxxx0017	BKTAX	5/5/21	GBP 400.00	GBP 400.00
<b>Total Taxes</b>			<b>GBP 400.00</b>	

[Settle](#) [Back](#)

ⓘ Displayed Local currency amount is indicative and actual amount may differ.

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## Field Description

Field Name	Description
<b>Charges</b>	
<b>Account No.</b>	Debit account number of the applicant.
<b>Description of Charges</b>	Displays the description charges applicable.
<b>Amount</b>	Displays the amount of charges.
<b>Total Charges</b>	Displays the total charge amount.
<b>Taxes</b>	
<b>Account No.</b>	Debit account number of the applicant.
<b>Description of Taxes</b>	Displays the description of taxes applicable.
<b>Value Date</b>	Displays the value date of the taxes.
<b>Amount</b>	Displays the amount of taxes.

Field Name	Description
<b>Equivalent Amount</b>	Displays the equivalent tax amount.
<b>Total Taxes</b>	Displays the total charge amount.

---

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

---

## 8.5 **SWIFT Messages**

This lists and displays list of all SWIFT messages between both the parties.

6. Click **SWIFT Messages** tab.  
The **SWIFT Messages** tab appears in the **View Import Bill** screen.  
OR  
Click **Back**.  
The **View Import Bill** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## View Import Bill – SWIFT Messages tab

## Field Description


Field Name	Description
<b>Message ID</b>	Unique identification number for the message.
<b>Date</b>	Date of sending advice.
<b>Description</b>	The SWIFT message detailed description.
<b>Sending/Receiving Bank</b>	This displays the name of bank who has sent/received the message
<b>Message Type</b>	This shows the type of message sent/received such as MT 740 etc.
<b>Action</b>	The action to be taken that is to download the SWIFT details.

- Click on the desired Message ID to view the respective SWIFT details. The SWIFT detail appears in popup window along with the event date and description.
- Click the **Download** link against the SWIFT message to download the message in selected format like PDF formats, if required.

## 8.6 SWIFT Messages Details

### Field Description

Field Name	Description
<b>Event Date</b>	Displays the event date.
<b>Event Description</b>	Displays the description of the event.
<b>Description</b>	The details of the SWIFT message.

- a. Click  to close the window.

**Note:** Only SWIFT messages in which ACK has been received by bank is being displayed.

## 8.7 Advices

This denotes all the Advices being exchanged.

- Click **Advices** tab. The summary of all the Advices being exchanged.  
OR  
Click **Back**.  
The **View Import Bill** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## View Import Bill - Advices

Viewer ATM/Branch English

futura bank

Welcome, corp checker  
Last login 23 Nov 06:53 PM

View Import Bill Under LC  
Oracle Corp | \*\*\*165

Bill Number	Linked to LC	Outstanding Amount	Maturity Date
000IUULL20076A3UY <span>ACTIVE</span>	000ILUN20076C0X8 <span>ACTIVE</span>	£8,343.00	15 Apr 2020

View Bill Details	Advice				
Discrepancies	Message ID	Date	Description	Event Description	Action
Charges &	<a href="#">2822055638311175</a>		Debit Advice	Initiation of a BC Contract	<a href="#">Download</a>
SWIFT Messages	<a href="#">2822055638316702</a>		Debit Advice	Initiation of a BC Contract	<a href="#">Download</a>
Advice	<a href="#">2822055638308583</a>		Debit Advice	Initiation of a BC Contract	<a href="#">Download</a>
	<a href="#">2822055638314951</a>		Debit Advice	Initiation of a BC Contract	<a href="#">Download</a>

Page 1 of 1 (1-4 of 4 items)

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## Field Description


Field Name	Description
<b>Message ID</b>	Unique identification number for the message.
<b>Date</b>	Date of sending advice.
<b>Description</b>	The detail description of advice.
<b>Event Description</b>	Displays the description of the event.
<b>Action</b>	The action to be taken that is to download the SWIFT details.

- Click on the desired Message ID to view the respective advice details.  
The advice detail appears in popup window along with the event date and description.
- Click the **Download** link against the advice to download the advice in selected format like PDF formats, if required.

## 8.7.1 Advices Details

### Field Description

Field Name	Description
<b>Event Date</b>	Displays the event date.
<b>Event Description</b>	Displays the description of the event.
<b>Description</b>	The details of the advice.

- a. Click  to close the window.

## 8.8 Loans

This denotes all the see all the linked loans account with the corresponding Loan amount.

- Click **Loans** tab. The summary of all the linked loans account along with the amount appears.  
OR  
Click **Back**.  
The **View Import Bill** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.



## View Import Bill - Loans

View Import Bill Under LC  
FIXNETIX | \*\*\*153

Bill Number	Linked to LC	Outstanding Amount	Maturity Date
PK1IULL20011A9A7 <span>ACTIVE</span>	PK1ILUN20011B6RN <span>ACTIVE</span>	GBP200,000.00	10 Feb 2020

View Bill Details

Loans		
Discrepancies	Loan Account No	Loan Amount
Charges & Taxes	xxxxxxxxxxxx0022	GBP42,500.00

SWIFT Messages

Advice

Loans

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### Field Description

Field Name	Description
<b>Loan Account No.</b>	The linked loans account.
<b>Loan Amount</b>	The loan amount of the linked loan account.

### FAQs

#### 1. Does this module cater to both DA and DP?

Yes, you can view your Bills in either of the cases, and when the condition is fulfilled, the changes are updated.

[Home](#)

## 9. Bill Discrepancies Acceptance

User can search amendments under Export Bills using various parameters like Beneficiary Name, Bill Number, Exporter Name and Importer Name.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place

### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Letter of Credit > Import Letter of Credit > Bill Discrepancies Acceptance*

### To search discrepancies in Import Bills:

- Select the **Bill Discrepancy** option.
- Enter the search criteria, if required
- Click **Search**.  
The **Bill Discrepancy Acceptance** screen appears with the search results.  
OR  
Click **Reset** to reset the search criteria.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

### Bill Discrepancy Customer Acceptance Search Result

Bill Reference Number	Product Name	Beneficiary Name	LC Reference Number	Bill Amount
000IUULL20076A2PA	INCOMING DOCUMENTARY USANCE BILLS UNDER LC ON ACCEPTANCE	Oracle Corp	000ILUN20076BI0R	£21,900.00
000IUULL20076A2P9	INCOMING DOCUMENTARY USANCE BILLS UNDER LC ON ACCEPTANCE	Oracle Corp	000ILUN20076BI0R	£123,900.00
000ISLP200764501	INCOMING CLEAN SIGHT BILLS UNDER LC ON PAYMENT	CITIBANK IRELAND	000ILUN20076BJ6H	£144,555.00
000ISLP200764002	INCOMING CLEAN SIGHT BILLS UNDER LC ON PAYMENT	sunrise coffee	000ILSR200764502	£461,000.00
000IUULL20076A335	INCOMING DOCUMENTARY USANCE BILLS UNDER LC ON ACCEPTANCE	Oracle Corp	000ILUN20076BJ6H	£1,144,555.00
000IUULL20076A1JL	INCOMING DOCUMENTARY USANCE BILLS UNDER LC ON ACCEPTANCE	Oracle Corp	000ILUN20076BI0R	£30,000.00

### Field Description

Field Name	Description
------------	-------------

Search

Field Name	Description
<b>All Importers</b>	The filter criteria to search the record on the basis of Importer Name.
<b>Search Result</b>	
<b>Bill Reference Number</b>	The Import Bill reference number. Displays the link to view the Import Bill details.
<b>Product Name</b>	The product of the Import Bill.
<b>Beneficiary Name</b>	The name of the beneficiary of the Import Bill.
<b>LC Reference Number</b>	The LC which is linked to the Bill.
<b>Bill Amount</b>	The Import Bill amount.

- Click on the desired **Bill Reference Number** to view the Import Bill details. The discrepancy details appears.
- Click the **Download** link to download the Acceptance record in selected format like PDF formats, if required.

### Bill Discrepancy Acceptance - Discrepancy Details

The screenshot displays the 'Bill Discrepancy Acceptance' page for 'GOODCARE PLC | \*\*\*044'. The Bill No. is PK2IULL211253501. The interface includes a table with the following data:

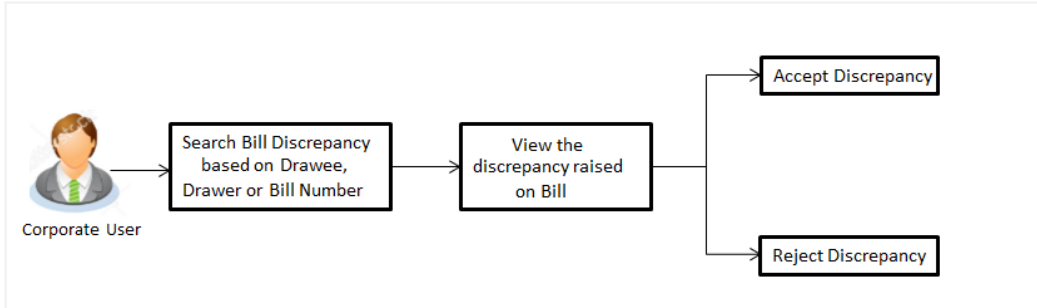
Sr No.	Description	Received Date	Action	Remarks
1	AIRCRAFT CARRIER ORIGINAL DOCUMENT DETAILS NOT SUBMITTED	05 May 2021	Reject	Remarks
2	BILL IS BOOKED UNDER A LC THAT WILL EXPIRE BEFORE BILL MATURITY DATE.	05 May 2021	Reject	Remarks

Below the table, there is a 'Special Instructions' field and a checkbox for 'I accept the Terms & Conditions'. At the bottom, there are buttons for 'Initiate', 'Cancel', and 'Back'.

## 9.1 Initiate customer acceptance for Bill discrepancy

Using this option, you can accept discrepancies in Import Bills for further action from Bank or reject it.

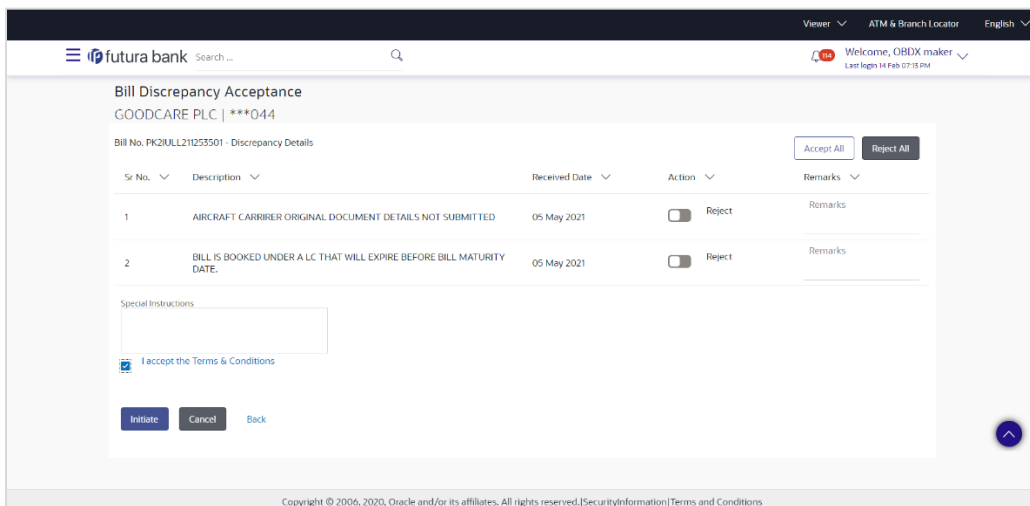
### Workflow



**To initiate customer acceptance for Bill discrepancy:**

1. Enter the search criteria, if required.
2. Click **Search**.  
The **Bill Discrepancy Acceptance** screen appears with the search result.
3. Click the required link in the **Bill Reference Number** column.  
The **Bill Discrepancy Acceptance** screen appears with the discrepancy details.

**Bill Discrepancy Acceptance - Discrepancy Details**



**Field Description**

Field Name	Description
<b>Sr No.</b>	The serial number of the discrepancy records.
<b>Description</b>	The reason for raising the discrepancy.
<b>Received Date</b>	Displays date on which the discrepancy has been identified and received.

Field Name	Description
<b>Action</b>	The resolution status of the discrepancy. The options are: <ul style="list-style-type: none"> <li>• Accept</li> <li>• Reject</li> </ul>
<b>Remarks</b>	The remarks if any.
<b>Special Instructions</b>	The instruction which is provided by user to Bank to be taken care of while generating bill.

4. From the **Resolution** list, select the appropriate option.
5. In the **Remarks** field, enter the remarks, if any.
6. In the **Special Instructions** field, enter the remarks/special instructions.
7. Select the **I accept Terms and Conditions** check box to accept the Terms and Conditions.
8. Click **Initiate**. The transaction accepted / rejected based on input.  
OR  
Click **Accept All** to accept all discrepancies or click **Reject All** to reject the discrepancies.  
OR  
Click **Back**. The **Bill Discrepancy Acceptance** screen with search result appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.
9. The **Bill Discrepancy Acceptance** review screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.  
OR  
Click **Back** to go back to previous screen.
10. The success message initiation of Bill Discrepancy Acceptance appears. Click **Go to Dashboard**, to navigate to the dashboard.

[Home](#)

## 10. Settlement of Bills

Once the goods are shipped and the Importer receives the trade documents, the Exporter draws out the Bills to be paid by the Importer. With the introduction of the 'Settlement of Bill' transaction, the Importer can now liquidate the Bills he has received under his Import LC, i.e. he can instruct the bank to pay the Bills he has received, from one of his accounts. The user can also use one of his booked forward deals while settling the Bill.

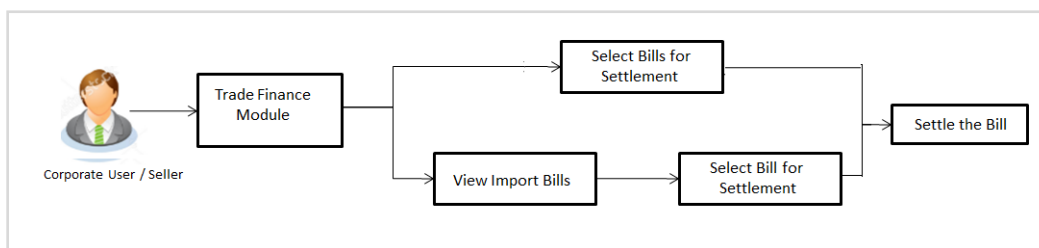
The user can settle either multiple bills from his account, with or without a forex deal, or apply for a loan to settle the bills. The user can link the FX deals.

Using this option, user can settle one or more Bills under LC in the application.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Import Bill should exist for the party ID and party must having view rights for it

### Workflow



These are explained in detail underneath.

### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Letter Of Credit > Import Letter of Credit > Settlement of Bills*

*OR*

*Dashboard > Toggle menu > Trade Finance > Import Letter of Credit > View Bills > View Bill details > Settle*

### 10.1 Single Bill Detailed Settlement Instruction

This facility allow the corporate users, to settle single Import Bills so that transaction can be initiated directly from channel as per the laws.

#### To settle a single Bill:

1. Navigate to **Settlement of Bills** transaction.

## Single Bill Detailed Settlement Instruction

Viewer | ATM & Branch Locator | English

Welcome, OBDX maker  
Last login: 24 Feb 05:06 PM

**Bill Settlement**  
GOODCARE PLC | \*\*\*044

Select the mode of settlement for your Bills.

**Single Bill** Detailed settlement instruction | **Multiple Bill** Settle multiple bills quickly

Settlement Details

Lookup LC Reference No  
PK1BLD21250503

Bill Reference Number	Maturity Date	Exporter Name
PK1BLD21250503	04 Jun 2021	SHIVA CORP
Local Currency Value	Outstanding Bill Amount	Payment Type
GBP6,896.46	USD10,000.00	USANCE

Amount to settle  
USD120.00

Select Mode:  Current and Savings Account | Action: xxxxxxxxxxxx0017  
Balance: GBP9,999,960.045,051,66

Collateral | [View Collateral Details](#)

Loans | [View Loan Details](#)

Deal Reference Number  
PK2FXF200764508

[Look Up Pre Booked Forex Deals](#)

Special Instructions

\*Note : The Local currency equivalent is based on current date exchange rate and the final value may vary.Bank will take up your request to process and initiate a loan, based on the available information. This request does not guarantee of loan getting passed. Please contact Bank for further details. A loan account for each bill's settlement will be opened.

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### Field Description

Field Name	Description
<b>Party ID</b>	The party ID of applying party.
<b>Lookup Bill Reference</b>	The option to select bill reference number, which is attached to the Bill.
Below fields appear after selecting the LC Reference Number from the <b>Lookup LC Reference</b> .	
<b>Bill Reference Number</b>	The import bill reference number, which is attached to the Bill.
<b>Maturity Date</b>	The maturity date of the export Bill.
<b>Exporter Name</b>	The name of Exporter party.
<b>Local Currency Value</b>	The Bill value in local currency.

Field Name	Description
<b>Outstanding Bill Amount</b>	The outstanding amount for the settlement of Bill.
<b>Payment Type</b>	The type of payment associated with the Bill. The options are: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> </ul>
<b>Amount to Settle</b>	The bill settlement amount.
<b>Select Mode</b>	Option to select a CASA account or Loan account. <ul style="list-style-type: none"> <li>• CASA Account: The user can select the CASA account, if he wishes to use for settlement of bill.</li> </ul> <hr/> <p><b>Note:</b> The balance in CASA account should be equal or more than the equivalent amount of bill in bill's currency, which is being settled, in case of single bill being liquidated.</p> <hr/> <ul style="list-style-type: none"> <li>• Loan Account: The user can select this option to apply for a loan directly from the page. Bank would be informed that the corporate user is looking for a loan.</li> <li>• Custom Account: The user can select this option to apply for custom loan.</li> </ul>
<b>Action</b>	The action to view the collateral details (in case the user selects 'Collateral' option), select the CASA account which user wishes to use for settlement (in case user selects 'Current and Savings' option), view the linked loan details settlement (in case user selects Loan' option ).  The available balance in the casa account is also displayed so that he can take an informed decision.
<b>Deal Reference Number</b>	The deal reference number of the forex deal.
<b>Special Instructions</b>	The special instructions that is to be passed to the bank.

- 
2. Select the **Single Bill Detailed settlement instruction** tab.
  3. From the **Lookup Bill Reference No** list, select the appropriate export bill reference number.  
OR  
Click the **Advanced Lookup** link. The Advanced Lookup overlay screen appears.



## Advanced Lookup

Bill Reference Number

Importer Name

All Parties

Exporter Name

PHIL HAMPTON

Linked LC Number

Bill Amount Range

All  From  To

Bill Date Range

From  To

Bill Reference Number	Exporter Name	Importer Name	Release Against	Transaction Date	Bill Amount	Equivalent Bill Amount	Status
PK2IBLL21250512	PHIL HAMPTON	NATIONAL FREIGHT CORP	INCOMING USANCE BILLS UNDER LC ACCEPTANCE	05 May 2021	GBP1,000.00	GBP1,000.00	ACTIVE
PK2IBLL21250510	PHIL HAMPTON	NATIONAL FREIGHT CORP	INCOMING USANCE BILLS UNDER LC ACCEPTANCE	05 May 2021	GBP1,000.00	GBP1,000.00	ACTIVE
PK2IBLL21250505	PHIL HAMPTON	NATIONAL FREIGHT CORP	INCOMING USANCE BILLS UNDER LC ACCEPTANCE	05 May 2021	GBP1,000.00	GBP0.00	ACTIVE
PK2IBLL21250508	PHIL HAMPTON	NATIONAL FREIGHT CORP	INCOMING USANCE BILLS UNDER LC ACCEPTANCE	05 May 2021	GBP1,000.00	GBP1,000.00	ACTIVE
PK2IBLL21250509	PHIL HAMPTON	NATIONAL FREIGHT CORP	INCOMING USANCE BILLS UNDER LC ACCEPTANCE	05 May 2021	GBP1,000.00	GBP1,000.00	ACTIVE
PK2IBLL21250504	PHIL HAMPTON	NATIONAL FREIGHT CORP	INCOMING USANCE BILLS UNDER LC ACCEPTANCE	05 May 2021	GBP1,000.00	GBP1,000.00	ACTIVE

Page 1 of 1 (1-6 of 6 items)

## Field Description

Field Name	Description
<b>Bill Reference Number</b>	The bill reference number, which is attached to the Bill.
<b>Importer Name</b>	The name of Importer party.
<b>Exporter Name</b>	The name of Exporter party.
<b>Linked LC Number</b>	The LC number to whom the Bill is linked.
<b>Bill Amount Range</b>	The Bill amount range.
<b>Currency</b>	The currency of the bill.
<b>Bill Date Range</b>	The bill start date and end date.
<b>List of Bills</b>	
<b>Bill Reference Number</b>	The bill reference number.
<b>Exporter Name</b>	The name of Exporter party.

Field Name	Description
<b>Importer Name</b>	The name of Importer party.
<b>Release Against</b>	The type of LC against which the bill is released.
<b>Transaction Date</b>	The date of the transaction.
<b>Bill Amount</b>	The Bill amount.
<b>Equivalent Bill Amount</b>	The equivalent Bill amount.
<b>Status</b>	The status of the bill.

4. Enter the filter criteria to search the bill.
5. Click **Apply**. The **Advanced Lookup** screen appears with the search results.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Clear** to clear the filter criteria.
6. Click on the desired **Bill Reference Number** link.
7. Click **Verify**. The parent Import LC details appear.  
OR  
Click **Reset** to clear the search.
8. In the **Amount to Settle** field, enter the bill settlement amount.
9. In the **Select Mode** field, select the option for mode of settlement.
  - b. Select the **CASA Account** option, if he wishes to use it for settlement of bill.
  - c. From the **Account** list, select the account from which the transfer needs to be made for settlement of Bill.
  - d. Select this **Loan Account** option to apply for a loan directly from the page.
12. Click the **Look Up Pre Booked Forex Deals** link. The **Link Forex Deals** overlay screen appears.
13. Search and select the Link Forex detail.

## Link Forex Deals

Deal Reference Number	Expiry Date	Exchange Rate	Sell Amount	Buy Amount	Linked Amount
<input checked="" type="checkbox"/> PK2FXF1200764508	16 Jul 2021	1.33	USD2,660.00	GBP2,000.00	USD120.00
<input type="checkbox"/> PK2FXF1200767507	16 Jul 2021	1.33	USD2,660.00	GBP2,000.00	
<input type="checkbox"/> PK2FXF1200766008	16 Jul 2021	1.33	USD101,080.00	GBP76,000.00	
<input type="checkbox"/> PK2FXF1200764003	26 Nov 2021	1.33	USD2,660.00	GBP2,000.00	
<input type="checkbox"/> PK2FXF1200764004	26 Nov 2021	1.33	USD42,560.00	GBP32,000.00	
<input type="checkbox"/> PK2FXF1200765505	26 Nov 2021	1.33	USD2,660.00	GBP2,000.00	


Total Collection Amount: USD120.00

Total Selected Deals: 1

Total Linked Amount: USD120.00

## Field Description

Field Name	Description
<b>Total Bill Amount</b>	Displays the total bill amount.
<b>Deal Reference Number</b>	The deal reference number of the forex deal.
<b>Expiry Date</b>	The expiry date of the forex deal.
<b>Exchange Rate</b>	The exchange rate for the forex deal.
<b>Sell Amount</b>	The selling amount of the deal.
<b>Buy Amount</b>	The buying amount of the deal.
<b>Linked Amount</b>	The amount to be linked in the forex deal.
<b>Total Selected Deals</b>	Displays the total selected deals.
<b>Total Linked Amount</b>	Displays the total Linked Amount.

- e. Enter the **Deal Reference Number** in the search field and click . The searched **Deal Reference Number** record details appear.  
OR  
Click the check box to select the required searched **Deal Reference Number** record.
  - f. In the **Linked Amount** field, enter the linked amount.
  - g. Click **Submit**. The selected deal reference number appears.  
OR  
Click **Close** to close the **Link Forex Deals** overlay screen.
14. Click **Next** to save the details entered and proceeds to next level of details.  
OR  
Click **Cancel** to cancel the transaction, The Dashboard appears.  
OR  
Click **Back** to go back to previous screen.

### **10.1.1 Forex Deals**

This tab allows the corporate user to provide a Deal Reference Number and the FX rate on the screen, when they do not have any pre-booked deal to be used or an existing deal. The user can pass these details to the bank.

Bill settlement using deal is available to maker and approver users in maker activity log and pending approval details section to re-initiate and approve the transactions respectively.

## Forex Deals

ATM & Branch Locator English

futura bank Search ... Welcome, Obdx checkr Last login 11/16/22, 10:05 AM

Bill Settlement  
GOODCARE PLC | \*\*\*044

Select the mode of settlement for your Bills.

Single Bill Detailed settlement instruction Multiple Bill Settle multiple bills quickly

Settlement Details  
Forex Deals  
Charges and taxes  
Attachments

Forex Deals

Deal Reference Number	Exchange Rate
PK2FXF1200767005	1.43

Link Forex Deals Search...

Total Bill Amount						USD 100.00
Forex Reference Number	Expiry Date	Exchange Rate	Sell Amount	Buy Amount	Linked Amount	
<input type="checkbox"/> PK2FXF1200764512	6/30/21	1.33	GBP 75,187.97	USD 100,000.00	USD 1,000.00	
<input type="checkbox"/> PK2FXF1200767005	9/24/21	1.43	GBP 286,000.00	USD 408,980.00		
<input type="checkbox"/> PK2FXF1200767007	8/27/21	1.43	GBP 699.30	USD 1,000.00		
<input type="checkbox"/> PK2FXF1200766507	7/29/21	1.43	GBP 97,202.80	USD 139,000.00		
Total Selected Deals					Total Linked Amount	
0					USD 0.00	


Next Cancel Back

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## Field Description

Field Name	Description
<b>Deal reference Number</b>	The deal reference number of the forex deal to be entered, when pre-booked deal is not available or the user do not want to use an existing deal.
<b>Exchange Rate</b>	The exchange rate for the forex deal.
<b>Total Bill Amount</b>	Displays the total bill amount.
<b>Forex Reference Number</b>	The deal reference number of the forex deal.
<b>Expiry Date</b>	The expiry date of the forex deal.
<b>Exchange Rate</b>	The exchange rate for the forex deal.

Field Name	Description
<b>Sell Amount</b>	The selling amount of the deal.
<b>Buy Amount</b>	The buying amount of the deal.
<b>Linked Amount</b>	The amount to be linked in the forex deal.
<b>Total Selected Deals</b>	Displays the total selected deals.
<b>Total Linked Amount</b>	Displays the total Linked Amount.

15. In the **Deal Reference Number** field, enter the deal reference number.
16. In the **Exchange Rate** field, enter the exchange rate.
17. Enter the **Forex Reference Number** in the search field and click . The searched **Deal Reference Number** record details appear.  
OR  
Click the check box to select the required searched **Deal Reference Number record**.
18. In the **Linked Amount** field, enter the linked amount.
19. Click **Next** to save the details entered and proceeds to next level of details.  
OR  
Click **Save As Draft**, system allows transaction details to be saved as draft.  
(For more details, refer [Save As Draft](#) section.)  
OR  
Click **Cancel** to cancel the transaction, The Dashboard appears.  
OR  
Click **Back** to go back to previous screen.

### 10.1.2 Charges and Taxes tab

This tab captures the charges and taxes for the single bill settlement Instruction application process.

## Charges and Taxes tab

Bill Settlement  
GOODCARE PLC | \*\*\*Q44

Select the mode of settlement for your Bills.

Single Bill  
Detailed settlement instruction

Multiple Bill  
Settle multiple bills quickly

Settlement Details

Charges and Taxes

Charges

Account No	Description of Charges	Amount
xxxxxxxxxxxx007	BC LIQUIDATION CHARGES	GBP80.00
		GBP80.00

Taxes

Account No	Description of Taxes	Amount
xxxxxxxxxxxx039	LGTAX	GBP250.00
		GBP250.00

Note: Charges, Taxes and Commissions mentioned here are indicative values and are subject to change at the time of transaction.

Next Cancel Back

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## Field Description

Field Name	Description
------------	-------------

### Charges

**Account No** The account which will be charged for the specific charge.

**Description of Charges** The description of the charges.

**Amount** The amount that is maintained under the charge.

**Total Amount** Displays the total charge that will be levied in the transaction.

### Taxes

**Account No.** The account to be earmarked for taking the Taxes.

**Description of Taxes** Displays the description charges applicable.

**Amount** Displays the amount of taxes.

**Total Amount** Displays the total tax amount.

Field Name	Description
<b>Commissions</b>	
<b>Account No.</b>	The account from which the commission will be taken.
<b>Commissions for</b>	The commission component.
<b>Percentage</b>	The percentage of commission.
<b>Amount</b>	The commission amount.
<b>Total Amount</b>	Displays the total commission amount.

20. In the **Charges, Taxes, and Commissions** section, select the appropriate account, from the **Account No.** list

21. Click **Next** to save the entered details and proceed to the next level.

OR

Click the **Attachments** tab.

OR

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

OR

Click **Cancel** to cancel the transaction. The **Dashboard** appears

---

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

---

### 10.1.3 Attachments tab

The user can attach documents to the application in this tab.


**To Attach Documents:**




## Attachments tab

The screenshot displays the 'Attachments' tab within the 'Bill Settlement' process for 'GOODCARE PLC | \*\*\*Q44'. It features a 'Drag and Drop' zone for file uploads, a list of attached documents (e.g., 'LetterofCredit.txt', 'GUARANTEE', 'Aadhar Card'), and an 'Add Remarks' field. The interface includes navigation and action buttons like 'Upload', 'Delete All', 'Preview', 'Submit', 'Cancel', and 'Back'. A footer contains copyright information for Oracle.

## Field Description

Field Name	Description
<b>Drag and Drop</b>	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
<b>Document Name</b>	Displays the name of the attached documents. Displays the link to download the attached document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Add Remarks</b>	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document.

22. Click **Drag and Drop** to browse and select the required document present on your computer. The **Attach Document** popup window appears.
  23. Select the required document present on your computer to upload.
  24. Click **Upload** to upload document. The Attach Documents tab appears along with list of attached documents.
- OR

- Click  to remove the attached document.  
OR  
Click **Delete All** to delete all the attachments.
25. Select the **I accept the Terms and Conditions** check box to accept the Terms and Conditions.
26. Click **Preview** to have a preview of draft.
27. Click **Submit**.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.  
OR  
Click **Back** to go back to previous screen.
28. The review screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.  
OR  
Click **Back** to go back to previous screen.
29. The success message bill settlement appears. Click **OK** to complete the transaction.

## 10.2 Multiple Bill Detailed Settlement Instruction

This facility allow the corporate users, to settle multiple Bills so that transaction can be initiated directly from channel.

### To settle multiple Bills:

1. Navigate to **Settlement of Bills** transaction.
2. Select the **Multiple Bill Settlement multiple bills quickly** tab.

## Multiple Bill Detailed Settlement Instruction

Viewer ATM & Branch Locator English

futura bank Search ... Welcome, OBDX maker Last login: 24 Feb 05:54 PM

### Bill Settlement

GOODCARE PLC | \*\*\*044

Select the mode of settlement for your Bills.

Single Bill Detailed settlement instruction Multiple Bill Settle multiple bills quickly

#### Bill Settlement

Select the mode of settlement for your Bills.

Current and Savings Account Loan Custom

Select All Bills Filter Applied Required

Bill Reference Number	Exporter Name	Payment Type	Linked LC Number	Maturity Date	Bill Amount	Outstanding Bill Amount	Outstanding Bill Amount in Local Currency	Available For Loan
<input checked="" type="checkbox"/> PK3TRNF21251004	FIXNETIX	USANCE	PK1ELAC21256002	04 Jun 2021	GBP4,000.00	GBP4,000.00	GBP4,000.00	No
<input checked="" type="checkbox"/> PK3IULL21253005	SHIVA CORP	USANCE	PK1ILUR21252506	04 Jun 2021	GBP10,000.00	GBP10,000.00	GBP10,000.00	No
<input type="checkbox"/> PK3IULL2125A339	SHIVA CORP	USANCE	PK1ILUN2125A8VH	04 Jun 2021	GBP1,000.00	GBP1,000.00	GBP1,000.00	No
<input type="checkbox"/> PK3IULL21253006	SHIVA CORP	USANCE	PK1ILUR21252507	04 Jun 2021	GBP10,000.00	GBP10,000.00	GBP10,000.00	No
<input type="checkbox"/> PK3IULL21253004	SHIVA CORP	USANCE	PK1ILUR21252505	04 Jun 2021	GBP10,000.00	GBP10,000.00	GBP10,000.00	No
<input type="checkbox"/> PK1IBLD21251502	SHIVA CORP	USANCE	PK1ILUN2125AWEP	04 Jun 2021	USD10,000.00	USD10,000.00	GBP7,812.50	No

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Total Selected Bills: 2 Total Settlement Amount in Local Currency: GBP14,000.00

Select Account: xxxxxxxxxxxx0017 Balance: GBP9999360,043,001.66

Special Instructions

Submit Cancel Back

\*Note : The Local currency equivalent is based on current date exchange rate and the final value may vary

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3. Select the checkbox against the **Bill Reference Number** which is to be settled.  
OR  
Select the **Select All Bills** check box to select multiple bills to apply for the settlement.

## Settlement of Bills

Viewer ▼ ATM/Branch English ▼

Search ...
Q

 Welcome, obdx checker ▼  
Last login 17 Nov 03:30 PM

### Settlement of Bills

GOODCARE PLC | \*\*\*044

**Bill Settlement**

Select the mode of settlement for your Bills.

Current and Savings Account
Loan
Custom

Select All Bills
Filter Applied ▼

Bill Reference Number	Exporter Name	Payment Type	Linked LC Number	Maturity Date	Bill Amount	Outstanding Bill Amount	Outstanding Bill Amount in Local Currency	Available For Loan
<input type="checkbox"/> PK1TRNF211251002	HSBC BANK	USANCE	PK1ELAC211255007	04 Jun 2021	GBP1,000.00	GBP0.00	GBP0.00	No
<input type="checkbox"/> PK2ISLP211256502	PHIL HAMPTON	SIGHT	PK2ILUN211254012	05 May 2021	GBP1,000.00	GBP1,000.00	GBP1,000.00	No
<input type="checkbox"/> PK1IULL211252001	SHIVA CORP	USANCE	PK1ILUR211251501	04 Jun 2021	GBP10,000.00	GBP10,000.00	GBP10,000.00	No
<input type="checkbox"/> PK1IULL211251501	SHIVA CORP	USANCE	PK1ILUR211251001	04 Jun 2021	GBP10,000.00	GBP10,000.00	GBP10,000.00	No
<input type="checkbox"/> PK1TRNF211250001	FIXNETIX	USANCE	PK1ELAC211255005	04 Jun 2021	GBP4,000.00	GBP0.00	GBP0.00	No
<input type="checkbox"/> PK1IULL21125A339	SHIVA CORP	USANCE	PK1ILUN21125A8VH	04 Jun 2021	GBP1,000.00	GBP1,000.00	GBP1,000.00	No

Page 1 of 15 (1-6 of 85 items) | ◀ ▶ 1 2 3 4 5 \_ 15 ▶

Total Selected Bills  
**0**
Total Settlement Amount in Local Currency  
**GBP0.00**

Select Account

xxxxxxxxxxxx0017 ▼

Balance : GBP999972.53759734

Special Instructions

Submit
Cancel
Back

\*Note: The Local currency equivalent is based on current date exchange rate and the final value may vary

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>CASA Account / Loan Account</b>	<p>Option to select a CASA account or Loan account.</p> <ul style="list-style-type: none"> <li>Current and Savings Account: The user can select the Current and Savings Account that he wishes to use for settlement of bill.</li> </ul> <hr/> <p>Note: The balance in Current and Savings Account should be equal or more than the equivalent amount of bill in bill's currency, which is being settled, in case of single bill being liquidated.</p> <hr/> <ul style="list-style-type: none"> <li>Loan Account: The user can select this option to apply for a loan directly from the page. Bank would be informed that the corporate user is looking for a loan.</li> <li>Custom Account: The user can select this option to apply for custom loan.</li> </ul>
<b>Select All Bills</b>	The option to select multiple bills to apply for the settlement.
<b>Check Box (Account Selection)</b>	The option against each bill, to select a Current and Savings Account which he wishes to use. The available balance in the casa account is also displayed so that he can take an informed decision.
<b>Bill Reference Number</b>	<p>The Bill reference number.</p> <p>Displays the link to view the Import Bill details.</p>
<b>Exporter Name</b>	The beneficiary name against whom Bill is to be created.
<b>Payment Type</b>	<p>The type of payment associated with the Bill.</p> <p>It can be:</p> <ul style="list-style-type: none"> <li>Sight</li> <li>Usance</li> </ul>
<b>Linked LC Number</b>	The LC number to whom the Bill is linked.
<b>Maturity Date</b>	The date on which the Bill will gets matured.
<b>Bill Amount</b>	Displays the amount of the Import Bill.
<b>Outstanding Bill Amount</b>	The outstanding amount for the settlement of Bill.
<b>Outstanding Bill Amount in Local Currency</b>	The outstanding amount for the settlement of Bill in local currency.


Field Name	Description
<b>Available for Loan</b>	Displays whether the bill is available for loan or not.
<b>Total Selected Bill</b>	Displays the total selected bill.
<b>Total Settlement Amount in Local Currency</b>	Displays the total settlement amount in local currency.
<b>Special Instructions</b>	The special instructions that is to be provided against the shipment.
<b>Input Payment Details</b>	
<b>Select Account</b>	Source account from which the funds are to be transferred for settlement of Bill.
<b>Balance</b>	Net balance in the selected source account.

- Select the **Current and Savings Account** option, if he wishes to use it for settlement of bill.  
OR  
Select this **Loan Account** option to apply for a loan directly from the page.
- From the **Select Account** list, select the account from which the transfer needs to be made for settlement of Bill.
- Select the **Custom Account** and click the **Link Forex Deal** link.  
The **Link Forex Deal overlay screen appears.**

The screenshot shows the 'Link Forex Deals' overlay screen. At the top, there are input fields for 'Deal Reference Number' and 'Exchange Rate'. Below these is a search bar for 'Link Forex Deals'. A table lists several deals with the following columns: 'Forex Reference Number', 'Expiry Date', 'Exchange Rate', 'Sell Amount', 'Buy Amount', and 'Linked Amount'. The table contains four rows of data. At the bottom of the table, there are summary fields for 'Total Selected Deals' (USD 0.00) and 'Total Linked' (USD 0.00). A 'Submit' button is located at the bottom left of the overlay.

Forex Reference Number	Expiry Date	Exchange Rate	Sell Amount	Buy Amount	Linked Amount
<input type="checkbox"/> PK2FXF120078A009	9/30/21	1.33	USD 148,960.00	GBP 112,000.00	
<input type="checkbox"/> PK2FXF1200784508	7/16/21	1.33	USD 2,660.00	GBP 2,000.00	
<input type="checkbox"/> PK2FXF1200787507	7/16/21	1.33	USD 2,660.00	GBP 2,000.00	
<input type="checkbox"/> PK2FXF1200786508	7/16/21	1.33	USD 101,080.00	GBP 76,000.00	

- In the **Deal Reference Number** field, enter the deal reference number.
- In the **Exchange Rate** field, enter the exchange rate.

- c. Enter the **Forex Reference Number** in the search field and click . The searched **Deal Reference Number** record details appear.  
OR  
Click the check box to select the required searched **Deal Reference Number** record.
  - d. In the **Linked Amount** field, enter the linked amount.
  - e. Select the check box against the required **Deal Reference Number** and click **Submit**, the selected Deal Reference Number appears in the **Forward Deal Reference Number** field.
7. Click **Submit** to initiate the selected Bills settlement. The **Settlement of Bills – Review** screen appears.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.
  8. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.
  9. The success message initiation of Bill settlement appears.  
OR  
Click **View Bill Settlement Details** to view the Bill settlement details.  
OR  
Click **Trade Finance Overview** to go to the **Trade Dashboard** screen.

---

**Note:**

- 1) Corporate user can select multiple Bills for settlement.
  - 2) Click on **Show More** to view more Bills under selected LC.
- 

[Home](#)

## 11. Modify Bills

Using this option, you can modify the details of existing bills. You can search the required bill using different search criteria and download the bill list in different file formats.

The user can change the tenor which is automatically reflected in Maturity Date of the transaction. The user can change whether collaterals are to be used and whether Advance by Loan is required or Not.

User can further attach or change FX Deals, View the simulated charges, attach documents and submit transaction to Bank.

This transactions should follow the transaction aspects:

- Approval
- Audit Logs
- Send to Modify
- Bi-Directional Communication with Mid-Office

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place

### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Letter of Credit > Import Letter of Credit > Modify Bill*

### To modify the Bill:

1. The **Modify Bill** screen appears.

### Modify Bill

The screenshot displays the 'Modify Bill' interface within the Futura Bank portal. At the top, the user is logged in as 'obdx checker' and the system shows the current date and time. The main content area is titled 'Modify Bill' and shows the bill details for 'GOODCARE PLC | \*\*\*044'. Below this, there are several search filters: 'Bill Reference Number', 'Importer Name' (set to 'All Parties'), 'Exporter Name', 'Bill Amount Range' (set to 'All'), and 'Bill Date Range' (with 'From' and 'To' fields). There are 'Search' and 'Reset' buttons at the bottom of the filter section. A small note at the bottom of the filter area reads: 'Displayed Local currency amount is indicative and actual amount may differ.' The footer of the page contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation] Terms and Conditions'.



**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Bill Reference Number</b>	The export bill reference number, which is attached to the Bill.
<b>Importer Name</b>	The name of Importer party.
<b>Exporter Name</b>	The name of Exporter party.
<b>Currency</b>	The currency of the bill.
<b>Bill Amount Range From</b>	The start of the bill amount range used for searching the bill.
<b>Bill Amount Range To</b>	The end of the bill amount range used for searching the bill.
<b>Bill Date Range From</b>	The start date of the bill date range used for searching the bill.
<b>Collection Date To</b>	The end date of the bill date range used for searching the bill.

2. Enter the search criteria.

3. Click **Search**.

The **Modify Bill** screen appears with the search results.

OR

Click **Reset** to reset the search criteria.

## Modify Bill – Search Result

**Modify Bill**  
GOODCARE PLC | \*\*\*044

Search

Bill Reference Number

Exporter Name  
All Parties

Importer Name

Bill Amount Range  
All From To

Bill Date Range  
From To

[Search](#) [Reset](#)

[Download](#)

Bill Reference Number	Importer Name	Export Name	Release Against	Transaction Date	Bill Amount	Equivalent Bill Amount
PK2ESUN21250006	MARKS AND SPENCER	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON NEGOTIATION	05 May 2021	GBP750.00	GBP750.00
PK2ESUN21250003	MARKS AND SPENCER	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON NEGOTIATION	05 May 2021	GBP30,000.00	GBP30,000.00
000EUUD21254501	PHIL HAMPTON	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY USANCE BILLS UNDER LC ON DISCOUNT	05 May 2021	GBP1,100.00	GBP1,100.00
PK2ESU21250006	MARKS AND SPENCER	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON NEGOTIATION	05 May 2021	GBP1,000.00	GBP1,000.00
PKIESUC21250002	SHIVA CORP	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON COLLECTION	05 May 2021	GBP1,000.00	GBP1,000.00
PK2ESUN21252518	MARKS AND SPENCER	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON NEGOTIATION	05 May 2021	GBP1,000.00	GBP1,000.00
PK2ESLP21250001	MARKS AND SPENCER	NATIONAL FREIGHT CORP	INCOMING CLEAN SIGHT BILLS UNDER LC ON PAYMENT	05 May 2021	GBP100,000.00	GBP100,000.00
PK2ESLP21252001	MARKS AND SPENCER	NATIONAL FREIGHT CORP	INCOMING CLEAN SIGHT BILLS UNDER LC ON PAYMENT	05 May 2021	GBP1,000.00	GBP1,000.00
PK2ESU21254501	NATIONAL FREIGHT CORP	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON NEGOTIATION	05 May 2021	GBP10,000.00	GBP10,000.00
PK2ESU21254001	NATIONAL FREIGHT CORP	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON NEGOTIATION	05 May 2021	GBP10,000.00	GBP10,000.00

Page 1 of 9 (1-10 of 88 items) | 1 2 3 4 5 ... 9

① All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.  
② Displayed Local currency amount is indicative and actual amount may differ.

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### Field Description

Field Name	Description
<b>List of Bills</b>	
<b>Bill Reference Number</b>	The export bill reference number.
<b>Importer Name</b>	The name of Importer party.
<b>Exporter Name</b>	The name of Exporter party.
<b>Release Against</b>	The LC against which the bill is released.
<b>Transaction Date</b>	The date of the transaction.

Field Name	Description
<b>Bill Amount</b>	The Bill amount.
<b>Equivalent Bill Amount</b>	The equivalent bill amount.
<b>Status</b>	The status of the bill.

4. Click the **Download** link to download the bill list. You can download the list in PDF formats.
5. Click the required link in the **Bill Reference Number** column. The **Modify Bill** details screen appears with the details of the selected Export Bill. By default, **Discount** tab appears.

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

## 11.1 Modify Bills – Settlement Details

User will be able to see the bill details along with the Base Date, Tenor and Maturity Date and will be allowed to change the tenor, which automatically would get reflected in Maturity Date of the transaction.

The user can change whether collaterals are to be used and Advance by Loan is required or not.

### Modify Bills – Settlement Details

The screenshot displays the 'Modify Bills' interface for a bill from NATIONAL FREIGHT CORP. The main header shows the bill details: Party Name (NATIONAL FREIGHT CORP), Import Bill Reference No. (PK1IBLD211251002), Product Name (INCOMING DOCUMENTARY USANCE), and Outstanding Amount (USD 10,000.00). The 'Settlement Details' section is active, showing a Base Date of 2/5/21, a Tenor of 30, and a New Maturity Date of 6/4/21. There are checkboxes for 'Apply with collateral', 'Settlement Account', and 'Apply for Loans'. A balance of GBP 999,999,999,979,955,000.00 is displayed. The interface includes navigation buttons for 'Next', 'Cancel', and 'Back'.

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Party Name</b>	The name of the applicant is displayed.
<b>Export Bill Reference No.</b>	The import bill reference number.
<b>Product Name</b>	The import bill product name under which the LC is created.
<b>Outstanding Amount</b>	Displays the outstanding amount of the import bill.
<b>Maturity Date</b>	The maturity date of the export Bill. This field appears if the user click on <a href="#">More Information</a> link.
<b>Linked to LC</b>	Displays the reference number of the LC. This field appears if the user click on <a href="#">More Information</a> link.
<b>Settlement Details</b>	
<b>Base Date</b>	The date that is considered as base date for Bill application.
<b>Tenor</b>	The tenor of the Bill.
<b>New Maturity Date will be</b>	The maturity date of the transaction that depends on the tenor of the bill as entered in <b>Tenor</b> field.
<b>Pay with Collateral</b>	The option to select whether collaterals are to be used. Click the <a href="#">View Collateral Details</a> link to view the collateral details.
<b>Settlement Account</b>	The settlement account number.
<b>Apply for Loans</b>	The option to select whether loans are to be used.

6. In the **Tenor** field, enter the value for tenor.
7. In the **Pay with Collateral** option, if collaterals are to be used for bill settlement.
8. Click the [View Collateral Details](#) link to view the collateral details. The **Collateral Details** overlay screen appears.
9. Select the **Settlement Account** option, if settlement account are to be used for bill settlement
  - a. From the **Settlement Account** list, select the appropriate option.
10. Select the **Apply for Loans** option, if loans are to be used for bill settlement.
11. Click **Next** to save the details entered and proceeds to next level of details.  
OR  
Click **Cancel** to cancel the transaction, The Dashboard appears.

OR  
Click **Back** to go back to previous screen.

### 11.1.1 Modify Bills – Forex Deals

This tab allows the user to link forex deals.

#### Modify Bills – Forex Deals

The screenshot shows the 'Modify Bills' page for 'NATIONAL FREIGHT CORP | \*\*\*153'. The 'Forex Deals' tab is active, showing a table of linked deals. The table has the following data:

Forex Reference Number	Expiry Date	Exchange Rate	Sell Amount	Buy Amount	Linked Amount
PK2FXF120076A006	9/30/21	1.33	USD 148,960.00	GBP 112,000.00	
PK2FXF1200764508	7/16/21	1.33	USD 2,660.00	GBP 2,000.00	
PK2FXF1200767507	7/16/21	1.33	USD 2,660.00	GBP 2,000.00	
PK2FXF1200766008	7/16/21	1.33	USD 101,080.00	GBP 76,000.00	
PK2FXF1200764005	11/26/21	1.33	USD 2,660.00	GBP 2,000.00	
PK2FXF1200764004	11/26/21	1.33	USD 42,560.00	GBP 32,000.00	
PK2FXF1200765505	11/26/21	1.33	USD 2,660.00	GBP 2,000.00	


Summary statistics at the bottom of the table area:

- Total Selected Deals: 0
- Total Linked Amount: USD 0.00

#### Field Description

Field Name	Description
<b>Total Bill Amount</b>	Displays the total bill amount.
<b>Forex Reference Number</b>	The deal reference number of the bill.
<b>Expiry Date</b>	The expiry date of the forex deal.

Field Name	Description
<b>Exchange Rate</b>	The exchange rate of the forex deal.
<b>Sell Amount</b>	The selling amount of the forex deal.
<b>Buy Amount</b>	The buying amount of the forex deal.
<b>Linked Amount</b>	The amount to be linked in the forex deal.
<b>Total Selected Deals</b>	Displays the total selected deals.
<b>Total Linked Amount</b>	Displays the total Linked Amount linked in the forex deal.

12. Enter the **Forex Reference Number** in the search field and click . The searched **Deal Reference Number** record details appear.  
OR  
Click the check box to select the required searched **Deal Reference Number record**.
13. In the **Linked Amount** field, enter the linked amount.
14. Click **Next** to save the details entered and proceeds to next level of details.  
OR  
Click **Cancel** to cancel the transaction, The Dashboard appears.  
OR  
Click **Back** to go back to previous screen.

### 11.1.2 Modify Bills – Charges

This tab lists charges and Taxes against bills.

15. Click **Charges** tab. The **charges and taxes** in the **Modify Bills** screen.  
OR  
Click **Back**. The **Modify Bills** screen appears.

## Modify Bills - Charges

The screenshot shows the 'Modify Bills' page for NATIONAL FREIGHT CORP | \*\*\*153. The page includes a navigation menu on the left with options: Settlement Details, Forex Deals, Charges (selected), and Attachments. The main content area is titled 'Charges, Commissions & Taxes' and contains two tables. The first table, 'Charges', lists two entries: 'IB COURIER FEES' for GBP 100.00 and 'IB SWIFT FEES' for GBP 150.00. The total charges are GBP 550.00. The second table, 'Taxes', lists one entry: 'BK TAX' for GBP 59.45. The total taxes are GBP 59.45. At the bottom, there are 'Next', 'Cancel', and 'Back' buttons.

### Field Description

Field Name	Description
<b>Charges</b>	
<b>Account Number</b>	Debit account number of the applicant.
<b>Description of Charges</b>	Displays the description of charges applicable.
<b>Amount</b>	Displays the amount of charges.
<b>Total Charges</b>	Displays the total charge amount.
<b>Taxes</b>	
<b>Account Number</b>	Debit account number of the applicant.
<b>Description of Taxes</b>	Displays the description taxes applicable.

Field Name	Description
<b>Amount</b>	Displays the amount of taxes.
<b>Total Taxes</b>	Displays the total tax amount.
<b>Commissions</b>	
<b>Account Number</b>	Debit account number of the applicant.
<b>Description of Commissions</b>	Displays the description of commissions applicable.
<b>Amount</b>	Displays the amount of commission.
<b>Total Commissions</b>	Displays the total commission amount.

16. From the **Account No.** list, select the applicant account.
17. Click **Next** to save the details entered and proceeds to next level of details.  
OR  
Click **Cancel** to cancel the transaction, The Dashboard appears.  
OR  
Click **Back** to go back to previous screen.

---

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

---

### 11.1.3 Modify Bills – Attachments tab

Displays the list of documents attached under the Export bills application. User can add multiple documents though it should be under the specified limits and supported formats.




## Modify Bills - Attachments tab


The screenshot shows the 'Modify Bills' page for 'NATIONAL FREIGHT CORP | \*\*\*153'. The main table contains the following information:

Party Name NATIONAL FREIGHT CORP	Export Bill Reference No. PK2ESUC211251006 <span>ACTIVE</span>	Product Name OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON COLLECTION	Outstanding Amount USD10,000.00
-------------------------------------	---	--	------------------------------------

The 'Attachments' section includes a 'Drag and Drop' area with the text 'Select or drop files here.' Below this, a file named 'ExportBill.txt' is listed with a category of 'LISCENCE' and a value of 'HTYUIKOPLMNHJUK'. There are 'Upload' and 'Delete All' buttons. The 'Standard Instructions' section has a checked checkbox for 'Kindly go through all the Standard Instructions' and another checked checkbox for 'I accept the Terms & Conditions'. At the bottom, there are 'Submit', 'Cancel', and 'Back' buttons.

### Field Description

Field Name	Description
<b>Drag and Drop</b>	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
<b>Document Attached</b>	Displays the attached documents. Displays the link to download the attached document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Add Remarks</b>	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document.

Field Name	Description
<b>Special Instructions</b>	Any instructions provided to bank for bills is mentioned here.
81. Click <b>Drag and Drop</b> to browse and select the required document present on your computer. The <b>Attach Document</b> popup window appears.	
82. Select the required document present on your computer to upload.	
83. Click <b>Upload</b> to upload document. The Attach Documents tab appears along with list of attached documents. OR	
Click  to remove the attached document.	
OR Click <b>Delete All</b> to delete all the attachments.	
84. Select the <b>Kindly Go through all the Standard Instructions</b> , check box.	
85. Click the Standard <u><b>Instructions</b></u> link to view the customer instructions maintained by bank from back office.	
86. Select the <b>I accept Terms and Conditions</b> check box to accept the Terms and Conditions.	
87. Click <b>Submit</b> . The transaction is saved and the <b>Modify Bill – Review</b> screen appears. OR Click <b>Back</b> to go back to previous screen. OR Click <b>Cancel</b> to cancel the transaction, The <b>Dashboard</b> appears.	
88. The review screen appears. Verify the details, and click <b>Confirm</b> . OR Click <b>Back</b> to go back to previous screen. OR Click <b>Cancel</b> to cancel the transaction. The <b>Dashboard</b> appears.	
89. The success message appears along with the reference number. Click <b>OK</b> to complete the transaction.	

[Home](#)

## 12. View Export Letter of Credit

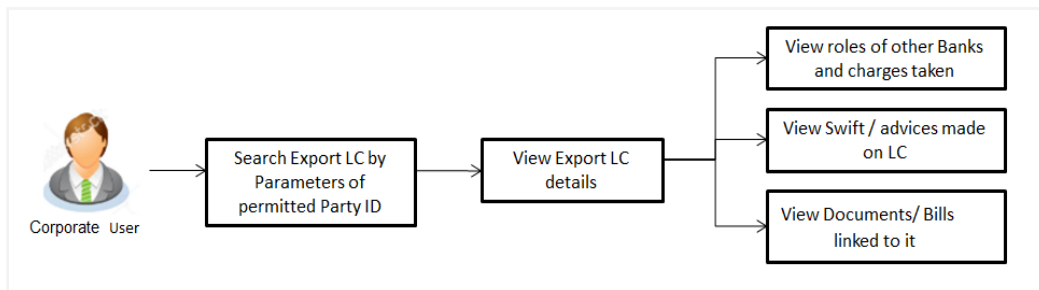
Using this option, you can view the details of existing Export Letters of Credit (LC) in the application. You can search the required LC using different search criteria and download the LC list in pdf.

The LC details include LC amount, outstanding amount, date of issue, date of expiry, parties to the LC, bank details, payment terms, and shipment/goods/documents details. You can also view the Amendment details and the Bills presented under the LC. You can also download the Export LC list in pdf formats.

### Pre-Requisites

- User must have a valid login credentials
- User must have certain Export LCs received by his bank under his party ID

### Workflow



### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Letter of Credit > Export Letter of Credit > View Letter of Credit*

### To view Export Letter of Credit:

1. The **View Export Letter of Credit** screen appears.

## View Export Letter of Credit

View Export Letter of Credit  
GOODCARE PLC | \*\*\*044

List of Recently Issued Letter of Credits

All Parties →

LC Number	Applicant Name	Beneficiary Name	Customer Reference Number	LC Amount
PK1ELAC211254502	Trade Indiv 1	NATIONAL FREIGHT CORP		GBP 100,000
PK1ELAC211254501	Trade Indiv 1	NATIONAL FREIGHT CORP		GBP 100,000
PK2ELAC211250008	MARKS AND SPENCER	NATIONAL FREIGHT CORP		GBP 20,000
000ELAC211253001	PHIL HAMPTON	NATIONAL FREIGHT CORP		GBP 10,000
PK2ELAC211250003	MARKS AND SPENCER	GOODCARE PLC		GBP 100,000
PK1ELAC211250001	NATIONAL FREIGHT CORP	NATIONAL FREIGHT CORP		GBP 10,000
PK1ELAC211250003	NATIONAL FREIGHT CORP	NATIONAL FREIGHT CORP		GBP 10,000
PK2ELAC211250007	MARKS AND SPENCER	NATIONAL FREIGHT CORP		GBP 30,000
PK1ELAC211250001	NATIONAL FREIGHT CORP	NATIONAL FREIGHT CORP		GBP 10,000
PK1ELAC211250005	NATIONAL FREIGHT CORP	NATIONAL FREIGHT CORP		GBP 10,000
PK2ELAC211250007	MARKS AND SPENCER	NATIONAL FREIGHT CORP		GBP 30,000

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ⓘ All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for

Filter

Customer Reference Number

Applicant Name

LC Status

All

LC Amount Range

All From To

LC Drawing Status

All

Issue Date

From To

Expired Status

Expired  Not Expired

Expiry Date

From To

Transfer Status


All

Apply Cancel Clear

## Field Description

Field Name	Description
<b>Customer Reference Number</b>	The option to search export LC via customer reference number.
<b>Applicant Name</b>	The name of applying party.
<b>LC Status</b>	The status of LC currently. The options are: <ul style="list-style-type: none"> <li>• Hold</li> <li>• Active</li> <li>• Cancelled</li> <li>• Closed</li> <li>• Reversed</li> </ul>
<b>LC Amount From</b>	The start of the amount range used for searching the LC.
<b>LC Amount To</b>	The end of the amount range used for searching the LC.

Field Name	Description
<b>LC Drawing Status</b>	The LC drawing status. The options are: <ul style="list-style-type: none"> <li>• Partial</li> <li>• Full</li> <li>• Undrawn</li> <li>• Expired</li> </ul>
<b>Issue Date From</b>	The start date of the issue date range used for searching the LC.
<b>Issue Date To</b>	The end date of the issue date range used for searching the LC.
<b>Expiry Status</b>	Select whether LC being searched is expired or not. The options are: <ul style="list-style-type: none"> <li>• Expired</li> <li>• Non Expired</li> </ul>
<b>Expiry Date From</b>	The start date of the expiry date range used for searching the LC.
<b>Expiry Date To</b>	The end date of the expiry date range used for searching the LC.
<b>Transfer Status</b>	The transfer status. The options are: <ul style="list-style-type: none"> <li>• All</li> <li>• Transferable</li> <li>• Transferred</li> </ul>

- From the **All Parties** list, select the appropriate option.
- Click **Search**.  
The **View Export LC screen** appears with the search results.  
OR  
Click **Clear** to reset the search criteria.  
OR  
Click  to filter based on the above criteria.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.
- Click the **Download** link to download all or selected columns in the Export LC details list. You can download the list in PDF format.

## View Export Letter of Credit – Search Result

View Export Letter Of Credit  
GOODCARE PLC | \*\*\*044

List of Recently Issued Letter of Credits

All Parties → Search... Download

LC Number	Applicant Name	Beneficiary Name	Customer Reference Number	LC Amount	Equivalent LC Amount	Outstanding Amount	Equivalent Outstanding Amount
PKIELAC21254502	Trade Indiv 1	NATIONAL FREIGHT CORP		GBP 100,000.00	GBP 100,000.00	GBP 100,000.00	GBP 100,000
PKIELAC21254501	Trade Indiv 1	NATIONAL FREIGHT CORP		GBP 100,000.00	GBP 100,000.00	GBP 100,000.00	GBP 100,000
PK2ELAC21250008	MARKS AND SPENCER	NATIONAL FREIGHT CORP		GBP 20,000.00	GBP 60,000.00	GBP 0.00	GBP 0
000ELAC21253001	PHIL HAMPTON	NATIONAL FREIGHT CORP		GBP 10,000.00	GBP 10,000.00	GBP 11,000.00	GBP 11,000
PK2ELAC21250003	MARKS AND SPENCER	GOODCARE PLC		GBP 100,000.00	GBP 100,000.00	GBP 10,000.00	GBP 10,000
PKIELAC21255001	NATIONAL FREIGHT CORP	NATIONAL FREIGHT CORP		GBP 10,000.00	GBP 10,000.00	GBP 0.00	GBP 0
PKIELAC21255003	NATIONAL FREIGHT CORP	NATIONAL FREIGHT CORP		GBP 10,000.00	GBP 10,000.00	GBP 0.00	GBP 0
PK2ELAC21250007	MARKS AND SPENCER	NATIONAL FREIGHT CORP		GBP 30,000.00	GBP 60,000.00	GBP 0.00	GBP 0

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ⓘ All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.

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## Field Description

Field Name	Description
<b>LC Number</b>	The LC number. Displays the link to details of the Export LC.
<b>Applicant Name</b>	The name of the LC applicant.
<b>Beneficiary Name</b>	The name of the LC beneficiary.
<b>Customer Reference Number</b>	The user provided customer reference number for the transaction.
<b>LC Amount</b>	The Export LC amount.
<b>Equivalent LC Amount</b>	The equivalent export LC amount.
<b>Outstanding Amount</b>	The Export LC outstanding amount.
<b>Equivalent Outstanding Amount</b>	The equivalent Export LC outstanding amount.
<b>Issue Date</b>	The issue date of the Export LC.
<b>Date of Expiry</b>	The Export LC expiry date.

Field Name	Description
<b>LC Status</b>	The Export LC status.

5. Click the required link in the **LC Number** column.  
The **View Export Letter of Credit** screen appears with the details of the selected LC.  
By default, the **LC Details** tab appears.
6. Click **LC Details** tab.

---

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

---

## 12.1 **LC Details**

7. Click **LC Details** tab.  
The **LC Details** tab appears in the **View Export Letter of Credit** screen.  
OR  
Click **Back**.  
The **View Export Letter of Credit** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

## View Export LC – LC Details

futura bank Search ...
Viewer ATM & Branch Locator English

Welcome, OBDX maker
Last login 27 Feb 03:36 PM

### View Export Letter Of Credit

MARKS AND SPENCER | \*\*\*193

LC Reference No.	Product	LC Amount	Date of Expiry
PKZELAC211250015 <span style="color: green; font-weight: bold;">ACTIVE</span>	Import LC Usance Non Revolving	GBP40,000.00	03 Aug 2021

LC Details

LC Details

**Attached Documents**

<p><b>Amendments</b></p> <p><b>Bills</b></p> <p><b>Charges, Commissions &amp; Taxes</b></p> <p><b>Swift Messages</b></p> <p><b>Advice</b></p> <p><b>Banks</b></p> <p><b>Assignment</b></p> <p><b>Transferred LC</b></p>	<p><b>51A</b> Applicant MARKS AND SPENCER Address MARGUJ25XXXX 87 knights street Country United Kingdom Date of Application 05 May 2021</p> <p><b>31D</b> Date of Expiry 03 Aug 2021</p> <p><b>31B</b> LC Amount GBP40,000.00 <a href="#">View Availments</a></p> <p><b>39A</b> LC Amount Tolerance Under (%) 0 Above (%) 0 Total Exposure GBP40,000.00</p> <p><b>41A</b> Credit Available By Sight Payment Credit Available With sbichennai Drafts No <a href="#">Hide Information</a></p>	<p><b>40A</b> Type of Documentary Credit Non Transferable Non Revolving</p> <p><b>59</b> Beneficiary Name NATIONAL FREIGHT CORP Address PKSBANK7XXXX Country GB</p> <p><b>39C</b> Additional Amount Covered</p> <p><b>42C</b> Drafts At</p>
---	---	---

**Goods & Shipment**

<p><b>43P</b> Partial Shipment Not Allowed</p> <p><b>44A</b> Place of Taking in Charge/Dispatch from XXC</p> <p><b>44F</b> Port of Discharge/Airport of Destination CXXCXX</p> <p><b>44C/44D</b> Shipment Period</p>	<p><b>43T</b> Transshipment Not Allowed</p> <p><b>44E</b> Port of Loading/Airport of Departure CXXCXXCXX</p> <p><b>44B</b> Place of Final Destination/For Transportation CXXCXX</p> <p><b>44D</b> Shipment Period CXXCXXCXX</p>
--	---

	Goods	Description of Goods	Units	Price Per Unit
1	ROLLNGCHAIR	ROLLNGCHAIR	40	GBP1,000.00
<b>Total Amount</b>				GBP1,000.00

[Hide Information](#)

**Documents**

Document Name	Original	Copies	Clause
AIRDOC	7/8	3	<a href="#">View Clause</a>
INSDOC	0/0	0	<a href="#">View Clause</a>
INVDOC	0/0	0	<a href="#">View Clause</a>
MARDOC	0/0	0	<a href="#">View Clause</a>
OTHERDOC	0/0	0	<a href="#">View Clause</a>

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**58A**  
Additional conditions

**48**  
Documents to be presented within/beyond  
days after the date of shipment but within  
validity of this credit  
21  
[Hide Information](#)



Goods & Shipment

<b>43P</b> Partial Shipment Not Allowed	<b>43T</b> Transshipment Not Allowed
<b>44A</b> Place of Taking in Charge/Dispatch from XXXX	<b>44E</b> Port of Loading/Airport of Departure XXXXXX
<b>44F</b> Port of Discharge/Airport of Destination XXXX	<b>44B</b> Place of Final Destination/For Transportation XXXX
<b>44C/44D</b> Shipment Period	<b>44D</b> Shipment Period XXXXXX

	Goods	Description of Goods	Units	Price Per Unit
1	ROLLNGCHAIR	ROLLNGCHAIR	40	GBP1000.00
Total Amount				GBP1000.00

Hide Information

Documents

Document Name	Original	Copies	Clause
AIRDOC	7/8	3	<a href="#">View Clause</a>
INSDOC	0/0	0	<a href="#">View Clause</a>
INVDOC	0/0	0	<a href="#">View Clause</a>
MARDOC	0/0	0	<a href="#">View Clause</a>
OTHERDOC	0/0	0	<a href="#">View Clause</a>

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**58A**  
Additional conditions

**48**  
Documents to be presented within/beyond days after the date of shipment but within validity of this credit  
21

Hide Information

Instruction

Issuing Bank CITIGB2LRRR CITIBANK IRELAND CITIGB2LRRR new diamond area	Advising Through Bank SWIFT ID
<b>49G</b> Special Payment Conditions for Beneficiary cond bank	<b>49H</b> Special Payment Conditions for Bank Only bene cond
<b>49</b> Confirmation Instructions Without	Confirmation Expiry Date 05 Aug 2021
<b>72Z</b> Sender to Receiver Information Applicant Account for Charges Special Instructions	<b>71D</b> Charges xxc near cgarage

Hide Information

[Back](#)

ⓘ Displayed Local currency amount is indicative and actual amount may differ.

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## Field Description

Field Name	Description
Party Name and ID	The name and ID of LC applying party.
LC Reference No.	Displays the reference number of the LC.

<b>Field Name</b>	<b>Description</b>
<b>Product</b>	The export LC product name under which the LC is created.
<b>LC Amount</b>	The amount availed against the LC.
<b>Date of Expiry</b>	The date when the LC expires and holds no more valid.
<b>Applicant</b>	The name of LC applicant.
<b>Address</b>	Displays the LC applicant address.
<b>Country</b>	Displays the country of the LC applicant.
<b>Date of Application</b>	The date of LC application.
<b>Date of Expiry</b>	Displays the expiry date of the LC.
<b>Place of Expiry</b>	Displays the place of LC expiry.
<b>LC Amount</b>	Displays the amount and currency of the LC.
<b>Type of Documentary Credit</b>	The type of documentary credit are: <ul style="list-style-type: none"> <li>• Transferable/ Non Transferable</li> <li>• Revolving/Non Revolving</li> </ul>
<b>Revolving Type</b>	Indicates revolving type.
<b>Auto Reinstatement</b>	Under a revolving LC, the amount is reinstated or renewed without any specific amendments to the LC. The credit becomes available for use again automatically.
<b>Cumulative</b>	Displays whether the frequency is cumulative for the LC. The unused amount would be used in the new LC in case of cumulative LC. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Transferable</b>	Displays the form of the LC, either transferable/ non-transferable.
<b>Beneficiary Details</b>	
<b>Beneficiary Name</b>	The name of the LC beneficiary.

Field Name	Description
<b>Address</b>	The address of the LC beneficiary.
<b>Country</b>	The country of the LC beneficiary.
<b>Product Details</b>	
<b>Product</b>	The Export LC product under which the LC is created.
<b>More Information</b>	
Following fields appear if you click the More Information link.	
Click the <b>Hide Information</b> link to hide the fields.	
<b>LC Amount Tolerance Under %</b>	Displays the tolerance of the LC, if tolerance is allowed.
<b>Total Exposure</b>	Displays the total LC amount including the positive tolerance, with the currency.
<b>Credit Available By</b>	Indicates the manner in which credit is available when the bank is authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit. The options are: <ul style="list-style-type: none"> <li>• Acceptance</li> <li>• Def Payment</li> <li>• Mixed Payment</li> <li>• Negotiation</li> </ul>
<b>Credit Available With</b>	Indicates the bank where credit is currently available with.
<b>Negotiation/ Deferred Payment Details</b>	Indicates the details of mixed payment. This field is appears if the Mixed Payment option was selected in the Credit Available By field.
<b>Draft</b>	Indicates the draft.
<b>Additional Amounts Covered</b>	This field specifies any additional amounts available to the beneficiary under the terms of the credit, such as insurance, freight, interest, etc.
<b>Drafts At</b>	The number of drafts available.
<b>Drafts section</b>	
The number of drafts available.	

<b>Field Name</b>	<b>Description</b>
<b>Tenor (In Days)</b>	The number of days of its validity.
<b>Credit Days From</b>	Displays the date from which the Draft tenure shall be counted.
<b>Draft Amount</b>	The amount which is sought by beneficiary on representation of draft.
<b>Drawee Bank</b>	The name of drawee bank, which would represent draft for claiming money against LC.
<b>Goods &amp; Shipment</b>	
<b>Partial Shipment</b>	Displays whether or not partial shipments are allowed under the documentary credit.
<b>Transshipment</b>	Displays whether or not transshipment is allowed under the documentary credit.
<b>Place of Taking in Charge/ Dispatch From</b>	The place of receipt from where shipment will be done.
<b>Port of Discharge/ Airport of Destination</b>	The port of discharge or airport of destination to be indicated on the transport document.
<b>Port of Loading/ Airport of Departure</b>	The port of loading or airport of departure to be indicated on the transport document.
<b>Place of Final Destination/ For Transportation</b>	The place of dispatch or taking in charge of the goods or loading on board.
<b>Shipment</b>	Displays the latest date for loading on board/ dispatch/ taken in charge.
<b>Shipment Period</b>	The period of shipment during which the goods are to be loaded on board /dispatched /taken in charge.
<b>More Information</b>	
Following fields appear if you click the More Information link.	
Click the <b>Hide Information</b> link to hide the fields.	
<b>Sr No</b>	The serial number for different lines of goods.
<b>Goods</b>	The type of good being shipped has to be chosen.
<b>Description of Goods</b>	The description of goods.

<b>Field Name</b>	<b>Description</b>
<b>Units</b>	The number of units of the goods
<b>Price Per Unit</b>	The price per unit of the goods.
<b>Documents</b>	
Documents list have the list of documents along with the number of original or copies submitted and clauses they cater too.	
<b>Document Name</b>	Displays the lists of all the documents required to be represented.
<b>Original</b>	Displays the number “n” out of “m” original documents will be provided to bank.
<b>Copies</b>	Displays the number of copies that will be submitted as a set of documents for LC.
<b>Clause</b>	Displays the default description of clauses, however user can modify the same.
<b>More Information</b>	
Following fields appear if you click the <b>More Information</b> link.	
Click the <b>Hide Information</b> link to hide the fields.	
<b>Additional Conditions</b>	Additional Conditions
<b>Documents to be presented within /beyond days after the date of shipment but within validity of this credit</b>	<p>The number of days after the date of shipment when the documents will be presented to bank.</p> <p>On adding these days to the date of application, it should be within validity period.</p>
<b>Instructions</b>	
<b>Issuing Bank</b>	The name of the issuing bank.
<b>Issuing Bank Address</b>	The address of the issuing bank.
<b>Advising Through Bank SWIFT ID</b>	Displays the SWIFT ID and address of the Advising Bank.
<b>Special Payment Conditions for Beneficiary</b>	User can input special payment conditions applicable to the beneficiary, for example, post financing request/ conditions.

Field Name	Description
<b>Special Payment Conditions for Bank Only</b>	User can input special payment conditions applicable to bank without disclosure to the beneficiary, for example, post-financing request /conditions.
<b>Confirmation Instructions</b>	The confirmation instructions for the requested confirmation party.
<b>Confirmation Expiry Date</b>	The updated confirmation Expiry date for the LC.
<b>More Information</b>	
Following fields appear if you click the <b>More Information</b> link.	
Click the <b>Hide Information</b> link to hide the fields.	
<b>Sender to Receiver Information</b>	The additional information for the receiver.
<b>Applicant Account for Charges</b>	The applicant account for charges.
<b>Charges</b>	The details of charges.
<b>Special Instructions</b>	Any instructions provided to bank for LC is mentioned here.

## 12.2 Attached Documents

This tab displays the list of all documents uploaded by user. It allows the user to download the attachments done under the selected Export LC.

8. Click **Attached Documents** tab to view the attached documents.  
OR  
Click **Back**.  
The **View Export Letter Of Credit** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## Attached Documents

## Field Description

Field Name	Description
<b>Sr No</b>	The serial number of the attached document record.
<b>Document ID</b>	Displays the unique identification number for the attached document. Displays the link to download the attached document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Remarks</b>	Displays the notes added, if any, for attaching the document.
<b>Action</b>	Action to be taken that is delete the attached document.

9. Click the required link in the **Document ID** column to download the attached document.

## 12.3 Amendments

This tab displays the amendments done to the LC such as shipment Date, LC value etc.

10. Click **Amendments** tab. The amendments detail appears.  
OR  
Click **Back**.

The **View Export LC** screen appears.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

## View Export LC – Amendments

View Export Letter Of Credit  
MARKS AND SPENCER | \*\*\*044

LC Reference No.	Product	LC Amount	Date of Expiry
PKZELAC211253503	Export LC Usance Non Revolving	GBP 60,000.00	8/3/21

LC Details

Amendments

Amendment Number	Issue Date	Expiry Date	LC Amount	Status	
1	5/5/21	8/3/21	GBP 60,000.00	REJECTED	<a href="#">View</a>
2	5/5/21	8/3/21	GBP 60,000.00	REJECTED	<a href="#">View</a>

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[Back](#)

ⓘ Displayed Local currency amount is indicative and actual amount may differ.

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## Field Description

Field Name	Description
<b>Amendment Number</b>	Displays the amendment number of the LC. Displays the link to view the details of the LC Amendment.
<b>Issue Date</b>	Displays the issue date of the LC Amendment.
<b>Expiry Date</b>	Displays the new expiry date of the LC.
<b>LC Amount</b>	Displays the new LC amount.
<b>Status</b>	Displays the Status of LC Amendment.

11. Click the required link in the **View** column. The **Export LC Amendment** screen with detailed Issued Amendments appears.

OR

Click **Back**.

The **View Export LC** screen appears.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.



## 12.3.1 View Amendment Details

This screen allows the user to view the details of the amendment done under selected amendment number.

### Issued Amendment – Detailed

futura bank

Viewer ATM/Branch English

Q

20

Welcome, rcorp Checker  
Last login 04 Sep 09:45 AM

### View Export LC Amendment

DEV Org | \*\*\*165

LC Reference No.	Product	LC Amount	Date of Issue
000ELAC20076AENU	Export LC sight Non Revolving	£200,000.00	16 Mar 2020

#### LC Details Compare with Previous Values

<p><b>51A</b> Applicant Oracle Corp Address ORACGB2L000 new tech park plot no 23 Country GREAT BRITAIN Date of Application</p> <p><b>31D</b> <span style="background-color: #0070c0; color: white; padding: 2px;">Modified</span> Date of Expiry 16 Jun 2020</p> <p><b>32B</b> <span style="background-color: #0070c0; color: white; padding: 2px;">Modified</span> LC Amount £230,000.00</p> <p><b>39A</b> LC Amount Tolerance Under (%) 0 Above (%) 0 Total Exposure £230,000.00 Payment Details</p> <p><b>41A</b> Credit Available By Mixed Payment Credit Available With CITIGB2LRRR Drafts No</p>	<p><b>40A</b> Type of Documentary Credit Revolving No Cumulative No Transferable No</p> <p><b>59</b> Beneficiary Name DEV Org Address DEVCG2L000 Gemini area no 21 Country GB</p> <p><b>39C</b> <span style="background-color: #0070c0; color: white; padding: 2px;">Modified</span> Additional Amount Covered sdfdfdfdf</p> <p><b>42C</b> Drafts At</p>
--	--

#### Goods & Shipment Compare with Previous Values

<p><b>43P</b> <span style="background-color: #0070c0; color: white; padding: 2px;">Modified</span> Partial Shipment Allowed</p> <p><b>44A</b> Place of Taking in Charge/Dispatch from deef</p> <p><b>44F</b> <span style="background-color: #0070c0; color: white; padding: 2px;">Modified</span> Port of Discharge/Airport of Destination cdfd fvfg amend</p> <p><b>44C/44D</b> <span style="background-color: #0070c0; color: white; padding: 2px;">Modified</span> Shipment Period</p>	<p><b>43T</b> <span style="background-color: #0070c0; color: white; padding: 2px;">Modified</span> Transshipment Allowed</p> <p><b>44E</b> <span style="background-color: #0070c0; color: white; padding: 2px;">Modified</span> Port of Loading/Airport of Departure sdss fg vff amend</p> <p><b>44B</b> Place of Final Destination/For Transportation dfdfgfg</p> <p>Shipment Period cdfd fgfgfg fvfgfgfg</p>
---	--

Sr No	Goods	Description of Goods	Units	Price Per Unit
1	CILLAFABRIC	CILLAFABRIC		

Documents [Compare with Previous Values](#)

Document Name	Original	Copies	
AIRDOC	3/5	2	<a href="#">View Clause</a>
INSDOC	5/8	3	<a href="#">View Clause</a>
INVDOC	4/8	6	<a href="#">View Clause</a>
MARDOC	0/0	0	<a href="#">View Clause</a>
OTHERDOC	0/0	0	<a href="#">View Clause</a>

Page 1 of 1 (1-5 of 5 items) ⏪ < 1 > ⏩

**58A**  
Additional conditions  
ddf ffgfghg

**48** Modified  
Documents to be presented within/beyond (noOfDays) days after the date of shipment but within validity of this credit.  
19

Incoterms

---

Instruction [Compare with Previous Values](#)

Issuing Bank  
CITIGB2LNNN  
CITIBANK ENGLAND  
CITIGB2LNNN  
new tech area

**49G**  
Special Payment Conditions for Beneficiary  
dffg fgfggggf amend

**49H**  
Special Payment Conditions for Bank Only  
gfgf fgfggf amend

**49**  
Confirmation Instructions

**78**  
Instructions to the Paying/Accepting/Negotiating Bank

**58A**  
Requested Confirmation Party

**78**  
Confirmation Expiry Date  
05 Aug 2021

**72Z**  
Sender to Receiver Information Modified  
TELEBEN sdfdffg

**71D**  
Charges  
sdfdffg fgfggf amend

Charges Borne By Applicant

Back

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**Note:** The previous values of LC are displayed in Red so that user knows what has been changed.

## 12.4 Bills

This tab displays the list of Bills raised by the beneficiary.

12. Click **Bill** tab. The summary of all the Export Bills appears.

OR

Click **Back**.

The **View Export LC** screen appears.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

## View Export LC - Bills

## Field Description

Field Name	Description
<b>Initiate Bill</b>	Displays the link to initiate a new Bill linked to the Export LC.
<b>Negotiation Reference No.</b>	Displays the negotiation reference number of the Export Bill. Displays the link to view the Export Bill details. Refer <b>View Export Bill</b> .
<b>Negotiation Date</b>	Displays the date on which the Bill is negotiated.
<b>Bill Lodgement Sequence No</b>	Indicates the sequence in which bill was lodged.
<b>Status</b>	Displays the status of the Bill.
<b>Bill Amount</b>	Displays the Bill amount with currency for the LC.

- Click on **Negotiation Reference No.** to view the Inward Bill details The **View Export Bill-General Bill** details linked to the LC number screen appears. Refer **View Export Bill**.  
OR  
Click **Initiate Bill** to initiate a new Bill linked to the Export LC.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

## 12.5 Charges Commission & Taxes

This tab lists Charges, Commission and Taxes against LC such as LC making, SWIFT or amendment charges.

14. Click **Charges Commission & Taxes** tab to view the charges against LC.

OR

Click **Back**.

The **View Export Letter of Credit** screen appears.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### View Export Letter of Credit- Charges

The screenshot shows the 'View Export Letter of Credit' interface for Futura Bank. The main content area is titled 'Charges, Commissions & Taxes' and contains the following sections:

- LC Details:**

LC Reference No.	Product	LC Amount	Date of Expiry
PKZELAC21250011 <span style="color: green;">ACTIVE</span>	Export LC Usance Non Revolving	GBP 80,000.00	11/11/21
- Charges:**

Account No	Description of Charges	Amount	Split Amount Borne by You	Split Amount Borne by Other Party
xxxxxxxxxxxx0017	LC Advising Charges	GBP 50.00	GBP 50.00	GBP 0.00
xxxxxxxxxxxx0001	LI ADVISING CHARGES	GBP 800.00	GBP 800.00	GBP 0.00
<b>Total Charges</b>		<b>GBP 850.00</b>	<b>GBP 850.00</b>	<b>GBP 0.00</b>
- Taxes:**

Account No	Description of Taxes	Value Date	Amount	Equivalent Amount
No data to display.				
- Commissions:**

Account No	Description of Commissions	Amount	Split Amount Borne by You	Split Amount Borne by Other Party
No data to display.				

At the bottom of the screen, there is a 'Back' button and a disclaimer: 'Displayed Local currency amount is indicative and actual amount may differ.'

### Field Description

Field Name	Description
------------	-------------

#### Charges

<b>Account No.</b>	Displays the account number for levying Cancellation Charges / Export Advice Charges.
--------------------	---

<b>Field Name</b>	<b>Description</b>
<b>Description of Charges</b>	Displays the reason/ narration of charges levied for various LC processes.
<b>Amount</b>	Displays the amount charged for the process.
<b>Split Amount Borne by You</b>	Displays the split charge amount which is to be paid by you.
<b>Split Amount Borne by Other Party</b>	Displays the split charge amount which is to be paid by other party.
<b>Total Charges</b>	Displays the total charge amount.
<b>Taxes</b>	
<b>Account No.</b>	Debit account number of the applicant.
<b>Description of Taxes</b>	Displays the description taxes applicable.
<b>Value Date</b>	Displays the value date of the taxes.
<b>Amount</b>	Displays the amount of taxes.
<b>Equivalent Amount</b>	Displays the equivalent tax amount.
<b>Total Taxes</b>	Displays the total Tax amount.
<b>Commission</b>	
<b>Account No.</b>	Debit account number of the applicant.
<b>Description of Commissions</b>	Displays the description of commissions.
<b>Amount</b>	Displays the amount of commission.
<b>Split Amount Borne by You</b>	Displays the split commission amount which is to be paid by you.
<b>Split Amount Borne by Other Party</b>	Displays the split commission amount which is to be paid by other party.
<b>Total Commissions</b>	Displays the total commission amount.

Field Name	Description
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**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

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## 12.6 **SWIFT Messages**

This tab lists and displays list of all SWIFT messages between both the parties. It allows the user to view and download the SWIFT messages generated for the selected Export LC.

15. Click **SWIFT Messages** tab. The summary of all the all SWIFT messages between both the parties appears.  
OR  
Click **Back**.  
The **View Export** Letter of Credit screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

## View Export Letter of Credit- SWIFT Messages

The screenshot shows the 'View Export Letter Of Credit' page in the Futura Bank system. The page header includes the bank logo, search bar, and user information: 'Welcome, obdx checker' with a last login time of '26 Nov 06:41 PM'. The main content area displays the following details:

LC Reference No.	Product	LC Amount	Date of Expiry
PK1ELAC21125A9NC <span style="color: red;">(1.0583)</span>	Import LC Usance Non Revolving	GBP10,000.00	03 Aug 2021

Below this, there are sections for 'LC Details', 'Attached Documents', 'Amendments', 'Bills', 'Charges, Commissions & Taxes', and 'Swift Messages'. The 'Swift Messages' section is active and shows a table of messages:

Message ID	Date	Description	Sending/Receiving Bank	Message Type	Action
2332001528314429	16 Mar 2020	Advise of a Third Bank	CITIBANK IRELAND	710	<a href="#">Download</a>
2332001528317279	16 Mar 2020	ACK of Import LC	CITIBANK ENGLAND	730	<a href="#">Download</a>

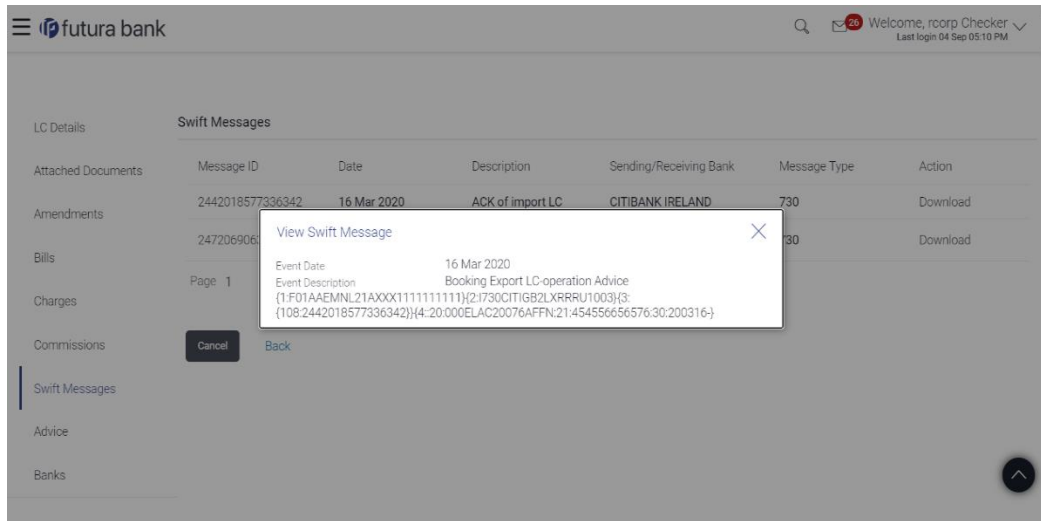
Navigation controls for the Swift Messages table include 'Page 1 of 1 (1:2 of 2 items)' and 'Cancel Back' buttons. A note at the bottom states: 'Displayed Local currency amount is indicative and actual amount may differ.'

## Field Description

Field Name	Description
<b>Message ID</b>	Unique identification number for the message.
<b>Date</b>	Date of sending advice.
<b>Description</b>	The SWIFT message detailed description.
<b>Sending/Receiving Bank</b>	This displays the name of bank who has sent/received the message.
<b>Message Type</b>	This shows the type of message sent.
<b>Action</b>	The action to be taken that is to download the SWIFT details.


16. Click on the desired **Message ID** to view the respective SWIFT details.  
 The SWIFT detail appears in popup window along with the event date and description.  
 OR  
 Click the Download link in the Action column of the SWIFT record to download the SWIFT messages in selected format, like PDF, if required. This is a password protected document.

## 12.6.1 SWIFT Messages Details



### Field Description

Field Name	Description
<b>Event Date</b>	Displays the event date.
<b>Event Description</b>	Displays the description of the event.
<b>Description</b>	The details of the SWIFT message.

- a. Click  to close the window.

**Note:** Only SWIFT messages in which ACK has been received by bank is being displayed.

## 12.7 Advices

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected Export LC.

25. Click **Advices** tab. The summary of all the Advices being exchanged.  
 OR  
 Click **Back**.  
 The **View Export LC** screen appears.  
 OR  
 Click **Cancel** to cancel the transaction, The **Dashboard** appears.



## View Export LC - Advices

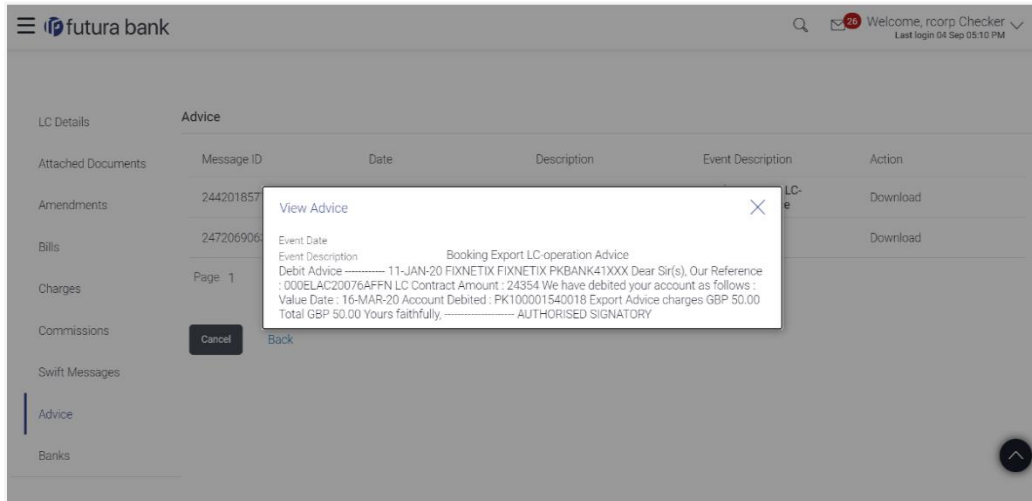
Message ID	Date	Description	Event Description	Action
2442018577344109		Debit Advice	Booking Export LC-operation Advice	Download
2472069063441294		Amendment of Export Credit	Amendment	Download

## Field Description

Field Name	Description
<b>Message ID</b>	Unique identification number for the message.
<b>Date</b>	Date of sending advice.
<b>Description</b>	The detail description of advice.
<b>Event Description</b>	Displays the description of the event.


26. Click on the desired Message ID to view the respective advice details.  
 The advice detail appears in popup window along with the event date and description.  
 OR  
 Click the **Download** link in the **Action** column of the SWIFT record to download the SWIFT messages in selected format, like PDF, if required.  
 This is a password protected document.

## 12.7.1 Advices Details



### Field Description

Field Name	Description
<b>Event Date</b>	Displays the event date.
<b>Event Description</b>	Displays the description of the event.
<b>Description</b>	The details of the advice.

- a. Click  to close the window.

## 12.8 Banks

This tab denotes the banks which are involved for other than for issuing purpose like Negotiating Bank, Confirming Bank, Advising through Bank etc. Only the details of banks involved in transaction will appear here.

27. Click **Bank** tab. The summary of all the banks which are involved in transactions other than issuing purpose.

OR

Click **Back**.

The **View Export LC** screen appears.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

## View Export LC – Banks tab

The screenshot shows the 'View Import Letter Of Credit' page for 'NATIONAL FREIGHT CORP | \*\*\*153'. The page is divided into a header, a summary table, and a main content area with a sidebar.

**Summary Table:**

LC Reference No.	Product	LC Amount	Date of Expiry
000ILUN2125A50L <span style="color: green;">ACTIVE</span>	Import LC Usance Non Revolving	GBP10,000.00	03 Aug 2021

**LC Details:**

- LC Reference No.: 000ILUN2125A50L ACTIVE
- Product: Import LC Usance Non Revolving
- LC Amount: GBP10,000.00
- Date of Expiry: 03 Aug 2021

**Banks Section:**

**Reimbursing Bank:**

- Swift: OATAGB0000XX
- Name: OATS\_AT1\_BANK\_GBP
- Address: OATATB0000XX
- Country: UK UNITED KINGDOM

**Advise Through Bank:**

- Swift: TRDBGB0000XX
- Name: OOO\_TRADE BANK1
- Address: TRDBNK0000XX
- Country: LONDON UNITED KINGDOM

**Buttons:** Cancel, Back

**Disclaimer:** ⓘ Displayed Local currency amount is indicative and actual amount may differ.

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## Field Description

Field Name	Description
<b>Reimbursing Bank</b>	
<b>SWIFT</b>	Displays the SWIFT Id of the Reimbursing Bank.
<b>Name</b>	Displays the name of the Reimbursing Bank.
<b>Address</b>	Displays the address of the Reimbursing Bank.
<b>Country</b>	Displays the country of the Reimbursing Bank.
<b>Confirming Bank</b>	
<b>SWIFT</b>	Displays the SWIFT Id of the Confirming Bank.
<b>Name</b>	Displays the name of the Confirming Bank.
<b>Address</b>	Displays the address of the Confirming Bank.
<b>Country</b>	Displays the country of the Confirming Bank.

Field Name	Description
<b>Advise Through Bank</b>	
<b>SWIFT</b>	Displays the SWIFT Id of the Advise Through Bank.
<b>Name</b>	Displays the name of the Advise Through Bank.
<b>Address</b>	Displays the address of the Advise Through Bank.
<b>Country</b>	Displays the country of the Advise Through Bank.

28. Click **Back**.  
 The **View Export LC** screen appears.  
 OR  
 Click **Cancel** to cancel the transaction, The **Dashboard** appears.

## 12.9 Assignment

This tab denotes the assignee which receives proceeds from the issuing or confirming bank.

29. Click **Assignment** tab. The summary of all the banks which are involved in transactions other than issuing purpose.  
 OR  
 Click **Back**.  
 The **View Export Letter of Credit** screen appears.  
 OR  
 Click **Cancel** to cancel the transaction, The **Dashboard** appears

### View Export Letter of Credit

The screenshot displays the 'View Export Letter of Credit' interface for Marks and Spencer. Key details include:

- LC Reference No.:** PKIYELIC211250501 (Active)
- Product:** Islamic Export LC with Adding Confirmation
- LC Amount:** GBP10,000.00
- Date of Expiry:** 05 Aug 2021

The 'Assignment' section shows the following data:

Assignee Name	Account Number	Amount
Walkin customer	xxxxxxxxxxxx5017	2000
Test Walkin	xxxxxxxxxxxx7018	3000
RRC LIMITED	xxxxxxxxxxxx0014	1000
BANK CORP	xxxxxxxxxxxx5566	1550

Navigation options include 'Back' and 'Manage Assignment'. A footer note states: 'Displayed Local currency amount is indicative and actual amount may differ.'

## Field Description

Field Name	Description
<b>Assignee Name</b>	The name of the assignee to whom the proceeds is to be assigned.
<b>Account Number</b>	The account number of the assignee.
<b>Amount</b>	The amount that was proceeds to the assignee.

30. Click **Manage Assignments** to manage the assignees.

## 12.10 Transferred LC

This tab denotes the list of transferred lc.

31. Click **Transferred LC** tab. The summary of all the banks which are involved in transactions other than issuing purpose.

OR

Click **Back**.

The **View Export Letter of Credit** screen appears.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### View Export Letter of Credit – Transferred LC

The screenshot shows the Oracle Futura Bank interface for viewing an export letter of credit. The page title is "View Export Letter Of Credit" for "MARKS AND SPENCER | \*\*\*153". The LC Reference No. is PK2ELIR21125A2B6, which is marked as "Active". The Product is "Islamic Export LC Non Revolving", the LC Amount is "GBP1,000.00", and the Date of Expiry is "05 Aug 2021".

The main section is titled "Transferred Letter of Credit" and contains a table with the following data:

LC Number	Date of Transfer	Date of Expiry	LC Amount
PK2ELIR21125A2B6H	05 May 2021	05 Aug 2021	GBP100.00
PK2ELIR21125A2B6I	05 May 2021	05 Aug 2021	GBP110.00
PK2ELIR21125A2B6J	05 May 2021	05 Aug 2021	GBP120.00

Below the table, there is a pagination control showing "Page 1 of 1 (1-3 of 3 items)" and a "Back" button. A note at the bottom states: "Displayed Local currency amount is indicative and actual amount may differ." The footer of the page includes the copyright notice: "Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]Terms and Conditions".

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>LC Number</b>	The parent LC number.
<b>Date of Transfer</b>	The date of transfer of the LC.
<b>Expiry Date</b>	The expiry date of the LC.
<b>LC Amount</b>	The currency under which the LC can be issued. Indicates the amount for the Letter of Credit.

32. Click **Back**.

The **View Islamic Export Letter of Credit** screen appears.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

**FAQs****1. Can I see LCs which has expired?**

Yes, you can look details of LCs which are expired, active, closed or on hold.

**2. Can I see Bills linked to my LC?**

Yes, on clicking Bills section, you will have a summary and link to attach Bills under the LC.

**3. Why only certain Incoterms, documents or clauses coming, not the others?**

It depends on the LC product chosen while creating; all these are dependent on the LC product.

**4. How many amendments are possible and how to keep track?**

Application will show you all the fields with their values and the amendments done to it. The details of amendments are displayed in the amendment section.

[Home](#)

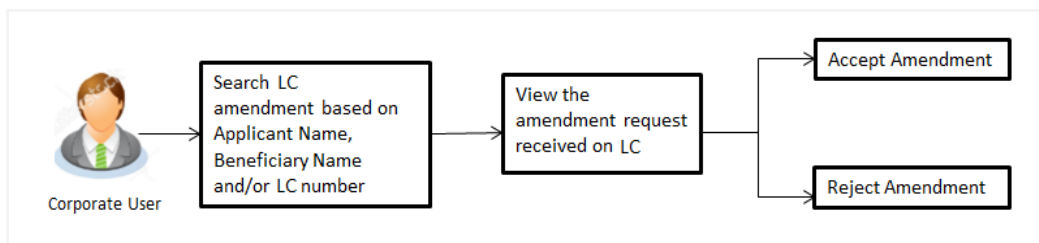
## 13. LC Customer Acceptance

User can search amendments under Export Letter of Credits using various parameters like Beneficiary Name, LC Number, and Applicant Name etc. The user can accept / reject LC Amendments. The amended value comes on the screen and the previous value is shown beneath the same field in red.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place

### Workflow



### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Letter of Credit > Export Letter of Credit > LC Amendment Acceptance > LC Customer Acceptance*

### To search LC Amendments:

1. Select the **LC Amendment** option.
2. Enter the search criteria, if required
3. Click **Search**.  
The **LC Amendment Acceptance** screen appears with the search results.  
OR  
Click **Reset** to reset the search criteria.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## LC Amendment Acceptance - Export LC Search Result

The screenshot shows the 'LC Customer Acceptance' interface for 'GOODCARE PLC | \*\*\*044'. It displays a table of 'Pending Acceptances' with the following data:

Select	Amendment Number	Product Name	Applicant Name	LC Number	LC Amount	View
<input type="checkbox"/>	1	Export Letter Of Credit	Trade Indiv 1	PK2ELAC21125A6K5	GBP10,000.00	<a href="#">View</a>
<input type="checkbox"/>	1	Export Letter Of Credit	MARKS AND SPENCER	PK2ELAC211256012	GBP50,000.00	<a href="#">View</a>
<input type="checkbox"/>	1	Export Letter Of Credit	MARKS AND SPENCER	PK2ELAC211256012	GBP50,000.00	<a href="#">View</a>
<input type="checkbox"/>	1	Export Letter Of Credit	MARKS AND SPENCER	PK2ELAC21125514	GBP100,000.00	<a href="#">View</a>
<input type="checkbox"/>	1	Export Letter Of Credit	MARKS AND SPENCER	PK2ELAC21125514	GBP100,000.00	<a href="#">View</a>

Below the table, there are pagination controls showing 'Page 1 of 5 (1-5 of 22 items)' and a 'Special Instructions' text area. At the bottom, there are three buttons: 'Approve', 'Reject', and 'Cancel'.

### Field Description

Field Name	Description
------------	-------------

#### Search

**All Beneficiaries** The name of the beneficiary of the Export LC.

#### Search Result

**Amendment Number** The amendment number of the LC.

**Product Name** The product of the LC for which amendment acceptance is required.

**Applicant Name** The name of the LC applicant.

**LC Number** The LC number against which amendment acceptance is required.

**LC Amount** The amount of Export LC.

4. Select the desired Amendment Number record.

5. In the **Special Instructions** field, enter the remarks/special instructions.



6. Click on the desired **View** link to view the amendment number of the LC.  
The amendment details appear.
7. Click **Approve** to accept the amendment.  
OR  
Click **Reject** to reject the amendment.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.
8. The success message initiation of LC Amendment Acceptance appears along with the reference number.
9. Click **Go to Dashboard**, to navigate to the dashboard.

### LC Amendment Acceptance - Amendment Details

The screenshot displays the 'View Export LC Amendment' interface for Futura Bank. At the top, there's a navigation bar with 'Viewer', 'ATM/Branch', and 'English' options. The main header shows the bank logo and a user greeting: 'Welcome, rcorp Checker' with a last login time of '04 Sep 09:45 AM'. The page title is 'View Export LC Amendment' with a sub-header 'DEV Org | \*\*\*165'. Below this, a summary table lists: LC Reference No. PK2ELAC19081ASJV, Product Export LC sight Non Revolving, LC Amount £123,455.00, and Date of Issue 22 Mar 2019. The 'LC Details' section is divided into two columns. The left column includes fields: 51A Applicant (GOODCARE PLC, 12 King Street, GREAT BRITAIN), 31D Date of Application, 32B LC Amount (£127,455.00), 39A LC Amount Tolerance (0% Under, 10% Above), 41A Credit Available By (Mixed Payment), and Drafts (No). The right column includes: 40A Type of Documentary Credit (Revolving, No Cumulative, No Transferable), 59 Beneficiary Name (DEV Org, DEVCGB2L000, Gemini area no 21, GB), 39C Additional Amount Covered (new amt covered), and 42C Drafts At. The 'Goods & Shipment' section includes: 43P Partial Shipment (Allowed), 44A Place of Taking in Charge/Dispatch from (sds a), 44F Port of Discharge/Airport of Destination (df a), 44C/44D Shipment Date (29 Mar 2019), 43T Transshipment (Allowed), 44E Port of Loading/Airport of Departure (dfdf a), and 44B Place of Final Destination/For Transportation (csdsdsf a). A table at the bottom lists goods: Sr No 1, Goods CILLAFABRIC, Description of Goods CILLAFABRIC; Sr No 2, Goods COAL, Description of Goods COAL. The table also has columns for Units and Price Per Unit.

**Documents** [Compare with Previous Values](#)

Document Name	Original	Copies	
AIRDOC	5/7	3	<a href="#">View Clause</a>
INSDOC	6/8	4	<a href="#">View Clause</a>
INVDOC	4/7	2	<a href="#">View Clause</a>
MARDOC	6/9	3	<a href="#">View Clause</a>
OTHERDOC	0/0	0	<a href="#">View Clause</a>

Page 1 of 1 (1-5 of 5 items) ⏪ < 1 > ⏩

**58A**  
Additional conditions  
rww amount

**48**  
Documents to be presented within/beyond (noOfDays) days after the date of shipment but within validity of this credit.  
0

Incoterms

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**Instruction** [Compare with Previous Values](#)

Issuing Bank  
CITIGB2LRRR  
CITIBANK IRELAND  
CITIGB2LRRR  
new diamond area

**49G**  
Special Payment Conditions for Beneficiary  
sdsds bene

**49**  
Confirmation Instructions Modified

**58A**  
Requested Confirmation Party  
COB

**72Z**  
Sender to Receiver Information  
PHONBEN skdsffdfd

Charges Borne By Applicant

Back

**49H**  
Special Payment Conditions for Bank Only  
bank cond

**78**  
Instructions to the Paying/Accepting/Negotiating Bank

**71D**  
Charges  
new bene charge

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**Note:** For field details, refer section **Initiate LC Details** tab.

10. Click **Back**. The **LC Amendment Acceptance** screen with search result appears.

[Home](#)

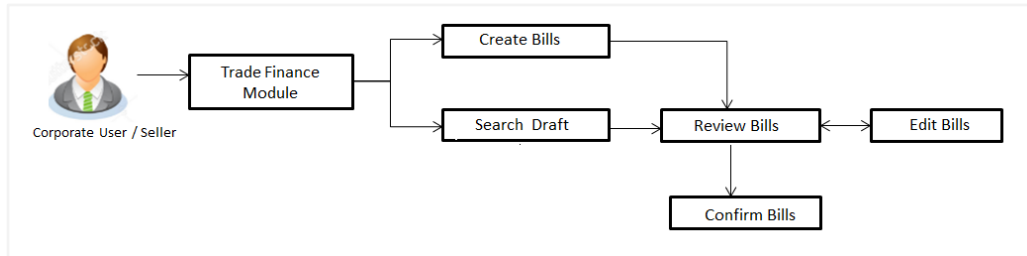
## 14. Initiate Bills

Using this option, user can initiate Bill in the application. It will be linked to a Letter of Credit.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place

### Workflow



### User has two options to initiate Bills

- Using existing Drafts
- Initiating Bills ( New Application)

These are explained in detail underneath.

### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Export Letter of Credit > Initiate Bills*

*OR*

*Dashboard > Trade Finance > Overview > Quick Links > Lodge Bill*

## 14.1 Search Bills Drafts


User can save Bills application as a Draft so that it can be used if required in future. User can search the saved Bill draft using Draft Name.

---

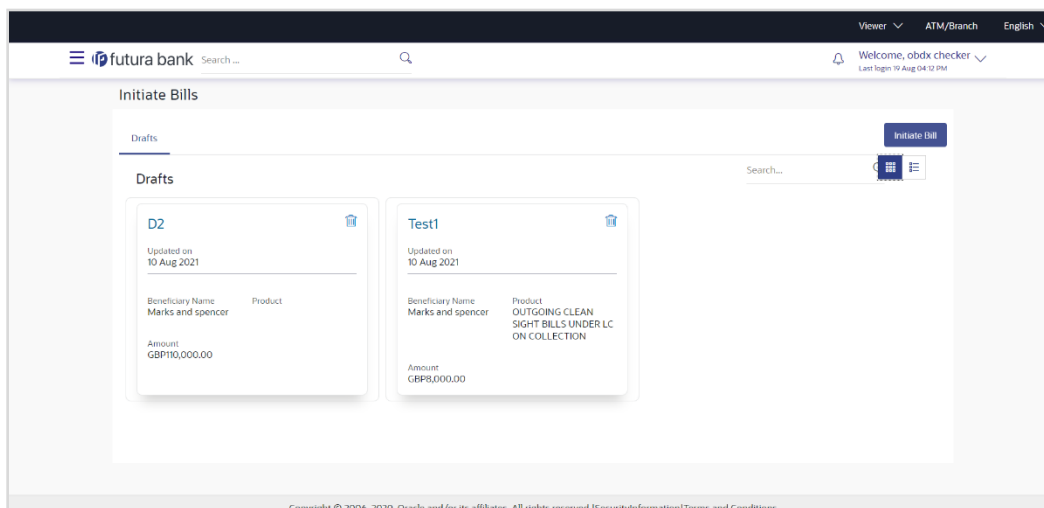
**Note:** Bill Application saved as **Draft** can be used only one time for Bill Application initiation.

---

### To search the Bill draft:

1. In the **Search** field, enter the draft name.
2. Click . The saved Bill draft appears based on search criteria.

## Bills Draft - Search Result




### Field Description

Field Name	Description
<b>Search Result</b>	
<b>Draft Name</b>	The name of the Bill application saved as draft.
<b>Updated On</b>	The date on which the draft was saved.
<b>Beneficiary Name</b>	Displays the name of the beneficiary of the bill.
<b>Product</b>	Displays the product type as coming from Host.
<b>Amount</b>	Displays the bill amount.

- Click **Initiate Bills** to initiate the bill transaction.

OR

Click  or  to view the initiate LC draft as Card or Tabular view.

## 14.2 Initiate a Bill

Using this option, the user can initiate a Bill in the application. To initiate a Bill in the application, the user has to enter details such as LC number, Parties details, and Bill details etc. The user can also give specific instructions to bank.

There also an option to allow substitution of documents while initiating Bill. The user, who is the first beneficiary of Transferable LC, and has received a drawing under the transferred LC wishes to initiate a drawing under parent LC with substitution of the received documents.

**To initiate a Bill:**

1. Click **Initiate Bills** on **Initiate Bills** screen.

## Initiate Bills

## Field Description

Field Name	Description
<b>Party ID</b>	The party ID of applying party.
<b>Branch</b>	The bank branch where the Bills contract is to be created.
<b>Do you wish to substitute Documents</b>	The option, whether to allow the substitution of documents under Transferred LC or not. The options are: <ul style="list-style-type: none"> <li>• No</li> <li>• Yes</li> </ul>
<b>Lookup Transfer LC Bill No.</b>	The option to select Transfer LC linked bill reference number, which is attached to the Bill. This field appears, if the user selects <b>Yes</b> option in <b>Do you wish to substitute Documents</b> field.

Field Name	Description
<b>Parent Export LC No.</b>	The parent export LC number, from which the user wishes to initiate a drawing with substitution of the received documents. This field appears, if the user selects <b>Yes</b> option in <b>Do you wish to substitute Documents</b> field.
<b>Outstanding LC Amount</b>	The outstanding LC amount. This field appears, if the user selects <b>Yes</b> option in <b>Do you wish to substitute Documents</b> field.
<b>Lookup LC Reference No.</b>	The option to select LC reference number, which is attached to the Bill. This field appears, if the user selects <b>No</b> option in <b>Do you wish to substitute Documents</b> field.
<b>Exporter &amp; Importer Details</b>	
<b>Exporter Name</b>	The name of Exporter party.
<b>Address</b>	The address of Exporter party.
<b>Country</b>	The country of Exporter party.
<b>Importer Name</b>	The name of Importer party.
<b>Address</b>	The address of Importer party.
<b>Country</b>	The country of Importer party.
<b>SWIFT Code</b>	The SWIFT code of issuing Bank.
<b>Issuing Bank Name</b>	The name of Bank who acts on behalf of Drawee.
<b>Address</b>	The address of Issuing Bank.
<b>Country</b>	The name of Issuing Bank's country.
<b>Customer Reference Number</b>	The user provided customer reference number for the transaction.
<b>Bank Reference Number</b>	The user provided bank reference number for the transaction.

2. In the **Do you wish to substitute Documents** field, select the appropriate option.
3. If you select **Yes**;

- a. From the **Lookup Import Bill Reference No** list, select the appropriate import bill reference number.  
OR  
Click the **Advanced Lookup** link. The Advanced Lookup overlay screen appears.

### Advanced Lookup

Bill Reference Number	Exporter Name	Importer Name	Release Against	Transaction Date	Bill Amount	Status
PK2TRNF21D50001	NATIONAL FREIGHT CORP	GOODCARE PLC	INCOMING DOCUMENTARY USANCE BILLS UNDER LC ON ACCEPTANCE	05 May 2021	GBP20,000.00	ACTIVE
PK1TRNF21D50004	FIXNETIX	NATIONAL FREIGHT CORP	INCOMING DOCUMENTARY USANCE BILLS UNDER LC ON ACCEPTANCE	05 May 2021	GBP4,000.00	ACTIVE

### Field Description

Field Name	Description
------------	-------------

<b>Bill Reference No.</b>	The import bill reference number, which is attached to the Bill.
---------------------------	--

<b>Importer Name</b>	The name of Importer party.
----------------------	-----------------------------

<b>Exporter Name</b>	The name of Exporter party.
----------------------	-----------------------------

<b>Bill Amount Range</b>	The Bill amount range.
--------------------------	------------------------

<b>Currency</b>	The currency of the bill.
-----------------	---------------------------

<b>Bill Date Range</b>	The bill start date and end date.
------------------------	-----------------------------------

#### List of Bills

<b>Bill Reference Number</b>	The import bill reference number.
------------------------------	-----------------------------------

<b>Exporter Name</b>	The name of Exporter party.
----------------------	-----------------------------

<b>Importer Name</b>	The name of Importer party.
----------------------	-----------------------------

<b>Release Against</b>	The LC against which the bill is released.
------------------------	--

Field Name	Description
<b>Transaction Date</b>	The date of the transaction.
<b>Bill Amount</b>	The Bill amount.
<b>Status</b>	The status of the bill.

- i. Enter the filter criteria to search the bill.
  - ii. Click **Apply**. The **Advanced Lookup** screen appears with the search results.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Clear** to clear the filter criteria.
  - iii. Click on the desired **Bill Reference Number** link.
4. Click **Verify**. The parent Export LC details appear.  
OR  
Click **Reset** to clear the search.
  5. In the **Do you wish to substitute Documents** field, if you select **No** option;
    - a. From the **Lookup Import Bill Reference No.** list, select the appropriate import bill reference number.  
OR  
Click the **Advanced Lookup** link. The **Advanced Lookup** overlay screen appears.

### Advanced Lookup

### Field Description

Field Name	Description
<b>Importer Name</b>	The name of Importer party.
<b>Exporter Name</b>	The name of Exporter party.



Field Name	Description
<b>Status</b>	The status of the LC. The options are: <ul style="list-style-type: none"> <li>• Partial</li> <li>• Full</li> <li>• Undrawn</li> </ul>
<b>Currency</b>	The currency of the bill.
<b>LC Amount Range</b>	The LC amount range.
<b>Search Results</b>	
<b>LC Number</b>	The LC reference number.
<b>Beneficiary Name</b>	The name of the beneficiary of the LC.
<b>Issue Date</b>	The issue date of the LC.
<b>Date of Expiry</b>	The expiry date for the LC.
<b>Exporter Name</b>	The name of Exporter party.
<b>Importer Name</b>	The name of Importer party.
<b>LC Status</b>	The status of the LC.
<b>LC Amount</b>	The LC amount.
<b>Outstanding Amount</b>	The outstanding amount against LC.

- i. Enter the filter criteria to search the bill.
  - ii. Click **Apply**. The **Advanced Lookup** screen appears with the search results.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Clear** to clear the filter criteria.
  - iii. Click on the desired **LC Number** link.
6. Click **Verify**. The exporter and importer details appear.  
OR  
Click **Reset** to clear the search.
  7. In the **Issuing Bank** field, enter SWIFT code of Issuing Bank.

8. Click **Verify** to verify the details.  
The Issuing bank details appears.  
OR  
Click **Reset** to cancel entered details.
9. In the **Customer Reference Number** field, enter the user provided customer reference number.
10. In the **Bank Reference Number** field, enter the user provided bank reference number.
11. Click **Next** or click the **Bill Details** tab.  
The **Bill Details** tab appears in the **Initiate Bills** screen.  
OR  
Click **Save As Draft**, system allows transaction details to be saved as a draft. (For more details, refer **Save As Draft** section.)  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

#### **14.2.1 Initiate Bills – Bill Details tab**

This tab captures the bill details of the initiate Bills application process.

## Initiate Bills – Bill Details tab

Viewer
ATM/Branch
English

futura bank
Search ...
Welcome, OBDX Maker
Last login 27 Oct 09:42 AM

Initiate Bills

GOODCARE PLC | \*\*\*044

- LC Details
- Bill Details
- Assignee Details
- Forex Deals
- Goods & Shipment Details
- Discount
- Charges
- Attachments

### Bill Details

Payment Type  
 Sight    Usance    Multi Tenor

Direct Dispatch  
 Yes    No

Document Attached  
 Yes (Documentary)    No (Clean)

Select Product  
 OUTGOING DOCUMENTARY SIGHT BILLS U... Q

Tenor   Base Date   Description   Base Date  
 0   After Invoice Date   30 Mar 2018

Bill Amount   Maturity Date  
 GBP   GBP10,000.00   30 Mar 2018

Selected Documents

Search...


	Name of Document	Document Reference Number	Original(First Mail)	Copies(First Mail)	Original(Second Mail)	Copies(Second Mail)	Clause
<input checked="" type="checkbox"/>	Air Way		0 / 0	0	0 / 0	0	View / Edit Clauses
<input checked="" type="checkbox"/>	Insurance		0 / 0	0	0 / 0	0	View / Edit Clauses
<input checked="" type="checkbox"/>	Invoice		0 / 0	0	0 / 0	0	View / Edit Clauses
<input checked="" type="checkbox"/>	Sea Way		0 / 0	0	0 / 0	0	View / Edit Clauses
<input checked="" type="checkbox"/>	OTHERDOC		0 / 0	0	0 / 0	0	View / Edit Clauses

Page 1 of 1 (1-5 of 5 items) | < > 1 >

Incoterms  
 Cost and Freight (named d... ▾

**Limits**

Party ID: GOODCARE PLC  
 Limit: GUARANTEE\_1  



**USD700.00K**  
Available Limit

Utilized   Sanctioned  
**USD700,001.00**   **USD550,000.00**

[View Limit Details](#)

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Payment Type</b>	The type of payment associated with the Bill. The options are: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> <li>• Multi Tenor</li> </ul>
<b>Limits</b>	Indicates the available limits for applicant under the selected Line. The limit details are also represented in a graphical manner with available, sanctioned and utilized limit details for the users.
<b>View Limit Details</b>	Click the link to open the Facility Summary screen.
<b>Direct Dispatch</b>	The option allows the user to select whether the bills to be dispatched directly or not. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Document Attached</b>	It asks user if any document is a part of Bill. The options are: <ul style="list-style-type: none"> <li>• Yes (Documentary)</li> <li>• No (Clean)</li> </ul>
<b>Select Product</b>	Indicates the product type as coming from Host based on the input parameters (Payment/ LC linkage /Customer ID).
Below fields appear if the user selects <b>Sight</b> and <b>Usance</b> option in Payment Type field.	
<b>Tenor</b>	The tenor of the Bill.
<b>Base Date Description</b>	This depicts the base code and its description. It describes what the chosen base date for application is.
<b>Base Date</b>	The date to be considered as base date for Bill application.
<b>Bill Amount</b>	The Bill amount.
<b>Bill Currency</b>	The base currency in which Bill is originated.
<b>Maturity Date</b>	The tenor added to the base date, when the Bill ceases to exist.

<b>Field Name</b>	<b>Description</b>
Below Tenor related fields appear if the user selects <b>Multi Tenor</b> option in <b>Payment Type</b> field.	
<b>Serial No.</b>	The serial number of the tenor record.
<b>Base Description</b>	This depicts the base code and its description. It describes what the chosen base date for application is.
<b>Base Date</b>	The date to be considered as base date for Bill application.
<b>Tenor Days</b>	The tenor days of the Bill.
<b>Transit Days</b>	The transit days of the Bill.
<b>Maturity Date</b>	The tenor added to the base date, when the Bill ceases to exist.
<b>Currency</b>	The base currency in which Bill is originated.
<b>Bill Amount</b>	The Bill amount.
<b>In Local Currency Equivalent</b>	The Bill amount in local currency.
Below Document related fields appear if the user selects Yes (Documentary) option in Document Attached field.	
<b>Selected Documents</b>	Documents list have the list of documents with check boxes to choose along with the number of original or copies submitted and clauses they cater too.
<b>Checkbox</b>	Displays the documents that you have selected from the list.
<b>Name of Document</b>	Name of the document to be sent along with the LC.
<b>Document Reference Number</b>	Reference number of the document.
<b>Original (First Mail)</b>	The required number of original documents required for the selected document from first mail.  It is provided as m/n, where m out of n available documents would be submitted to bank.
<b>Copies (First Mail)</b>	The required number of copies required for the selected document from first mail.

Field Name	Description
<b>Original (Second Mail)</b>	The required number of original documents required for the selected document from second mail.  It is provided as m/n, where m out of n available documents would be submitted to bank.
<b>Copies (Second Mail)</b>	The required number of copies required for the selected document from second mail.
<b>Clause</b>	The clauses maintained in the bank application for each of the document. A document can have multiple clauses.
<b>View Clause</b>	The link to view the clause maintained in the bank application for each of the document or to modify as per needs.
<b>View Clause</b>	<p>This section appears if you select a document and click the <b>View Clause</b> link. In this section a user can view already maintained clause or can modify them as per his needs. User can select the pre-maintained clause using the identifiers under each clause.</p> <p>In a blank clause, corporate user can enter the details to have a clause customized to his/her requirement.</p>
<b>Selected</b>	The clauses that you have selected from the Clause List. The selected clauses related documents are to be attached to the selected document.
<b>Clause</b>	The name of the clause.
<b>Clause Description</b>	The description and number of the selected clause.
<b>Incoterm</b>	Indicates the INCO terms for the LC application.

12. Select the appropriate option from **Payment Type** field.

13. From the **Limits** list, select the appropriate limit.

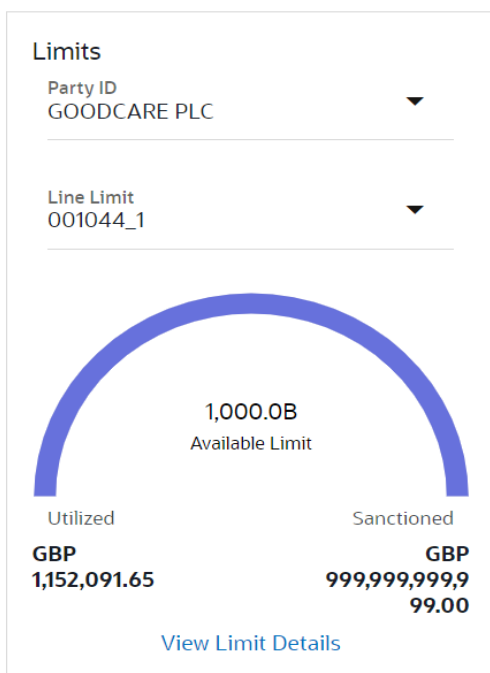
OR

Click **the View Limit Details** link to open the Facility Summary screen.

OR

Click **Reset** to reset the limit details. The Reset popup appears.


## Limits



## Field Description

Field Name	Description
<b>Party ID</b>	The party Id of the LC product.
<b>Line Limit</b>	Indicates the available limits for Accountee under the selected Line.

- a. From the **Party ID** list, select the appropriate party Id.
  - b. From the **Line Limit** list, select the appropriate limit.  
The bottom graph appears.
14. Select the appropriate option from **Direct Dispatch** field.
  15. Select the appropriate option from **Document Attached** field to confirm any documents a part of a Bill.
  16. From the **Select Product** list, select the appropriate option.
  17. If you select **Sight** and **Usance** option in Payment Type field;
    - a. From the **Base Date Description** list, select the appropriate option.
    - b. From the **Base Date** field, select the appropriate date.
    - c. In the **Bill Amount** field, enter the bill amount.
  18. If you select **Multi Tenor** option in **Payment Type** field;
    - a. Click the **Add Tenor** link to add the tenor record.

- b. From the **Base Date Description** list, select the appropriate option.
  - c. From the **Base Date** field, select the appropriate date.
  - d. In the **Tenor Days** field, enter the tenor days. The Maturity Date appears.
  - e. In the **Transit Days** field, enter the transit days.
  - f. In the **Bill Amount** field, enter the bill amount.
  - g. Click  to delete the record.  
OR  
Click the **Add Tenor** link to add the tenor record.
19. Select the **Document List** check box to choose the number of original or copies submitted and clauses.  
In the **Document List** section, select the required document to be a part of the Initiated LC.
  20. In the **Document Reference Number** field, enter the reference number of the document.
  21. In the **Original (First Mail)/ (Second Mail)** fields, enter the number of originals required for the selected document.
  22. In the **Copies (First Mail)/ (Second Mail)** fields, enter the number of copies required for the selected document.
  23. In the **Clauses** section, list of clauses for each document will be listed and a checkbox is available against various clauses, user can choose amongst various clauses. Select the required clauses for each selected document.
    - a. In the **Clause Description** field, enter/ modify the description of the clause, if required.
    - b. Click **OK**. The clause description are saved.  
OR  
Click **Reset** to reset and discard the changes.
  24. From the **Incoterm** list, select the appropriate option.
  25. Click **Next** to save the details entered and proceeds to next level of details.  
OR  
Click **Save As Draft**, system allows transaction details to be saved as draft.  
(For more details, refer **Save As Draft** section.)  
OR  
Click **Cancel** to cancel the transaction, The Dashboard appears.  
OR  
Click **Back** to go back to previous screen.

### 14.2.2 Initiate Bills – Assignee Details tab

This tab includes the assignee information. This will come as maintained in the parent LC.



## Assignee Details tab

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## Field Description

Field Name	Description
<b>Bill Amount</b>	The Bill amount.
<b>Assignee Details</b>	
<b>Assignee Name</b>	The name of assignee.
<b>Assignee Amount</b>	The assignee amount.
Below fields appear if the user click the <b>View More</b> link.	
<b>Address</b>	The address of assignee.
<b>Country</b>	The country of assignee.
<b>Assignee Account</b>	The account number of the assignee.

### 14.2.2.1 Add Assignee Details

This tab allows the user to add the assignee details, if the assignee is not already added.

#### Add Assignee Details

26. Click the **Add Assignee Details** link or click **Add Assignee** button, to add the assignee details. The Add Assignee overlay screen appears.

#### Add Assignee Details

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Assignee</b>	Indicates assignee type. The options are: <ul style="list-style-type: none"> <li>• Existing</li> <li>• New</li> </ul>
Following fields appear if you select <b>Existing</b> option from <b>Assignee</b> field.	
<b>Assignee Name</b>	The name of assignee. This field allows you to select the assignee name.
<b>Name</b>	The name is displayed according to the selected assignee.
<b>Account Type</b>	The assignee account type is displayed as Internal or External.
<b>Account Number</b>	The account number of the assignee is displayed.
<b>Currency</b>	The currency of the assignee account.
<b>Address</b>	The address of assignee is displayed.
<b>SWIFT Code</b>	The SWIFT code of assignee Bank is displayed.
<b>Bank Name</b>	The assignee bank name is displayed.
<b>Bank Address</b>	The bank address of the assignee Bank is displayed.
Following fields appear if you select <b>New</b> option from <b>Assignee</b> field.	
<b>Name</b>	The name the assignee.
<b>Account Type</b>	The assignee account type. The options are: <ul style="list-style-type: none"> <li>• Internal</li> <li>• External</li> </ul>
<b>Address</b>	The bank address of the assignee Bank. This field appears if you select <b>External</b> option from Account <b>Type</b> field.

Field Name	Description
<b>Country</b>	The country of assignee. This field appears if you select <b>External</b> option from Account <b>Type</b> field.
<b>Account Number</b>	The account number of the assignee.
<b>Confirm Account Number</b>	Re-enter the account number to confirm the account.
<b>Address</b>	The address of assignee. This field is displayed, if you select <b>Existing</b> option from <b>Assignee</b> field. This field appears if you select <b>New</b> option from <b>Assignee</b> field.
<b>Country</b>	The country of assignee.
<b>SWIFT Code</b>	The SWIFT code of assignee Bank.
<b>Bank Address</b>	The bank address of the assignee Bank.
<b>Account Number</b>	The account number of the assignee. This field is displayed, if you select <b>Existing</b> option from <b>Assignee</b> field.
<b>Amount In</b>	The amount in assignee account. The options are: <ul style="list-style-type: none"> <li>• Value</li> <li>• Percentage</li> </ul>
<b>Assignee Amount</b>	The user can enter the amount. This field is appears if <b>Value</b> option is selected in the <b>Amount In</b> field.
<b>Percentage</b>	The percentage of assignee amount. This field appears if <b>Percentage</b> option is selected in the <b>Amount</b> field.

Field Name	Description
<b>Bank Details</b>	<p>The option to select the bank details.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• SWIFT Code</li> <li>• Name and Address</li> </ul> <p>This field appears if you select <b>External</b> option from <b>Account Type</b> field.</p>
<b>Name &amp; Address</b>	The bank address of the assignee Bank.
<b>SWIFT Code</b>	The SWIFT code of assignee Bank.
<b>Lookup SWIFT Code</b>	<p>Search and select the SWIFT code of the assignee bank, available in the application.</p> <p>This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Bank Details</b> field.</p>
<b>SWIFT code Look up</b>	
The following fields appear on a pop up window if the <b>Lookup SWIFT Code</b> link is clicked.	
<b>Swift Code</b>	The facility to lookup bank details based on SWIFT code.
<b>City</b>	The facility to search for the SWIFT code based on city.
<b>Bank Name</b>	The facility to search for the SWIFT code based on the bank name.
<b>SWIFT Code Lookup - Search Result</b>	
<b>Bank Name</b>	The names of banks as fetched on the basis of the search criteria specified.
<b>Address</b>	The complete address of each bank as fetched on the basis of the search criteria specified.
<b>SWIFT Code</b>	The list of SWIFT codes as fetched on the basis of the search criteria specified.
<b>Name</b>	<p>The name of Bank who acts on behalf of Assignee.</p> <p>This field is enabled if the <b>Name &amp; Address</b> option is selected in the <b>Bank Details</b> field.</p>
<b>Address</b>	<p>The address of Assignee Bank.</p> <p>This field is enabled if the <b>Name &amp; Address</b> option is selected in the <b>Bank Details</b> field.</p>

Field Name	Description
<b>Country</b>	The name of Assignee Bank's country. This field is enabled if the <b>Name &amp; Address</b> option is selected in the <b>Bank Details</b> field.

27. In the **Assignee** field, select the appropriate option.
- a. If you select **Existing** option:
    - i. From the **Assignee Name**, select the appropriate option.
  - b. If you select **New** option:
    - i. In the **Name** list, enter the name of the assignee.
    - ii. From the **Account Type** list, select the appropriate option, if you select **External** option enter the **Address** and **Country** and **Bank Details/ SWIFT Code** of the assignee.
    - iii. In the **Account Number** field, enter the account number.
    - iv. Re-enter the account number to confirm the account.
28. In the **Amount In** field, select the appropriate option:
- i. If you have selected **Values** option, enter the value in **Assignee Amount** field.
  - ii. If you have selected **Percentage** option, enter the value in Percentage field.
29. Click **Next** to save the details entered and proceeds to next level of details.  
OR  
Click **Save As Draft**, system allows transaction details to be saved as draft.  
(For more details, refer Save As Draft section.)  
OR  
Click **Cancel** to cancel the transaction, The Dashboard appears.  
OR  
Click **Back** to go back to previous screen.

### 14.2.3 Initiate Bills – Forex Deals

This tab allows the user to link forex deals.

## Initiate Bills – Forex Deals

The screenshot displays the 'Link Forex Deals' screen in the Futura Bank system. It features a sidebar with navigation options: Bill Details, Assignee Details, **Forex Deals**, Goods & Shipment Details, Discount, Charges, and Attachments. The main area shows a table of forex deals with the following data:

Forex Reference Number	Expiry Date	Exchange Rate	Sell Amount	Buy Amount	Linked Amount
<input type="checkbox"/> PK2FXF1200764512	30 Jun 2021	1.35	GBP75,187.97	USD100,000.00	
<input type="checkbox"/> PK2FXF1200767005	24 Sep 2021	1.43	GBP286,000.00	USD408,980.00	
<input checked="" type="checkbox"/> PK2FXF1200767007	27 Aug 2021	1.43	GBP699.30	USD1,000.00	12000
<input type="checkbox"/> PK2FXF1200766507	29 Jul 2021	1.43	GBP97,202.80	USD139,000.00	
<input type="checkbox"/> PK2FXF1200766007	24 Dec 2021	1.43	GBP1,598,601.40	USD2,000,000.00	
<input type="checkbox"/> PK2FXF1200766508	30 Jun 2021	1.43	GBP92,307.69	USD132,000.00	
<input type="checkbox"/> PK2FXF1200766509	30 Jul 2021	1.43	GBP518,890.00	USD456,012.70	


Summary statistics at the bottom of the table:

- Total Bill Amount: USD1,210,000.00
- Total Selected Deals: 1
- Total Linked Amount: USD0.00

Navigation buttons: Next, Save as Draft, Cancel, Back.

### Field Description

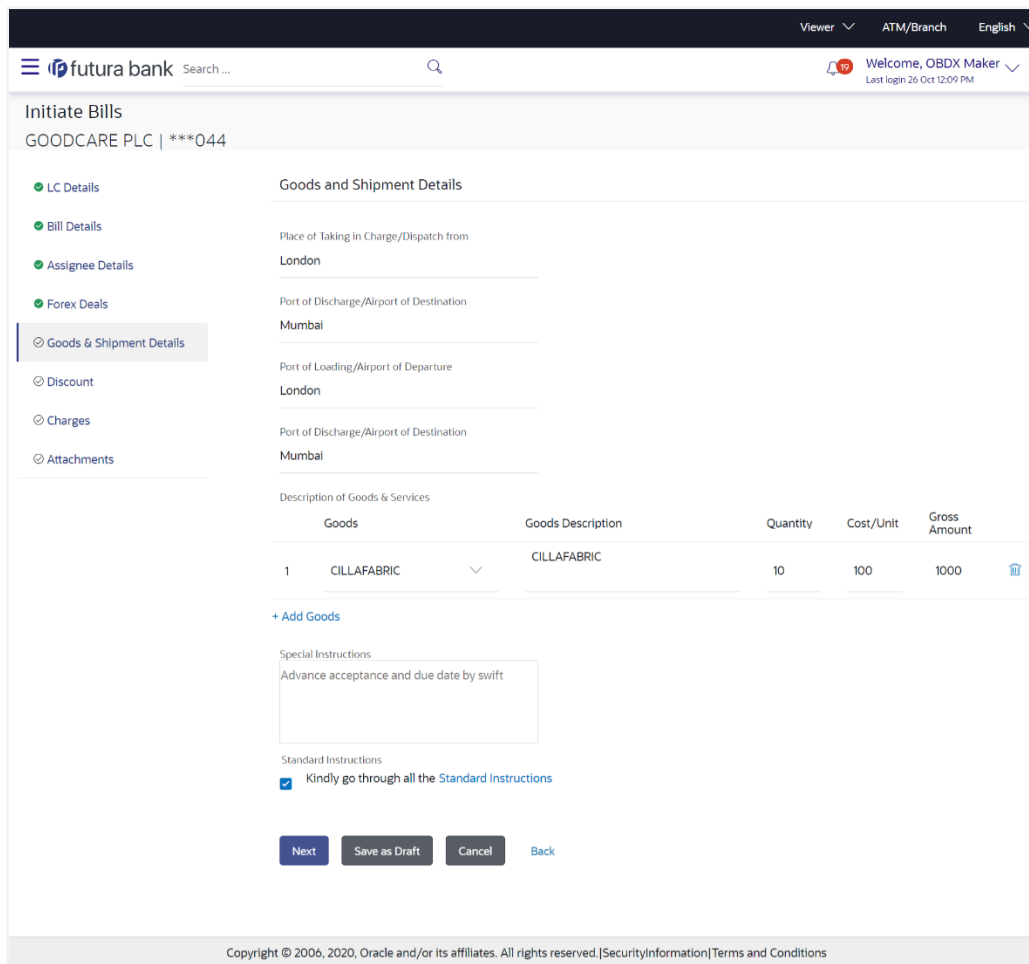
Field Name	Description
<b>Total Bill Amount</b>	Displays the total bill amount.
<b>Forex Reference Number</b>	The deal reference number of the forex deal.
<b>Expiry Date</b>	The expiry date of the forex deal.
<b>Exchange Rate</b>	The exchange rate for the forex deal.
<b>Sell Amount</b>	The selling amount of the deal.
<b>Buy Amount</b>	The buying amount of the deal.
<b>Linked Amount</b>	The amount to be linked in the forex deal.
<b>Total Selected Deals</b>	Displays the total selected deals.
<b>Total Linked Amount</b>	Displays the total Linked Amount.

30. Enter the **Forex Reference Number** in the search field and click . The searched **Deal Reference Number** record details appear.  
OR  
Click the check box to select the required searched **Deal Reference Number record**.
31. In the **Linked Amount** field, enter the linked amount.
32. Click **Next** to save the details entered and proceeds to next level of details.  
OR  
Click **Save As Draft**, system allows transaction details to be saved as draft.  
(For more details, refer Save As Draft section.)  
OR  
Click **Cancel** to cancel the transaction, The Dashboard appears.  
OR  
Click **Back** to go back to previous screen.

#### 14.2.4 Initiate Bills – Goods & Shipment Details tab

This tab captures the **Goods & Shipment** details of the initiate Bills application process.

##### Initiate Bills - Shipment Details tab



Viewer ATM/Branch English

futura bank Search ... Welcome, OBDX Maker Last login 26 Oct 12:09 PM

Initiate Bills  
GOODCARE PLC | \*\*\*044

- LC Details
- Bill Details
- Assignee Details
- Forex Deals
- Goods & Shipment Details**
- Discount
- Charges
- Attachments

Goods and Shipment Details

Place of Taking In Charge/Dispatch from  
London

Port of Discharge/Airport of Destination  
Mumbai

Port of Loading/Airport of Departure  
London

Port of Discharge/Airport of Destination  
Mumbai

Description of Goods & Services

Goods	Goods Description	Quantity	Cost/Unit	Gross Amount
1	CILLAFABRIC	10	100	1000

+ Add Goods

Special Instructions  
Advance acceptance and due date by swift

Standard Instructions  
 Kindly go through all the Standard Instructions

Next Save as Draft Cancel Back

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Place of Taking in Charge/ Dispatch from</b>	The place from where shipment will be done.
<b>Port of Final Destination/ For Transportation to</b>	The place where goods will be offloaded from ship.
<b>Port of Loading/ Airport of Departure</b>	The place of dispatch or loading on board of the goods.
<b>Port of Discharge/ Airport of Destination</b>	The port of discharge of goods.
<b>Description of Goods &amp; Services</b>	
Section to add or remove the goods for shipment.	
<b>Sr No</b>	The serial number of goods.
<b>Goods</b>	The type of good being shipped has to be chosen.
<b>Goods Description</b>	The description of goods.
<b>Quantity</b>	The number of units of the goods
<b>Cost/ Unit</b>	The price per unit of the goods.
<b>Gross Amount</b>	The total price of the goods.
<b>Special Instructions</b>	The special instructions that is to be provided against the shipment.

33. In the **Place of Taking Charge/ Dispatch From** field, enter the name of the place where the goods are to be received.
34. In the **Port of Discharge/ Airport of Destination** field, enter the name of the place for delivery of goods.
35. In the **Port of Loading/ Airport of Departure** field, enter the place of dispatch or taking in charge of the goods or loading on board.
36. In the **Port of Discharge / Airport of Destination** field, enter the name of the place for delivery of goods.
37. In the **Description of Goods & Services** section,
  - a. From the **Goods** list, choose the desire goods being shipped.
  - b. In the **Goods Description** field, enter the description of the goods traded under the LC.
  - c. In the **Quantity** field, enter the number of units of the selected good.
  - d. In the **Cost/ Unit** field, enter the price per unit of the selected good.

- e. Click the **Add Goods** link if you want to add more goods.  
OR

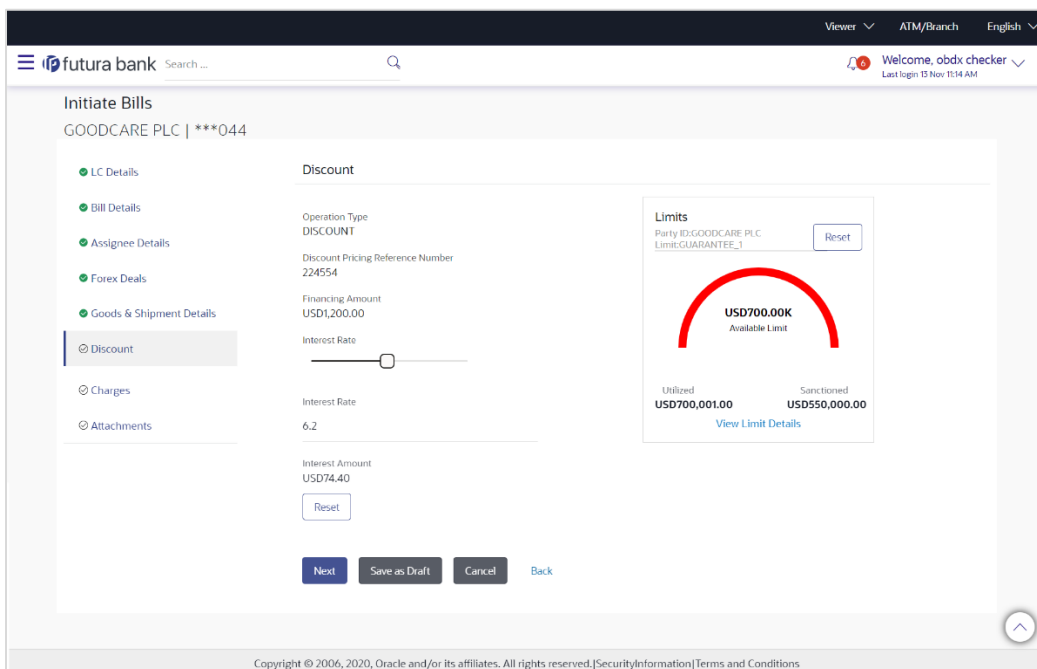
Click  delete the goods record.

38. In the **Special Instructions** field, enter special instructions if any.
39. Select the **Kindly Go through all the Standard Instructions**, check box.
40. Click the Standard **Instructions** link to view the customer instructions maintained by bank from back office.
41. Click **Next** to save the details entered and proceeds to next level of details.  
OR  
Click **Save As Draft**, system allows transaction details to be saved as draft.  
(For more details, refer [Save As Draft](#) section.)  
OR  
Click **Cancel** to cancel the transaction, The Dashboard appears.  
OR  
Click **Back** to go back to previous screen.

### 14.2.5 Initiate Bills - Discount tab

This tab allows the corporate user to request for Confirmation and Discounting Pricing details.

#### Initiate Bills - Discount tab



Viewer | ATM/Branch | English

Welcome, obdx checker  
Last login 15 Nov 11:14 AM

Initiate Bills  
GOODCARE PLC | \*\*\*044

- LC Details
- Bill Details
- Assignee Details
- Forex Deals
- Goods & Shipment Details
- Discount**
- Charges
- Attachments

**Discount**

Operation Type  
DISCOUNT

Discount Pricing Reference Number  
224554

Financing Amount  
USD1,200.00

Interest Rate

Interest Rate  
6.2

Interest Amount  
USD74.40

Reset

**Limits**  
Party ID:GOODCARE PLC  
Limits:GUARANTEE\_1

Reset

Available Limit  
USD700.00K

Utilized  
USD700,001.00

Sanctioned  
USD550,000.00

View Limit Details

Next Save as Draft Cancel Back

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#### Field Description

Field Name	Description
Operation Type	Indicates the operation type required in the contract.

Field Name	Description
<b>Discounting Reference Number</b>	The discount reference number. This field appears, if the operation type is "Discount".
<b>Financing Amount</b>	The financing amount.
Below fields appear, if you click the <b>Fetch Interest</b> button.	
<b>Interest Rate</b>	The slider to increase or decrease interest rate. This field appears, if the operation type is "Discount".
<b>Interest Rate</b>	The interest rate
<b>Interest Amount</b>	Displays the description charges applicable.

42. In the **Discounting Reference Number** field, enter the discounting reference number.
43. In the **Financing Amount** field, enter the financing amount.
44. Click **Fetch Interest**. The Interest Rate and Interest Amount field appears.  
OR  
Click **Reset** to clear the entered details.
45. Move the **Interest Rate** slider to increase or decrease the interest rate.
46. Click **Next** to save the details entered and proceeds to next level of details.  
OR  
Click **Save As Draft**, system allows transaction details to be saved as draft.
47. (For more details, refer **Save As Draft** section.)  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.  
OR  
Click **Back** to go back to previous screen.

#### **14.2.6 Initiate Bills - Charges tab**

This tab includes the miscellaneous information such as Charges Borne By, and Remarks.

### Initiate Bills - Charges tab

**Initiate Bills**  
GOODCARE PLC | \*\*\*044

**Charges & Taxes**

**Charges**

Account No	Description of Charges	Amount
xxxxxxxxxxxx0017	BC COURIER CHARGES	GBP 100.00
Balance GBP 99999999.891251200.00		
xxxxxxxxxxxx1039	BC SWIFT CHARGES	GBP 150.00
Balance GBP 1,000,000,000,000,000,000.00		
xxxxxxxxxxxx0017	BC SWIFT CHARGES	GBP 150.00
Balance GBP 99999999.891251200.00		
xxxxxxxxxxxx0017		
Balance GBP 99999999.891251200.00		
<b>Total Charges</b>		<b>GBP 1,200.00</b>

**Taxes**

Account No	Description of Taxes	Amount
xxxxxxxxxxxx1039	BCTAX1	GBP 3.00
xxxxxxxxxxxx1039	BCTAX2	GBP 2.00
<b>Total Taxes</b>		<b>GBP 5.00</b>

Next Save as Draft Cancel Back

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### Field Description

Field Name	Description
<b>Charges</b>	
<b>Account No.</b>	The applicant charge account.
<b>Description of Charges</b>	The description of the charges.
<b>Amount</b>	The amount that is maintained under the charge.
<b>Total Amount</b>	Displays the total amount of charges.
<b>Taxes</b>	
<b>Account No</b>	The applicant tax account.

Field Name	Description
<b>Description of Taxes</b>	Displays the description of taxes applicable.
<b>Amount</b>	Displays the amount of taxes.
<b>Total Taxes</b>	Displays the total amount of taxes.

48. From the **Account No.** list, select the applicant account.
49. Click **Next** to save the details entered and proceeds to next level of details.  
 OR  
 Click **Save As Draft**, system allows transaction details to be saved as draft.  
 (For more details, refer **Save As Draft** section.)  
 OR  
 Click **Cancel** to cancel the transaction, The Dashboard appears.  
 OR  
 Click **Back** to go back to previous screen.

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

### 14.2.7 Initiate Bills - Attachments tab

Displays the list of documents presented under the Import Bill. The lists on this tab are populated as per the chosen product from the Product list on the **Initiate Bills** tab.

#### Initiate Bills - Attachments tab

The screenshot shows the 'Initiate Bills' page for user Gloria Rodrigues. The 'Attachments' tab is active, displaying a file upload area with a 'Drop files here or click here to Add Files' prompt. Below this, there is a file named '210.txt' with a checkbox, and dropdown menus for 'GUARANTEE' and 'Aadhar Card'. An 'Add Remarks' text box is also present. At the bottom, there is a 'Delete' button and a checkbox for 'I accept the Terms & Conditions'. The bottom navigation bar contains 'Submit', 'Save as Draft', 'Cancel', and 'Back' buttons.

## Field Description

Field Name	Description
<b>Attachments</b>	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.  <b>Note:</b> File size should not be more than 5 MB. Supported file types: .jpeg, .png, .doc, .pdf, .txt, .zip. Multiple files can be uploaded at a time.

## Documents List

Documents list have the list of documents.

<b>Sr No</b>	The serial number of the document attached record list.
<b>Document</b>	The uploaded document. Displays the link to view the attached document.
<b>Document Category</b>	The category of the document to be uploaded.
<b>Document Type</b>	The type of the document to be uploaded.
<b>Add Remarks</b>	Displays the notes added, if any, for attaching the document.

50. Click **Drop Files** to browse and select the required document present on your computer. The Attach Document popup window appears.
51. Select the required document present on your computer to upload.
52. From the **Document Category** select the appropriate option.
53. From the **Document Type** select the appropriate option.
54. In the **Add Remarks** field add notes for attaching documents.
55. Select and click **Delete** to remove the required attached document.
56. Select the **I accept the Terms and Conditions** check box to accept the Terms and Conditions.
57. Click **Submit**. The transaction is saved and the Review Bills screen appears. It displays all the sections with their respective fields with an option to edit them individually.  
OR  
Click **Save As Draft**, system allows transaction details to be saved as draft.  
(For more details, refer Save As Draft section.)  
OR  
Click **Cancel** to cancel the transaction, The Dashboard appears.  
OR  
Click **Back** to go back to previous screen.
58. The success message initiation of Bills appears along with the reference number. Click **OK** to complete the transaction.

## 14.3 Save As Draft

User can save Bills application as a Draft so that it can be completed in future. It can be re used only one time for Bills Application initiation. User can search the saved Bills draft using the draft name in search box. The saved drafts can be accessed from the **Draft** tab. The Bills applications, which were saved as draft can also be saved as template after adding all other necessary fields.

### To save Bills application as draft:

1. Enter the required details in Bills application.
2. Click **Save As** and then select **Draft** option.

### Save as Draft

### Field Description

Field Name	Description
<b>Draft Name</b>	Name of the draft.

3. In the **Draft Name** field, enter the desired name for the draft.
4. Click **Save** to save the draft.  
The transaction details are saved as a draft which can be access from the **Draft** tab.  
OR  
Click **Cancel** to cancel the transaction.

---

Note: You cannot save Draft with an attachment.

---

[Home](#)

## 15. Modify Bills

Using this option, you can modify the details of existing bills. You can search the required bill using different search criteria and download the bill list in different file formats.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place

### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Letter of Credit > Export Letter of Credit > Modify Bill*

### To modify the Bill:

1. The **Modify Bill** screen appears.

### Modify Bill

### Field Description

Field Name	Description
<b>Bill Reference Number</b>	The export bill reference number, which is attached to the Bill.
<b>Exporter Name</b>	The name of Exporter party.
<b>Importer Name</b>	The name of Importer party.
<b>Currency</b>	The currency of the bill.
<b>Bill Amount Range From</b>	The start of the bill amount range used for searching the bill.



Field Name	Description
<b>Bill Amount Range To</b>	The end of the bill amount range used for searching the bill.
<b>Bill Date Range From</b>	The start date of the bill date range used for searching the bill.
<b>Collection Date To</b>	The end date of the bill date range used for searching the bill.

2. Enter the search criteria.
3. Click **Search**.  
The **Modify Bill** screen appears with the search results.  
OR  
Click **Reset** to reset the search criteria.

### Modify Bill – Search Result

Modify Bill  
GOODCARE PLC | \*\*\*044

Search

Bill Reference Number

Exporter Name  
All Parties

Importer Name

Bill Amount Range  
All From To

Bill Date Range  
From To

Search Reset

List of Bills [Download](#)

Bill Reference Number	Importer Name	Export Name	Release Against	Transaction Date	Bill Amount	Equivalent Bill Amount
PK2ESUN21250006	MARKS AND SPENCER	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON NEGOTIATION	05 May 2021	GBP750.00	GBP750.00
PK2ESUN21250003	MARKS AND SPENCER	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON NEGOTIATION	05 May 2021	GBP30,000.00	GBP30,000.00
000EUUD21254501	PHIL HAMPTON	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY USANCE BILLS UNDER LC ON DISCOUNT	05 May 2021	GBP1,000.00	GBP1,000.00
PK2ESU121250006	MARKS AND SPENCER	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON NEGOTIATION	05 May 2021	GBP1,000.00	GBP1,000.00
PK1ESUC21250002	SHIVA CORP	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON COLLECTION	05 May 2021	GBP11,000.00	GBP11,000.00
PK2ESUN21252518	MARKS AND SPENCER	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON NEGOTIATION	05 May 2021	GBP1,000.00	GBP1,000.00
PK2ESLP21250001	MARKS AND SPENCER	NATIONAL FREIGHT CORP	INCOMING CLEAN SIGHT BILLS UNDER LC ON PAYMENT	05 May 2021	GBP100,000.00	GBP100,000.00
PK2ESLP21252001	MARKS AND SPENCER	NATIONAL FREIGHT CORP	INCOMING CLEAN SIGHT BILLS UNDER LC ON PAYMENT	05 May 2021	GBP1,000.00	GBP1,000.00
PK2ESU121254501	NATIONAL FREIGHT CORP	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON NEGOTIATION	05 May 2021	GBP10,000.00	GBP10,000.00
PK2ESU121254001	NATIONAL FREIGHT CORP	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON NEGOTIATION	05 May 2021	GBP10,000.00	GBP10,000.00

Page 1 of 9 (1-10 of 88 items) 1 2 3 4 5 ... 9

ⓘ All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.  
ⓘ Displayed Local currency amount is indicative and actual amount may differ.

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>List of Bills</b>	
<b>Bill Reference Number</b>	The export bill reference number.
<b>Importer Name</b>	The name of Importer party.
<b>Exporter Name</b>	The name of Exporter party.
<b>Release Against</b>	The LC against which the bill is released.
<b>Transaction Date</b>	The date of the transaction.
<b>Bill Amount</b>	The Bill amount.
<b>Equivalent Bill Amount</b>	The equivalent bill amount.
<b>Status</b>	The status of the bill.

4. Click the **Download** link to download the bill list. You can download the list in PDF formats.

5. Click the required link in the **Bill Reference Number** column. The **Modify Bill** details screen appears with the details of the selected Export Bill. By default, **Discount** tab appears.

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

## 15.1 Modify Bills - Discount

## Modify Bills - Discount

### Field Description

Field Name	Description
<b>Party Name</b>	The name of the applicant is displayed.
<b>Export Bill Reference No.</b>	The export bill reference number.
<b>Product Name</b>	The export bill product name under which the LC is created.
<b>Outstanding Amount</b>	Displays the outstanding amount of the export bill.
<b>Maturity Date</b>	The maturity date of the export Bill. This field appears if the user click on <b>More Information</b> link.
<b>Linked to LC</b>	Displays the reference number of the LC. This field appears if the user click on <b>More Information</b> link.
<b>Operation Type</b>	Indicates the operation type required in the contract.
<b>Do you wish to apply for Discounting</b>	Indicates the option, whether to apply for discounting or not.

Field Name	Description
<b>Discounting Reference Number</b>	The discount reference number. This field appears, if the operation type is "Discount".
<b>Financing Amount</b>	The financing amount.
Below fields appear, if you click the <b>Fetch Interest</b> button.	
<b>Interest Rate</b>	The slider to increase or decrease interest rate. This field appears, if the operation type is "Discount".
<b>Interest Rate</b>	The interest rate
<b>Interest Amount</b>	Displays the description charges applicable.

6. In the **Do you wish to apply for Discounting** field, select the appropriate option.
7. If you select **Yes** option:
  - f. In the **Discounting Reference Number** field, enter the discounting reference number.
  - g. In the **Financing Amount** field, enter the financing amount.
  - h. Click **Fetch Interest**. The Interest Rate and Interest Amount field appears.  
OR  
Click **Reset** to clear the entered details.
8. Click **Next** to save the details entered and proceeds to next level of details.  
OR  
Click **Cancel** to cancel the transaction, The Dashboard appears.  
OR  
Click **Back** to go back to previous screen.

### **15.1.1 Modify Bills – Forex Deals**

This tab allows the user to link forex deals. This tab allows the corporate user to provide a Deal Reference Number and the FX rate on the screen, when they do not have any pre-booked deal to be used or an existing deal. The user can pass these details to the bank.

Bill settlement using deal is available to maker and approver users in maker activity log and pending approval details section to re-initiate and approve the transactions respectively.

## Modify Bills – Forex Deals


The screenshot shows the 'Modify Bills' page for Gloria Rodrigues. The bill details include: Party Name (Gloria Rodrigues), Export Bill Reference No. (PK2ESU1211257001), Product Name (OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON NEGOTIATION), and Outstanding Amount (USD 1,000.00). The 'Forex Deals' section contains a table with columns for Deal Reference Number, Exchange Rate, Sell Amount, Buy Amount, and Linked Amount. The table lists four deals with their respective details and checkboxes for selection.

Deal Reference Number	Exchange Rate	Sell Amount	Buy Amount	Linked Amount
<input type="checkbox"/> PK2FXF1200764512	6/30/21	1.33	GBP 75,387.97	USD 100,000.00
<input type="checkbox"/> PK2FXF1200767005	9/24/21	1.43	GBP 286,000.00	USD 408,980.00
<input type="checkbox"/> PK2FXF1200767007	8/27/21	1.43	GBP 699.30	USD 1,000.00
<input type="checkbox"/> PK2FXF1200766507	7/29/21	1.43	GBP 97,202.80	USD 139,000.00

### Field Description

Field Name	Description
<b>Deal reference Number</b>	The deal reference number of the forex deal to be entered, when pre-booked deal is not available or the user do not want to use an existing deal.
<b>Exchange Rate</b>	The exchange rate for the forex deal.
<b>Total Bill Amount</b>	Displays the total bill amount.
<b>Forex Reference Number</b>	The deal reference number of the bill.
<b>Expiry Date</b>	The expiry date of the forex deal.
<b>Exchange Rate</b>	The exchange rate of the forex deal.

Field Name	Description
<b>Sell Amount</b>	The selling amount of the forex deal.
<b>Buy Amount</b>	The buying amount of the forex deal.
<b>Linked Amount</b>	The amount to be linked in the forex deal.
<b>Total Selected Deals</b>	Displays the total selected deals.
<b>Total Linked Amount</b>	Displays the total Linked Amount linked in the forex deal.

9. In the **Deal Reference Number** field, enter the deal reference number.
10. In the **Exchange Rate** field, enter the exchange rate.
11. Enter the **Forex Reference Number** in the search field and click . The searched **Deal Reference Number** record details appear.  
OR  
Click the check box to select the required searched **Deal Reference Number record**.
12. In the **Linked Amount** field, enter the linked amount.
13. Click **Next** to save the details entered and proceeds to next level of details.  
OR  
Click **Cancel** to cancel the transaction, The Dashboard appears.  
OR  
Click **Back** to go back to previous screen.

### 15.1.2 Modify Bills – Charges

This tab lists charges and Taxes against bills.

14. Click **Charges** tab. The **charges and taxes** in the **Modify Bills** screen.  
OR  
Click **Back**. The **Modify Bills** screen appears.

## Modify Bills - Charges

**Modify Islamic Bill**  
GOODCARE PLC | \*\*\*044

Party Name: GOODCARE PLC | Export Bill Reference No.: PKZEBCA211257502 | Product Name: OUTGOING CLEAN USANCE BILLS UNDER LC ON ACCEPTANCE | Outstanding Amount: GBP 10,000.00

**Charges, Commissions & Taxes**

Account No	Description of Charges	Amount
xxxxxxxxxxxx1039	IB COURIER FEES	GBP 100.00
Balance		GBP 1,000,000,000,000,000,000.00
xxxxxxxxxxxx1039	BILL OPENING FEES	GBP 300.00
Balance		GBP 1,000,000,000,000,000,000.00
xxxxxxxxxxxx1039	IB SWIFT FEES	GBP 150.00
Balance		GBP 1,000,000,000,000,000,000.00
<b>Total Charges</b>		<b>GBP 400.00</b>

Account No	Description of Taxes	Amount
xxxxxxxxxxxx1039	BCTAX2	GBP 2.00
<b>Total Taxes</b>		<b>GBP 157.80</b>

Next Cancel Back

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### Field Description

Field Name	Description
<b>Charges</b>	
<b>Account No</b>	Debit account number of the applicant.
<b>Description of Charges</b>	Displays the description charges applicable.
<b>Amount</b>	Displays the amount of charges.
<b>Total Charges</b>	Displays the total amount of charges.
<b>Taxes</b>	
<b>Account Number</b>	Debit account number of the applicant.

Field Name	Description
<b>Description of Taxes</b>	Displays the description of taxes applicable.
<b>Amount</b>	Displays the amount of taxes.
<b>Total Taxes</b>	Displays the total tax amount.
<b>Commissions</b>	
<b>Account Number</b>	Debit account number of the applicant.
<b>Description of Commission</b>	Displays the description of commission applicable.
<b>Amount</b>	Displays the amount of commission.
<b>Total Commissions</b>	Displays the total commission amount.

15. From the **Account No.** list, select the applicant account.
16. Click **Next** to save the details entered and proceeds to next level of details.  
OR  
Click **Cancel** to cancel the transaction, The Dashboard appears.  
OR  
Click **Back** to go back to previous screen.

---

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

---


### **15.1.3 Modify Bills – Attachments tab**


Displays the list of documents attached under the Export bills application. User can add multiple documents though it should be under the specified limits and supported formats.



## Modify Bills - Attachments tab

### Field Description

Field Name	Description
<b>Drag and Drop</b>	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
<b>Document Attached</b>	Displays the attached documents. Displays the link to download the attached document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Add Remarks</b>	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document-
<b>Special Instructions</b>	Any instructions provided to bank for bills is mentioned here.

17. Click **Drag and Drop** to browse and select the required document present on your computer. The **Attach Document** popup window appears.
18. Select the required document present on your computer to upload.
19. Click **Upload** to upload document. The Attach Documents tab appears along with list of attached documents.  
OR  
Click  to remove the attached document.  
OR  
Click **Delete All** to delete all the attachments.
20. Select the **Kindly Go through all the Standard Instructions**, check box.
21. Click the Standard **Instructions** link to view the customer instructions maintained by bank from back office.
22. Select the **I accept Terms and Conditions** check box to accept the Terms and Conditions.
23. Click **Submit**. The transaction is saved and the **Letter of Credit Initiation – Review** screen appears.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.
24. The review screen appears.  
Verify the details, and click **Confirm**.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.
25. The success message appears along with the reference number. Click **OK** to complete the transaction.

[Home](#)

## 16. View Export Bill

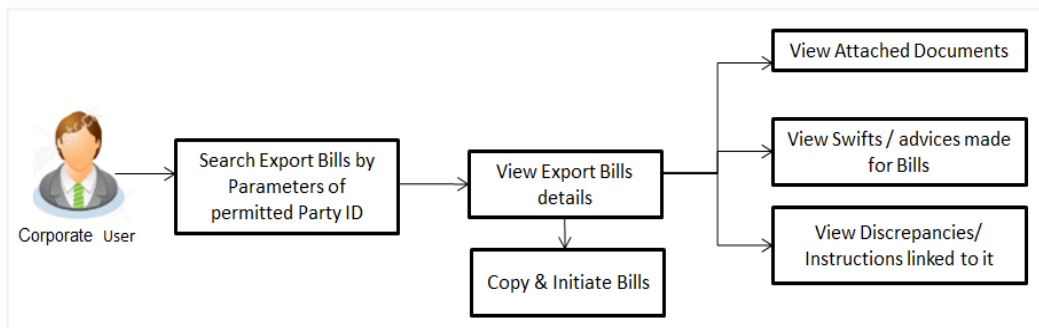
Using this option, you can search, view and download the details of the Export Bills presented under LC (Advised / Non - Advised by Bank).

You can perform search on the Bill reference number, Exporter name, Importer name, Bill amount, etc. and view the details of an individual Export Bill. The individual Export Bill details are shown under various tabs. The system provides Export Bill details such as Bill amount, Bill documents, status, discrepancies, parties to the Bill, bank details, bank instructions, etc. You can also download the Export Bill list in pdf format.

### Pre-Requisites

- User must have a valid login credentials
- User must have certain Export Bills presented under LC

### Workflow



### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Export Letter of Credit > View Bills*

### To view Export Bill:

1. The **View Export Bill** screen appears.

## View Export Bill

The screenshot shows the 'View Export Bill-Islamic' interface. At the top, there's a navigation bar with 'futura bank' logo, a search bar, and user information: 'Welcome, Obdx checkr' and 'Last login 8/29/22, 4:26 PM'. The main content area has a title 'View Export Bill-Islamic' and 'GOODCARE PLC | \*\*\*044'. Below this is a search form with the following fields:

- Search** (Section Header)
- Bill Reference Number**: Input field
- Exporter Name**: Input field with a dropdown menu showing 'All Parties'
- Bill Amount Range**: Input fields for 'From' and 'To' with a dropdown menu showing 'All'
- Customer Reference Number**: Input field
- Status**: Dropdown menu with 'Please Select' as the current selection
- Importer Name**: Input field
- Bill Date Range**: Input fields for 'From' and 'To' with calendar icons
- LC Reference Number**: Input field

At the bottom of the search form, there are 'Search' and 'Reset' buttons. A small note below the buttons reads: 'Displayed Local currency amount is indicative and actual amount may differ.' The footer of the page contains the text: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved [SecurityInformation]Terms and Conditions'.

## Field Description

Field Name	Description
<b>Bill Reference Number</b>	The name of Exporter party.
<b>Status</b>	The current status of the Bill. The options are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Liquidated</li> <li>• Closed</li> <li>• Reversed</li> </ul>
<b>Exporter Name</b>	The name of the Exporter under the Bill.
<b>Importer Name</b>	The name of party who is Importer.
<b>Bill Amount From</b>	The start of the Bill amount range used for searching the Bill.
<b>Bill Amount To</b>	The end of the Bill amount range used for searching the Bill.
<b>Bill Date From</b>	The start date of the Bill date range used for searching the Bill.
<b>Bill Date To</b>	The end date of the Bill date range used for searching the Bill.

Field Name	Description
<b>Customer Reference Number</b>	The option to search import bill via customer reference number.
<b>LC Reference Number</b>	The LC which is linked to the Bill.

- From the **Exporter Name** list, select the appropriate option.
- Click **Search**.  
The **View Export Bills** screen appears with the search results.  
OR  
Click **Reset** to reset the search criteria.  
OR  
Click **Cancel** to cancel the transaction.

### View Export Bill – Search Result

View Export Bill-Islamic  
GOODCARE PLC | \*\*\*044

Search: Bill Reference Number

Status: Please Select

Exporter Name: All Parties

Importer Name:

Bill Amount Range: All From To

Bill Date Range: From To

Customer Reference Number:

LC Reference Number:

[Search](#) [Reset](#) [Download](#)

List of Bills

Bill Reference Number	LC Reference Number	Customer Reference Number	Importer Name	Exporter Name	Release Against
PK1EUC21250001	PK1ELIC21250502		SHIVA CORP	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON COLLI
PK1EUC21250003	PK1ELIC21250506		SHIVA CORP	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON COLLI
PK1EBCA21250004	PK1ELIR21250001		PHIL HAMPTON	NATIONAL FREIGHT CORP	OUTGOING CLEAN USANCE BILLS UNDER LC ON ACCEPTANCE
PK1EUC21250002	PK1ELIC21250504		SHIVA CORP	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON COLLI
PK1EUC21251001	PK1ELIC21251501		SHIVA CORP	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON COLLI
PK1EUC21251004	PK1ELIC21251505		SHIVA CORP	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON COLLI
PK2EUC21250506	PK2ELIC21250001	test1	MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON COLLI
PK2PRPB21250001	PK2ELIC21251001		MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON NEGO
PK2EUC21252503	PK2ELIC21250501		MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON COLLI
PK2EUC21253003	PK2ELIC21250002		MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON COLLI

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Total Outstanding Equivalent Bill Amount

ⓘ All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.  
ⓘ Displayed Local currency amount is indicative and actual amount may differ.

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Bill Reference Number</b>	The Bill reference number. Displays the link to view the Export Bill details.
<b>LC Reference Number</b>	The LC which is linked to the Bill.
<b>Customer Reference Number</b>	The user provided customer reference number for the transaction.
<b>Importer Name</b>	The name of the Importer of the Export Bill.
<b>Exporter Name</b>	The name of the exporter of the Export Bill.
<b>Release Against</b>	The product name of the Export Bill.
<b>Transaction Date</b>	The transaction date of the Export Bill.
<b>Bill Amount</b>	The Export Bill amount.
<b>Equivalent Bill Amount</b>	The equivalent Export Bill amount.
<b>Status</b>	The status of the Export Bill.

4. Click the required link in the **Bill Reference Number** column. The **View Export Bills** screen appears with the details of the selected Export Bill. By default, the **View Bill Details–General Bill Details** tab appears.
5. Click the **Download** link to download all or selected columns in the Export Bill details list. You can download the list in PDF formats.

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

## 16.1 View Bill Details

It shows linked to a LC with the LC number if the Bill is linked to LC, and also suggests the status of Bill (viz. Active)

1. Click **View Bill Details** tab.  
OR  
Click **Back** to navigate back to previous screen.

## View Bill Details

Search ...

Viewer ATM & Branch Locator English

**View Export Bill Under LC**  
NATIONAL FREIGHT CORP | \*\*\*153

Bill Number  
PK2ESUN211250005 ACTIVE

Linked to LC  
PK2ELAC211250007 ACTIVE

Outstanding Amount  
GBP 30,000.00

Maturity Date  
5/5/21

**View Bill Details**

Discrepancies

Attached Documents

Charges & Taxes

SWIFT Messages

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**Exporter & Importer Details**

<p>Exporter Name NATIONAL FREIGHT CORP Address PKBANK7XXXX Country</p> <p>Issuing Bank CITIBZLRRR Address CITIBANK IRELAND CITIBZLRRR Customer Reference Number NONE Bank Reference Number 5455676887</p>	<p>Importer Name MARKS AND SPENCER Address MARGUS25XXX 87 knights street Country United Kingdom</p>
---	---

**Product Details**

<p>Payment Type SIGHT Product OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON NEGOTIATION Base Date Description</p> <p>Maturity Date 5/5/21 Bill Amount GBP 30,000.00</p>	<p>Direct Dispatch No Document Attached Yes</p> <p>Tenor 0 Base Date 5/5/21 Bill Lodgement Sequence No</p>
--	--

**Goods & Shipment**

<p>Place of Taking in Charge/ Dispatch from XXC Port of Loading/ Airport of Departure Goods</p>	<p>Place of Final Destination/ For Transportation to CXXC Port of Discharge/ Airport of Destination</p>
---	---

No data to display.

**Documents**

Document Type	7/8	3	0/0	0	View Clause
Air Way Documents	0/0	0	0/0	0	View Clause
Insurance Documents	0/0	0	0/0	0	View Clause
Invoice Documents	0/0	0	0/0	0	View Clause
Sea Way Documents	0/0	0	0/0	0	View Clause
Other Docs	0/0	0	0/0	0	View Clause

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**Incoterms**

**Instruction**

Special Instructions

**Discount**

<p>Operation Type NEGOTIATION Interest Rate -5</p>	<p>Financing Amount GBP 800.00 Interest Amount GBP 0.00</p>
--	---

**Forex Deals**

Currently, there are no forex deals attached with this contract

[Back](#)

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## Field Description

Field Name

Description

Party ID

The party ID of customer which is sending Export Bill.


<b>Field Name</b>	<b>Description</b>
<b>Branch</b>	The bank branch where your Export Bill was raised and LC was created.
<b>Bill Number</b>	Displays the bill number of the LC.
<b>Linked to LC</b>	Displays the reference number of the LC.
<b>Outstanding Amount</b>	The outstanding amount of the Import Bill.
<b>Maturity Date</b>	The maturity date of the Import Bill.
<b>Exporter &amp; Importer Details</b>	
<b>Exporter Name</b>	The name of the Exporter of the Export Bill. He is the creator of Bill.
<b>Address</b>	The address of the Exporter of the Export Bill.
<b>Country</b>	The country of the Exporter of the Export Bill.
<b>Application Date</b>	The date of application of the Export Bill.
<b>Customer Reference Number</b>	The user provided customer reference number for the transaction.
<b>Importer Name</b>	The name of the Importer of Bill.
<b>Address</b>	The address of the Importer of the Export Bill.
<b>Country</b>	The country of the Importer of the Export Bill.
<b>Bank Reference Number</b>	The user provided bank reference number for the transaction.
<b>Product Details</b>	
<b>Payment Type</b>	The type of payment associated with the Bill. it can be: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> </ul>
<b>Product</b>	The product of the Export Bill.
<b>Base Date Description</b>	This depicts the base code and its description. It describes what the chosen base date for application is.



<b>Field Name</b>	<b>Description</b>
<b>Maturity Date</b>	The tenor added to the base date, when the Bill ceases to exist.
<b>Bill Amount</b>	The Bill amount with base currency in which Bill is originated.
<b>Direct Dispatch</b>	Indicates whether the bills to be dispatched directly or not.
<b>Document Attached</b>	It asks user if documents are a part of Bill. It can be: <ul style="list-style-type: none"> <li>• Yes (Documentary)</li> <li>• No (Clean)</li> </ul>
<b>Tenor</b>	The tenor of the Bill.
<b>Base Date</b>	The date to be considered as base date for Bill application.
<b>Bill Lodgement Sequence No</b>	Indicates the sequence in which bill was lodged.
<b>Bill Amount Details</b>	
<b>Issuing Bank</b>	
<b>SWIFT Code</b>	The SWIFT code of issuing Bank.
<b>Issuing Bank Name</b>	The name of Bank who acts on behalf of Drawee.
<b>Address</b>	The address of Issuing Bank.
<b>Country</b>	The name of Issuing Bank's country.
<b>Bill Amount</b>	The Bill amount with base currency in which Bill is originated.
<b>Goods &amp; Shipment</b>	
<b>Shipment From</b>	The place from where shipment will be done.
<b>Shipment To</b>	The place of delivery of goods.
<b>Port of Loading</b>	The place of dispatch or loading on board of the goods.
<b>Port of Discharge</b>	The port of discharge of goods.
<b>Goods</b>	The types of good which are sent and whose Bill are getting linked.

<b>Field Name</b>	<b>Description</b>
<b>Goods</b>	
Section to add or remove the goods for shipment.	
<b>Goods</b>	The type of good being shipped has to be chosen.
<b>Description of Goods</b>	The description of goods.
<b>Units</b>	The number of units of the goods
<b>Price Per Unit</b>	The price per unit of the goods.
<b>Documents</b>	
<b>Document Name</b>	Displays the lists of all the documents required to be represented.
<b>Original (First Mail)</b>	Displays the number “n” out of “m” original documents of the first mail that will be provided to bank.
<b>Copies (First Mail)</b>	Displays the number of copies of the first mail, that will be submitted as a set of documents for Bill.
<b>Original (Second Mail)</b>	Displays the number “n” out of “m” original documents of the second mail that will be provided to bank.
<b>Copies (Second Mail)</b>	Displays the number of copies of the first mail, that will be submitted as a set of documents for Bill.
<b>Clause</b>	Displays the default description of clauses, however user can modify the same.
<b>Incoterm</b>	Displays the INCO terms for the Bill application.
<b>Instructions</b>	
<b>Special Instructions</b>	Any instructions provided to bank for creation of Collection is mentioned here.
<b>Discount</b>	
<b>Operation Type</b>	Indicates the operation type required in the contract.
<b>Forex Deals</b>	
<b>Forex Reference Number</b>	The deal reference number of the forex deal.
<b>Expiry Date</b>	The expiry date of the bill.

Field Name	Description
<b>Exchange Rate</b>	The exchange rate for the bill.
<b>Sell Amount</b>	The selling amount of the deal.
<b>Buy Amount</b>	The buying amount of the deal.
<b>Linked Amount</b>	The linked amount of the forex deal.
<b>Total Selected Deals</b>	Displays the total selected deals.
<b>Total Linked Amount</b>	Displays the total Linked Amount.

2. Click  more options icon and then:
  - **Modify Bills** to modify the bills The **Modify Islamic Bills** screen appears.
  - **Initiate Tracers** to imitate the tracer. The **Tracers** screen appears.

## 16.2 Discrepancies

Displays the list of the list of identified discrepancies. It is applicable only if it is linked to a LC.

3. Click **Discrepancies** tab.  
The **Discrepancies** tab appears in the **View Export Bill** screen.  
OR  
Click **Back**.  
The **View Export Bill** screen appears.  
OR  
Click **Cancel** to cancel the transaction.

**View Export Bill – Discrepancies tab**

Viewer ATM & Branch Locator English

futura bank Search ... OM Welcome, ORBX maker Last login: 5/26/22, 11:28 AM

### View Export Bill Under LC

GOODCARE PLC | \*\*\*044

Bill Number PK2EUUD21252004 <span>Active</span>	Linked to LC PK2ELAC21253505 <span>Active</span>	Outstanding Amount GBP 30,000.00	Maturity Date 2/24/22
--	---	-------------------------------------	--------------------------

View Bill Details Discrepancies

Discrepancies	Received Date	Description	Status	Resolved Date
Attached Documents	5/5/21	BILL OF LADING NOT SUBMITTED AS PART OF DOCUMENTS	Resolved	5/5/21

Charges & Taxes [Back](#)

SWIFT Messages ⓘ Displayed Local currency amount is indicative and actual amount may differ.

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## Field Description

Field Name	Description
<b>Received Date</b>	Displays the date on which the discrepancy has been identified and received by the host.
<b>Description</b>	Displays the description of discrepancy in the Bill.
<b>Status</b>	Displays the whether the discrepancy is resolved or not as on date.
<b>Resolved Date</b>	Displays the resolved date if the discrepancy is resolved.
<b>Approved Date</b>	Displays the approved date of the discrepancy.

## 16.3 Attached Documents

This tab displays the list of all documents uploaded by user. It allows the user to download the attachments done under the selected export bill.

- Click **Attached Documents** tab to view the attached documents.  
OR  
Click **Back**.  
The **View Export Bill** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

### View Export Bill – Attached Documents

The screenshot displays the 'View Export Bill Under LC' page for GOODCARE PLC | \*\*\*Q44. The bill details are as follows:

Bill Number	Linked to LC	Outstanding Amount	Maturity Date
PKZEUUD211250503 <span>ACTIVE</span>	PK2ELAC211250014 <span>ACTIVE</span>	GBP 10,000.00	6/30/21

The 'Attached Documents' section shows a table with the following data:

Sr No	Document Id	Document Category	Document Type	Remarks
1	3JPM-****13	IDPROOF	IDPROOF	Adhar card

Additional information includes a note about file size (5 MB limit) and supported file types (JPEG, PNG, DOC, PDF, TXT, ZIP). The interface also shows navigation options like 'Back' and 'Charges & Taxes'.

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Sr No</b>	The serial number of the attached document record.
<b>Document ID</b>	Displays the unique identification number for the attached document. Displays the link to download the attached document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Remarks</b>	Displays the notes added, if any, for attaching the document.
<b>Action</b>	Action to be taken that is to delete the attached document.

5. Click the required link in the **Document ID** column to download the attached document.  
OR

Click  to delete the attached document record.

## 16.4 Charges & Taxes

This tab lists charges and Taxes against bill.

6. Click **Charges & Taxes** tab.  
The **Charges & Taxes** tab appears in the **View Export Bill** screen.  
OR  
Click **Back**.  
The **View Export Bill** screen appears.  
OR  
Click **Cancel** to cancel the transaction.

## Charges & Taxes

**View Export Bill Under LC**  
NATIONAL FREIGHT CORP | \*\*\*153

Bill Number PK2ESUN21250003 <b>ACTIVE</b>	Linked to LC PK2ELAC21250007 <b>ACTIVE</b>	Outstanding Amount GBP 30,000.00	Maturity Date 5/5/21
--	---	-------------------------------------	-------------------------

**Charges & Taxes**

Account No	Description of Charges	Amount	Split Amount Borne by You	Split Amount Borne by Other Party
<b>Total Charges</b>		GBP 250.00		

**Taxes**

Account No	Description of Taxes	Value Date	Amount	Equivalent Amount
No data to display.				

[Back](#)  
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## Field Description

Field Name	Description
------------	-------------

### Charges

**Account No.** Debit account number of the applicant.

**Description of Charges** Displays the description charges applicable.

**Amount** Displays the amount of charges.

**Split Amount Borne by You** Displays the split charge amount which is to be paid by you.

**Split Amount Borne by Other Party** Displays the split charge amount which is to be paid by other party.

**Total Charges** Displays the total amount of charges.

### Taxes

**Account No.** Debit account number of the applicant.

**Description of Taxes** Displays the description of taxes applicable.

Field Name	Description
<b>Value Date</b>	Displays the value date of the taxes.
<b>Amount</b>	Displays the amount of taxes.
<b>Equivalent Amount</b>	Displays the equivalent tax amount.
<b>Total Taxes</b>	Displays the total amount of tax.

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

## 16.5 SWIFT Messages

These lists and displays list of all SWIFT messages between both the parties.

- Click **SWIFT Messages** tab.  
The **SWIFT Messages** tab appears in the **View Export Bill** screen.  
OR  
Click **Back**.  
The **View Export Bill** screen appears.  
OR  
Click **Cancel** to cancel the transaction.

### View Export Bill – SWIFT Messages tab

Discrepancies	Message ID	Date	Description	Sending/Receiving Bank	Message Type	Action
Charges, Commissions &	2342030103576712	16 Mar 2020	Amendment of Instructions Advice	CITIBANK ENGLAND	799	Download

### Field Description

Field Name	Description
<b>Message ID</b>	Unique identification number for the message.



Field Name	Description
<b>Date</b>	Date of sending advice.
<b>Description</b>	The SWIFT message detailed description.
<b>Sending/Receiving Bank</b>	This displays the name of bank who has sent/received the message
<b>Message Type</b>	This shows the type of message sent/received such as MT 740etc
<b>Action</b>	The action to be taken that is to download the SWIFT details.

8. Click on the desired Message ID to view the respective SWIFT details.  
The SWIFT detail appears in popup window along with the event date and description.
9. Click the **Download** link against the advice to download the advice in selected format like PDF formats, if required.

## 16.5.1 SWIFT Messages Details


The screenshot shows the Futura Bank interface. A popup window titled 'View Swift Message' is open, displaying the following details:

- Event Date: 01 Jan 2014
- Event Description: Liquidation of a BC Contract
- DEBIT ADVICE ----- DATE : BRANCHDATE PAGE : PG CUSTOMER NAME ADDRESS1
- ADDRESS2 ADDRESS3 ADDRESS4 PAGE : PG CUSTOMER ID : CUSTOMER ACCOUNT
- ACCOUNT OUR REFERENCE NO : CONTRACTREFNO USER REFERENCE NO : USERREFNO WE
- HAVE EXECUTED THE FOLLOWING TRANSACTION ON YOUR BEHALF: -----
- VALUE DATE CCY AMOUNT -----
- VALUE-DATE CCY SETTLEMENTAMT AMOUNTINWORDS -----
- A/C NO : GBP BILL LIQUIDATION CHARGES GBP 100.00 DEBITED AMOUNT : GBP
- 100.00 FOR BRANCHNAME AUTHORIZED SIGNATORY

The background interface shows a table of SWIFT messages with columns for Message ID, Message Type, and Action. The message ID 234203010 is highlighted, and the 'Download' link is visible.

### Field Description

Field Name	Description
<b>Event Date</b>	Displays the event date.
<b>Event Description</b>	Displays the description of the event.
<b>Description</b>	The details of the SWIFT message.

- a. Click  to close the window.

**Note:** Only SWIFT messages in which ACK has been received by bank is being displayed.

## 16.6 Advices

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected Export Bill.

- Click **Advices** tab. The summary of all the Advices being exchanged.  
OR  
Click **Back**.  
The **View Export Bill** screen appears.  
OR  
Click **Cancel** to cancel the transaction.

### View Export Bill - Advices

### Field Description

Field Name	Description
<b>Message ID</b>	Unique identification number for the message.
<b>Date</b>	Date of sending advice.
<b>Description</b>	The detail description of advice.
<b>Event Date</b>	Displays the event date.
<b>Action</b>	The action to be taken that is to download the SWIFT details.


- Click on the desired Message ID to view the respective advice details.  
The advice detail appears in popup window along with the event date and description.
- Click the **Download** link against the advice to download the advice in selected format like PDF formats, if required.

## 16.6.1 Advices Details



### Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the event.
Description	The details of the advice.

- a. Click  to close the window.

## 16.7 Loans

This denotes all the linked loans account with the corresponding Loan amount.

- Click **Loans** tab. The summary of all the linked loans account along with the amount appears.  
OR  
Click **Back**.  
The **View Export Bill** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## View Export Bill - Loans

The screenshot shows the 'View Export Bill Under LC' interface. At the top, there's a navigation bar with 'futura bank' logo and user information: 'Welcome, Acme Corporation Checker' and 'Last login 19 Feb 11:30 AM'. The main content area is titled 'View Export Bill Under LC' with a sub-header 'PREETHIS | \*\*\*153' and a 'Settle Bill' link. Below this is a summary table:

Bill Number	Linked to LC	Outstanding Amount	Maturity Date
PK1EAY1200112501 <span>ACTIVE</span>	PK1ELCT200112502 <span>ACTIVE</span>	GBP100.00	10 Feb 2020

Below the summary table is a 'Loans' section with a table for 'Discrepancies' and 'Charges & Taxes':

Discrepancies	Loan Account No	Loan Amount
	xxxxxxxxxxxx0022	GBP42,500.00

There are also sections for 'Charges & Taxes', 'SWIFT Messages', 'Advice', and 'Loans' (selected). A footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

### Field Description

Field Name	Description
Loan Account No.	The linked loans account.
Loan Amount	The loan amount of the linked loan account.

## 16.8 Assignment

This tab denotes the assignee which receives proceeds from the issuing or confirming bank.

14. Click **Assignment** tab. The summary of all the banks which are involved in transactions other than issuing purpose.

OR

Click **Back**.

The **View Export Bill** screen appears.

## View Export Bill - Assignment

Loans

View Export Bill Under LC  
NATIONAL FREIGHT CORP | \*\*\*133 [Modify Bills](#)

Bill Number	Linked to LC	Outstanding Amount	Maturity Date
PKIESUC21250001 <span>Active</span>	PKIELAC21257535 <span>Active</span>	GBP11,000.00	05 May 2021

View Bill Details	Assignee Name	Account Number	Amount
Discrepancies	Walkin customer	xxxxxxxxxxxx5025	GBP2,200.00
Attached Documents	Test Walkin	xxxxxxxxxxxx7018	GBP1,100.00
Charges & Taxes	RRC LIMITED	xxxxxxxxxxxx2018	GBP2,255.00
SWIFT Messages	SH TEST CORP	xxxxxxxxxxxx4455	GBP1,045.00

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## Field Description

Field Name	Description
<b>Assignee Name</b>	The name of the assignee to whom the proceeds is to be assigned.
<b>Account Number</b>	The account number of the assignee.
<b>Amount</b>	The amount that was proceeds to the assignee.

**FAQs****1. Where can I see if my Bill is linked to any LC?**

On the top of the view screen, the linked LC number is provided. In case user wants to view more about LC, view LC module can be used.

**2. Why is approved date blank in discrepancies?**

In cases where approvals for discrepancies are yet to be received, they remain blank.

[Home](#)

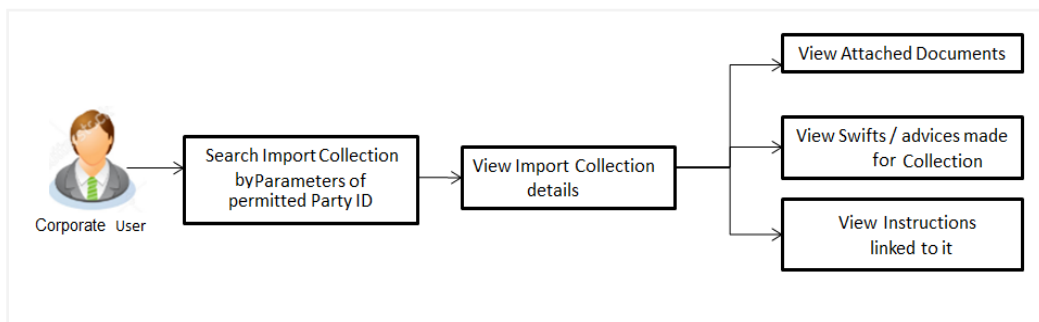
## 17. View Import Collection

Using this option, you can view the details of existing Import Collection in the application. You can search the required Import Collection using different search criteria and download the Import Collection list in different file formats.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Import Collection should exist for the party ID and party must having view rights for it

### Workflow



### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Collection > Import Collection > View Import Collection*

### To view Import Collection:

1. The **View Import Collection** screen appears.

### View Import Collection

The screenshot shows the 'View Import Collection' interface for 'GOODCARE PLC | \*\*\*Q44'. The page includes a search bar at the top and a navigation menu. The main content area contains several search filters:

- Collection Reference Number:** A text input field.
- Status:** A dropdown menu with 'Please Select' as the current selection.
- Drawee:** A dropdown menu with 'All Parties' as the current selection.
- Collection Amount:** A dropdown menu set to 'All', followed by 'From' and 'To' text input fields.
- Collection Issuing Date:** 'From' and 'To' text input fields with calendar icons.
- Customer Reference Number:** A text input field.

At the bottom of the search filters, there are 'Search' and 'Reset' buttons. A small note below the buttons states: 'Displayed Local currency amount is indicative and actual amount may differ.'

The footer of the page contains the text: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation] Terms and Conditions'.

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Collection Reference Number</b>	The Import Collection reference number.
<b>Status</b>	The current status of the Collection. The options are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Liquidated</li> <li>• Closed</li> <li>• Reversed</li> </ul>
<b>Drawee</b>	The name of drawee. He is the receiver of Collection.
<b>Drawer</b>	The name of the drawer under the Collection.
<b>Collection Amount From</b>	The start of the Collection amount range used for searching the Collection.
<b>Collection Amount To</b>	The end of the Collection amount range used for searching the Collection.
<b>Collection Date From</b>	The start date of the Collection date range used for searching the Collection.
<b>Collection Date To</b>	The end date of the Collection date range used for searching the Collection.
<b>Customer Reference Number</b>	The option to search import Collection via customer reference number.

2. From the **Drawee** list, select the appropriate option. Displays the all-party name mapped to user.
3. Click **Search**.  
The **View Import Collection** screen appears with the search results.  
OR  
Click **Clear** to reset the search criteria.  
OR  
Click **Cancel** to cancel the transaction. The Dashboard appears.
4. Click the **Download** link to download the Import Collection details list. You can download the list in PDF formats.

## View Import Collection – Search Result

View Import Collection  
GOODCARE PLC | \*\*\*044

Collection Reference Number: \_\_\_\_\_ Status: Please Select

Drawee: GOODCARE PLC

Collection Amount: All From To

Collection Issuing Date: From To

Search Reset

Collection Reference Number	Drawer	Drawee	Release Against	Transaction Date	Status	Collection Amount	Equivalent Collection Amount
PK2IUNA21257501	MARKS AND SPENCER	GOODCARE PLC	INCOMING DOCUMENTARY USANCE BILLS NOT UNDER LC ON ACCEPTANCE	05 May 2021	ACTIVE	GBP3,456.00	GBP3,456.00
PK2IUNF21257502	MARKS AND SPENCER	GOODCARE PLC	INCOMING DOCUMENTARY USANCE BILLS NOT UNDER LC ON ACCEPTANCE	05 May 2021	ACTIVE	GBP100.00	GBP100.00
PK2IUNA2125A4MR	MARKS AND SPENCER	GOODCARE PLC	INCOMING DOCUMENTARY USANCE BILLS NOT UNDER LC ON ACCEPTANCE	05 May 2021	ACTIVE	USD10,000.00	GBP7,692.31
PK2ISNC2125A8B9	MARKS AND SPENCER	GOODCARE PLC	INCOMING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	05 May 2021	ACTIVE	GBP5,000.00	GBP5,000.00
PK2ISNC2125A6Y3	MARKS AND SPENCER	GOODCARE PLC	INCOMING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	05 May 2021	LIQUIDATED	GBP100.00	GBP100.00
PK2IUNA2125A6K6	MARKS AND SPENCER	GOODCARE PLC	INCOMING DOCUMENTARY USANCE BILLS NOT UNDER LC ON ACCEPTANCE	05 May 2021	ACTIVE	GBP50,000.00	GBP50,000.00
PK2ISNC2126A4UX	MARKS AND SPENCER	GOODCARE PLC	INCOMING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	05 May 2021	ACTIVE	GBP1,000.00	GBP1,000.00
PK2ISNC2125AFF5	MARKS AND SPENCER	GOODCARE PLC	INCOMING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	05 May 2021	ACTIVE	GBP10,000.00	GBP10,000.00
PK2ISNC2125AGLB	MARKS AND SPENCER	GOODCARE PLC	INCOMING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	05 May 2021	ACTIVE	GBP10,000.00	GBP10,000.00
PK2IUNA21253002	MARKS AND SPENCER	GOODCARE PLC	INCOMING DOCUMENTARY USANCE BILLS NOT UNDER LC ON ACCEPTANCE	05 May 2021	ACTIVE	GBP500.00	GBP0.00

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ⓘ All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.  
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## Field Description

Field Name	Description
<b>Collection Reference Number</b>	The Collection reference number. Displays the link to view the Import Collection details.
<b>Customer Reference Number</b>	The user provided customer reference number for the transaction.
<b>Drawer</b>	The name of the drawer of the Import Collection.



Field Name	Description
<b>Drawee</b>	The name of the drawee of the Import Collection.
<b>Release Against</b>	The product name of the Import Collection.
<b>Transaction Date</b>	The transaction date of the Import Collection.
<b>Status</b>	The status of the Import Collection.
<b>Collection Amount</b>	The Import Collection amount.
<b>Equivalent Collection Amount</b>	The equivalent Import Collection amount.
<b>Outstanding Amount</b>	The outstanding Import Collection amount.
<b>Equivalent Outstanding Amount</b>	The equivalent outstanding import Collection amount.

- Click the required link in the **Collection Reference Number** column. The **View Import Collection** screen appears with the details of the selected Import Collection. By default, the **View Collection Details– General Collection Details** tab appears.

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

## 17.1 View Collection Details

- Click **View Collection Details** tab.  
OR  
Click **Back** to navigate back to previous screen.

## View Collection Details

ATM & Branch Locator English

Search ...
Q
🔔
OC
Welcome, Obdx checkr ▼

### View Import collection

MARKS AND SPENCER | \*\*\*044

Collection Number  
**PK2IUNA2125AUV5** ACTIVE

Outstanding Amount  
**USD 50,000.00**

Maturity Date  
**6/4/21**

**View Collection Details**

**Drawer & Drawee Details**

**Attached Documents**

**Charges & Taxes**

**SWIFT Messages**

**Advice**

**Loans**

<p><b>Drawer Name</b> MARKS AND SPENCER</p> <p><b>Address</b> MARCUSOSXXX 87 knights street Country</p> <p><b>Application Date</b> 5/5/21</p> <p><b>Customer Reference Number</b> ds4555656</p>	<p><b>Drawee Name</b> Gloria Rodrigues</p> <p><b>Address</b> 3 VIGNESHA APARTMENT MAROLI MAROSHIRAM ROAD DADAR Country</p> <p><b>Bank Reference Number</b></p>
---	--

**Product Details**

<p><b>Payment Type</b> USANCE</p> <p><b>Product</b> INCOMING DOCUMENTARY USANCE BILLS NOT UNDER LC ON ACCEPTANCE <small>Base Date Description</small> After Goods pass Foods @ID:Workspace14_5_EXECOBTF_14.5.0.0_10BTF_14.5.0.0.00BTFMAINNCSTTM_TF_CONTRACT_STATUSES_001LNC; Administration</p> <p><b>Maturity Date</b> 6/4/21</p>	<p><b>Direct Dispatch</b> No</p> <p><b>Document Attached</b> Yes</p> <p><b>Tenor</b> 30</p> <p><b>Base Date</b> 5/5/21</p>
--	--

**Collection Amount Details**

<p><b>Remitting Bank</b></p> <p><b>Address</b></p>	<p><b>Collection Amount</b> USD 50,000.00 Local currency equivalent GBP 20,265.42</p>
--	---

**Goods & Shipment**

<p><small>Place of Taking in Charge/ Dispatch from</small> Port of Loading/ Airport of Departure</p> <p><small>Goods</small></p>	<p><small>Place of Final Destination/ For Transportation to</small> Port of Discharge/ Airport of Destination</p>
--	---

	Goods	Description of Goods	Units	Price Per Unit
1	ROLLNGCHAIR	ROLLNGCHAIR	12	

**Documents**

Document Name	Original (First Mail)	Copies (First Mail)	Original (Second Mail)	Copies (Second Mail)
CLAIMI	2/5	2	4/6	3

Page 1 of 1 (1 of 1 items) | < < 1 > >

Incoterms

**Discount**

Operation Type  
Acceptance

This application is not eligible for discounting, please contact bank for further details.

**Instruction**

Special Instructions

**Forex Deals**

Forex Reference Number	Expiry Date	Exchange Rate	Sell Amount	Buy Amount	Linked Amount
PK2FXF1200764508	7/16/21	1.33	USD 0.00	GBP 2,360.00	USD 2.00
<b>Total Selected Deals</b>					<b>Total Linked Amount</b>
1					USD 2.00

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Collection Number</b>	The Import Collection number.
<b>Outstanding Amount</b>	The outstanding amount of the import collection.
<b>Maturity Date</b>	The maturity date of the import collection.
<b>Drawer and Drawee Details</b>	
<b>Drawer Name</b>	The name of the drawer of the Import Collection. He is the one who uploads Collection.
<b>Address</b>	The address of the drawer of the Import Collection.
<b>Country</b>	The country of the drawer of the Import Collection.
<b>Application Date</b>	The application date of the Import Collection.
<b>Customer Reference Number</b>	The user provided customer reference number for the transaction.
<b>Drawee Details</b>	
<b>Drawee Name</b>	The name of person who is receiving Collection to be settled.
<b>Address</b>	The address of the drawee of the Import Collection.
<b>Country</b>	The country of the drawee of the Import Collection.
<b>Bank Reference Number</b>	The user provided bank reference number for the transaction.
<b>Product Details</b>	
<b>Payment Type</b>	The type of payment associated with the Collection. it can be: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> </ul>
<b>Direct Dispatch</b>	The option allows the user to select whether the bills to be dispatched directly or not. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>

<b>Field Name</b>	<b>Description</b>
<b>Product</b>	The product of the Import Collection.
<b>Document Attached</b>	It asks user if any documents a part of Collection. It can be: <ul style="list-style-type: none"> <li>• Yes (Documentary)</li> <li>• No (Clean)</li> </ul>
<b>Base Date Description</b>	It is the description of the chosen base date.
<b>Tenor</b>	The tenor of the Collection.
<b>Maturity Date</b>	The maturity date of the Import Collection.
<b>Base Date</b>	The date to be considered as base date for Collection application. It is number of days for the tenor from the base date.
<b>Collection Amount Details</b>	
<b>Remitting Bank</b>	The name of the remitting bank of the Import Collection.
<b>Address</b>	The address of the remitting bank of the Import Collection.
<b>Country</b>	The country of the remitting bank of the Import Collection.
<b>Collection Amount</b>	Displays the amount of the Import Collection.
<b>Outstanding Amount</b>	The outstanding amount of the Import Collection.
<b>Settlement Date</b>	The settlement date of the Import Collection.
<b>Acceptance Date</b>	The acceptance date of the Import Collection.
<b>Goods &amp; Shipment</b>	
<b>Place of Taking in Charge/ Dispatch from</b>	The Place of Receipt from where shipment will be done.
<b>Port of Final Destination/ For Transportation to</b>	The place where goods will be offloaded from ship.
<b>Port of Loading/ Airport of Departure</b>	The place of dispatch of the goods or loading on board.

<b>Field Name</b>	<b>Description</b>
<b>Port of Discharge/ Airport of Destination</b>	The port of discharge.
<b>Goods</b>	The type of Good which is sent and whose Collection is getting linked.
<b>Goods</b>	
<b>Section to view the goods for shipment.</b>	
<b>Goods</b>	The type of good being shipped has to be chosen.
<b>Description of Goods</b>	The description of goods.
<b>Units</b>	The number of units of the goods.
<b>Price Per Unit</b>	The price per unit of the goods.
<b>Documents</b>	
<b>Document Name</b>	Displays the lists of all the documents required to be represented.
<b>Original (First Mail)</b>	Displays the number "n" out of "m" original documents of the first mail that will be provided to bank.
<b>Copies (First Mail)</b>	Displays the number of copies of the first mail, that will be submitted as a set of documents.
<b>Original (Second Mail)</b>	Displays the number "n" out of "m" original documents of the second mail that will be provided to bank.
<b>Copies (Second Mail)</b>	Displays the number of copies of the first mail, that will be submitted as a set of documents.
<b>View Clause</b>	Click the link to view the he clause maintained in the bank application for each of the document. \This link is enabled if the clause is already maintained in the system.
<b>Incoterm</b>	Displays the INCO terms for the application..
<b>Discount</b>	
<b>Operation Type</b>	Indicates the operation type required in the contract.
<b>Financing Amount</b>	The financing amount.

Field Name	Description
<b>Interest Rate</b>	The slider to increase or decrease interest rate. This field appears, if the operation type is "Discount".
<b>Interest Amount</b>	Displays the applicable interest amount.
<b>Instructions</b>	Any instructions provided to bank for creation of Collection is mentioned here.
<b>Special Instructions</b>	Any instructions provided to bank for creation of Collection is mentioned here.
<b>Forex Deal</b>	
<b>Forex Reference Number</b>	The deal reference number of the forex deal.
<b>Expiry Date</b>	The expiry date of the bill.
<b>Exchange Rate</b>	The exchange rate for the forex deal.
<b>Sell Amount</b>	The selling amount of the deal.
<b>Buy Amount</b>	The buying amount of the deal.
<b>Linked Amount</b>	The amount to be linked in the forex deal.
<b>Total Selected Deals</b>	Displays the total selected deals.
<b>Total Linked Amount</b>	Displays the total Linked Amount.
<b>Sell Amount</b>	The selling amount of the deal.

2. Click  more options icon and then:
  - **Modify Collection** to modify the bills The **Modify Collection** screen appears.
  - **Initiate Tracers** to imitate the tracer. The **Tracers** screen appears.

## 17.2 Attached Documents

This tab displays the list of all documents uploaded by user. It allows the user to download the attachments done under the selected Import Collection.

3. Click **Attached Documents** tab to view the attached documents.
- OR
- Click **Back**.
- The **View Import Collection** screen appears.
- OR
- Click **Cancel** to cancel the transaction. The **Dashboard** appears.

### View Import Collection – Attached Documents

The screenshot displays the 'View Import collection' interface for PHIL HAMPTON | \*\*\*153. Key details include:

- Collection Number:** PK11UNA21254001 (Active)
- Outstanding Amount:** GBP 1,000.00
- Maturity Date:** 6/4/21

The 'Attached Documents' section shows the following table:

Sr No	Document Id	Document Category	Document Type	Remarks
1	3JPM_***13	IDPROOF	IDPROOF	Adhar card

Additional information includes a note: 'File size should not be more than 5 MB. Supported file types: .JPEG, .PNG, .DOC, .PDF, .TXT, .ZIP. Multiple files can be uploaded at a time.' and a 'Back' link.

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Sr No</b>	The serial number of the attached document record.
<b>Document ID</b>	Displays the unique identification number for the attached document. Displays the link to download the attached document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Remarks</b>	Displays the notes added, if any, for attaching the document.
<b>Action</b>	Action to be taken that is to delete the attached document.

4. Click the required link in the **Document ID** column to download the attached document.  
OR

Click  to delete the attached document record.

## 17.3 Charges & Taxes

This tab lists charges and Taxes against bill.

5. Click **Charges & Taxes** tab. The **charges and taxes** in the **View Export Collection** screen.  
OR  
Click **Back**.

The **View Import Collection** screen appears.



## Charges & Taxes

View Import collection  
MARKS AND SPENCER | \*\*\*044

Collection Number: PK2IUNAZ1125A83X Active    Outstanding Amount: USD 50,000.00    Maturity Date: 6/4/21

**Charges & Taxes**

**Charges**

Account No	Description of Charges	Amount	Split Amount Borne by You	Split Amount Borne by Other Party
<b>Total Charges</b>		GBP 1,547.81		

**Taxes**

Account No	Description of Taxes	Value Date	Amount	Equivalent Amount
No data to display.				

[Back](#)

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## Field Description

### Field Name

### Description

#### Charges

#### Account No.

Debit account number of the applicant.

#### Description of Charges

Displays the description charges applicable.

#### Amount

Displays the amount of charges.

#### Split Amount Borne by You

Displays the split charge amount which is to be paid by you.

#### Split Amount Borne by Other Party

Displays the split charge amount which is to be paid by other party.

#### Total Charges

Displays the total charge amount.

#### Taxes

#### Account No.

Debit account number of the applicant.

#### Description of Taxes

Displays the description of taxes applicable.

Field Name	Description
<b>Value Date</b>	Displays the value date of the taxes.
<b>Amount</b>	Displays the amount of taxes.
<b>Equivalent Amount</b>	Displays the equivalent amount of charges.

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

## 17.4 SWIFT Messages

These lists and displays list of all SWIFT messages between both the parties.

- Click **SWIFT Messages** tab.  
The **SWIFT Messages** tab appears in the **View Import Collection** screen.  
OR  
Click **Back**.  
The **View Import Collection** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

### View Import Collection – SWIFT Messages tab

The screenshot displays the 'View Import Collection' screen for 'futura bank'. At the top, there are navigation options for 'Viewer', 'ATM/Branch', and 'English'. The user is identified as 'Acme Corporation Checker' with a last login time of '24 Feb 06:03 PM'. The main content area shows a collection summary with the following details:

Collection Number	Outstanding Amount	Maturity Date
PK1YACR200111501 <span style="color: green;">ACTIVE</span>	GBP1,000.00	20 Apr 2020

Below the summary, there is a section for 'SWIFT Messages' with a table containing the following data:

Message ID	Date	Description	Sending/Receiving Bank	Message Type	Action
PK1TF0G2001106K9		Acknowledgement Advice	PREETH16	410	<a href="#">Download</a>

At the bottom of the table, there is a pagination control showing 'Page 1 of 1 (1 of 1 items)' and navigation arrows.

### Field Description

Field Name	Description
<b>Message ID</b>	Unique identification number for the message.
<b>Date</b>	Date of sending advice.

Field Name	Description
<b>Description</b>	The SWIFT message detailed description.
<b>Sending/Receiving Bank</b>	This displays the name of bank who has sent/received the message
<b>Message Type</b>	This shows the type of message sent/received such as MT 740etc
<b>Action</b>	The action to be taken that is to download the SWIFT details.


7. Click on the desired Message ID to view the respective SWIFT details.  
The SWIFT detail appears in popup window along with the event date and description.
8. Click the **Download** link against the SWIFT messages to download in selected format like PDF formats, if required.

### SWIFT Messages Details



### Field Description

Field Name	Description
<b>Event Date</b>	Displays the event date.
<b>Event Description</b>	Displays the description of the event.
<b>Description</b>	The details of the SWIFT message.

- a. Click  to close the window.

**Note:** Only SWIFT messages in which ACK has been received by bank is being displayed.

## 17.5 Advices

This denotes all the Advices being exchanged.

9. Click **Advices** tab. The summary of all the Advices being exchanged.  
OR  
Click **Back**.  
The **View Import Collection** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

### View Import Collection - Advices

The screenshot displays the 'View Import Collection' interface for Futura Bank. At the top, there is a navigation bar with 'Viewer', 'ATM/Branch', 'English', and 'UBS 14.3 AT3 Branch' options. Below this, the 'View Import Collection' title is shown, followed by the 'Collection Number 000DOC1200761003'. A table lists two advice messages:

Message ID	Date	Description	Event Description	Action
1432011320278972		Debit Advice	Initiation of a BC Contract	Download
1432011320292301		Debit Advice	Initiation of a BC Contract	Download

At the bottom of the table, there is a pagination control showing 'Page 1 of 1 (1-2 of 2 items)' and navigation arrows.

### Field Description

Field Name	Description
<b>Message ID</b>	Unique identification number for the message.
<b>Date</b>	Date of sending advice.
<b>Description</b>	The detail description of advice.
<b>Event Description</b>	Displays the description of the event.
<b>Action</b>	The action to be taken that is to download the advice details.

10. Click on the desired Message ID to view the respective advice details.  
The advice detail appears in popup window along with the event date and description.
11. Click the **Download** link against the advice to download in selected format like PDF formats, if required.


## Advices Details

The screenshot shows the 'View Import Collection' screen for Futura Bank. The collection number is 000DOC1200761003. A table of SWIFT Messages is displayed, with one message selected. A 'View Advice' modal window is open, showing the following details:

Event Date	Event Description	Booking Advice
11-JAN-20	Debit Advice	PKBANK41XXX Dear Sir(s), Our Reference : 000ELAC20076AFFN LC Contract Amount : 24354 We have debited your account as follows : Value Date : 16-MAR-20 Account Debited : PK100001540018 Export Advice charges GBP 50.00 Total GBP 50.00 Yours faithfully, AUTHORIZED SIGNATORY

## Field Description

Field Name	Description
<b>Event Date</b>	Displays the event date.
<b>Event Description</b>	Displays the description of the event.

a. Click  to close the window.

12. Click **Back**.  
The **View Import Collection** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## 17.6 Loans

This denotes all the linked loans account with the corresponding Loan amount.

13. Click **Loans** tab. The summary of all the linked loans account along with the amount appears.  
OR  
Click **Back**. The **View Import Collection** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## View Import Collection - Loans

The screenshot shows the 'View Import Collection' page for PHIL HAMPTON | \*\*\*153. The collection number is PKIOBCL211253503, which is marked as 'LIQUIDATED'. The outstanding amount is GBP1,000.00 and the maturity date is 04 Jun 2021. The page includes a sidebar with navigation options: View Collection Details, Attached Documents, Charges & Taxes, SWIFT Messages, Advice, and Loans (selected). The main content area shows a table with columns for Loan Account No. and Loan Amount. The Loan Account No. is xxxxxxxxxxxx0005 and the Loan Amount is GBP1,000.00. A 'Help' button is visible in the bottom right corner.

Collection Number	Outstanding Amount	Maturity Date
PKIOBCL211253503 <span>LIQUIDATED</span>	GBP1,000.00	04 Jun 2021

Loan Account No.	Loan Amount
xxxxxxxxxxxx0005	GBP1,000.00

## Field Description

Field Name	Description
Loan Account No.	The linked loans account.
Loan Amount	The loan amount of the linked loan account.

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---

## 18. Settlement of Collection

The user can settle either multiple collection from his account, with or without a forex deal, or apply for a loan to settle the collection.

Using this option, user can settle one or more collection in the application.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Collection should exist for the party ID and party must having view rights for it

### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Collection > Import Collection > Settlement of Collection*

### 18.1 Single Collection Detailed Settlement Instruction

This facility allow the corporate users, to settle single Import Collection in detailed form, from the channel.

#### To settle a single Bill:

1. Navigate to **Settlement of Collection** transaction, by default Single collection is selected.

## Single Collection Detailed Settlement Instruction

The screenshot shows the 'Settlement of Collection' page on the Futura Bank website. The page is titled 'Settlement Of Collection' and has a sidebar with navigation options: Settlement Details (selected), Forex Deals, Charges and taxes, and Attachments. The main content area is titled 'Settlement Details' and contains the following information:

- Lookup Collection Reference No.:** PKZIUJNA2125ALZR (with a 'Reset' button)
- Collection Reference Number:** PKZIUJNA2125ALZR
- Maturity Date:** 6/4/21
- Exporter Name:** Maturity Date AND SPENCER
- Local Currency Value:** GBP 100,000.00
- Outstanding Collection Amount:** GBP 50,000.00
- Payment Type:** USANCE
- Amount:** GBP 100.00
- Pay with collateral** (with a 'View Collateral Details' link)
- Settlement Account** (with a dropdown menu showing 'xxxxxxxxxx0017')
- Balance:** GBP 99999999999945,365,300.00
- Apply for Loans** (with a note: 'Bank will take up your request to process and initiate a loan, based on the available information. This request does not guarantee of loan getting passed. Please contact Bank for further details. A loan account for each collection's settlement will be opened.')
  - \*Note : The Local currency equivalent is based on current date exchange rate and the final value may vary. Bank will take up your request to process and initiate a loan, based on the available information. This request does not guarantee of loan getting passed. Please contact Bank for further details.

At the bottom of the form, there are three buttons: 'Next', 'Cancel', and 'Back'. The footer of the page contains the copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]Terms and Conditions'.

### Field Description

Field Name	Description
<b>Lookup Collection Reference No.</b>	The option to select Collection reference number which user wants to settle, user can select from the list of Collections available for settlements.
<b>Collection Reference Number</b>	The export collection reference number.
<b>Maturity Date</b>	The maturity date of the export Collection.
<b>Exporter Name</b>	The name of Exporter party.
<b>Local Currency Value</b>	The Collection Transaction's value in local currency.
<b>Outstanding Collection Amount</b>	The outstanding amount for the settlement of Collection.



<b>Payment Type</b>	The type of payment associated with the Collection. it can be: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> </ul>
<b>Amount</b>	The collection settlement amount.
<b>Collateral</b>	The user can select this option to settle the collection using Collaterals Click the <b><u>View Collateral Details</u></b> link to view the collateral details.
<b>Settlement Account</b>	Option to select a Current and Savings Account or Finances account to use for settlement of collection.  <b>Note:</b> The balance in CASA account should be equal or more than the equivalent amount of collection in collection's currency, which is being settled, in case of single collection being liquidated.
<b>Apply for Loan</b>	The user can select this option to apply for a loan directly from the page. Bank would be informed that the corporate user is looking for a loan.
<b>Action</b>	The action to view the collateral details (in case the user selects 'Collateral' option), select the CASA account which user wishes to use for settlement (in case user selects 'Current and Savings' option), view the linked loan details settlement (in case user selects Loan' option) .  The available balance in the casa account is also displayed so that he can take an informed decision.
<b>Special Instructions</b>	The special instructions that is to be passed to the bank.

- 
2. Select the **Single Bill Detailed settlement instruction** tab.
  3. From the **Lookup Collection Reference No.** list, select the appropriate Collections reference number.  
OR  
Click the **Advanced Lookup** link. The Advanced Lookup overlay screen appears.

## Advanced Lookup

Filter
✕

Collection Reference Number

Drawee

Drawer

Collection Amount Range

GBP 100 1000

Collection Date Range

05 May 2021 21 Feb 2022

Apply Cancel Clear

Collection Reference Number	Drawer	Drawee	Release Against	Transaction Date	Status	Collection Amount	Equivalent Collection Amount
PK2ILC211255501	MARKS AND SPENCER	GOODCARE PLC	INCOMING SIGHT BILLS NOT UNDER LC COLLECTION	05 May 2021	ACTIVE	GBP1,000.00	GBP1,000.00
PK2IINC2112547BX	MARKS AND SPENCER	GOODCARE PLC	INCOMING SIGHT BILLS NOT UNDER LC COLLECTION	05 May 2021	ACTIVE	GBP1,000.00	GBP1,000.00
PK2IILC211255502	MARKS AND SPENCER	GOODCARE PLC	INCOMING SIGHT BILLS NOT UNDER LC COLLECTION	05 May 2021	ACTIVE	GBP1,000.00	GBP1,000.00

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## Field Description

Field Name	Description
<b>Collection Reference Number</b>	The collection reference number.
<b>Drawee</b>	The name of drawee party.
<b>Drawer</b>	The name of Drawer party.
<b>Collection Amount Range</b>	The Bill amount range.
<b>Currency</b>	The currency of the collection.
<b>Collection Date Range</b>	The collection start date and end date.
<b>List of Collection</b>	
<b>Collection Reference Number</b>	The collection reference number.
<b>Drawee</b>	The name of drawee party.
<b>Drawer</b>	The name of Drawer party.
<b>Release Against</b>	The LC against which the collection is released.

Field Name	Description
<b>Transaction Date</b>	The date of the transaction.
<b>Status</b>	The status of the bill.
<b>Collection Amount</b>	The collection amount.
<b>Equivalent Collection Amount</b>	The equivalent collection amount.

4. Enter the filter criteria to search the collection.
5. Click **Apply**. The **Advanced Lookup** screen appears with the search results.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Clear** to clear the filter criteria.
6. Click on the desired **Collection Reference Number** link.
7. Click **Verify**. The parent Export LC details appear.  
OR  
Click **Reset** to clear the search.
8. In the **Amount** field, enter the bill settlement amount.
9. Select this **Pay With Collaterals** option to settle the collection using collaterals.
  - a. Click the **View Collateral Details** link. The **Collateral Details** overlay screen appears.
10. Select the **Settlement Account** option, if he wishes to use it for settlement of collection.
  - a. From the **Settlement Account** list, select the account from which the transfer needs to be made for settlement of collection.
11. Select the **Apply for Loans** option to settle the collection using loan account.
  - a. Click the **View Finance Details** link. The **Linked Finance Details** overlay screen appears.
  - b. From the **Loan Account** list, select the loan account from which the settlement of collection is to be done.

### 18.1.1 **Forex Deals**

This tab allows the user to link forex deals. This tab allows the corporate user to provide a Deal Reference Number and the FX rate on the screen, when they do not have any pre-booked deal to be used or an existing deal. The user can pass these details to the bank.

Bill settlement using deal is available to maker and approver users in maker activity log and pending approval details section to re-initiate and approve the transactions respectively.

## Link Forex Deals


The screenshot shows the 'Settlement Of Collection' page on the Futura Bank website. The user is in the 'Link Forex' section. The interface includes a sidebar with 'Forex Deals' selected, a search bar, and a table of forex deals. The table has columns for 'Forex Reference Number', 'Expiry Date', 'Exchange Rate', 'Sell Amount', 'Buy Amount', and 'Linked Amount'. The total collection amount is USD 100.00. The table contains four rows of data, each with a checkbox for selection.

Total Collection Amount						USD 100.00
Forex Reference Number	Expiry Date	Exchange Rate	Sell Amount	Buy Amount	Linked Amount	
<input type="checkbox"/> PK2FXF120076A006	9/30/21	1.35	USD 148,960.00	GBP 112,000.00		
<input type="checkbox"/> PK2FXF1200764508	7/16/21	1.35	USD 2,660.00	GBP 2,000.00		
<input type="checkbox"/> PK2FXF1200767507	7/16/21	1.35	USD 2,660.00	GBP 2,000.00		
<input type="checkbox"/> PK2FXF1200766008	7/16/21	1.35	USD 101,080.00	GBP 76,000.00		
Total Selected Deals					Total Linked Amount	
0					USD 0.00	

## Field Description

Field Name	Description
<b>Deal reference Number</b>	The deal reference number of the forex deal to be entered, when pre-booked deal is not available or the user do not want to use an existing deal.
<b>Exchange Rate</b>	The exchange rate for the forex deal.
<b>Total Collection Amount</b>	Displays the total collection amount.
<b>Forex Reference Number</b>	The deal reference number of the forex deal.
<b>Expiry Date</b>	The expiry date of the forex deal.

Field Name	Description
<b>Exchange Rate</b>	The exchange rate for the forex deal.
<b>Sell Amount</b>	The selling amount of the deal.
<b>Buy Amount</b>	The buying amount of the deal.
<b>Linked Amount</b>	The amount to be linked in the forex deal.
<b>Total Selected Deals</b>	Displays the total selected deals.
<b>Total Linked Amount</b>	Displays the total Linked Amount.

12. In the **Deal Reference Number** field, enter the deal reference number.
13. In the **Exchange Rate** field, enter the exchange rate.
14. Enter the **Forex Reference Number** in the search field and click . The searched **Deal Reference Number** record details appear.  
OR  
Click the check box to select the required searched **Deal Reference Number record**.
15. In the **Linked Amount** field, enter the linked amount.
14. Click **Next** to save the details entered and proceeds to next level of details.  
OR  
Click **Cancel** to cancel the transaction, The Dashboard appears.  
OR  
Click **Back** to go back to previous screen.

### 18.1.2 **Charges and Taxes tab**

This tab captures the charges and taxes for the single collection settlement Instruction application process.

#### **Charges and Taxes tab**

futura bank Search ... DC Welcome, Otdx checker Last login: 9/2/22, 8:44 PM

### Settlement Of Collection

Select the mode of settlement for your Collection.

**Single Collection**  
Detailed settlement instruction

**Multiple Collection**  
settle multiple collection quickly

- Settlement Details
- Forex Deals
- Charges and taxes**
- Attachments

#### Charges and Taxes

Charges

Account No	Description of Charges	Amount
xxxxxxxxxxxxx1059	BC LIQUIDATION CHARGES	GBP 50.00
Balance GBP 1,000,000,000,000,000,000.00		
<b>Total Taxes</b>		<b>GBP 0.99</b>

Note : Charges, Taxes and Commissions mentioned here are indicative values and are subject to change at the time of transaction.

Next Cancel Back

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Charges</b>	
<b>Account No</b>	The account which will be charged for the specific charge.
<b>Balance</b>	The balance in the account which will be charged.
<b>Description of Charges</b>	The description of the charges.
<b>Amount</b>	The amount that is maintained under the charge.
<b>Total Charges</b>	Displays the total charge that will be levied in the transaction.
<b>Taxes</b>	
<b>Account No.</b>	The account to be earmarked for taking the Taxes.
<b>Description of Taxes</b>	Displays the description charges applicable.
<b>Amount</b>	Displays the amount of taxes.
<b>Total Taxes</b>	Displays the total tax amount.

15. In the **Charges& Taxes** section, select the appropriate account, from the **Account No.** list

16. Click **Next** to save the entered details and proceed to the next level.

OR

Click the **Attachments** tab.

OR

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

OR

Click **Cancel** to cancel the transaction. The **Dashboard** appears

---

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

---

### 18.1.3 Attachments tab


The user can attach documents to the settlement in this tab.

**To Attach Documents:**

## Attachments tab


The screenshot shows the 'Settlement Of Collection' interface. On the left, there's a sidebar with 'Attachments' selected. The main area has a 'Drag and Drop' section with a file upload area. Below it, there's a file name 'LetterofCredit.txt', a category dropdown set to 'GUARANTEE', a type dropdown set to 'Aadhar Card', and an 'Add Remarks' field. Below this are 'Upload' and 'Delete All' buttons, a checked 'I accept the Terms & Conditions' checkbox, a 'Preview' button, and 'Submit', 'Cancel', and 'Back' buttons at the bottom.

## Field Description

Field Name	Description
<b>Drag and Drop</b>	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
<b>Document Name</b>	Displays the name of the attached documents. Displays the link to download the attached document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Add Remarks</b>	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document-

- Click **Drag and Drop** to browse and select the required document present on your computer. The **Attach Document** popup window appears.
  - Select the required document present on your computer to upload.
  - Click **Upload** to upload document. The Attach Documents tab appears along with list of attached documents.
- OR




- Click  to remove the attached document.  
 OR  
 Click **Delete All** to delete all the attachments.
20. Read the **I accept the Terms and Conditions** by clicking on the hyperlink and click on check box to accept the Terms and Conditions.
  21. Click **Preview** to have a preview of draft.
  22. Click **Submit**.  
 OR  
 Click **Cancel** to cancel the transaction, The **Dashboard** appears.  
 OR  
 Click **Back** to go back to previous screen.
  23. The review screen appears. Verify the details, and click **Confirm**.  
 OR  
 Click **Cancel** to cancel the transaction. The **Dashboard** appears.  
 OR  
 Click **Back** to go back to previous screen.
  24. The success message collection settlement appears. Click **OK** to complete the transaction.

## 18.2 Multiple Bill Detailed Settlement Instruction

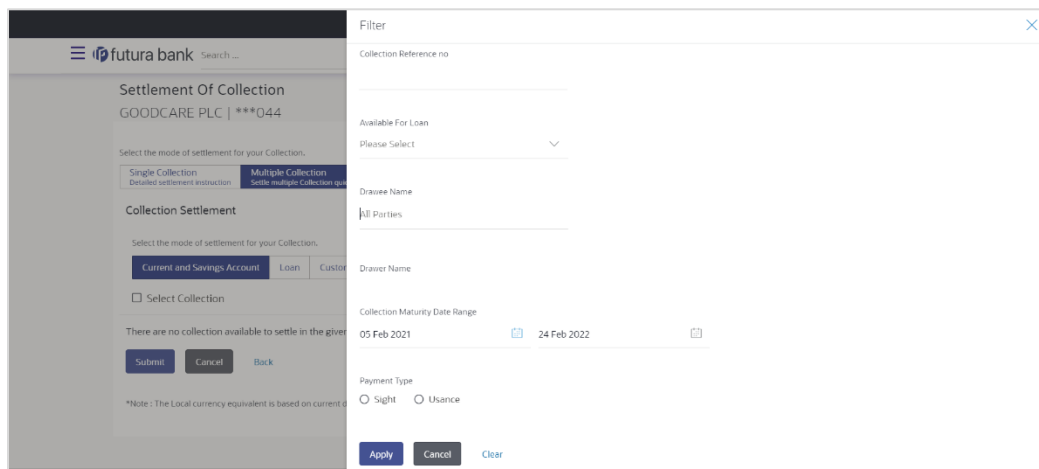
This facility allow the corporate users, to settle multiple Export Bills so that transaction can be initiated directly from channel as per the laws.

### To settle multiple Collection:

1. Navigate to **Settlement of Collection** transaction.
2. Select the **Multiple Collection Settlement multiple bills quickly** tab. By Default the screen displays list of the collection that needs to be settled today.  
 OR

Click  to filter based on the below criteria.

### Filter



The screenshot shows the 'Settlement Of Collection' screen for 'GOODCARE PLC | \*\*\*Q44'. The 'Multiple Collection' tab is selected. A 'Filter' dialog box is open, allowing users to filter collections based on the following criteria:

- Collection Reference no**: Text input field.
- Available For Loan**: Dropdown menu with 'Please Select'.
- Drawee Name**: Text input field with 'All Parties' selected.
- Drawer Name**: Text input field.
- Collection Maturity Date Range**: Date range selector showing '05 Feb 2021' to '24 Feb 2022'.
- Payment Type**: Radio buttons for 'Sight' and 'Usance'.

Buttons for 'Apply', 'Cancel', and 'Clear' are located at the bottom of the filter dialog.

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Collection Reference Number</b>	The collection reference number.
<b>Available for Finance</b>	Whether the collection is available for loan or not. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Drawee Name</b>	The drawee name against whom collection is to be created.
<b>Drawer Name</b>	The name of the drawer.
<b>Collection Amount Range</b>	
<b>All</b>	The currency in which collection is to be settled.
<b>From</b>	The start of the amount range used for searching the collection.
<b>To</b>	The end of the amount range used for searching the collection.
<b>Collection Maturity Date Range</b>	The start date and end date on which the collection will gets matured.
<b>Payment Type</b>	The type of payment. The options are: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> </ul>

3. Click **Apply**. The search results appear based on the filter criteria.  
By Default the screen displays list of the collection in the Custom tab.

## Search Result – Collection Settlement – Current and Savings Account

Viewer ATM & Branch Locator English

**Settlement Of Collection**  
GOODCARE PLC | \*\*\*044

Select the mode of settlement for your Collection.

Single Collection  
Default settlement instruction

Multiple Collection  
Settle multiple Collection quickly

**Collection Settlement**

Select the mode of settlement for your Collection.

Current and Savings Account

Loan

Custom

Select Collection Filter Applied Required

Collection Reference Number	Drawer Name	Payment Type	Maturity Date	Collection Amount	Outstanding Collection Amount	Outstanding Collection Amount in Local Currency	Available For Loan
<input type="checkbox"/> PKIUUNA21255501	FIXNETIX	USANCE	04 Jun 2021	GBP200.00	GBP200.00	GBP200.00	Yes
<input type="checkbox"/> 000IUANA21259501	PHIL HAMPTON	USANCE	04 Jun 2021	GBP1,000.00	GBP1,000.00	GBP1,000.00	Yes
<input type="checkbox"/> PKIUUNA2125A1JN	PHIL HAMPTON	USANCE	04 Jun 2021	EUR1,000.00	EUR1,000.00	GBP862.07	Yes
<input type="checkbox"/> PKIICNM21251001	PHIL HAMPTON	MULTI_TENOR	17 May 2021	GBP10,000.00	GBP10,000.00	GBP10,000.00	No
<input type="checkbox"/> 000IUANA21258001	PHIL HAMPTON	USANCE	04 Jun 2021	GBP1,000.00	GBP1,000.00	GBP1,000.00	Yes
<input type="checkbox"/> PKIOBCL21254002	PREETHII	USANCE	04 Jun 2021	GBP10,000.00	GBP8,000.00	GBP8,000.00	Yes

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Total Selected Collection  
0

Total Settlement Amount in Local Currency  
GBP0.00

Select Account  
xxxxxxxxxxxx0017  
Balance : GBP9999960,043,001,66

Special Instructions

Submit

Cancel

Back

\*Note: The Local currency equivalent is based on current date exchange rate and the final value may vary

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Current and Savings Account / Loan Account</b>	<p>Option to select a CASA account or Loan account.</p> <ul style="list-style-type: none"> <li>Current and Savings Account: The user can select the Current and Savings account that he wishes to use for settlement of collection.</li> </ul> <hr/> <p>Note: The balance in CASA account should be equal or more than the equivalent amount of collection in collection's currency, which is being settled, in case of single collection being liquidated.</p> <hr/> <ul style="list-style-type: none"> <li>Finance: The user can select this option to apply for a loan directly from the page. Bank would be informed that the corporate user is looking for a loan.</li> <li>Custom: The user can select this option for custom account</li> </ul>
<b>Select Collection</b>	The option to select multiple collection to apply for the settlement.
<b>Check Box (Account Selection)</b>	The option against each collection, to select a Current and Savings Account which he wishes to use. The available balance in the casa account is also displayed so that he can take an informed decision.
<b>Collection Reference Number</b>	The collection reference number.
<b>Drawer Name</b>	The name of the drawer.
<b>Maturity Date</b>	The date on which the collection will gets matured.
<b>Payment Type</b>	<p>The type of payment.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>Sight</li> <li>Usance</li> </ul>
<b>Collection Amount</b>	The collection amount.
<b>Outstanding Collection Amount</b>	Displays the outstanding Collection Amount for settlement.
<b>Outstanding Collection Amount in Local Currency</b>	Displays the outstanding Collection amount in local currency.

Field Name	Description
<b>Available for Loan</b>	Whether the collection is available for loan or not. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Total Selected Collection</b>	Displays the total number of collection selected for settlement.
<b>Total Settlement Amount in Local Currency</b>	Displays the total settlement amount in local currency.
<b>Special Instructions</b>	Any remarks to be entered.

4. Select the check box against the **Collection Reference Number** which is to be settled.  
OR  
Select the **Select Collection** check box to select multiple collection to apply for the settlement.
5. Select the **Current and Savings Account** option, if he wishes to use it for settlement of collection.  
OR  
Select this **Finances** option to apply for a loan directly from the page.  
OR  
Select the **Custom** option for custom account
6. From the **Select Account** list, select the account from which the transfer needs to be made for settlement of collection.
7. In the **Special Instructions** field, enter the remarks/special instructions.
8. Click **Submit** to initiate the selected Collection settlement. The **Settlement of Collection – Review** screen appears.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.
9. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.
10. The success message initiation of Collection settlement appears.  
OR  
Click **Trade Finance Overview** to go to the **Trade Dashboard** screen.

## 18.2.1 Settlement of Collection – Loan

The Finance tab allows to settle the collection using loan account.

### To settle the Collection using loan account

11. In the the **Settlement of Collection** screen, click the Loan tab. The **Settlement of Collection - Loan** tab.

### Settlement of Collection - Loan

The screenshot shows the 'Settlement of Collection' interface for 'GOODCARE PLC | \*\*\*044'. The 'Loan' tab is selected under 'Collection Settlement'. A table lists six collections with columns for Reference Number, Drawer Name, Payment Type, Maturity Date, Collection Amount, Outstanding Collection Amount, Outstanding Collection Amount in Local Currency, and Available For Loan. The total settlement amount is shown as GBP0.00.

Collection Reference Number	Drawer Name	Payment Type	Maturity Date	Collection Amount	Outstanding Collection Amount	Outstanding Collection Amount in Local Currency*	Available For Loan
AT31UIN2424	ABD Ltd	Usance	15 Dec 2018	EUR 4000000	EUR 4000000	GBP 3400000	Yes
AT31UIN2424	India Mart	Sight	02 Feb 2019	USD 2000000	USD 2000000	GBP 1540000	Yes
AT31UIN2424	A1 Engines	Usance	31 Mar 2019	GBP 7000000	GBP 7000000	GBP 7000000	Yes
AT31UIN2424	MRF Tyres	Usance	11 Apr 2019	YEN 7200000	YEN 7200000	GBP 50400	Yes
AT31UIN2424	Perfect Spares	Sight	28 Apr 2019	GBP 1800000	GBP 1800000	GBP 1800000	Yes

Total Selected Collection: 0  
Total Settlement Amount in Local Currency: GBP0.00

Apply for Loans  
Bank will take up your request to process and initiate a loan, based on the available information. This request does not guarantee of loan getting passed. Please contact Bank for further details. A loan account for each bill's settlement will be opened.

Special Instructions

Submit Cancel Back

\*Note : The Local currency equivalent is based on current date exchange rate and the final value may vary

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### Field Description

Field Name	Description
------------	-------------

<b>Select Collection</b>	The option to select multiple collection to apply for the settlement.
--------------------------	---

<b>Collection Reference Number</b>	The collection reference number.
------------------------------------	----------------------------------

Field Name	Description
<b>Drawer Name</b>	The name of the drawer.
<b>Payment Type</b>	The type of payment. The options are: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> </ul>
<b>Maturity Date</b>	The date on which the collection will gets matured.
<b>Collection Amount</b>	The collection amount.
<b>Outstanding Collection Amount</b>	Displays the outstanding Collection Amount for settlement.
<b>Outstanding Collection Amount in Local Currency</b>	Displays the outstanding Collection amount in local currency.
<b>Available for Loan</b>	Whether the collection is available for loan or not. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Total Selected Collection</b>	Displays the total number of collection selected for settlement.
<b>Total Settlement Amount in Local Currency</b>	Displays the total settlement amount in local currency.
<b>Apply for Loans</b>	Select this option to apply for loan.
<b>Special Instructions</b>	Any remarks to be entered.

- 
12. Select the check box against the **Collection Reference Number** which is to be settled.  
OR  
Select the **Select Collection** check box to select multiple collection to apply for the settlement.
  13. Select **Apply for Loan** check box, to apply for the loan to settle the collection.
  14. Repeat steps 6 to 9 of **Settlement of Collection** section.

## 18.2.2 Settlement of Collection – Custom

The Custom tab allows to settle the collection using custom account.

### To settle the Collection

15. In the the **Settlement of Collection** screen, click the **Custom** tab. The **Settlement of Collection - Custom** tab.



### Search Result – Settlement of Collection - Custom

Search ...

Viewer | ATM & Branch Locator | English

Welcome, OBDX maker  
Last login: 24 Feb 06:28 PM

#### Settlement Of Collection

GOODCARE PLC | \*\*\*Q44

Select the mode of settlement for your Collection.

Single Collection  
Details: settlement instruction

Multiple Collection  
Settle multiple Collection quickly

**Collection Settlement**

Select the mode of settlement for your Collection.

Current and Savings Account | Loan | Custom

Filter Applied

Select Collection Required

	Drawer Name	Maturity Date	Payment Type	Collection amount
<input checked="" type="checkbox"/>	PK1IUNA2125501 FIXNETX	04 Jun 2021	USANCE	GBP200.00
Input Payment Details <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <span>Current and Savings Account</span>   <span>Loan</span> </div> <div style="font-size: 0.7em;"> <span>Pay From:</span>  <span>xxxxxxxxxxxx0017</span>  <span>Balance : GBP999960.043,00166</span> </div>				
<input checked="" type="checkbox"/>	000IUNA21259501 PHIL HAMPTON	04 Jun 2021	USANCE	GBP1,000.00
Input Payment Details <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <span>Current and Savings Account</span>   <span>Loan</span> </div> <div style="font-size: 0.7em;"> <span>Pay From:</span>  <span>xxxxxxxxxxxx0017</span>  <span>Balance : GBP999960.043,00166</span> </div>				
<input type="checkbox"/>	PK1IUNA2125A13N PHIL HAMPTON	04 Jun 2021	USANCE	Collection amount EUR1,000.00 Local Currency Equivalent: GBP842.07
<input type="checkbox"/>	PK1ICNM21251001 PHIL HAMPTON	17 May 2021	MULTI_TENOR	Collection amount GBP10,000.00
<input type="checkbox"/>	000IUNA21258001 PHIL HAMPTON	04 Jun 2021	USANCE	Collection amount GBP1,000.00

Page 1 of 33 (1-5 of 162 items) | 1 2 3 4 5 ... 33

Total Selected Collection: 2

Total Settlement Amount in Local Currency: GBP1,200.00

Special Instructions

Submit
Cancel
Back

Note: Current and Savings Account balance validation would not be done at OBDX and Settlement is subjected to the availability of Balance in Current and Savings Account or Loan being sanctioned by the date of settlement.

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18-19

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Select Collection</b>	The option to select multiple collection to apply for the settlement.
<b>Check Box (Account Selection)</b>	The option against each collection, to select a Current and Savings Account which he wishes to use. The available balance in the casa account is also displayed so that he can take an informed decision.
<b>Collection Reference Number</b>	The collection reference number.
<b>Drawer Name</b>	The name of the drawer.
<b>Maturity Date</b>	The date on which the collection will gets matured.
<b>Payment Type</b>	The type of payment. The options are: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> </ul>
<b>Collection Amount</b>	The collection amount.
<b>Total Selected Collection</b>	Displays the total number of collection selected for settlement.
<b>Total Settlement Amount in Local Currency</b>	Displays the total settlement amount in local currency.
<b>Special Instructions</b>	Any remarks to be entered.

16. Select the check box against the **Collection Reference Number** which is to be settled.  
OR  
Select the **Select Collection** check box to select multiple bills to apply for the settlement.

## Settlement of Collection - Custom

Settlement Of Islamic Collection  
GOODCARE PLC | \*\*\*Q44

Select the mode of settlement for your Collection.

Single Collection  
Clears settlement instruction

Multiple Collection  
Settle multiple Collection quickly

Collection Settlement

Select the mode of settlement for your Collection.

Current and Savings Account Finance Custom

Select Collection Filter Applied

<input type="checkbox"/>	PK2IINC21125A5H1 Drawer Name MARKS AND SPENCER	Maturity Date 05 May 2021	Payment Type SIGHT	Collection amount GBP3,000.00
<input type="checkbox"/>	PK2IINC21125A6Y1 Drawer Name MARKS AND SPENCER	Maturity Date 25 May 2021	Payment Type SIGHT	Collection amount USD1,000.00 Local Currency Equivalent: GBP781.25
<input type="checkbox"/>	PK2IINC21125AAF3 Drawer Name MARKS AND SPENCER	Maturity Date 25 May 2021	Payment Type SIGHT	Collection amount GBP5,000.00
<input type="checkbox"/>	PK2IINC21125ACQD Drawer Name MARKS AND SPENCER	Maturity Date 25 May 2021	Payment Type SIGHT	Collection amount GBP5,000.00
<input type="checkbox"/>	PK2IINC211256002 Drawer Name MARKS AND SPENCER	Maturity Date 19 May 2021	Payment Type SIGHT	Collection amount GBP10,000.00

Page 1 of 5 (1-5 of 25 items) 1 2 3 4 5 >

Total Selected Collection: 0 Total Settlement Amount in Local Currency: GBP0.00

Special Instructions

Note : Current and Savings Account balance validation would not be done at OBDX and Settlement is subjected to the availability of Balance in Current and Savings Account or Finance being sanctioned by the date of settlement.

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## Field Description

Field Name	Description
------------	-------------

<b>Select Collection</b>	The option to select multiple collection to apply for the settlement.
--------------------------	---

<b>Check Box (Account Selection)</b>	The option against each collection, to select a CASA account which he wishes to use. The available balance in the casa account is also displayed so that he can take an informed decision.
--------------------------------------	--

<b>Field Name</b>	<b>Description</b>
<b>Collection Reference Number</b>	The collection reference number.
<b>Drawer Name</b>	The name of the drawer.
<b>Maturity Date</b>	The date on which the collection will gets matured.
<b>Payment Type</b>	The type of payment. The options are: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> </ul>
<b>Collection Amount</b>	The collection amount.
<b>Input Payment Details</b>	
<b>CASA Account / Loan Account</b>	Option to select a CASA account or Loan account. <ul style="list-style-type: none"> <li>• Current and Savings Account: The user can select the Current and Savings Account that he wishes to use for settlement of collection.</li> </ul> <hr/> <p>Note: The balance in CASA account should be equal or more than the equivalent amount of collection in collection's currency, which is being settled, in case of single collection being liquidated.</p> <hr/> <ul style="list-style-type: none"> <li>• Loan Account: The user can select this option to apply for a loan directly from the page. Bank would be informed that the corporate user is looking for a loan.</li> </ul>
<b>Pay From</b>	Source account from which the funds are to be transferred for settlement of collection.
<b>Balance</b>	Net balance in the selected source account.
<b>Forward Deal Reference Number</b>	The forward deal reference number for settlement of collection.
<b>Total Selected Collection</b>	Displays the total number of collection selected for settlement.
<b>Total Settlement Amount in Local Currency</b>	Displays the total settlement amount in local currency.

Field Name	Description
------------	-------------

<b>Special Instructions</b>	Any remarks to be entered.
-----------------------------	----------------------------

25. Select the **Current and Savings Account** option, if he wishes to use it for settlement of collection.

OR

Select this **Finances** option to apply for a loan directly from the page.

26. From the **Select Account** list, select the account from which the transfer needs to be made for settlement of collection.

27. In the **Forward Reference Deal Number** field, enter the forward deal reference number for settlement of collection.

OR

Click the **Link Forex Deals** link, the Pre booked Deals overlay screen appears.

The screenshot shows the 'Pre booked Deals' overlay screen. At the top, there are input fields for 'Deal Reference Number' and 'Exchange Rate'. Below these is a search bar labeled 'Link Forex Deals' with a magnifying glass icon. A table lists several deals with the following columns: 'Forex Reference Number', 'Expiry Date', 'Exchange Rate', 'Sell Amount', 'Buy Amount', and 'Linked Amount'. The table contains four rows of data. At the bottom of the table, there is a summary row: 'Total Selected Deals' with a value of '0' and 'Total Linked A' with a value of 'USD 0.00'. There are 'Submit' and 'Close' buttons at the bottom of the overlay. In the background, the 'Collection Settlement' screen is visible, showing options for 'Current and Savings Account', 'Loan', and 'Custom', and a 'Select Collection' checkbox.

Forex Reference Number	Expiry Date	Exchange Rate	Sell Amount	Buy Amount	Linked Amount
<input type="checkbox"/> PK2FXF120076A006	9/30/21	1.33	USD 148,960.00	GBP 112,000.00	
<input type="checkbox"/> PK2FXF1200764508	7/16/21	1.33	USD 2,660.00	GBP 2,000.00	
<input type="checkbox"/> PK2FXF1200767507	7/16/21	1.33	USD 2,660.00	GBP 2,000.00	
<input type="checkbox"/> PK2FXF1200766008	7/16/21	1.33	USD 101,080.00	GBP 76,000.00	

- In the **Deal Reference Number** field, enter the deal reference number.
- In the **Exchange Rate** field, enter the exchange rate.
- Select the check box against the required **Deal Reference Number** and click submit, the selected Deal Reference Number appears in the **Forward Deal Reference Number** field.

28. In the **Special Instructions** field, enter the remarks/special instructions.

29. Click **Submit** to initiate the selected Collection settlement. **The Settlement of Collection – Review** screen appears.

OR

Click **Cancel** to cancel the transaction.

OR

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

30. Verify the details, and click **Confirm**.

OR

Click **Cancel** to cancel the transaction.

OR

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

31. The success message initiation of Collection settlement appears.

OR

Click **Trade Finance Overview** to go to the **Trade Dashboard** screen

[Home](#)

## 19. Modify Collection

Using this option, you can modify the details of existing Import Collection in the application. You can search the required import Collection using different search criteria and download the Import Collection list in different file formats.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single export Collection should exist for the party ID and party must having view rights for it

### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Collection > Import Collection > Modify Collection > Modify Collection*

### To modify the Collection:

1. The **Modify Collection** screen appears.

### Modify Collection

### Field Description

Field Name	Description
<b>Collection Reference Number</b>	The import collection reference number.
<b>Drawee</b>	The name of drawee. He is the receiver of collection.
<b>Drawer</b>	The name of the drawer under the collection.

Field Name	Description
<b>Collection Amount Range - From</b>	The start of the collection amount range used for searching the Collection.
<b>Collection Amount Range - To</b>	The end of the collection amount range used for searching the Collection.
<b>Collection Date Range - From</b>	The start date of the collection issuing date range used for searching the Collection.
<b>Collection Range - Date To</b>	The end date of the collection issuing date range used for searching the Collection.

2. Enter the search criteria and click **Search**.  
The **Modify Collection** screen appears with the search results.  
OR  
Click **Reset** to reset the search criteria.

**Note:** Blank search is also allowed.

### Modify Collection – Search Result

The screenshot displays the 'Modify Collection' search results for 'GOODCARE PLC | \*\*\*044'. The search filter section includes fields for 'Collection Reference Number', 'Drawer' (set to 'All Parties'), 'Drawee', 'Collection Amount Range' (set to 'All'), and 'Collection Date Range'. Below the filters are 'Search' and 'Reset' buttons. The main content is a table titled 'List of Collection' with a 'Download' link. The table has the following columns: Collection Reference Number, Drawer, Drawee, Release Against, Transaction Date, Collection Amount, and Equivalent Collection Amount. The table lists 12 items, all with a transaction date of 05 May 2021. The first item is 000IUNA21258002, and the last is PK1IUNA2125AW16. The page footer shows 'Page 1 of 42 (1-10 of 418 items)' and a copyright notice for Oracle.



**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Collection Reference Number</b>	The collection reference number. Displays the link to view the Import collection details.
<b>Drawee</b>	The name of the drawee of the import collection.
<b>Drawer</b>	The name of the drawer of the import collection.
<b>Release Against</b>	The product name of the import collection.
<b>Transaction Date</b>	The transaction date of the import collection.
<b>Collection Amount</b>	The import collection amount.
<b>Equivalent Collection Amount</b>	The equivalent import collection amount.

3. Click the **Download** link to download the collection list. You can download the list in PDF formats.
4. Click the required link in the **Collection Reference Number** column. The **Modify Collection** details screen appears with the details of the selected Export Collection. By default, **Discount** tab appears.

---

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

---

## 19.1 **Modify Collection – Settlement**

User will be able to see the collection details along with the Base Date and Tenor and will be allowed to change the tenor, which automatically would get reflected in Maturity Date of the transaction.

The user can change whether collaterals are to be used and Advance by Loan is required or not.

## Modify Islamic Collection - Settlement

The screenshot displays the 'Modify Collection' interface for 'GOODCARE PLC | \*\*\*044'. Key fields include: Party Name (GOODCARE PLC), Collection Reference No (PK215NC2125A2BE), Product Name (INCOMING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION), and Collection Amount (USD 20,000.00). The 'Settlement Details' section is expanded, showing options for 'Pay with collateral' (checked), 'Settlement Account' (checked), and 'Apply for Loans' (checked). A 'Limits' section is also visible with a 'Reset' button. Navigation buttons 'Next', 'Cancel', and 'Back' are located at the bottom of the form.

### Field Description

Field Name	Description
<b>Party Name</b>	The name of the applicant is displayed.
<b>Collection Reference Number</b>	The import collection reference number.
<b>Product Name</b>	The import LC product name under which the LC is created.
<b>Collection Amount</b>	Displays the amount of the import collection.
<b>Settlement Details</b>	
<b>Base Date</b>	The date that is considered as base date for collection application.
<b>Tenor</b>	The tenor of the collection.
<b>New Maturity Date will be</b>	The maturity date of the transaction that depends on the tenor of the bill as entered in <b>Tenor</b> field.
<b>Pay with Collateral</b>	The option to select whether collaterals are to be used. Click the <b><u>View Collateral Details</u></b> link to view the collateral details.
<b>Settlement Account</b>	The settlement account number.
<b>Apply for Loans</b>	The option to select whether advance by finance is required or not.

5. In the **Tenor** field, enter the value for tenor.
6. Select this **Pay With Collaterals** option to settle the collection using collaterals.
7. Click the **View Collateral Details** link to view the collateral details. The **Collateral Details** overlay screen appears.
8. Select the **Settlement Account** option, if he wishes to use it for settlement of collection.
  - a. From the **Settlement Account** list, select the account from which the transfer needs to be made for settlement of collection.
9. Select the Apply for **by Loan** option, to settle the collection using finance account.
10. Click **Next** to save the details entered and proceeds to next level of details.  
 OR  
 Click **Cancel** to cancel the transaction, The Dashboard appears.  
 OR  
 Click **Back** to go back to previous screen.

### 19.1.1 **Modify Collection – Forex Deals**

This tab allows the user to link forex deals.

#### Modify Collection – Forex Deals


The screenshot displays the 'Modify Collection' interface for 'NATIONAL FREIGHT CORP | \*\*\*153'. It shows collection details and a 'Forex Deals' section with a table of linked deals.

Forex Reference Number	Expiry Date	Exchange Rate	Sell Amount	Buy Amount	Linked Amount
<input checked="" type="checkbox"/> PK2FXF1200764512	30 Jun 2021	1.33	GBP75,18797	USD100,000.00	USD200.00
<input type="checkbox"/> PK2FXF1200767005	24 Sep 2021	1.43	GBP286,000.00	USD408,980.00	
<input type="checkbox"/> PK2FXF1200767007	27 Aug 2021	1.43	GBP699.30	USD1,000.00	
<input type="checkbox"/> PK2FXF1200766507	29 Jul 2021	1.43	GBP97,202.80	USD139,000.00	
<input type="checkbox"/> PK2FXF1200766007	24 Dec 2021	1.43	GBP1,398,601.40	USD2,000,000.00	
<input checked="" type="checkbox"/> PK2FXF1200766508	30 Jun 2021	1.43	GBP92,307.69	USD132,000.00	USD500.00
<input type="checkbox"/> PK2FXF1200766509	30 Jul 2021	1.43	GBP318,890.00	USD456,012.70	

Summary: Total Selected Deals: 2, Total Linked Amount: USD 700.00

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Total Collection Amount</b>	Displays the total collection amount.
<b>Forex Reference Number</b>	The deal reference number of the collection.
<b>Expiry Date</b>	The expiry date of the collection.
<b>Exchange Rate</b>	The exchange rate for the collection.
<b>Sell Amount</b>	The selling amount of the deal.
<b>Buy Amount</b>	The buying amount of the deal.
<b>Linked Amount</b>	The linked amount of the forex deal.
<b>Total Selected Deals</b>	Displays the total selected deals.
<b>Total Linked Amount</b>	Displays the total Linked Amount.

11. Enter the **Forex Reference Number** in the search field and click . The searched Deal Reference Number record details appear.  
OR  
Click the check box to select the required searched Deal Reference Number record.
12. In the **Linked Amount** field, enter the linked amount.
13. Click **Next** to save the details entered and proceeds to next level of details.  
OR  
Click **Cancel** to cancel the transaction, The Dashboard appears.  
OR  
Click **Back** to go back to previous screen.

**19.1.2 Modify Collection – Charges, Commission & Taxes**

This tab lists charges and Taxes against collection.

14. Click **Charges & Taxes** tab. The **charges and taxes** in the **Modify Collection** screen.  
OR  
Click **Back**. The **Modify Collection** screen appears.

## Modify Collection – Charges, Commission & Taxes

**Modify Collection**  
GOODCARE PLC | \*\*\*044

Party Name	Collection Reference No	Product Name	Collection Amount
GOODCARE PLC	PK2IINC21125A0RW <span>ACTIVE</span>	INCOMING SIGHT BILLS NOT UNDER LC COLLECTION	USD 3,000.00

**Charges, Commissions & Taxes**

**Charges**

Account No	Description of Charges	Amount
xxxxxxxxxxxx1039	IB LIQUIDATION FEES	GBP 50.00
<b>Total Charges</b>		<b>GBP 50.00</b>

**Taxes**

Account No	Description of Taxes	Amount
xxxxxxxxxxxx1039	BKTAX	GBP 25.67
<b>Total Taxes</b>		<b>GBP 25.67</b>

Next Cancel Back

### Field Description

Field Name	Description
------------	-------------

#### Charges

**Account No** Debit account number of the applicant.

**Balance** The balance in the debit account.

**Description of Charges** Displays the description charges applicable.

**Amount** Displays the amount of charges.

**Total Charges** Displays the total charge that will be levied in the transaction.

#### Taxes

**Account Number** Debit account number of the applicant.

**Balance** The balance in the debit account.

**Description of Taxes** Displays the description taxes applicable.

Field Name	Description
<b>Amount</b>	Displays the amount of taxes.
<b>Total Taxes</b>	Displays the total tax amount.
<b>Commissions</b>	
<b>Account Number</b>	Debit account number of the applicant.
<b>Balance</b>	The balance in the debit account.
<b>Description of Commission for</b>	Displays the description of commissions charged by bank.
<b>Amount</b>	Displays the amount of commission.
<b>Total Commission</b>	Displays the total commission amount.

15. From the **Account No.** list, select the applicant account.
16. Click **Next** to save the details entered and proceeds to next level of details.  
OR  
Click **Cancel** to cancel the transaction, The Dashboard appears.  
OR  
Click **Back** to go back to previous screen.

---

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

---


### 19.1.3 **Modify Collection – Attachments tab**

Displays the list of documents attached under the Import Collection application. User can add multiple documents though it should be under the specified limits and supported formats.


## Modify Collection - Attachments tab

The screenshot shows the 'Modify Collection' interface for 'NATIONAL FREIGHT CORP'. The page includes a navigation menu on the left with options like 'Settlement Details', 'Forex Deals', 'Charges', and 'Attachments'. The main area displays collection details and an 'Attachments' section. The 'Attachments' section features a 'Drag and Drop' area for uploading files, a list of existing attachments (e.g., 'LetterofCredit.txt'), and a form to add new attachments with fields for 'GUARANTEE', 'Aadhar Card', and 'Add Remarks'. There are also checkboxes for 'Kindly go through all the Standard Instructions' and 'I accept the Terms & Conditions', and buttons for 'Upload', 'Delete All', 'Submit', 'Cancel', and 'Back'.

### Field Description

Field Name	Description
<b>Drag and Drop</b>	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
<b>Document Attached</b>	Displays the attached documents. Displays the link to download the attached document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Add Remarks</b>	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document-

Field Name	Description
<b>Save as Template</b>	Options to save the transaction as template. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Access Type</b>	Indicates the type of access for the template. The options are: <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul> <p>This field is enabled if the <b>Yes</b> option is selected in Save as Template.</p>
<b>Template Name</b>	The name using which template is stored and can be used in future.

17. Click **Drag and Drop** to browse and select the required document present on your computer. The **Attach Document** popup window appears.
18. Select the required document present on your computer to upload.
19. Click **Upload** to upload document. The Attach Documents tab appears along with list of attached documents.  
OR  
Click  to remove the attached document.  
OR  
Click **Delete All** to delete all the attachments.
20. Select the **Kindly Go through all the Standard Instructions**, check box.
21. Click the **Standard Instructions** link to view the customer instructions maintained by bank from back office.
22. Select the **I accept Terms and Conditions** check box to accept the Terms and Conditions.
23. Click **Submit**. The transaction is saved and the **Modify Islamic Collection – Review** screen appears.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.
24. The review screen appears.  
Verify the details, and click **Confirm**.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.
25. The success message appears along with the reference number. Click **OK** to complete the transaction.

[Home](#)



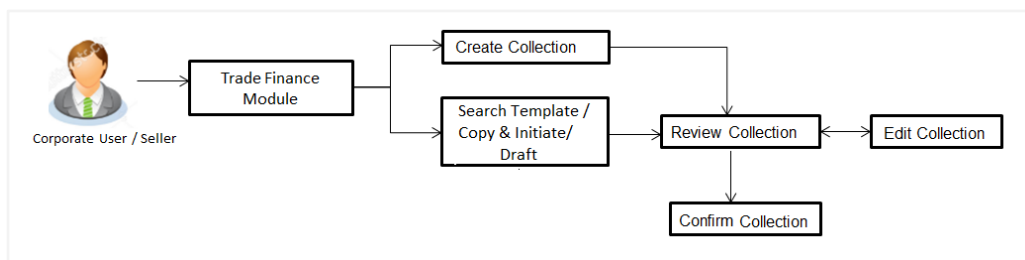
## 20. Initiate Collection

Using this option, user can initiate Collection in the application.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place

### Workflow



### User has three options to initiate Collection

- Using existing Templates
- Using existing Drafts
- Initiating Collection ( New Application)

These are explained in detail underneath.

### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Collection > Export Collection > Initiate Export Collection*

*OR*

*Dashboard > Trade Finance > Overview > Quick Links > Raise Collection*

### 20.1 Search Collection template


User can save Collection application as a Template so that same can be used for creation of similar kind of Collections, if required in future. User can search the saved Collection template using Template Name.

---

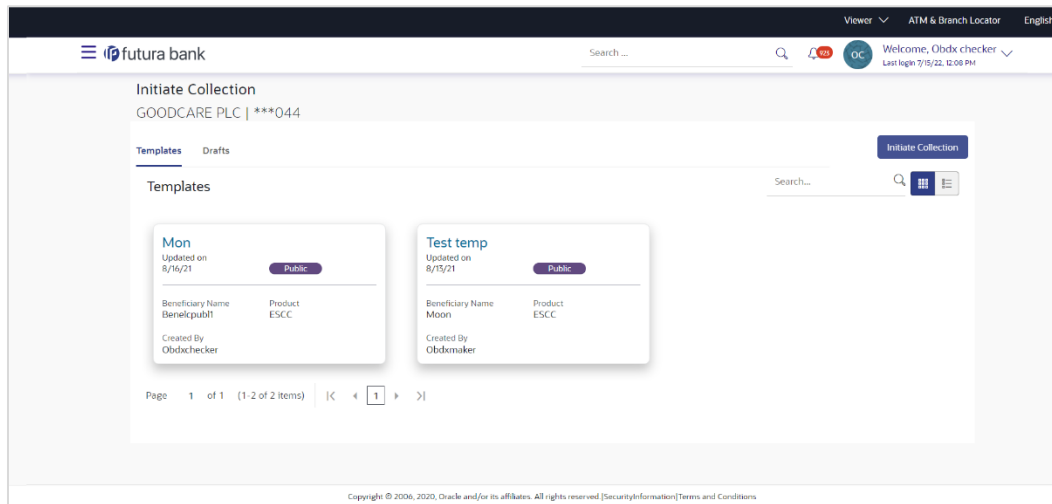
Note: Collection Application saved as **Template** can be re used any number of times for Collection Initiation.

---

#### To search the Collection template:



1. In the **Search** field, enter the template name.
2. Click . The saved Collection a template appears based on search criteria.

## Collection Template - Search Result




### Field Description

Field Name	Description
<b>Name</b>	The name using which template is stored and can be used to initiate a Collection application.
<b>Updated On</b>	The last updated date of the template.
<b>Access Type</b>	The type of access granted to template whether it is public or private.
<b>Beneficiary Name</b>	The beneficiary name against whom Collection is to be created.
<b>Product</b>	The name of product selected for Collection.
<b>Created by</b>	The name of the maker who created the template.

3. Click  or  to view the initiate Collection draft as Card or Tabular view.

OR

Click  to delete the LC draft card.

4. Click **Initiate Collection** to initiate the collection. The **Initiate Collection** screen appears.


## 20.2 Search Collection Drafts

User can save Collection application as a Draft so that it can be used if required in future. User can search the saved Collection draft using Draft Name.

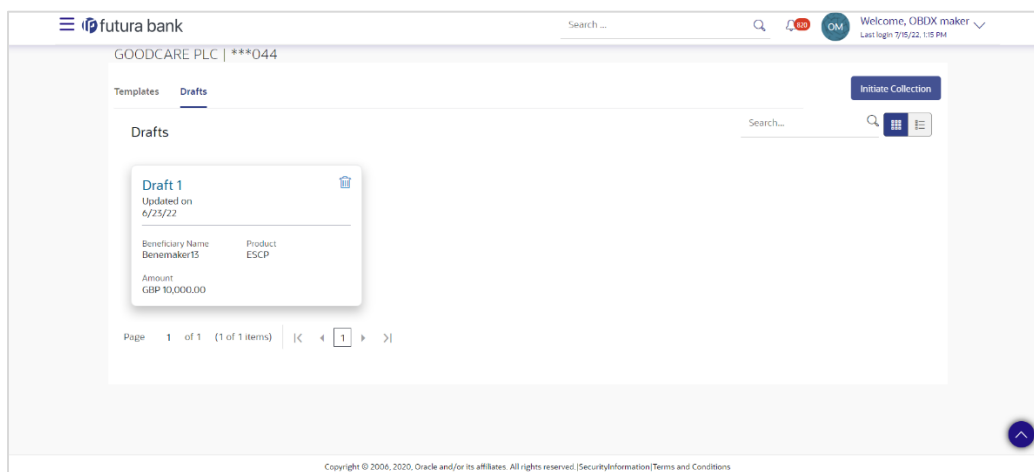
**Note:** Collection Application saved as **Draft** can be used only one time for Collection Application initiation.

### To search the Collection draft:

In the **Search** field, enter the draft name.

Click . The saved Collection draft appears based on search criteria.

### Collection Draft - Search Result



### Field Description

Field Name	Description
<b>Search Result</b>	
<b>Draft Name</b>	The name of the draft for Collection application saved.
<b>Updated On</b>	The last date on which the draft was updated.
<b>Beneficiary Name</b>	The beneficiary name against whom Collection is created.
<b>Product</b>	The name of product selected for Collection.
<b>Amount</b>	The amount for the Collection along with the currency in which it is originated.

7. Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## 20.3 **Initiate a Collection**

Using this option, you can initiate a Collection in the application. To initiate a Collection in the application, you must enter details such as your Parties details, and Collection details etc. You can also give specific instructions to bank.

### **To initiate Collection:**

1. Click **Initiate Collection** on **Initiate Collection** screen.

## Initiate Collection

Viewer ATM & Branch Locator English

Welcome, OBDX maker

Last login 27 Feb 03:51 PM

### Initiate Collection

GOODCARE PLC | \*\*\*044

- Collection Details
- Goods & Shipment Details
- Bank & Instructions
- Discount
- Forex Deals
- Charges
- Attachments

#### Collection Details

**Drawer Details**

GOODCARE PLC

Address: 12 King Street

Country: United Kingdom

**Drawee Details**

Existing  New

**Beneficiary Name**

CharBi

Name: LondonThames

Address: Addcl, Addlv, Addl

Country: India

Customer Reference Number: 7757

Bank Reference Number: 76768

Free Of Payment:  No  Yes

Payment Type:  Sight  Usance  Multi Tenor

Direct Dispatch:  Yes  No

Document Attached:  Yes (Documentary)  No (Clean)

Select Product: OUTGOING DOCUMENTARY USANCE BILLS ... Q

Operation Type: Acceptance

Collection Amount: USD USD120.00

Tenor: 30 Base Date Description: After Customs Clearance of Goods Base Date: 05 May 2021

Maturity Date: 04 Jun 2021

Selected Documents:

Name of Document	Original(First Mail)	Copies(First Mail)	Original(Second Mail)	Copies(Second Mail)	Clause
Air way Bill Docs	0 / 0	0	0 / 0	0	View / Edit Clauses

Page 1 of 1 (1 of 1 items)

Next
Save as Draft
Cancel

**Limits**

Party ID: GOODCARE PLC  
Limit: 001044.1 Reset

USD0.01B

Available Limit

Utilized: **GBP7,292,644.08** Sanctioned: **GBP999,999,999,999.00**

[View Limit Details](#)

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## Field Description

**Field Name**

**Description**

**Collection Details**

Field Name	Description
<b>Party ID</b>	The party ID of applying party.
<b>Branch</b>	The bank branch where the Collection contract is to be created.
<b>Drawer Details</b>	
<b>Drawer Name</b>	The name of applying party.
<b>Address</b>	The address of applying party.
<b>Country</b>	The country of applying party.
<b>Application Date</b>	Application date when Collection has to be initiated. It is the current date of the system/base branch.
<b>Drawee Details</b>	
	The drawee type. The options are: <ul style="list-style-type: none"> <li>• Existing</li> <li>• New</li> </ul>
<b>Limits</b>	Indicates the available limits for applicant under the selected Line.  The limit details are also represented in a graphical manner with available, sanctioned and utilized limit details for the users.
<b>View Limit Details</b>	Click the link to open the Facility Summary screen.
<b>Beneficiary Name</b>	The name of beneficiary party. This can be existing beneficiary maintained earlier or a new one.
<b>Address</b>	The address of beneficiary party.  This field is enabled to enter the address details, if <b>New</b> option is selected in the <b>Beneficiary Details</b> field.
<b>Country</b>	The country of beneficiary party.  This field is enabled to enter the address details, if <b>New</b> option is selected in the <b>Beneficiary Details</b> field.
<b>Customer Reference Number</b>	The user provided customer reference number for the transaction.
<b>Bank Reference Number</b>	The user provided bank reference number for the transaction.

Field Name	Description
<b>Free of Payment</b>	Select this option if document will be released "Free of Payment" for the exports.
<b>Payment Type</b>	<p>The type of payment associated with the Collection.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> <li>• Multi Tenor</li> </ul> <p>This field appear if you select <b>No</b> option in <b>Free of Payment</b> field.</p>
<b>Direct Dispatch</b>	<p>The option allows the user to select whether the bills to be dispatched directly or not.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Document Attached</b>	<p>It asks user if any document is a part of Collection.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes (Documentary)</li> <li>• No (Clean)</li> </ul>
<b>Select Product</b>	Indicates the product type as coming from Host based on the input parameters (Payment etc).
Below Document related fields appear if the user selects Yes (Documentary) option in Document Attached field.	
<b>Selected Documents</b>	Documents list have the list of documents with check boxes to choose along with the number of original or copies submitted and clauses they cater too.
<b>Checkbox</b>	Displays the documents that you have selected from the list.
<b>Name of Document</b>	Name of the document to be sent along with the LCollectionC.
<b>Document Reference Number</b>	Reference number of the document.
<b>Original (First Mail)</b>	<p>The required number of original documents required for the selected document from first mail.</p> <p>It is provided as m/n, where m out of n available documents would be submitted to bank.</p>

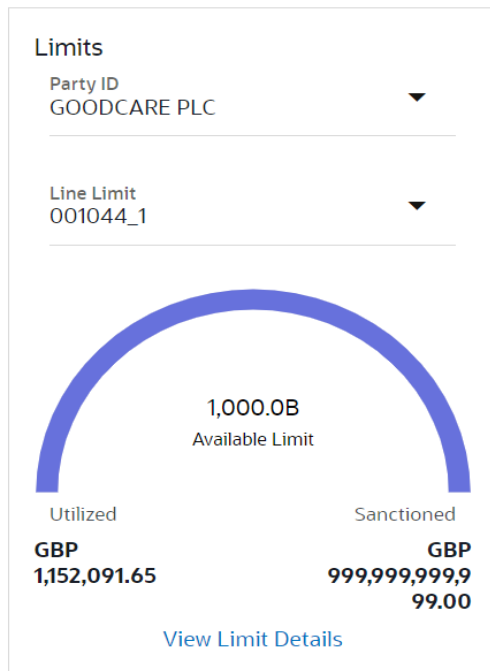
Field Name	Description
<b>Copies (First Mail)</b>	The required number of copies required for the selected document from first mail.
<b>Original (Second Mail)</b>	The required number of original documents required for the selected document from second mail.  It is provided as m/n, where m out of n available documents would be submitted to bank.
<b>Copies (Second Mail)</b>	The required number of copies required for the selected document from second mail.
<b>Clause</b>	The clauses maintained in the bank application for each of the document. A document can have multiple clauses.
<b>View Clause</b>	The link to view the clause maintained in the bank application for each of the document or to modify as per needs.
<b>View Clause</b>	<p>This section appears if you select a document and click the <b>View Clause</b> link. In this section a user can view already maintained clause or can modify them as per his needs. User can select the pre-maintained clause using the identifiers under each clause.</p> <p>In a blank clause, corporate user can enter the details to have a clause customized to his/her requirement.</p>
<b>Selected</b>	The clauses that you have selected from the Clause List. The selected clauses related documents are to be attached to the selected document.
<b>Clause</b>	The name of the clause.
<b>Clause Description</b>	The description and number of the selected clause.
<b>Collection Amount</b>	The Collection amount.
<b>Collection Currency</b>	The currency in which Collection will be done.
Below fields appear if the user selects <b>Sight</b> and <b>Usance</b> option in Payment Type field.	
<b>Tenor</b>	The tenor of the Collection.
<b>Base Date Description</b>	This depicts the base code and its description. It describes what the chosen base date for application is.
<b>Base Date</b>	The date to be considered as base date for Collection application.



Field Name	Description
<b>Maturity Date</b>	The tenor added to the base date, when the Collection ceases to exist.
Below Tenor related fields appear if the user selects <b>Multi Tenor</b> option in <b>Payment Type</b> field.	
<b>Serial No.</b>	The serial number of the tenor record.
<b>Base Description</b>	This depicts the base code and its description. It describes what the chosen base date for application is.
<b>Base Date</b>	The date to be considered as base date for collection application.
<b>Tenor Days</b>	The tenor days of the collection.
<b>Transit Days</b>	The transit days of the collection.
<b>Maturity Date</b>	The tenor added to the base date, when the collection ceases to exist.
<b>Currency</b>	The base currency in which Bill is originated.
<b>Collection Amount</b>	The collection amount.
<b>In Local Currency Equivalent</b>	The collection amount in local currency.

2. From the **Drawer Details** field, select the drawer.
3. From the **Limits** list, select the appropriate limit.  
OR  
Click the **View Limit Details** link to open the Facility Summary screen.  
OR  
Click **Reset** to reset the limit details. The Reset popup appears.


## Limits



## Field Description

Field Name	Description
<b>Party ID</b>	The party Id of the LC product.
<b>Line Limit</b>	Indicates the available limits for drawer under the selected Line.

- a. From the **Party ID** list, select the appropriate party Id.
- b. From the **Line Limit** list, select the appropriate limit.  
The bottom graph appears.
4. In the **Drawee Details** field, select the appropriate option to select the beneficiary.
  - a. If you select **Existing** option:
    - iii. From the **Beneficiary Name**, select the appropriate option.
  - b. If you enable **New** option:
    - iv. In the **Beneficiary Name** list, enter the name of the beneficiary.
    - v. In the **Address** field, enter the address of the beneficiary.
    - vi. From the **Country** list, select the appropriate country.
5. In the **Customer Reference Number** field in the **Parties** section, enter the user provided customer reference number.

6. In the **Bank Reference Number** field in the **Parties** section, enter the user provided bank reference number.
7. Select the appropriate option from **Payment Type** field.
8. Select the appropriate option from **Direct Dispatch** field.
9. Select the appropriate option from **Document Attached** field to confirm any documents as a part of Collection.
10. From the **Product** list, select the appropriate option.
11. From the **Base Date Description** list, select the appropriate option.
12. From the **Base Date** field, select the appropriate date.
13. Select the **Document List** check box to choose the number of original or copies submitted and clauses.  
In the **Document List** section, select the required document to be a part of the Initiated LC.
14. In the **Original (First Mail)/ (Second Mail)** fields, enter the number of originals required for the selected document.
15. In the **Copies (First Mail)/ (Second Mail)** fields, enter the number of copies required for the selected document.
16. In the **Clause** column, click the **View/Edit** link of the selected document.
  - a. In the **Clause Description** field, enter/ modify the description of the clause, if required.
  - b. Click **OK**. The clause description are saved.  
OR  
Click **Reset** to reset and discard the changes.
17. If you select **Multi Tenor** option in **Payment Type** field;
  - a. Click the **Add Tenor** link to add the tenor record.
  - b. From the **Base Description** list, select the appropriate option.
  - c. From the **Base Date** field, select the date.
  - d. In the **Tenor Days** field, enter the tenor days. The Maturity Date appears.
  - e. In the **Transit Days** field, enter the transit days.
  - f. From the **Currency** list, select the appropriate currency.
  - g. In the **Collection Amount** field, enter the bill amount.
  - h. Click  to delete the record.  
OR  
Click the **Add Tenor** link to add the tenor record.
18. If you select **Sight** or **Usance** option in **Payment Type** field;
  - a. From the **Base Date Description** list, select the appropriate option.
  - b. From the **Base Date** field, select the appropriate date.
  - c. In the **Bill Amount** field, enter the bill amount.
19. Click **Next** or click the **Goods & Shipment Details** tab.  
The **Shipment Details** tab appears in the **Initiate Collection** screen.  
OR  
Click **Initiate Collection**. The transaction is saved and the **Initiate Collection – Verify** screen appears.

OR

Click **Save As**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** section.)

OR

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

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### **20.3.1 Initiate Collection – Goods and Shipment Details tab**

This tab captures the **Shipment** details of the initiate Collection application process.

## Initiate Collection - Goods and Shipment Details tab

Initiate Collection  
GOODCARE PLC | \*\*\*044

**Goods and Shipment Details**

Place of Taking in Charge/ Dispatch from  
Mumbai

Place of Final Destination/ For Transportation to  
London

Port of Loading/ Airport of Departure  
Mumbai

Port of Discharge/ Airport of Destination  
London

Description of Goods & Services

Goods	Goods Description	Quantity	Cost/Unit	Gross Amount
1	MACHINE1	2	100	200

+ Add Goods

Next Save as Draft Cancel Back

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## Field Description

Field Name	Description
<b>Place of Taking in Charge/ Dispatch From</b>	The Place of Receipt from where shipment will be done.
<b>Place of Final Destination/ For Transportation to</b>	The place of delivery of goods.
<b>Port of Loading/ Airport of Departure</b>	The place of dispatch or loading on board of the goods.
<b>Port of Discharge/ Airport of Destination</b>	The port of discharge of goods.
<b>Goods</b>	Section to add or remove the goods for shipment.
<b>Goods</b>	The type of good being shipped has to be chosen.
<b>Description of Goods</b>	The description of goods.
<b>Units</b>	The number of units of the goods

Field Name	Description
<b>Price Per Unit</b>	The price per unit of the goods.
<b>Quantity</b>	The number of units of the good covered under the Collection.
<b>Cost/ Unit</b>	The price per unit of the good covered under the Collection.
<b>Gross Amount</b>	The gross amount of goods.

20. In the **Place of Taking in Charge/ Dispatch From** field, enter the name of the place where the goods are to be received.
21. In the **Place of Final Destination/ For Transportation to** field, enter the name of the place for delivery of goods.
22. In the **Port of Loading/ Airport of Departure** field, enter the place of dispatch or taking in charge of the goods or loading on board.
23. In the **Port of Discharge/ Airport of Destination** field, enter the name of the place for delivery of goods.
24. In the **Goods** section,
  - d. From the **Goods** list, choose the desire goods being shipped.
  - e. In the **Description of Goods** field, enter the description of the goods traded under the Collection.
  - f. In the **Quantity** field, enter the number of units of the goods traded under the Collection.
  - g. In the **Cost/ Unit** field, enter the price per unit of the goods traded under the Guarantee.
  - h. Click **Add Goods** to add new good if required.

OR

Click  to remove the already added goods.

OR

Click **Continue** to save the details entered and proceeds to next level of details. \n In the **Units** field, enter the number of units of the selected good.
25. The **Instructions** tab appears in the **Initiate Collection** screen.
 

OR

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

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### 20.3.2 Initiate Collection – Bank & Instructions tab

This tab includes the miscellaneous information which has to be passed to Bank as an instruction while initiating the Collection.

## Initiate Collection – Bank & Instructions tab

Viewer ATM/Branch English

futura bank Search ... Welcome, obdx checker Last login 16 Nov 11:59 AM

Initiate Collection  
GOODCARE PLC | \*\*\*044

Collection Details  
Goods & Shipment Details  
**Bank & Instructions**  
Discount  
Forex Deals  
Charges  
Attachments

Bank & Instructions

Collection Bank  
 SWIFT Code  Name & Address

Collecting Bank  
RBO5GB2L

Address  
RABO BANK  
RBO5GB2L

Special Instructions  
Advice acceptance due date by swift

Standard Instructions  
 Kindly go through all the Standard Instructions

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### Field Description

Field Name	Description
<b>Collection Bank</b>	The option to select the mode of collection bank. The options are: <ul style="list-style-type: none"> <li>• SWIFT Code</li> <li>• Name and Address</li> </ul>
<b>SWIFT Code</b>	The SWIFT code of collection Bank. This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Collection Bank</b> field.
<b>Lookup SWIFT Code</b>	Search and select the SWIFT code of the advising bank, available in the application.
<b>SWIFT code Look up</b>	The following fields appear on a pop up window if the <b>Lookup SWIFT Code</b> link is clicked.
<b>Swift Code</b>	The facility to lookup bank details based on SWIFT code.
<b>City</b>	The facility to search for the SWIFT code based on city.
<b>Bank Name</b>	The facility to search for the SWIFT code based on the bank name.
SWIFT Code Lookup - Search Result	

Field Name	Description
<b>Bank Name</b>	The names of banks as fetched on the basis of the search criteria specified.
<b>Address</b>	The complete address of each bank as fetched on the basis of the search criteria specified.
<b>SWIFT Code</b>	The list of SWIFT codes as fetched on the basis of the search criteria specified.
<b>Collecting Bank Name</b>	The name of Bank who acts on behalf of Drawee.
<b>Address</b>	The address of Issuing Bank.
Below fields are enabled if the <b>Name &amp; Address</b> option is selected in the <b>Collection Bank</b> field.	
<b>Name</b>	The name of Bank who acts on behalf of Collection.
<b>Address</b>	The address of Collection Bank.
<b>Country</b>	The name of Collection Bank's country.
<b>Special Instructions</b>	Any instructions provided to bank for creation of Collection is mentioned here.

- 
26. In the **Collection Bank** field, select the appropriate option.
  27. If you select **SWIFT Code** option, enter the SWIFT code of Collection Bank in the SWIFT Code field.  
OR  
Click the **Lookup SWIFT Code** to search and select the SWIFT Code
  28. Click **Verify** to verify the details.  
The Issuing bank details appears.  
OR  
Click **Reset** to cancel entered details.
  29. If you select **Name and Address** option:
    - i. In the **Name** field, enter the name of the collection bank.
    - ii. In the **Address (1-3)** field, enter the address of the collection bank
  30. From the **Country** field, select the appropriate country.
  31. In the **Special Instructions** field, enter the instructions provided to bank for creation of Collection.
  32. Select the **Kindly Go through all the Standard Instructions**, check box.
  33. Click the Standard **Instructions** link to view the customer instructions maintained by bank from back office. Click **Next** or click the **Discount** tab.



34. Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### 20.3.3 Initiate Collection – Discount tab

This tab allows the corporate user to request for Confirmation and Discounting Pricing details.

#### Initiate Collection - Discount tab

#### Field Description

Field Name	Description
<b>Operation Type</b>	Indicates the operation type required in the contract.
<b>Discounting Reference Number</b>	The discount reference number. This field appears, if the operation type is "Discount".
<b>Financing Amount</b>	The financing amount.
Below fields appear, if you click the <b>Fetch Interest</b> button.	
<b>Interest Rate</b>	The slider to increase or decrease interest rate. This field appears, if the operation type is "Discount".
<b>Interest Rate</b>	The interest rate

Field Name	Description
<b>Interest Amount</b>	Displays the description charges applicable.

35. In the **Discounting Reference Number** field, enter the discounting reference number.
36. In the **Financing Amount** field, enter the financing amount.
37. Click **Fetch Interest**. The Interest Rate and Interest Amount field appears.  
OR  
Click **Reset** to clear the entered details.
38. Move the **Interest Rate** slider to increase or decrease the interest rate.
39. Click **Next** to save the details entered and proceeds to next level of details.  
OR  
Click **Save As Draft**, system allows transaction details to be saved as draft.  
(For more details, refer [Save As Draft](#) section.)  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.  
OR  
Click **Back** to go back to previous screen.

#### 20.3.4 Initiate Collection – Forex Deals

This tab allows the user to link forex deals.

## Initiate Collection – Forex Deals

Viewer ATM/Branch English

futura bank Search... Welcome, obdx checker  
Last login 16 Nov 01:09 PM

Initiate Collection  
GOODCARE PLC | \*\*\*044

- Collection Details
- Goods & Shipment Details
- Bank & Instructions
- Discount
- Forex Deals**
- Charges
- Attachments

Forex Deals

Link Forex Deals Search...

Total Collection Amount USD1,200.00

Forex Reference Number	Expiry Date	Exchange Rate	Sell Amount	Buy Amount	Linked Amount
<input type="checkbox"/> PK2FXF1200764512	30 Jun 2021	1.33	GBP75,18797	USD100,000.00	
<input type="checkbox"/> PK2FXF1200767005	24 Sep 2021	1.43	GBP286,000.00	USD408,980.00	
<input checked="" type="checkbox"/> PK2FXF1200767007	27 Aug 2021	1.43	GBP699.30	USD1,000.00	USD1,000.00
<input type="checkbox"/> PK2FXF1200766507	29 Jul 2021	1.43	GBP97,202.80	USD139,000.00	
<input type="checkbox"/> PK2FXF1200766007	24 Dec 2021	1.43	GBP1,398,601.40	USD2,000,000.00	
<input type="checkbox"/> PK2FXF1200766508	30 Jun 2021	1.43	GBP92,307.69	USD132,000.00	
<input type="checkbox"/> PK2FXF1200766509	30 Jul 2021	1.43	GBP318,890.00	USD456,012.70	

Page 1 of 1 (1.7 of 7 items) | < 1 >

Total Selected Deals 1 Total Linked Amount USD1,000.00


Next Save as Draft Cancel Back

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## Field Description

Field Name	Description
<b>Total Collection Amount</b>	Displays the total bill amount.
<b>Forex Reference Number</b>	The deal reference number for settlement of bill.
<b>Expiry Date</b>	The expiry date of the bill settlement
<b>Exchange Rate</b>	The exchange rate for the settlement of bill.
<b>Sell Amount</b>	The selling amount of the deal.
<b>Buy Amount</b>	The buying amount of the deal.
<b>Linked Amount</b>	The linked amount of the forex deal.

Field Name	Description
<b>Total Selected Deals</b>	Displays the total selected deals.
<b>Total Linked Amount</b>	Displays the total Linked Amount.

40. Enter the **Forex Reference Number** in the search field and click . The searched Deal Reference Number record details appear.  
OR  
Click the check box to select the required searched Deal Reference Number record.
41. In the **Linked Amount** field, enter the linked amount.
42. Click **Next** to save the details entered and proceeds to next level of details.  
OR  
Click **Save As Draft**, system allows transaction details to be saved as draft.  
(For more details, refer Save As Draft section.)  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.  
OR  
Click **Back** to go back to previous screen.

### 20.3.5 Initiate Collection – Charges, Commission & Taxes

This tab lists charges and Taxes against collection.

43. Click **Charges & Taxes** tab. The **Charges Commission and Taxes** tab in the **Initiate Collection** screen appears.  
OR  
Click **Back**.

## Charges, Commission &amp; Taxes

Initiate Collection  
GOODCARE PLC | \*\*\*044

**Charges & Taxes**

**Charges**

Account No	Description of Charges	Amount
xxxxxxxxxxxx0017	BC COURIER CHARGES	GBP 100.00
Balance GBP 999999999891255300.00		
xxxxxxxxxxxx1039	BC SWIFT CHARGES	GBP 150.00
Balance GBP 1,000,000,000,000,000,000.00		
xxxxxxxxxxxx0017	BC SWIFT CHARGES	GBP 150.00
Balance GBP 999999999891255300.00		
<b>Total Charges</b>		<b>GBP 400.00</b>

**Taxes**

Account No	Description of Taxes	Amount
xxxxxxxxxxxx1039	BCTAX1	GBP 1.49
xxxxxxxxxxxx1039	BCTAX2	GBP 1.49
<b>Total Taxes</b>		<b>GBP 2.98</b>

Next Save as Draft Cancel Back

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## Field Description

Field Name	Description
------------	-------------

**Charges**

<b>Account No</b>	Debit account number of the applicant.
-------------------	--

<b>Balance</b>	The balance in the debit account.
----------------	-----------------------------------

<b>Description of Charges</b>	Displays the description charges applicable.
-------------------------------	--

<b>Amount</b>	Displays the amount of charges.
---------------	---------------------------------

<b>Total Charges</b>	Displays the total charge that will be levied in the transaction.
----------------------	---

**Taxes**

<b>Account No</b>	Debit account number of the applicant.
-------------------	--

Field Name	Description
<b>Balance</b>	The balance in the debit account.
<b>Description of Taxes</b>	Displays the description taxes applicable.
<b>Amount</b>	Displays the amount of taxes.
<b>Total Taxes</b>	Displays the total taxes that will be levied in the transaction.
<b>Commissions</b>	
<b>Account No</b>	Debit account number of the applicant.
<b>Balance</b>	The balance in the debit account.
<b>Percentage</b>	Displays the percentage of collection charged as commission.
<b>Amount</b>	Displays the amount of commission.
<b>Total Commissions</b>	Displays the total commissions that will be levied in the transaction.

- 
44. From the **Account No.** list, select the applicant account.
  45. Click Next to save the details entered and proceeds to next level of details.  
OR  
Click **Save As Draft**, system allows transaction details to be saved as draft.  
(For more details, refer Save As Draft section.)  
OR  
Click **Cancel** to cancel the transaction, The Dashboard appears.  
OR  
Click **Back** to go back to previous screen.

---

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

---


### 20.3.6 Initiate Collection – Attachments tab

Displays the list of documents attached under the Import Collection application. User can add multiple documents though it should be under the specified limits and supported formats.

## Initiate Collection – Attachments tab

The screenshot shows the 'Initiate Collection' page for 'GOODCARE PLC | \*\*\*044'. The 'Attachments' tab is active. The main content area features a 'Drag and Drop' section with a plus icon and instructions: 'Select or drop files here. File size should not be more than 5 MB. Supported files: .JPEG, .PNG, .DOC, .PDF, .TXT, .ZIP. Multiple files can be uploaded at a time.' Below this, two files are listed: 'LetterofCredit.txt' and 'OBTFPM.txt', each with a 'GUARANTEE' dropdown, an 'Aadhar Card' dropdown, an 'Add Remarks' link, and a trash icon. At the bottom of the attachment list are 'Upload' and 'Delete All' buttons. Below the attachment list is a 'Save As Template' section with radio buttons for 'Yes' (selected) and 'No'. An 'Access Type' section has radio buttons for 'Public' and 'Private' (selected). A 'Template Name' field contains 'CollectionTemplate'. A checkbox for 'I accept the Terms & Conditions' is present. At the bottom are 'Submit', 'Save as Draft', 'Cancel', and 'Back' buttons.

### Field Description

Field Name	Description
<b>Drag and Drop</b>	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
<b>Document Attached</b>	Displays the attached document. Displays the link to view the attached document
<b>Document Category</b>	The category of the document to be uploaded.
<b>Document Type</b>	The type of the document to be uploaded.
<b>Add Remarks</b>	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document-

Field Name	Description
<b>Save as Template</b>	Options to save the transaction as template. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Access Type</b>	Indicates the type of access for the template. The options are: <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul> <p>This field is enabled if the <b>Yes</b> option is selected in Save as Template.</p>
<b>Template Name</b>	The name using which template is stored and can be used in future.

46. Click **Drag and Drop** to browse and select the required document present on your computer. The **Attach Document** popup window appears.
47. Select the required document present on your computer to upload.
48. Click **Upload** to upload document. The Attach Documents tab appears along with list of attached documents.  
OR  
Click **Cancel** to cancel the transaction.
  - i. In the **Save as Template** field, select **Yes**, if you want to save the transaction as template.
  - j. If you select **Yes**,
    - i. In the **Access Type** field, select the appropriate option.
    - ii. In the **Template Name** field, enter the name of the template.
49. Select the **Terms and Conditions** checkbox to accept the Terms and Conditions.
50. Click **Initiate Collection**. The transaction is saved and the **Initiate Collection – Verify** screen appears.  
OR  
Click **Save As**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** section.)  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.
51. The verify screen appears. It displays all the sections with their respective fields with an option to edit them individually. Verify the details, and click **Confirm**.  
OR  
Click **Back** to go back to previous screen.



OR  
Click **Cancel** to cancel the transaction.

52. The success message initiation of Collection appears along with the reference number. Click **OK** to complete the transaction.

## 20.4 Save As Template

User can save Collection application as a Template so that same can be used for creation of similar Collections, if required in future. The application allows the template access as public or private if saved as template.

User can search the saved Collection template by template name in search tab. The Collection applications earlier saved as template can also be saved as draft while initiating a Collection.

**To save Collection application as template:**

1. Enter the required details in Collection application.
2. Click **Save As** and then select **Template** option.

### Save as Template

### Field Description

Field Name	Description
<b>Template Type</b>	Indicates the type of access for the template. The options are: <ul style="list-style-type: none"> <li>• <b>Public:</b> A template marked as 'Public' is visible to all the users mapped to the Party ID for which the user has created the template. All such users will only be able to view and use this template, however they will not be able to edit or delete the template. Only the creator of the template is allowed to edit or delete the template.</li> <li>• <b>Private:</b> A template marked as 'Private' is available to only the creator of the template. Only creator of the template can use while initiating Collection and modify or delete such template.</li> </ul>
<b>Template Name</b>	Name of the template to be saved.

3. From the **Template Type** list, select the appropriate option.

4. In the **Template Name** field, enter the desired name for the template.
5. Click **Save** to save the template.  
The transaction details are saved as a template which can be access from the **Template** tab.  
OR  
Click **Cancel** to cancel the transaction.

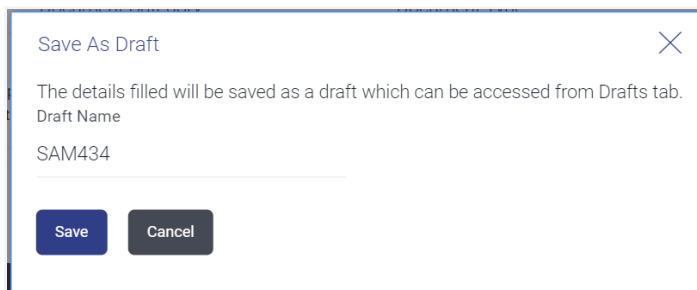
## 20.5 Save As Draft

User can save Collection application as a Draft so that it can be completed in future. It can be re used only one time for Collection Application initiation. User can search the saved Collection draft using the draft name in search box. The saved drafts can be accessed from the **Draft** tab. The Collection applications, which were saved as draft can also be saved as template after adding all other necessary fields.

### To save Collection application as draft:

1. Enter the required details in Collection application.
2. Click **Save As** and then select **Draft** option.

### Save as Draft



### Field Description

Field Name	Description
<b>Draft Name</b>	Name of the draft.

3. In the **Draft Name** field, enter the desired name for the draft.
4. Click **Save** to save the draft.  
The transaction details are saved as a draft which can be access from the **Draft** tab.  
OR  
Click **Cancel** to cancel the transaction.

---

**Note:** You cannot save Draft or Template with an attached document.

---

[Home](#)

## 21. View Export Collection

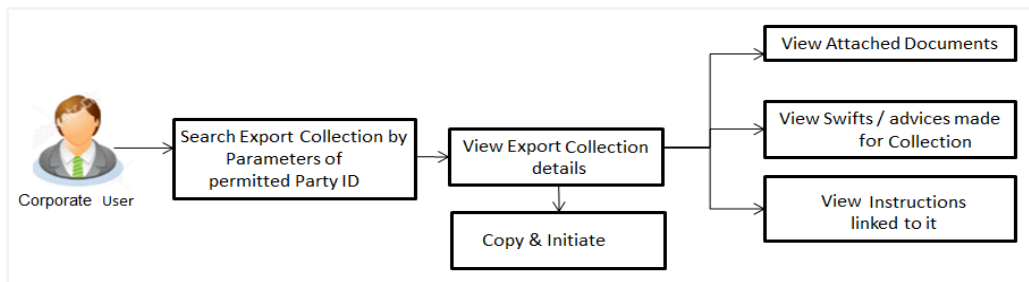
Using this option, you can search, view and download the details of the Export Collection.

You can perform search on the Collection reference number, drawee name, drawer name, Collection amount etc. and view the details of an individual Export Collection. The individual Export Collection details are shown under various tabs. The system provides Export Collection details such as Collection amount, Collection documents, status, and parties to the Collection, bank details, bank instructions, etc. You can also download the Export Collection list in pdf format.

### Pre-Requisites

- User must have a valid login credentials
- User must have certain Export Collection

### Workflow



### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Collection > Export Collection >View Export Collection*

### To view Export Collection:

1. The **View Export Collection** screen appears.

### View Export Collection

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Collection Reference Number</b>	The name of beneficiary party.
<b>Status</b>	The current status of the Collection. The options are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Liquidated</li> <li>• Closed</li> <li>• Reversed</li> </ul>
<b>Drawer</b>	The name of the drawer under the Collection.
<b>Drawee</b>	The name of party who is drawee of the Collection.
<b>Collection Amount From</b>	The start of the Collection amount range used for searching the Collection.
<b>Collection Amount To</b>	The end of the Collection amount range used for searching the Collection.
<b>Collection Issuing Date From</b>	The start date of the Collection date range used for searching the Collection.
<b>Collection Issuing Date To</b>	The end date of the Collection date range used for searching the Collection.
<b>Customer Reference Number</b>	The customer reference number for the transaction.

2. From the **Drawee** list, select the appropriate option.
3. Click **Search**.  
The **View Export Collection** screen appears with the search results.  
OR  
Click **Reset** to reset the search criteria.  
OR  
Click **Cancel** to cancel the transaction.
4. Click the **Download** link to download all or selected columns in the Export Collection details list. You can download the list in PDF formats.

## View Export Collection – Search Result

futura bank
Search ...
Viewer ATM & Branch Locator English

View Export Collection  
GOODCARE PLC | \*\*\*044

Collection Reference Number

Drawer  
All Parties

Collection Amount  
All From To

Customer Reference Number

Status  
Please Select

Drawee

Collection Issuing Date  
From To

[Search](#) [Reset](#)

Collection Reference Number	Customer Reference Number	Drawee	Drawer	Release Against	Tr D
PK2ESNC21258002		MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	5,
PK2ESNC21258004		MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	5,
PK2EAU21257001	123	FIXNETIX	GOODCARE PLC	OUTGOING CLEAN USANCE BILLS NOT UNDER LC ON ACCEPTANCE	5,
PK2ESNC21259501	pk2irefvd	MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	5,
PK2PUFX21250001	NNNN	MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY USANCE BILLS NOT UNDER LC ON DISCOUNT	5,
PK2EAU21259501	44655	MARKS AND SPENCER	GOODCARE PLC	OUTGOING CLEAN USANCE BILLS NOT UNDER LC ON ACCEPTANCE	5,
PK2EUF21255505	drawer24545	NATIONAL FREIGHT CORP	GOODCARE PLC	OUTGOING DOCUMENTARY USANCE BILLS NOT UNDER LC ON DISCOUNT	5,
PK2ESNC2125A7PU		MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	5,
PK2EAU2125A8HL	123	FIXNETIX	NATIONAL FREIGHT CORP	OUTGOING CLEAN USANCE BILLS NOT UNDER LC ON ACCEPTANCE	5,
PK2ESNC2125ALZ5		MARKS AND SPENCER	GOODCARE PLC	OUTGOING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	5,

Page 1 of 3 (1-10 of 27 items) |< 1 2 3 >|X

Total Outstanding Equivalent Amount GBP 379,460.49

ⓘ All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.  
ⓘ Displayed Local currency amount is indicative and actual amount may differ.

## Field Description

Field Name	Description
<b>Collection Reference Number</b>	The Collection reference number. Displays the link to view the Export Collection details.
<b>Customer Reference Number</b>	The customer reference number for the transaction.
<b>Drawee</b>	The name of the drawee of the Export Collection.
<b>Drawer</b>	The name of the drawer of the Export Collection.
<b>Release Against</b>	The product name of the Export Collection.
<b>Transaction Date</b>	The transaction date of the Export Collection.

Field Name	Description
<b>Status</b>	The current status of the Collection. The options are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Liquidated</li> <li>• Closed</li> <li>• Reversed</li> </ul>
<b>Collection Amount</b>	The Export Collection amount.
<b>Equivalent Collection Amount</b>	The equivalent Export Collection amount.

- Click the required link in the **Collection Reference Number** column. The **View Export Collection** screen appears with the details of the selected Export Bill. By default, the **View Collection Details– General Collection Details** tab appears.

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

## 21.1 View Collection Details

- Click **View Collection** Details tab.  
OR  
Click **Copy and Initiate** to copy details of Collection, and initiate a new Collection. The **Initiate Collection** screen appears.  
OR  
Click **Back** to navigate back to previous screen.

## View Collection Details

Search ...
Welcome, Obed checkr
Last login 11/25/22, 4:59 PM

### View Export collection

GOODCARE PLC | \*\*\*044

Collection Number  
PK2EUFK21255505 ACTIVE

Outstanding Amount  
USD 20,000.00

Maturity Date  
6/4/21

View Collection Details

#### Drawer & Drawee Details

Attached Documents	Drawer Name GOODCARE PLC Address 12 King Street lane no 4 London Country United Kingdom Application Date 5/5/21 Customer Reference Number drawer24545	Drawee Name NATIONAL FREIGHT CORP Address PKBANK7900X Country United Kingdom Bank Reference Number coll8775468
--------------------	--	---

#### Product Details

Payment Type USANCE Product OUTGOING DOCUMENTARY USANCE BILLS NOT UNDER E.C. OR DISCOUNT Base Date Description After date of Bill Of Exchange Maturity Date 6/4/21	Direct Dispatch No Document Attached Yes Tenor 30 Base Date 5/5/21
--	---

#### Collection Amount Details

Collecting Bank CITIGB2LRRR Address CITIGB2LRRR glasgow park 33 new diamond area	Collection Amount USD 20,000.00 Local currency equivalent GBP 7,889.55
---	--

#### Goods & Shipment

Place of Taking in Charge/ Dispatch from Port of Loading/ Airport of Departure Goods	Place of Final Destination/ For Transportation to Port of Discharge/ Airport of Destination
--	--

Goods	Description of Goods	Units	Price Per Unit
1	CILLAFABRIC	CILLAFABRIC	

#### Documents

Document Name	Original (First Mail)	Copies (First Mail)	Original (Second Mail)	Copies (Second Mail)
Air way Bill Docs	5/7	4	4/6	5
Bill of Lading		0		0
Insurance Documents		0		0
Invoice Documents		0		0
Sea Way Documents		0		0

Page 1 of 2 (1-5 of 6 items) | < 4 1 2 >

#### Discount

Operation Type Discount Financing Amount USD 19,000.00 Interest Amount USD 98.17	Discount Pricing Reference Number Interest Rate 6.2
---	---

#### Instruction

Special Instructions

#### Forex Deals

Forex Reference Number	Expiry Date	Exchange Rate	Sell Amount	Buy Amount	Linked Amount
PK2FXF1200764512	6/30/21	1.33	GBP 0.00	USD 98,298.00	GBP 200.00
PK2FXF1200766508	6/30/21	1.43	GBP 0.00	USD 132,000.00	GBP 500.00
Total Selected Deals					Total Linked Amount
2					GBP 700.00

Back

① Displayed Local currency amount is Indicative and actual amount may differ.

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ORACLE

**Field Description**


<b>Field Name</b>	<b>Description</b>
<b>Collection Number</b>	The export Collection number.
<b>Outstanding Amount</b>	The outstanding amount of the export collection.
<b>Maturity Date</b>	The maturity date of the export collection.
<b>Drawer and Drawee Details</b>	
<b>Drawer Name</b>	The name of the drawer of the Export Collection. He is the creator of Collection.
<b>Address</b>	The address of the drawer of the Export Collection.
<b>Country</b>	The country of the drawer of the Export Collection.
<b>Application Date</b>	The date of application of the Export Collection.
<b>Customer Reference Number</b>	The user provided customer reference number for the transaction.
<b>Drawee Name</b>	The name of the drawee of Collection.
<b>Address</b>	The address of the drawee of the Export Collection.
<b>Country</b>	The country of the drawee of the Export Collection.
<b>Bank Reference Number</b>	The user provided bank reference number for the transaction.
<b>Product Details</b>	
<b>Payment Type</b>	The type of payment associated with the Collection. it can be: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> </ul>
<b>Direct Dispatch</b>	Indicates whether the bills to be dispatched directly or not.
<b>Product</b>	The product of the Export Collection.



<b>Field Name</b>	<b>Description</b>
<b>Document Attached</b>	It asks user if documents are a part of Collection. It can be: <ul style="list-style-type: none"> <li>• Yes (Documentary)</li> <li>• No (Clean)</li> </ul>
<b>Tenor</b>	The tenor of the Collection.
<b>Base Date Description</b>	This depicts the base code and its description as fetched from host. It describes what the chosen base date for application is.
<b>Base Date</b>	The date to be considered as base date for Collection application.
<b>Maturity Date</b>	The maturity date of the Export Collection. It is number of days for the tenor from the base date.
<b>Collection Amount Details</b>	
<b>Collecting Bank</b>	The name of the collecting bank.
<b>Address</b>	The address of collecting Bank.
<b>Country</b>	The name of collecting Bank's country.
<b>Collection Amount</b>	The Collection amount with base currency in which Collection is originated.
<b>Goods and Shipment</b>	
<b>Shipment From</b>	The place from where shipment will be done.
<b>Shipment To</b>	The place of delivery of goods.
<b>Port of Loading</b>	The place of dispatch or loading on board of the goods.
<b>Port of Discharge</b>	The port of discharge of goods.
<b>Goods and Shipment</b>	
Section to add or remove the goods for shipment.	
<b>Sr No</b>	The serial no of different goods.
<b>Goods</b>	The type of good being shipped has to be chosen.

<b>Field Name</b>	<b>Description</b>
<b>Description of Goods</b>	The description of goods.
<b>Units</b>	The number of units of the goods.
<b>Price Per Unit</b>	The price per unit of the goods.
<b>Documents</b>	
<b>Document Name</b>	Displays the lists of all the documents required to be represented.
<b>Original (First Mail)</b>	Displays the number “n” out of “m” original documents of the first mail that will be provided to bank.
<b>Copies (First Mail)</b>	Displays the number of copies of the first mail that will be submitted as a set of documents for LC.
<b>Original (Second Mail)</b>	Displays the number “n” out of “m” original documents of the second mail that will be provided to bank.
<b>Copies (Second Mail)</b>	Displays the number of copies of the second mail that will be submitted as a set of documents for LC.
<b>Clause</b>	User can view the default description of clauses by clicking <a href="#">View Clause link</a> .
<b>Incoterm</b>	Indicates the INCO terms for the collection application.
<b>Discount</b>	
<b>Operation Type</b>	Indicates the operation type required in the contract.
<b>Discounting Reference Number</b>	The discount reference number. This field appears, if the operation type is “Discount”.
<b>Financing Amount</b>	The financing amount.
<b>Interest Rate</b>	The interest rate
<b>Interest Amount</b>	Displays the description charges applicable.
<b>Instructions</b>	
<b>Special Instructions</b>	Any instructions provided to bank is mentioned here.
<b>Deal Reference Number</b>	

Field Name	Description
<b>Expiry Date</b>	The expiry date of the bill settlement
<b>Exchange Rate</b>	The exchange rate for the settlement of bill.
<b>Sell Amount</b>	The selling amount of the deal.
<b>Buy Amount</b>	The buying amount of the deal.
<b>Linked Amount</b>	The linked amount of the forex deal.
<b>Deal Reference Number</b>	The deal reference number for settlement of bill.
<b>Expiry Date</b>	The expiry date of the bill.
<b>Exchange Rate</b>	The exchange rate for the forex deal.
<b>Sell Amount</b>	The selling amount of the deal.
<b>Buy Amount</b>	The buying amount of the deal.
<b>Linked Amount</b>	The amount to be linked in the forex deal.
<b>Total Selected Deals</b>	Displays the total selected deals.
<b>Total Linked Amount</b>	Displays the total Linked Amount.
<b>Sell Amount</b>	The selling amount of the deal.

2. Click  more options icon and then:
  - **Modify Collection** to modify the bills The **Modify Collection** screen appears.
  - **Initiate Tracers** to imitate the tracer. The **Tracers** screen appears.
3. Click **Charges & Taxes** tab. The **charges and taxes** in the **View Export Collection** screen.  
OR  
Click **Back**.  
The **View Export Collection** screen appears.

## 21.2 Attached Documents

This tab displays the list of all documents uploaded by user. It allows the user to download the attachments done under the selected Islamic Export Collection.

### Attached Documents

Viewer ATM & Branch Locator English

futura bank Search

Welcome, ORDX maker  
Last login 22 Feb 07:31 PM

### View Export collection

GOODCARE PLC | \*\*\*044 [Modify Collections](#)

Collection Number	Outstanding Amount	Maturity Date
PK2EICP211257501 <span>Active</span>	GBP10,000.00	19 May 2021

View Collection Details

Attached Documents

Sr No	Document Id	Document Category	Document Type	Remarks	Action
1 <span>New</span>	7804	DOCUMENT1	Bill_of_Lading		

Charges & Taxes

SWIFT Messages

Advice

Finances


[Back](#)

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Sr No</b>	The serial number of the attached document record.
<b>Document ID</b>	Displays the unique identification number for the attached document. Displays the link to download the attached document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Remarks</b>	Displays the notes added, if any, for attaching the document.
<b>Action</b>	Action to be taken that is delete the attached document.

4. Click the required link in the **Document ID** column to download the attached document.  
OR  
Click Attach More Documents link to attach more document. The Attach Document overlay screen appears  
OR  
Click  to delete the attached document record.
5. Click **Charges & Taxes** tab. The **charges and taxes** in the **View Export Collection - Islamic** screen.  
OR  
Click **Back**.  
The **View Export Collection - Islamic** screen appears.

## 21.3 Charges & Taxes

This tab lists charges, Commission and Taxes against bill.

**View Export collection**  
GOODCARE PLC | \*\*\*044

Collection Number: PKZE5NC2125ALZ5 **active** | Outstanding Amount: USD 10,000.00 | Maturity Date: 5/6/21

**Charges & Taxes**

Account No	Description of Charges	Amount	Split Amount Borne by You	Split Amount Borne by Other Party
<b>Total Charges</b>		GBP 250.00		

**Taxes**

Account No	Description of Taxes	Value Date	Amount	Equivalent Amount
No data to display.				

[Back](#)

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## Field Description

Field Name	Description
------------	-------------

### Charges

<b>Account No.</b>	Debit account number of the applicant.
--------------------	--

<b>Description of Charges</b>	Displays the description charges applicable.
-------------------------------	--

<b>Amount</b>	Displays the amount of charges.
---------------	---------------------------------

<b>Split Amount Borne by You</b>	Displays the split charge amount which is to be paid by you.
----------------------------------	--

<b>Split Amount Borne by Other Party</b>	Displays the split charge amount which is to be paid by other party.
--	--

<b>Total Charges</b>	Displays the total charge amount.
----------------------	-----------------------------------

### Taxes

<b>Description of Taxes</b>	Displays the description taxes applicable.
-----------------------------	--

<b>Value Date</b>	Displays the value date of the taxes.
-------------------	---------------------------------------

Field Name	Description
<b>Amount</b>	Displays the amount of taxes.
<b>Equivalent Amount</b>	Displays the equivalent amount of taxes.
<b>Total Taxes</b>	Displays the total tax amount.

6. Click **SWIFT Messages** tab.  
 The **SWIFT Messages** tab appears in the **View Export Collection** screen.  
 OR  
 Click **Back**.  
 The **View Export Collection** screen appears.  
 OR  
 Click **Cancel** to cancel the transaction.

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

## 21.4 SWIFT Messages

These lists and displays list of all SWIFT messages between both the parties.

### View Export Collection – SWIFT Messages tab

The screenshot shows the 'View Export Collection' interface for 'futura bank'. At the top, there are navigation options for 'Viewer', 'ATM/Branch', and 'English'. The user is logged in as 'Acme Corporation Checker' with a last login time of '25 Feb 03:33 PM'. The main content area is titled 'View Export collection' and displays a summary table with the following data:

Collection Number	Outstanding Amount	Maturity Date
PK10CN1200110001 <span style="color: green;">ACTIVE</span>	GBP1,000.00	11 Jan 2020

Below the summary, there are two tabs: 'View Collection Details' and 'SWIFT Messages'. The 'SWIFT Messages' tab is active, showing a table with the following columns: 'Charges & Taxes', 'Message ID', 'Date', 'Description', 'Sending/Receiving Bank', 'Message Type', and 'Action'. The table contains one row of data:

Charges & Taxes	Message ID	Date	Description	Sending/Receiving Bank	Message Type	Action
SWIFT Messages	2732047160476639	11 Jan 2020	Acknowledgement	PREETHI9	768	Download

At the bottom of the table, there is a pagination control showing 'Page 1 of 1 (1 of 1 items)' and navigation arrows.

### Field Description

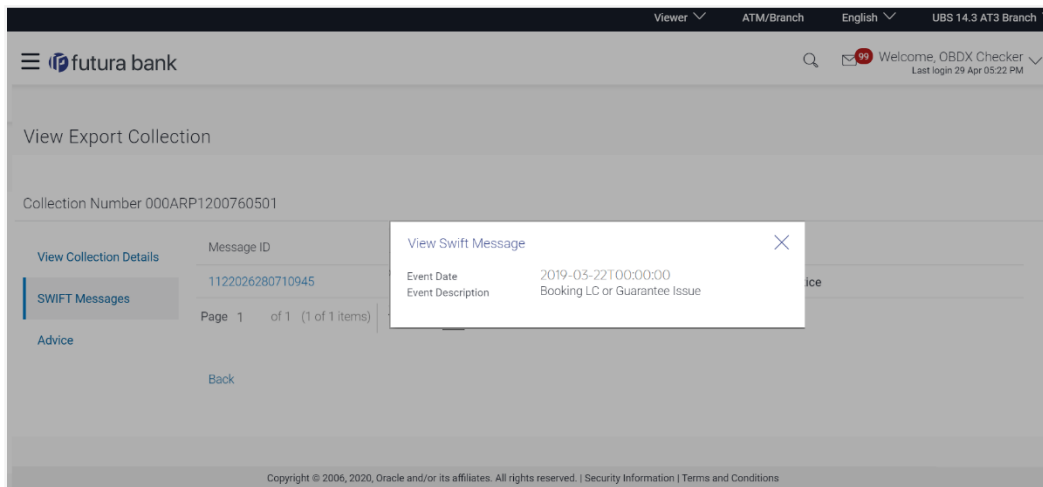
Field Name	Description
<b>Message ID</b>	Unique identification number for the message.
<b>Date</b>	Date of sending advice.

Field Name	Description
<b>Description</b>	The SWIFT message detailed description.
<b>Sending/ Receiving Bank</b>	This displays the name of bank who has sent/received the message.
<b>Message Type</b>	This shows the type of message sent/received such as MT 700, MT 707 etc.
<b>Action</b>	The action to be taken that is to download the SWIFT details.

7. Click on the desired Message ID to view the respective SWIFT details.  
The SWIFT detail appears in popup window along with the event date and description.
8. Click the **Download** link against the SWIFT messages to download in selected format like PDF formats, if required.


### 21.4.1

### SWIFT Messages Details



#### Field Description

Field Name	Description
<b>Event Date</b>	Displays the event date.
<b>Event Description</b>	Displays the description of the event.
<b>Description</b>	The details of the SWIFT message.

- a. Click  to close the window.

**Note:** Only SWIFT messages in which ACK has been received by bank is being displayed.



9. Click **Advices** tab. The summary of all the Advices being exchanged.  
OR  
Click **Back**.  
The **View Export Collection** screen appears.  
OR  
Click **Cancel** to cancel the transaction.

## 21.5 Advices

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected Export Collection.

### View Export Collection - Advices

The screenshot displays the 'View Export collection' page for 'futura bank'. At the top, there are navigation options for 'Viewer', 'ATM/Branch', and 'English'. The user is logged in as 'Welcome, Acme Corporation Checker' with a last login time of '24 Feb 06:03 PM'. The main content area shows the following details:

Collection Number	Outstanding Amount	Maturity Date
PK1ESCP200112001 <span style="color: green;">acme</span>	GBP1,000.00	11 Jan 2020

Below this, there is a section for 'View Collection Details' with a sub-section for 'Advice'. It contains a table with the following columns: 'Charges & Taxes', 'Message ID', 'Date', 'Description', 'Event Description', and 'Action'.

Charges & Taxes	Message ID	Date	Description	Event Description	Action
	1432011320276972		Debit Advice	Initiation of a BC Contract	<a href="#">Download</a>
	1432011320292301		Debit Advice	Initiation of a BC Contract	<a href="#">Download</a>

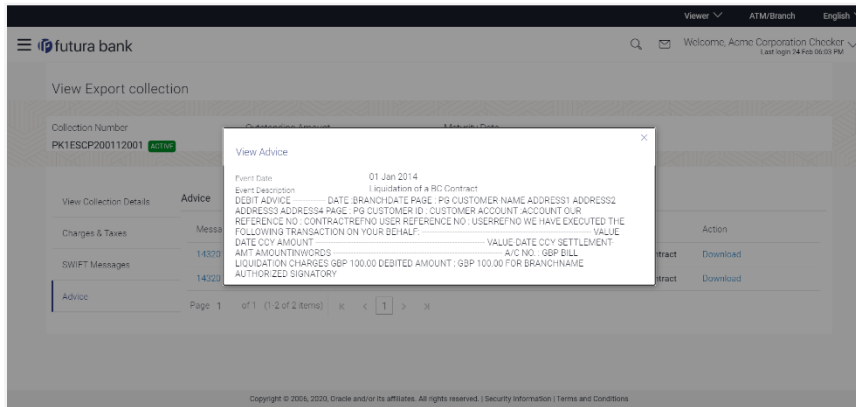
At the bottom of the table, there is a pagination control: 'Page 1 of 1 (1-2 of 2 items)'. The footer contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

### Field Description

Field Name	Description
<b>Message ID</b>	Unique identification number for the message.
<b>Date</b>	Date of sending advice.
<b>Description</b>	The detail description of advice.
<b>Event Description</b>	Displays the description of the event.
<b>Action</b>	The action to be taken that is to download the advice details.

10. Click on the desired Message ID to view the respective advice details.  
The advice detail appears in popup window along with the event date and description.
11. Click the Download link against the advice to download in selected format like PDF formats, if required.

## Advices Details



## Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the event.
Description	The details of the advice.

a. Click  to close the window.

- Click **Back**.  
The **View Export Collection** screen appears.  
OR  
Click **Cancel** to cancel the transaction.

## 21.6 Loans

This denotes all the linked loans account with the corresponding Loan amount.

- Click **Loans** tab. The summary of all the linked loans account along with the amount appears.  
OR  
Click **Back**. The **View Export Collection** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## View Export Collection - Loans

View Export collection  
NATIONAL FREIGHT CORP | \*\*\*153 [Modify Collections](#)

Collection Number	Outstanding Amount	Maturity Date
PK2PACK211251001 <span>ACTIVE</span>	GBP10,000.00	06 May 2022

View Collection Details **Loans**

Attached Documents	Loan Account No	Loan Amount
Charges & Taxes	xxxxxxxxxxxx0101	

SWIFT Messages  
Advice  
Loans Help

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## Field Description

Field Name	Description
<b>Loan Account No.</b>	The linked loans account.
<b>Loan Amount</b>	The loan amount of the linked loan account.

[Home](#)

## 22. Modify Collection

Using this option, you can modify the details of existing Export Collection in the application. You can search the required export Collection using different search criteria and download the Export Collection list in different file formats.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single export Collection should exist for the party ID and party must having view rights for it

### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Collection > Export Collection > Modify Collection*

### To modify the Collection:

1. The **Modify Collection** screen appears.

### Modify Collection

The screenshot displays the 'Modify Collection' interface. At the top, there's a navigation bar with 'futura bank' logo and search bar. Below it, the page title is 'Modify Collection' followed by the entity name 'GOODCARE PLC | \*\*\*044'. The main form area contains several input fields: 'Collection Reference Number', 'Drawer' (with a dropdown menu currently showing 'All Parties'), 'Drawee', 'Collection Amount Range' (with a dropdown menu showing 'All'), and 'Collection Date Range' (with 'From' and 'To' date pickers). There are 'Search' and 'Reset' buttons at the bottom of the form. A small note at the bottom left of the form area reads: 'Displayed Local currency amount is indicative and actual amount may differ.' A 'Help' button is visible in the bottom right corner of the form area. The footer of the page contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

### Field Description

Field Name	Description
<b>Collection Reference Number</b>	The Export Collection reference number.
<b>Drawer</b>	The name of the drawer under the Collection.
<b>Drawee</b>	The name of drawee. He is the receiver of Collection.
<b>Collection Amount From</b>	The start of the Collection amount range used for searching the Collection.

Field Name	Description
<b>Collection Amount To</b>	The end of the Collection amount range used for searching the Collection.
<b>Collection Date From</b>	The start date of the Collection date range used for searching the Collection.
<b>Collection Date To</b>	The end date of the Collection date range used for searching the Collection.

- From the **Drawer** list, select the appropriate option. Displays the all-party name mapped to user.
- Click **Search**.  
The **Modify Collection** screen appears with the search results.  
OR  
Click **Reset** to reset the search criteria.

### Modify Collection – Search Result

The screenshot displays the 'Modify Collection' interface for 'GOODCARE PLC | \*\*\*044'. It includes a search form with the following fields:

- Collection Reference Number
- Drawer: All Parties
- Drawee
- Collection Amount Range: All (From To)
- Collection Date Range: From To

Buttons for 'Search' and 'Reset' are present. Below the form is a table titled 'List of Collection' with a 'Download' link. The table has the following columns: Collection Reference Number, Drawee, Drawer, Release Against, Transaction Date, Collection Amount, and Equivalent Collection Amount.

Collection Reference Number	Drawee	Drawer	Release Against	Transaction Date	Collection Amount	Equivalent Collection Amount
PK2EAUJ21125A0RW	FIXNETIX	NATIONAL FREIGHT CORP	OUTGOING CLEAN USANCE BILLS NOT UNDER LC ON ACCEPTANCE	05 May 2021	GBP4,000.00	GBP4,000.00
PK1ESNP211250008	PHIL HAMPTON	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON PURCHASE	05 May 2021	GBP10,000.00	GBP10,000.00
PK2PACK211251001	PHIL HAMPTON	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON PURCHASE	05 May 2021	GBP10,000.00	GBP0.00
PK2EUFK211250501	FIXNETIX	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY USANCE BILLS NOT UNDER LC ON DISCOUNT	05 May 2021	EUR1,000.00	GBP689.65
PK2ESNC211253003	Trade Indiv 1	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	05 May 2021	GBP10,000.00	GBP10,000.00
PK2EAUJ211256001	FIXNETIX	NATIONAL FREIGHT CORP	OUTGOING CLEAN USANCE BILLS NOT UNDER LC ON ACCEPTANCE	05 May 2021	GBP4,001.00	GBP4,001.00
PK2EAUJ211250001	FIXNETIX	NATIONAL FREIGHT CORP	OUTGOING CLEAN USANCE BILLS NOT UNDER LC ON ACCEPTANCE	05 May 2021	GBP4,000.00	GBP4,000.00
PK2ESNC211254503	Trade Indiv 1	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	05 May 2021	GBP10,000.00	GBP10,000.00
PK2ESNC211252502	Trade Indiv 1	NATIONAL FREIGHT CORP	OUTGOING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION	05 May 2021	GBP10,000.00	GBP10,000.00
PK2EAUJ211255003	FIXNETIX	NATIONAL FREIGHT CORP	OUTGOING CLEAN USANCE BILLS NOT UNDER LC ON ACCEPTANCE	05 May 2021	GBP4,000.00	GBP4,000.00

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ⓘ All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.  
 ⓘ Displayed Local currency amount is indicative and actual amount may differ.

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Collection Reference Number</b>	The Collection reference number. Displays the link to view the Export Collection details.
<b>Drawee</b>	The name of the drawee of the Export Collection.
<b>Drawer</b>	The name of the drawer of the Export Collection.
<b>Release Against</b>	The product name of the Export Collection.
<b>Transaction Date</b>	The transaction date of the Export Collection.
<b>Collection Amount</b>	The Export Collection amount.
<b>Equivalent Collection Amount</b>	The equivalent Export Collection amount.

4. Click the **Download** link to download the collection list. You can download the list in PDF formats.
5. Click the required link in the **Collection Reference Number** column. The **Modify Collection** details screen appears with the details of the selected Export Collection. By default, **Discount** tab appears.

---

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

---

## 22.1 Modify Collection – Discount

## Modify Collection - Discount

The screenshot shows the 'Modify Islamic Collection' interface for GOODCARE PLC. Key details include:

- Party Name:** GOODCARE PLC
- Collection Reference No:** PKZEIBU21125501 (Active)
- Product Name:** OUTGOING CLEAN USANCE BILLS NOT UNDER LC ON ACCEPTANCE
- Collection Amount:** GBP5,000.00

The 'Discount' section is active, showing:

- Operation Type:** Discount (selected), Free of Payment
- Change Operation Type to Discount:** Yes (selected), No
- Discount Pricing Reference Number:** 34676
- Financing Amount:** GBP1,200.00
- Interest Rate:** 4 (with a slider)
- Interest Amount:** GBP48.00

A 'Limits' widget displays a gauge for 'USD0.01B Available Limit', with 'Utilized' at GBP5,142,644.08 and 'Sanctioned' at GBP999,999,999,999.00.

### Field Description

Field Name	Description
<b>Party Name</b>	The name of the applicant is displayed.
<b>Collection Reference Number</b>	The export collection reference number.
<b>Product Name</b>	The export LC product name under which the LC is created.
<b>Collection Amount</b>	Displays the amount of the export Collection.
<b>Operation Type</b>	Indicates the operation type required in the contract. The options are: <ul style="list-style-type: none"> <li>• Discount</li> <li>• Free of Payment</li> </ul> When Discounting required is No and the existing operation type for application is one of these Acceptance, Collection or Negotiation, user can indicate if they wants Free of Payment or not.
<b>Do you wish to apply for Discounting</b>	Indicates the option, whether to apply for discounting or not.

Field Name	Description
<b>Discounting Reference Number</b>	The discount reference number. This field appears, if the operation type is "Discount".
<b>Financing Amount</b>	The financing amount.
Below fields appear, if you click the <b>Fetch Interest</b> button.	
<b>Interest Rate</b>	The slider to increase or decrease interest rate. This field appears, if the operation type is "Discount".
<b>Interest Rate</b>	The interest rate
<b>Interest Amount</b>	Displays the description charges applicable.

6. In the **Do you wish to apply for Discounting** field, select the appropriate option.
7. If you select **Yes** option:
  - a. In the **Discounting Reference Number** field, enter the discounting reference number.
  - b. In the **Financing Amount** field, enter the financing amount.
  - c. Click **Fetch Interest**. The Interest Rate and Interest Amount field appears.  
OR  
Click **Reset** to clear the entered details.
  - d. Move the **Interest Rate** slider to increase or decrease the interest rate.
8. Click **Next** to save the details entered and proceeds to next level of details.  
OR  
Click **Cancel** to cancel the transaction, The Dashboard appears.  
OR  
Click **Back** to go back to previous screen.

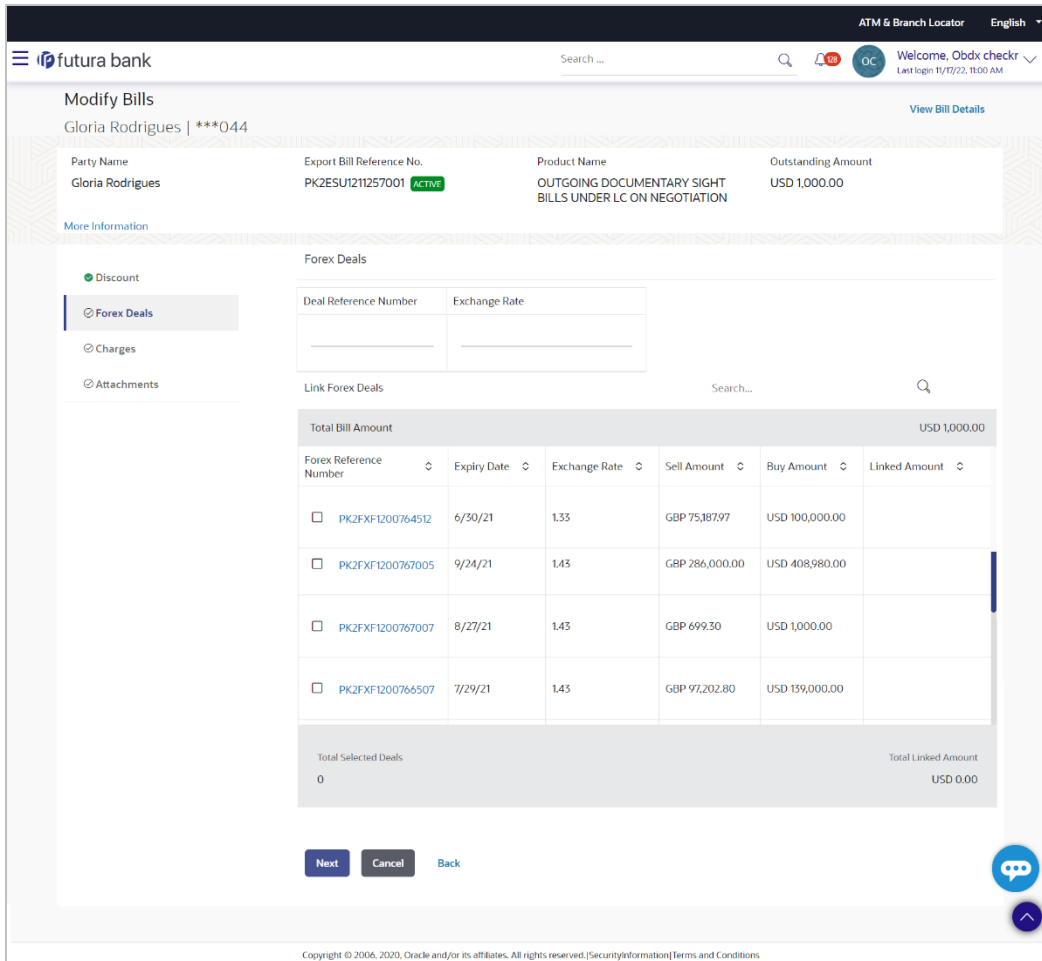
### 22.1.1 Modify Collection – Forex Deals

This tab allows the user to link forex deals. This tab allows the corporate user to provide a Deal Reference Number and the FX rate on the screen, when they do not have any pre-booked deal to be used or an existing deal. The user can pass these details to the bank.

Bill settlement using deal is available to maker and approver users in maker activity log and pending approval details section to re-initiate and approve the transactions respectively.

#### **Modify Collection – Forex Deals**






### Field Description

Field Name	Description
<b>Deal reference Number</b>	The deal reference number of the forex deal to be entered, when pre-booked deal is not available or the user do not want to use an existing deal.
<b>Exchange Rate</b>	The exchange rate for the forex deal.
<b>Total Collection Amount</b>	Displays the total collection amount.
<b>Forex Reference Number</b>	The deal reference number of the collection.
<b>Expiry Date</b>	The expiry date of the collection.
<b>Exchange Rate</b>	The exchange rate for the collection.

Field Name	Description
<b>Sell Amount</b>	The selling amount of the deal.
<b>Buy Amount</b>	The buying amount of the deal.
<b>Linked Amount</b>	The linked amount of the forex deal.
<b>Total Selected Deals</b>	Displays the total selected deals.
<b>Total Linked Amount</b>	Displays the total Linked Amount.

9. In the **Deal Reference Number** field, enter the deal reference number.
10. In the **Exchange Rate** field, enter the exchange rate.
11. Enter the **Forex Reference Number** in the search field and click . The searched Deal Reference Number record details appear.  
OR  
Click the check box to select the required searched Deal Reference Number record.
12. In the **Linked Amount** field, enter the linked amount.
13. Click **Next** to save the details entered and proceeds to next level of details.  
OR  
Click **Cancel** to cancel the transaction, The Dashboard appears.  
OR  
Click **Back** to go back to previous screen.

### 22.1.2 Modify Collection – Charges, Commission & Taxes

This tab lists charges and Taxes against collection.

14. Click **Charges & Taxes** tab. The **charges and taxes** in the **Modify Collection** screen.  
OR  
Click **Back**. The **Modify Collection** screen appears.

## Modify Collection - Charges, Commission & Taxes

**Modify Collection**  
GOODCARE PLC | \*\*\*044

Party Name: GOODCARE PLC | Collection Reference No: PK2EIBA211253504 (Active) | Product Name: OUTGOING DOCUMENTARY USANCE BILLS NOT UNDER LC ON ACCEPTANCE | Collection Amount: USD 60,000.00

**Charges, Commissions & Taxes**

Account No	Description of Charges	Amount
xxxxxxxxxxxx1039	IB COURIER FEES	GBP 100.00
xxxxxxxxxxxx1039	BILL OPENING FEES	GBP 800.00
xxxxxxxxxxxx1039	IB SWIFT FEES	GBP 150.00
<b>Total Charges</b>		<b>GBP 1,050.00</b>

Account No	Description of Taxes	Amount
xxxxxxxxxxxx1039	BCTAX2	GBP 2.00
<b>Total Taxes</b>		<b>GBP 2.00</b>

Buttons: Next, Cancel, Back

### Field Description

Field Name	Description
------------	-------------

#### Charges

**Account No** Debit account number of the applicant.

**Balance** The balance in the debit account.

**Description of Charges** Displays the description charges applicable.

**Amount** Displays the amount of charges.

#### Taxes

**Account No** Debit account number of the applicant.

**Balance** The balance in the debit account.

Field Name	Description
<b>Description of Taxes</b>	Displays the description taxes applicable.
<b>Amount</b>	Displays the amount of taxes.
<b>Total Taxes</b>	Displays the total taxes that will be levied in the transaction.
<b>Commissions</b>	
<b>Account No.</b>	Debit account number of the applicant.
<b>Balance</b>	The balance in the debit account.
<b>Description of Commissions</b>	Displays the description of commissions applicable.
<b>Amount</b>	Displays the amount of commission.
<b>Total Commissions</b>	Displays the total commissions that will be levied in the transaction.

15. From the **Account No** list, select the applicant account.

16. Click **Next** to save the details entered and proceeds to next level of details.

OR

Click **Cancel** to cancel the transaction, The Dashboard appears.

OR

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

---

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.


---

### 22.1.3 **Modify Collection – Attachments tab**


Displays the list of documents attached under the Export Collection application. User can add multiple documents though it should be under the specified limits and supported formats.

## Modify Collection – Attachments tab

### Field Description

Field Name	Description
<b>Drag and Drop</b>	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
<b>Document Attached</b>	Displays the attached documents. Displays the link to download the attached document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Add Remarks</b>	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document-

Field Name	Description
<b>Save as Template</b>	Options to save the transaction as template. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Access Type</b>	Indicates the type of access for the template. The options are: <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul> <p>This field is enabled if the <b>Yes</b> option is selected in Save as Template.</p>
<b>Template Name</b>	The name using which template is stored and can be used in future.

17. Click **Drag and Drop** to browse and select the required document present on your computer. The **Attach Document** popup window appears.
18. Select the required document present on your computer to upload.
19. Click **Upload** to upload document. The Attach Documents tab appears along with list of attached documents.  
OR  
Click  to remove the attached document.  
OR  
Click **Delete All** to delete all the attachments.
  - a. In the **Save as Template** field, select **Yes**, if you want to save the transaction as template.
  - b. If you select **Yes**,
    - i. In the **Access Type** field, select the appropriate option.
    - ii. In the **Template Name** field, enter the name of the template.
20. Select the **Terms and Conditions** check box to accept the Terms and Conditions.
21. Click **Preview Draft Copy** to have a preview of draft.
22. Click **Submit**. The transaction is saved and the **Modify Collection – Review** screen appears.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.
23. The review screen appears.  
Verify the details, and click **Confirm**.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

24. The success message appears along with the reference number. Click **OK** to complete the transaction.

[Home](#)

## 23. View Inward Guarantee

Using this option, you can view existing Inward guarantees in the application.

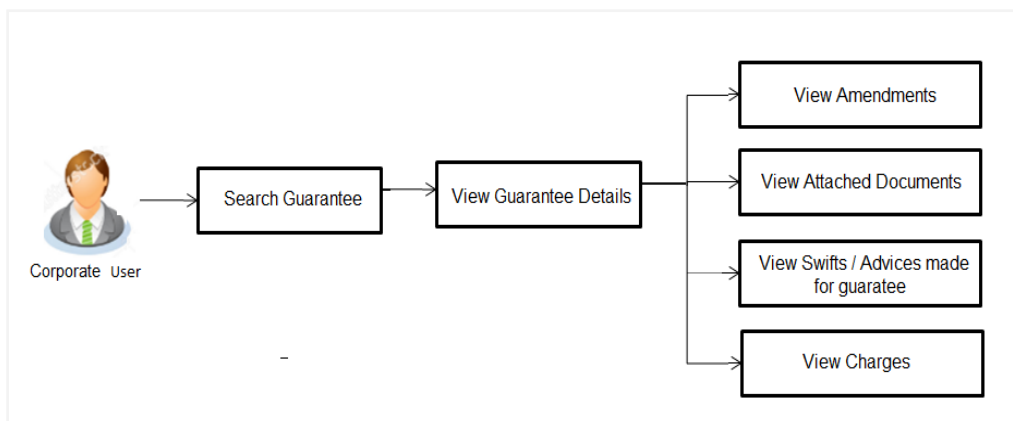
A guarantee from a lending institution ensures that the liabilities of a debtor will be met. In other words, if the applicant fails to fulfil a commitment, the lending institution will cover it. A Bank Guarantee enables user to show more credibility while doing business.

This option allows you to search for guarantees based on a certain search criterion. It allows you to view a list of Bank Guarantees (also called Inward Guarantee) for the selected customer. Details of an individual guarantee can be viewed and Exported in various formats.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Inward Guarantee should exist for the party ID and party must having view rights for it


### Workflow



### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Bank Guarantee > Inward Bank Guarantee > View Bank Guarantee*

### To view Inward guarantee:

1. The **View Inward Guarantee** screen appears.
2. Click  to filter based on the filter criteria. The Filter overlay screen appears.



## View Inward Guarantee - Search

**View Inward Guarantee**  
GOODCARE PLC | \*\*\*044

List of Recently Issued Inward Guarantee

All Parties →

Guarantee Number	Applicant Name	Beneficiary Name	Issue Date	Issuing Bank
000GUAD200764001	FIXNETIX	NATIONAL FREIGHT CORP	16 Mar 2020	HSBC BANK
PK1GUAD200112501	NATIONAL FREIGHT CORP	FIXNETIX	10 Jan 2020	HSBC BANK
PK1GUAD200113004	HSBC BANK	NATIONAL FREIGHT CORP	11 Jan 2020	FIXNETIX
PK1GUAD200113503	FIXNETIX	NATIONAL FREIGHT CORP	11 Jan 2020	HSBC BANK
PK1GUAD200113501	FIXNETIX	NATIONAL FREIGHT CORP	11 Jan 2020	HSBC BANK
PK1GUAD200113001	HSBC BANK	NATIONAL FREIGHT CORP	11 Jan 2020	FIXNETIX
PK1GUAD200113002	HSBC BANK	NATIONAL FREIGHT CORP	11 Jan 2020	FIXNETIX

**Filter**

Applicant Name  
Sunrise Coffee

Inward Guarantee Status  
Active

Issuing Bank  
Demo Bank

Issuing Bank Reference No.  
546565

Undertaking Amount  
All

Issue Date  
01 Feb 2021 To 31 Mar 2021

Expiry Date  
03 Feb 2021 To 31 Mar 2021

Apply Cancel Clear

## Field Description

Field Name	Description
<b>Applicant Name</b>	This is the name of corporate who has made the Inward guarantee in favour of Beneficiary.
<b>Inward Guarantee Status</b>	The current status of the Inward Guarantee. The options are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Reversed</li> <li>• Closed</li> </ul>
<b>Issuing Bank</b>	The name of the bank that have issued the guarantee.
<b>Issuing Bank Reference Number</b>	The reference number of the issuing bank.
<b>Undertaking Amount From</b>	The start of the amount range used for searching the Inward Guarantee.
<b>Undertaking Amount To</b>	The end of the amount range used for searching the Inward Guarantee.
<b>Issue Date</b>	The issue date range of the Inward Guarantee.

Field Name	Description
<b>Expiry Date</b>	The date range in which the Guarantee expires to fine tune the search results.

3. In the **Applicant Name** field, enter the name of the applicant who has made the Inward guarantee in favour of Beneficiary.
4. From the **Inward Guarantee Status** list, select the appropriate status of the Inward Guarantee.
5. In the Issuing **Bank** field, enter the name of the issuing bank.
6. In the **Issuing Bank Reference Number** field, enter the name issuing bank reference number.
7. In the **Undertaking Amount From – To** field, enter the amount range to search the Inward Guarantee.
8. From the **Issue Date** field, select the issue date range from the date calendar to search the Inward Guarantee.
9. From the **Expiry Date** field, select the expiry date range from the date calendar to search the Inward Guarantee.
10. Click **Apply**.  
The **View Inward Guarantee** screen appears with the search results.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.  
OR  
Click **Clear** to clear the search criteria.

## View Inward Guarantee – Search Result

Viewer ATM/Branch English

futura bank Search... Welcome, obdx checker Last login 22 Nov 05:33 PM

### View Inward Guarantee

GOODCARE PLC | \*\*\*044

List of Recently Issued Inward Guarantee

All Parties Search... Download

Guarantee Number	Applicant Name	Beneficiary Name	Issue Date	Issuing Bank	Issuing Bank Reference No.	Date of Expiry	Status	Undertaking Amount	Eq Und
PK1GUAD211254501	Trade Indiv 1	NATIONAL FREIGHT CORP	05 May 2021	Trade Indiv 2	PK1GUAD211254501	05 Aug 2021	ACTIVE	GBP3,000.00	GBF
PK1GUAD211254502	Trade Indiv 1	NATIONAL FREIGHT CORP	05 May 2021	Trade Indiv 2	PK1GUAD211254502	05 Aug 2021	ACTIVE	GBP1,500.00	GBF
PK2GUAD21125ADWA	PREETHI9	NATIONAL FREIGHT CORP	05 May 2021	Trade Indiv 2	ISB	05 Aug 2021	ACTIVE	GBP10,000.00	GBP1
PK2GUAD21125ADWB	PREETHI9	NATIONAL FREIGHT CORP	05 May 2021	Trade Indiv 2	ISB	05 Aug 2021	ACTIVE	GBP10,000.00	GBP1
000GUAD211251001	MARKS AND SPENCER	GOODCARE PLC	05 May 2021	CITIBANK IRELAND	89777454	05 Aug 2021	ACTIVE	GBP90,000.00	GBP9
PK2GUAD211250003	MARKS AND SPENCER	GOODCARE PLC	05 May 2021	CITIBANK IRELAND	tdffd1545456565	05 Aug 2021	ACTIVE	GBP22,000.00	GBP2
PK2GUAD211252501	MARKS AND SPENCER	GOODCARE PLC	05 May 2021	CITIBANK IRELAND	2435566768	05 Aug 2021	ACTIVE	GBP22,000.00	GBP2
PK2GUAD211258003	MARKS AND SPENCER	GOODCARE PLC	05 May 2021	CITIBANK IRELAND	ref	05 Aug 2021	ACTIVE	GBP11,000.00	GBP

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① All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.  
 ① Displayed Local currency amount is indicative and actual amount may differ.

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## Field Description

Field Name	Description
<b>Guarantee Number</b>	The Inward Guarantee number. Displays the link to view details of the Inward Guarantee.
<b>Applicant Name</b>	Displays the name of the applicant who has made the Inward guarantee in favour of Beneficiary.
<b>Beneficiary Name</b>	Displays the name of beneficiary i.e. the name of customer for whom the guarantee was taken.
<b>Issue Date</b>	Displays the date on which the Guarantee was issued.
<b>Issuing Bank</b>	The name of the bank that have issued the guarantee.
<b>Issuing Bank Reference Number</b>	The reference number of the issuing bank.
<b>Date Of Expiry</b>	Displays the date on which the Guarantee will get expired.

Field Name	Description
<b>Status</b>	Displays the current status of the Inward Guarantee. The status could be: <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Reversed</li> <li>• Closed</li> </ul>
<b>Undertaking Amount</b>	Displays the currency and amount of the Inward Guarantee application.
<b>Equivalent Undertaking Amount</b>	Displays the equivalent currency and amount of the Inward Guarantee application.
<b>Outstanding Amount</b>	Displays the undrawn amount of the Inward Guarantee.
<b>Equivalent Outstanding Amount</b>	Displays the equivalent undrawn amount of the Inward Guarantee.
<b>Claims</b>	Displays the amount utilized under the guarantee.
<b>Claim</b>	The below fields displayed when user clicks on <b>Claim</b> number below <b>Claim</b> column.
<b>Claim Number</b>	Displays the claim number.
<b>Date</b>	Displays the date of the claim.
<b>Description</b>	Displays the description about claim.
<b>Amount</b>	Displays the claim amount.

---

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

---

- Click the required link in the **Guarantee Number** column.  
The **View Inward Guarantee** screen appears with the details of the selected Inward guarantee.  
By default, the **Inward Guarantee Details** tab appears.
- Click **Inward Guarantee Details** tab.

## 23.1 Inward Guarantee Details

### View Inward Guarantee – Inward Guarantee Details

Viewer ▼ ATM/Branch English ▼

Welcome, Acme Corporation Checker ▼  
Last login 25 Feb 11:55 AM

#### View Inward Guarantee

FIXNETIX | \*\*\*\*154

Guarantee Number PK1GUAD200114011 <span style="color: green; font-weight: bold; font-size: 0.8em;">ACTIVE</span>	Product Guarantee Advising	Contract Amount GBP22,000.00	Maturity Date 08 May 2020
---	-------------------------------	---------------------------------	------------------------------

**View Guarantee Details**

**View Guarantee Details**

Amendments	<b>50</b> Applicant Name FIXNETIX Address PKBANK41XXX Country GREAT BRITAIN Date of Application 11 Jan 2020	<b>59A</b> Beneficiary Name NATIONAL FREIGHT CORP Address PKBANK31XXX Country GREAT BRITAIN
Attached Documents		
Charges, Commissions & Taxes		
Swift Messages		
Advices	<b>51</b> Instructing Party	<b>56A</b> Issuing Bank Swift Code PREETHI9 GB  <b>57A</b> Advising Through Bank  <b>72Z</b> Sender to Receiver Information

**Product Details**

Product  
Guarantee Advising  
Type of Guarantee  
[View claims](#)

**Commitment Details**

Applicant Contract Reference No

<b>39D</b> Additional Amount Information	<b>32B</b> Undertaking Amount GBP22,000.00 Effective Date 11 Jan 2020
<b>71D</b> Charges	<b>48D</b> Transfer Indicator No
<b>44H</b> Governing Law and/or Place of Jurisdiction	<b>45L</b> Underlying Transaction Details
<b>44B</b> Demand Indicator	

**Presentation Documents and Undertaking Terms and Conditions**

<b>77U</b> Undertaking Terms and Conditions Non standard TC	
<b>45C</b> Document and Presentation Instructions	

**Expiry & Extension Instructions**

<b>23B</b> Expiry Type Fixed	<b>23B</b> Guarantee Expiry Date 10 Apr 2020 Closure Date 08 May 2020
<b>23F</b> Automatic Extension Period	
<b>78</b> Automatic Extension Non-Extension Notification	<b>26E</b> Automatic Extension Notification Period
<b>31S</b> Automatic Extension Final Expiry Date	

Remarks

**Delivery Details**

<b>24E</b> Delivery of Original Undertaking	<b>24G</b> Delivery To/Collection by
--	---

[Back](#)

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Guarantee Number</b>	The Inward Guarantee number.
<b>Product</b>	Displays the product type as coming from Host.
<b>Contract Amount</b>	The contract amount of the Inward Guarantee.
<b>Maturity Date</b>	The maturity date of the Inward Guarantee.
<b>Applicant Name</b>	Displays the name of applying party.
<b>Address</b>	Displays the address of applying party.
<b>Country</b>	Displays the country of applying party.
<b>Date of Application</b>	Displays the date when guarantee has been initiated.
<b>Beneficiary Name</b>	Displays the name of beneficiary party.
<b>Address</b>	Displays the address of beneficiary party.
<b>Country</b>	Displays the country of beneficiary party.
<b>Instructing Party</b>	Displays the name of the obligator or instructing party
<b>Issuing Bank Details</b>	
<b>SWIFT Code</b>	Displays the SWIFT code of Drawee Bank.
<b>Drawee Bank Name</b>	Displays the name of Bank who acts on behalf of Drawee.
<b>Address</b>	Displays the address of Drawee Bank.
<b>Country</b>	Displays the name of issuing Bank's country.
<b>Product Details</b>	
<b>Product</b>	Displays the product type as coming from Host.
<b>Guarantee Advising</b>	
<b>Type of Guarantee</b>	Displays the various guarantee types to choose from.
<b>Advising Through Bank</b>	Displays the advise through bank.

<b>Field Name</b>	<b>Description</b>
<b>Sender to Receiver Bank</b>	Displays the details of Sender to Receiver Information while initiating a Bank Guarantee so that any information for receiver can be passed under SWIFT message.
<b>Commitment Details</b>	
<b>Applicant Contract Ref No</b>	Displays an applicant's reference number of the Inward Guarantee.
<b>Undertaking Amount</b>	Displays the currency and amount of the Inward Guarantee application.
<b>Effective Date</b>	Displays the effective date of the Inward Guarantee
<b>Additional Amount information</b>	Displays the details of the details the obligator/ Concerning party for the Inward guarantee, and information for the undertaking such as interests, tolerances.  +/- Tolerances to be specified as 2n/2n format.
<b>Transfer Indicator</b>	Displays the whether the multiple or partial demands are permissible for the Inward guarantee.
<b>Charges</b>	Displays the details charges, and who will bear it for the Inward guarantee.
<b>Underlying Transaction Details</b>	Displays the details of the underlying business transactions for which undertaking is issued.
<b>Governing Law and/or Place of Jurisdiction</b>	The details of the Governing Law and/or Place of Jurisdiction applicable to the undertaking.
<b>Demand indicator</b>	Displays the details of whether the multiple or partial demands are permissible while initiating Inward guarantee or not.
<b>Presentation Documents And Undertaking Terms and Conditions</b>	
This section includes the documents and undertaking terms and conditions present in the Inward Guarantee application.	
<b>Undertaking Terms and Condition</b>	Displays the details of applicable terms and condition of the undertaking.
<b>Document and Presentation Instruction</b>	Displays the details of the document and presentation instructions present in the Outward Guarantee.

Field Name	Description
<b>Expiry and Extension Instructions</b>	
This section includes the expiry condition and extension applicable for the Inward Guarantee application.	
<b>Expiry Type</b>	Displays the type of validity applicable to the Inward Guarantee.
<b>Guarantee Expiry Date</b>	Displays the expiry date of the Inward Guarantee.
<b>Closure Date</b>	Displays the closing date of the Inward Guarantee. The closure date must be after expiry date of the Inward Guarantee.
<b>Automatic Extension Period</b>	Displays the period after which automatic extension is given to the Inward Guarantee.
<b>Automatic Extension Non-Extension Notification</b>	Displays the notification given for non-extension of automatic extension while creating Inward Guarantee.
<b>Automatic Extension Notification Period</b>	Displays the period after which notification given for non-extension of automatic extension while creating Inward Guarantee.
<b>Automatic Extension Final Expiry Date</b>	Displays the date after which validity of automatic extension to the Inward Guarantee expires.
<b>Remarks</b>	Displays the instruction which is provided by bank to user to be taken care of while viewing Guarantee and for his information.
<b>Delivery Details</b>	
This section includes the details of the delivery of the inward Guarantee.	
<b>Delivery Of Original Undertaking</b>	Displays the details of delivery of the original undertaking will be done.
<b>Delivery To/ Collection by</b>	Displays the details to whom the delivery of undertaking will be done.

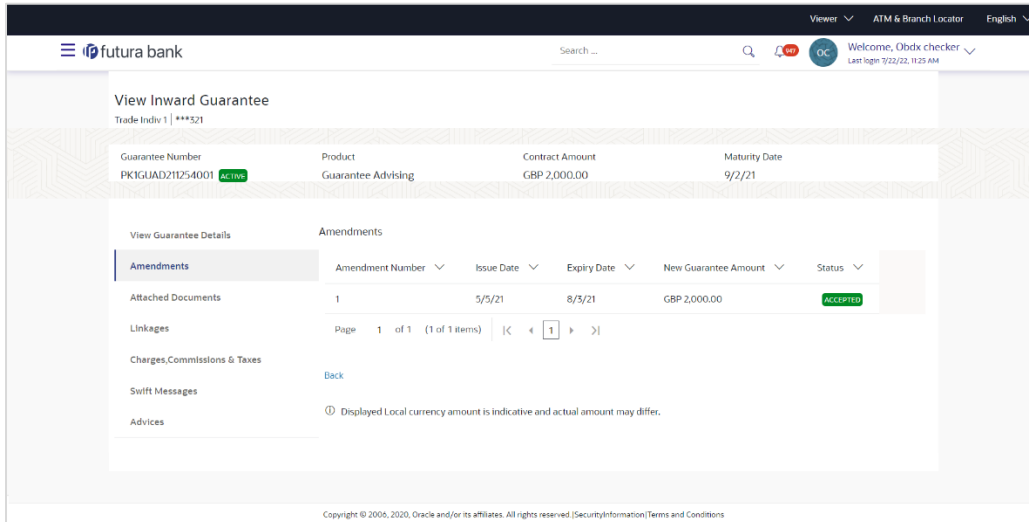
13. Click **Amendments** tab to view amendment details for the Inward Guarantee.  
The **Amendments** detail appears in the **View Inward Guarantee** screen.  
OR  
Click the View Claim link to view the guarantee claims.  
OR  
Click **Back**.  
The **View Inward Guarantee** screen appears.



## 23.2 Amendments

This tab displays the amendments done for the Inward Guarantee.

### View Inward Bank Guarantee - List of Amendments tab



### Field Description

Field Name	Description
<b>Amendment No.</b>	Displays the amendment number of the Inward Guarantee. Displays the link to view details of the Inward Guarantee amendment.
<b>Issue Date</b>	Displays the issue date of the Inward Guarantee.
<b>New Expiry Date</b>	Displays the modified expiry date of the Inward Guarantee.
<b>New Inward Guarantee amount</b>	Displays the modified amount of the Inward Guarantee.

- Click the **View** link of the required amendment record..  
The **Issued Amendments** screen appears for the selected Inward Guarantee Amendment.  
OR  
Click **Back**.  
The **View Inward Guarantee** screen appears.

### 23.2.1 View Amendment Details

This screen allows the user to view the details of the amendment done under selected Inward Bank Guarantee.

## Amendments Details

Viewer ATM/Branch English

futura bank

Welcome, OBDX Checker  
Last login 29 Apr 12:04 PM

Inward Guarantee Amendment

Guarantee Number AT3GUAD190810501 [Amendment Number:2]

Party ID \*\*\*308 Branch AT3 FLEXCUBE UNIVERSAL BANK

**Applicant Details**

Applicant Name Farooq Group of Companies  
Address Farooq Group of Companies  
Chennai  
Country US  
Date of Application 22 Mar 2019

**Beneficiary Details**

Beneficiary Name Sunrise coffee  
Address 32 park street  
royal tech street  
lane no 3  
Country United Kingdom

**Product Details**

Product Guarantee Advising  
Type of Guarantee Advance Payment Guarantee

**Issuing Bank Details**

Swift Code

**Commitment Details**

Beneficiary Contract Ref No Guarantee Amount £32,000.00  
Effective Date 22 Mar 2019 Guarantee Expiry Date 20 Jun 2019  
Closure Date 19 Jul 2019  
Validity Type Limited

**Bank Instructions**

Remarks new remarks for customer

**Guarantee Advices**

Currently, there are no contracts linked to this guarantee.


**Terms And Conditions**

Sr No	Type	Description
1	Guarantee	new condition for inward gua

Page 1 of 1 (1 of 1 items)

Cancel Back

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- a. Click  to close the window.  
The **View Inward Guarantee** screen appears.

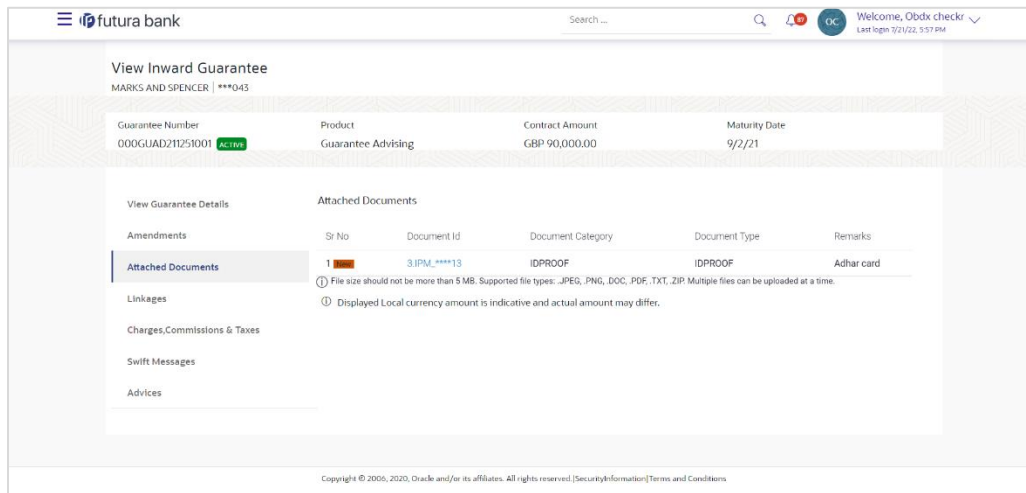
## 23.3 Attached Documents

You can view the list of all documents uploaded by you.

15. Click **Attached Documents** tab to view the list of all documents uploaded or to attach document.  
The **Attached Documents** details appears in the **View Inward Guarantee** screen.  
OR  
Click **Back**.  
The **View Inward Guarantee** screen appears.

## 23.3.1 View Attached Documents

### View Inward Guarantee – Attached Documents tab



View Inward Guarantee  
MARKS AND SPENCER | \*\*\*043

Guarantee Number	Product	Contract Amount	Maturity Date
000GUAD21Z51001 <span style="color: green;">Active</span>	Guarantee Advising	GBP 90,000.00	9/2/21

View Guarantee Details

Attached Documents

Amendments	Sr No	Document Id	Document Category	Document Type	Remarks
<b>Attached Documents</b>	1	3JPM_****13	IDPROOF	IDPROOF	Adhar card

Linkages

Charges, Commissions & Taxes

Swift Messages

Advices

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### Field Description

Field Name	Description
<b>Sr No</b>	The serial number of the attached document records.
<b>Document Id</b>	Displays the unique identification number for the attached document. Displays the link to download the attached document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Remarks</b>	Displays the notes added, if any, for attaching the document.

16. Click the required link in the **Document ID** column to download the attached document.  
OR  
Click **Back**.  
The **View Inward Guarantee** screen appears.

## 23.4 Linkages tab

This tab allows the user to link a deposit account while initiating a transaction.

## View Inward Guarantee - Linkages tab

The screenshot displays the 'View Inward Guarantee' page for Trade Indiv 1 | \*\*\*321. The main header includes the Futura Bank logo, a search bar, and user information: 'Welcome, Obdx checkr' and 'Last login 9/22/22, 11:59 AM'. The guarantee details are as follows:

Guarantee Number	Product	Contract Amount	Maturity Date
PKIGUAD211254001 <span>Active</span>	Guarantee Advising	GBP 2,000.00	9/2/21

The 'Linkages' section is active, showing a 'Total Linkage Amount GBP 0.00'. Below this, there are sections for 'Cash Collateral Linkages' and 'Deposit Linkages'. The 'Cash Collateral Linkages' table is currently empty, with columns for Currency, GBP Percent, and Description (Cash Collateral Amount, Collateral Amount, GBP 0.00). The 'Deposit Linkages' section also shows 'No data to display' and a 'Total Amount in Local Currency' of GBP 0.00. A pagination bar at the bottom indicates 'Page 1 | 0 of 0 items'.

## Field Description

Field Name	Description
<b>Total Linkage Amount</b>	The total linkage amount.
<b>Cash Collateral Linkages</b>	
<b>Currency</b>	The contract currency of cash collateral as maintained at back office. The user can change the currency.
<b>Description</b>	The description of collateral linkage.
<b>Percent</b>	Percentage of LC to be used as collateral – as maintained at OBTF.
<b>Collateral Amount</b>	Amount to be used as Collateral for LC.
<b>Sr. No.</b>	The serial number of the schedule record.
<b>Account Number</b>	The accounts that are mapped to the user.

Field Name	Description
<b>Contribution Amount for Collateral</b>	The amount to be used from the selected account towards the collateral.
<b>Contribution Percentage</b>	Percentage of the total collateral to be taken from the selected account.
<b>Total Collateral Amount</b>	Total amount to be used as Collateral for LC.
<b>Deposit Linkages</b>	
<b>Account Number</b>	The deposit account that has to be mapped to the transaction.
<b>Amount</b>	The amount that is to be linked for the transaction, and partial linkages to be supported.
<b>Total Amount in Local Currency</b>	The tentative total equivalent amount in local currency.

17. From the **Account Number** list, select the appropriate deposit account that has to be mapped to the transaction.

18. In the **Amount** field, enter the amount that is to be linked for the transaction.

## 23.5 Charges, Commissions & Taxes

This tab lists charges, Commissions & Taxes for the Inward Guarantee.

19. Click **Charges** tab to view list of commissions and charges for the Inward Bank.

The **Charges** detail appears in the **View Inward Guarantee** screen.

OR

Click **Back**.

The **View Inward Guarantee** screen appears.

## View Inward Guarantee – Charges, Commissions &amp; Taxes tab

**View Inward Guarantee**  
MARKS AND SPENCER | \*\*\*043

Guarantee Number: PK2GUAD21125ADWF **ACTIVE** | Product: Guarantee Advising | Contract Amount: GBP 100,000.00 | Maturity Date: 6/9/23

**Charges, Commissions & Taxes**

**Charges**

Account No	Description of Charges	Amount	Split Amount Borne by You	Split Amount Borne by Other Party
xxxxxxxxxxxx0017	LC Advising Charges	GBP 50.00	GBP 50.00	GBP 0.00
<b>Total Charges</b>		GBP 50.00	GBP 50.00	GBP 0.00

**Taxes**

Account No	Description of Taxes	Value Date	Amount	Equivalent Amount
No data to display.				

**Commissions**

Account No	Description of Commissions	Amount	Split Amount Borne by You	Split Amount Borne by Other Party
No data to display.				

[Back](#)

ⓘ Displayed Local currency amount is indicative and actual amount may differ.

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## Field Description

Field Name	Description
------------	-------------

**Charges**

<b>Account No</b>	Debit account number of the applicant.
-------------------	--

<b>Description of Charges</b>	Displays the description of charges applicable.
-------------------------------	---

<b>Amount</b>	Displays the amount of charges.
---------------	---------------------------------

<b>Split Amount Borne by You</b>	Displays the split charge amount which is to be paid by you.
----------------------------------	--

<b>Split Amount Borne by Other Party</b>	Displays the split charge amount which is to be paid by other party.
--	--

<b>Total Charges</b>	Displays the total charge amount.
----------------------	-----------------------------------

Field Name	Description
<b>Taxes</b>	
<b>Account No</b>	Debit account number of the applicant.
<b>Description of Taxes</b>	Displays the description of taxes applicable.
<b>Value Date</b>	Displays the value date of the taxes.
<b>Amount</b>	Displays the amount of taxes.
<b>Equivalent Amount</b>	Displays the equivalent amount of taxes.
<b>Total Taxes</b>	Displays the total tax amount.
<b>Commissions</b>	
<b>Account No</b>	Debit account number of the applicant.
<b>Description of Commissions</b>	Displays the description of commission applicable.
<b>Amount</b>	Displays the amount of commission.
<b>Split Amount Borne by You</b>	Displays the split commission amount which is to be paid by you.
<b>Split Amount Borne by Other Party</b>	Displays the split charge amount which is to be paid by other party.
<b>Total Commission</b>	Displays the total commission amount.

---

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

---

## 23.6 **SWIFT Messages**

This tab lists and displays list of all SWIFT messages exchanged between both the parties. It allows the user to view and download the SWIFT messages generated for the selected Inward Guarantee.

20. Click **SWIFT Messages** tab.  
the summary of all the all SWIFT messages between both the parties appears.  
OR  
Click Back.  
The **View Inward Guarantee** screen appears.

## View Inward Guarantee – SWIFT Messages tab

The screenshot displays the 'View Inward Guarantee' page for 'MARKS AND SPENCER | \*\*1045'. Key details include:

- Guarantee Number:** 000GUAD211251001 (Active)
- Product:** Guarantee Advising
- Contract Amount:** GBP 90,000.00
- Maturity Date:** 9/2/21

The 'Swift Messages' table contains the following data:

Message ID	Date	Description	Sending/Receiving Bank	Message Type	Action
2102183690963613	5/5/21	Acknowledgement of a Guarantee	CITIBANK IRELAND	768	Download

Page 1 of 1 (1 of 1 items)

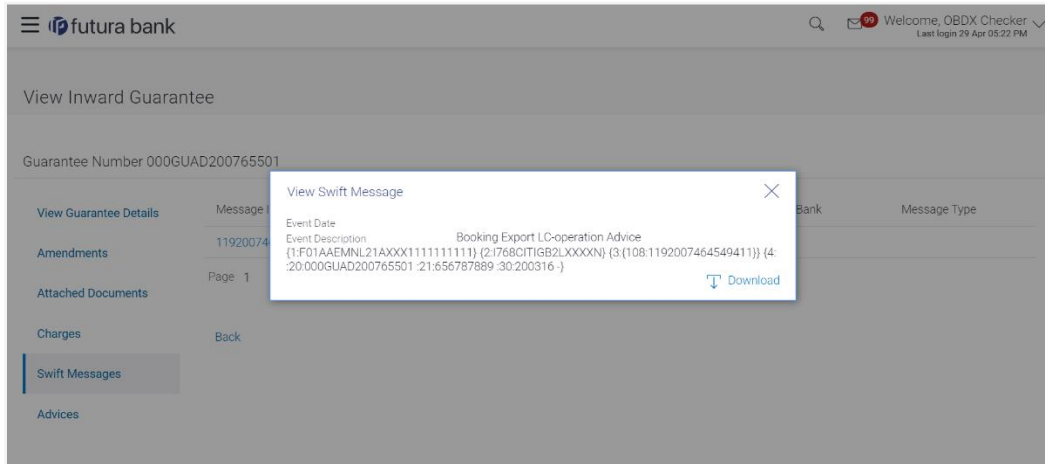
## Field Description

Field Name	Description
<b>Message ID</b>	Unique identification number for the message.
<b>Date</b>	Date of sending advice.
<b>Description</b>	The SWIFT message detailed description.
<b>Sending/Receiving Bank</b>	This displays the name of bank who has sent/received the message
<b>Message Type</b>	This shows the type of message sent/received such as MT 740etc
<b>Action</b>	The action to be taken that is to download the SWIFT details.

- Click on the desired Message ID to view the respective SWIFT details.  
The SWIFT detail appears in popup window along with the event date and description.
- Click the **Download** link against the SWIFT messages to download in selected format like PDF formats, if required.




## 23.6.1 SWIFT Message Details



### Field Description

Field Name	Description
<b>Event Date</b>	Displays the event date.
<b>Event Description</b>	Displays the description of the event.
<b>Description</b>	The details of the SWIFT message.

- a. Click  to close the window.

**Note:** Only SWIFT messages in which ACK has been received by bank is being displayed.

## 23.7 Advices

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected Inward Guarantee.

23. Click **Advices** tab. The summary of all the Advices being exchanged.  
 OR  
 Click **Back**.  
 The **View Inward Guarantee** screen appears.

## View Inward Guarantee - Advices Tab

The screenshot displays the 'View Inward Guarantee' page for 'MARKS AND SPENCER | \*\*\*043'. Key details include:

- Guarantee Number:** PK2GUAD21125A6KA (ACTIVE)
- Product:** Guarantee Advising
- Contract Amount:** GBP 100,000.00
- Maturity Date:** 9/2/21

The 'Advices' table contains the following data:

Message ID	Date	Description	Event Description
2442018577344109		Debit Advice	Booking Export LC-operation Advice
2472069063441294		Amendment of Export Credit	Amendment

Navigation and utility elements include: 'View Guarantee Details', 'Amendments', 'Attached Documents', 'Linkages', 'Charges, Commissions & Taxes', 'Swift Messages', and a 'Back' button. A note at the bottom states: 'Displayed Local currency amount is indicative and actual amount may differ.'

## Field Description

Field Name	Description
<b>Message ID</b>	Unique identification number for the message.
<b>Date</b>	Date of sending advice.
<b>Description</b>	The detail description of advice.
<b>Event Description</b>	Displays the description of the event.
<b>Action</b>	The action to be taken that is to download the advice details.


24. Click on the desired Message ID to view the respective advice details.  
The advice detail appears in popup window along with the event date and description.
25. Click the **Download** link against the advice to download in selected format like PDF formats, if required.

## 23.7.1 Advice Details



### Field Description

Field Name	Description
<b>Event Date</b>	Displays the event date.
<b>Event Description</b>	Displays the description of the event.
<b>Description</b>	The details of the advice.

a. Click  to close the window.

26. Click **Back**.  
The View Inward Guarantee screen appears.

[Home](#)

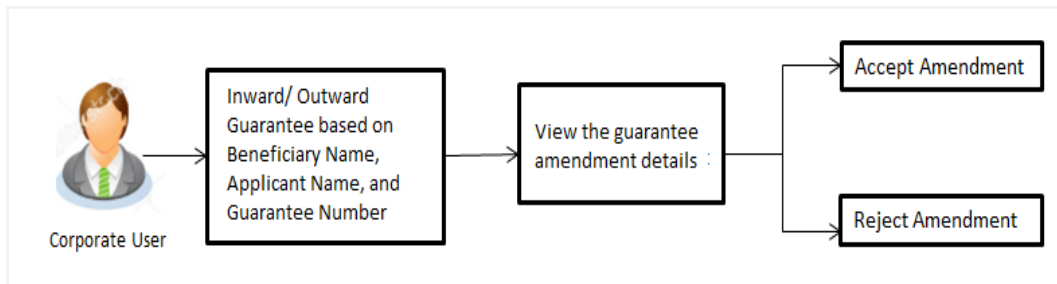
## 24. Guarantee Amendments Acceptance

User can search Guarantee Amendments done under guarantee. The user can accept / reject amendments for Inward / Outward Guarantee.


### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Bank Guarantee> Inward Bank Guarantee > Guarantee Amendment Acceptance*

### Workflow



### To search discrepancies in Inward Guarantee:

1. Select the **Guarantee Amendments** option.
2. Enter the search criteria, if required
3. Click .
4. The **Guarantee Amendment Acceptance** screen appears with the search results.  
OR  
Click **Reset** to reset the search criteria.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## Inward Guarantee Amendment - Customer Acceptance Search Result

Acceptance for Guarantee Amendment/Cancellation  
GOODCARE PLC | \*\*\*044

Pending Acceptances  
GOODCARE PLC

<input type="checkbox"/>	Amendment Number	Product Name	Applicant Name	Guarantee Number	Undertaking Amount	Equivalent Undertaking Amount	
<input type="checkbox"/>	1 Amendment	Inward Bank Guarantee	MARKS AND SPENCER	PK2GUAD21125A15R	GBP10,000.00	GBP10,000.00	<a href="#">View</a>
<input type="checkbox"/>	1 Amendment	Inward Bank Guarantee	MARKS AND SPENCER	PK2GUAD21125A15R	GBP10,000.00	GBP10,000.00	<a href="#">View</a>
<input type="checkbox"/>	1 Amendment	Inward Bank Guarantee	MARKS AND SPENCER	PK2GUAD21125A15R	GBP10,000.00	GBP10,000.00	<a href="#">View</a>
<input type="checkbox"/>	1 Amendment	Inward Bank Guarantee	MARKS AND SPENCER	PK2GUAD21125A0RU	GBP12,000.00	GBP10,000.00	<a href="#">View</a>
<input type="checkbox"/>	1 Amendment	Inward Bank Guarantee	MARKS AND SPENCER	PK2GUAD21125A0RU	GBP12,000.00	GBP10,000.00	<a href="#">View</a>

Page 1 of 3 (1-5 of 14 Items) | < 1 2 3 >

Special Instructions

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### Field Description

Field Name	Description
------------	-------------

#### Search

**All Beneficiaries** Select the specific beneficiary to filter the search result based on specific beneficiary.

#### Search Result

**Amendment Number** The amendment number of the Inward Guarantee.

**Product Name** The product of the guarantee for which amendment acceptance is required.

**Applicant Name** The name of the applicant of the Inward Guarantee.

**Guarantee Number** The Inward Guarantee number against which amendment acceptance is required.

**Undertaking Amount** The undertaking amount for the Inward Guarantee.

Field Name	Description
<b>Equivalent Undertaking Amount</b>	The equivalent undertaking amount for the Inward Guarantee.
<b>Special Instructions</b>	The instruction which is provided by user to Bank to be taken care of while creating Guarantee.

5. Select the required Amendment Number record.
6. In the **Special Instructions** field, enter the remarks/special instructions.
7. Click **Approve** to approve the amendment.  
OR  
Click **Reject** to reject the amendment.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.  
OR  
Click **Save As**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** section.)  
OR  
Click **Back** to go back to previous screen.
8. The **Review** screen appears.  
Verify the details, and click **Confirm**.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction.
9. The success message Guarantee Amendment Acceptance appears along with the reference number. Click **Go to Dashboard**, to navigate to the dashboard.
10. Click on the desired **View** link to View Guarantee Amendment details screen appear.

## Guarantee Amendment Acceptance – View Guarantee Amendment

Viewer ATM/Branch English

**View Guarantee Amendment**

MARKS AND SPENCER | \*\*\*043

Welcome, obdx checker

Last login 17 Nov 12:50 PM

<b>Guarantee Reference No.</b>	<b>Product</b>	<b>Undertaking Amount</b>	<b>Maturity Date</b>
PK2GUAD2125A1SR <span style="font-size: 8px; color: #0070C0;">View details</span>	Inward Bank Guarantee	GBP10,000.00	02 Sep 2021

**View Guarantee Details** Compare with Previous Values

<p><b>50</b> Applicant Name MARKS AND SPENCER</p> <p>Address MARGUS25XXX 87 knights street</p> <p>Country United Kingdom</p> <p>Date of Application 05 May 2021</p> <p>Type of Guarantee</p>	<p><b>59A</b> <span style="font-size: 8px; color: #0070C0;">Modified</span> Beneficiary Name GOODCARE PLC</p> <p>Address 12 King Street lane no 4 London</p> <p>Country United Kingdom</p>
--	--

**56A** Issuing Bank

Swift Code  
CITIGB2LRRR

Address  
CITIGB2LRRR  
glasgow park 33

**Commitment Details** Compare with Previous Values

<p><b>Contract Reference No</b> meeha2</p> <p><b>32B</b> Undertaking Amount GBP10,000.00</p> <p><b>71D</b> Charges</p> <p><b>44H</b> Governing Law and/or Place of Jurisdiction</p> <p><b>48B</b> Demand Indicator</p>	<p><b>Effective Date</b> 05 May 2021</p> <p><b>39D</b> Additional Amount Information</p> <p><b>48D</b> Transfer Indicator No</p> <p><b>45L</b> Underlying Transaction Details</p>
--	---

**Presentation Terms and Conditions** Compare with Previous Values

**77U** Other Amendments to Undertaking  
d1d1 d1d1g1g1d1 vdf1 g1g1g1g1

**45C** Document and Presentation Instructions

**Instructions** Compare with Previous Values

<p><b>23B</b> Expiry Type Conditional</p> <p><b>35G</b> Expiry Condition d1g1g1</p> <p><b>23F</b> Automatic Extension Period</p> <p><b>78</b> Automatic Extension Non-Extension Notification</p> <p><b>72Z</b> Sender to Receiver Information Special instruction</p>	<p><b>23B</b> Guarantee Expiry Date 03 Aug 2021</p> <p><b>Closure Date</b> 02 Sep 2021</p> <p><b>26E</b> Automatic Extension Notification Period</p> <p><b>315</b> Automatic Extension Final Expiry Date</p>
---	--

**Delivery Details** Compare with Previous Values

<p><b>24E</b> Delivery of Original Undertaking</p>	<p><b>24G</b> Delivery To/Collection by</p>
--	---

**Linkages**

Currently, there are no deposits linked to this contract.

**Charges , Commissions & Taxes**

Charges

Account No	Description of Charges	Amount
No data to display.		

Taxes

Account No	Description of Taxes	Amount
No data to display.		

Commissions

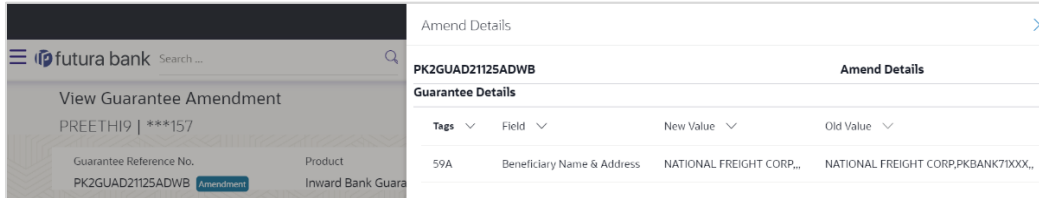
Account No	Commission for	Percentage	Amount
No data to display.			

Back

24-4

11. Click **Back**. The **Guarantee Amendment Acceptance** screen with search result appears.  
OR  
Click **Compare with Previous Values** to compare the guarantee details and amendment details value. The **Amend Details** overlay screen appears.

### Amend Details



### Field Description

Field Name	Description
<b>Guarantee Reference No.</b>	The Guarantee reference number.
<b>Tags</b>	Displays the unique identification number of the field.
<b>Field</b>	Displays the field name.
<b>New Value</b>	The new amended value of the field.
<b>Old Value</b>	The old value of the field.

[Home](#)



## 25. Claims

This option allows the user to lodge a claim on received Bank Guarantee from OBDX. User can search the BG against which he wants to lodge a claim. The user has to provide the details required to lodge a claim. Facility to attach documents will also be available.

The user can also send the application to his bank (OBTFFPM).

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place

### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Bank Guarantee > Inward Bank Guarantee > Lodge Claim > Claims*

## 25.1 Search Claims

User can search the bank guarantee against which he wants to lodge a claim.

### To search a bank guarantee:

1. Navigate to **Claims** screen

### Claims - Guarantee Search

The screenshot displays the 'Lodge a Claim' search interface on the Futura Bank portal. The page header includes the bank logo, user name (ASHLEY CHARLES), and last login time. The search form is titled 'Lodge a Claim' and includes the following fields:

- Guarantee Number:** A text input field.
- Applicant Name:** A text input field.
- Issue Date Range:** A date range selector with 'From' and 'To' fields and calendar icons.
- Beneficiary Name:** A dropdown menu with the option 'Select Multiple Parties'.
- Undertaking Amount:** A range selector with 'All', 'From', and 'To' options.
- Expiry Date Range:** A date range selector with 'From' and 'To' fields and calendar icons.

At the bottom left, there are 'Search' and 'Reset' buttons. At the bottom right, there is a 'Help' button and a video call icon.

### Field Description

Field Name	Description
<b>Guarantee Number</b>	The guarantee number of the guarantee against which the user can lodge a claim.

<b>Field Name</b>	<b>Description</b>
<b>Beneficiary Name</b>	The name of the beneficiary of the guarantee.
<b>Applicant Name</b>	The name of the applicant.
<b>Currency</b>	The currency of the undertaking amount for the guarantee.
<b>Undertaking Amount -From To</b>	The undertaking amount start and end range for which the guarantee is issued.
<b>Issue Date Range - From To</b>	The start and end date of guarantee issued.
<b>Expiry Date Range - From To</b>	The expiry date range of the guarantee.

2. Enter the search criteria and click **Search**. The search results matching search criteria appears on the screen.  
OR  
Click **Reset** to reset the data entered.

## Claims - Guarantee Search Results

Claims  
GOODCARE PLC | \*\*\*044

Lodge a Claim

Guarantee Number:

Beneficiary Name:  Select Multiple Parties

Applicant Name:

Undertaking Amount: All  From  To

Issue Date Range: From  To

Expiry Date Range: From  To

Guarantee Number	Applicant Name	Beneficiary Name	Issue Date	Expiry Date	Guarantee Status	Undertaking Amount	Equivalent Undertaking Amount	Outstanding Amount	Equ Outst A
PK1GUAD211254501	Trade Indiv 1	NATIONAL FREIGHT CORP	05 May 2021	05 Aug 2021	ACTIVE	GBP5,000.00	GBP3,000.00	GBP5,000.00	G
PK1GUAD211254502	Trade Indiv 1	NATIONAL FREIGHT CORP	05 May 2021	05 Aug 2021	ACTIVE	GBP1,500.00	GBP1,500.00	GBP1,500.00	C
PK2GUAD21125ADWA	PREETHI9	NATIONAL FREIGHT CORP	05 May 2021	05 Aug 2021	ACTIVE	GBP10,000.00	GBP10,000.00	GBP10,000.00	GE
PK2GUAD21125ADWB	PREETHI9	NATIONAL FREIGHT CORP	05 May 2021	05 Aug 2021	ACTIVE	GBP10,000.00	GBP10,000.00	GBP10,000.00	GE
000GUAD211251001	MARKS AND SPENCER	GOODCARE PLC	05 May 2021	05 Aug 2021	ACTIVE	GBP90,000.00	GBP90,000.00	GBP90,000.00	GB
PK2GUAD211250003	MARKS AND SPENCER	GOODCARE PLC	05 May 2021	05 Aug 2021	ACTIVE	GBP22,000.00	GBP22,000.00	GBP20,000.00	GB
PK2GUAD211252501	MARKS AND SPENCER	GOODCARE PLC	05 May 2021	05 Aug 2021	ACTIVE	GBP22,000.00	GBP22,000.00	GBP22,000.00	GE
PK2GUAD211258003	MARKS AND SPENCER	GOODCARE PLC	05 May 2021	05 Aug 2021	ACTIVE	GBP11,000.00	GBP11,000.00	GBP11,000.00	GI
PK2GUAD211250002	MARKS AND SPENCER	GOODCARE PLC	05 May 2021	05 Aug 2021	ACTIVE	GBP11,000.00	GBP11,000.00	GBP11,000.00	GI
PK2GUAD21125A7Q2	MARKS AND SPENCER	GOODCARE PLC	05 May 2021	05 Aug 2021	ACTIVE	GBP100.00	GBP100.00	GBP100.00	

Page 1 of 10 (1-10 of 94 items) | 1 2 3 4 5 ... 10 >

ⓘ All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.  
ⓘ Displayed Local currency amount is indicative and actual amount may differ.

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### Field Description

Field Name	Description
------------	-------------

#### Search Result

<b>Guarantee Number</b>	The guarantee number of the guarantee against which the user can lodge a claim.
-------------------------	---

<b>Applicant Name</b>	The name of the applicant.
-----------------------	----------------------------

<b>Beneficiary Name</b>	The name of the beneficiary of the guarantee.
-------------------------	---

<b>Issue Date</b>	The date on which the guarantee issued.
-------------------	---

Field Name	Description
<b>Expiry Date</b>	The expiry date of the guarantee.
<b>Guarantee Status</b>	The status of the issued guarantee.
<b>Undertaking Amount</b>	The undertaking amount along with the currency for which the guarantee is issued.
<b>Equivalent Undertaking Amount</b>	The equivalent undertaking amount along with the currency for which the guarantee is issued.
<b>Outstanding Amount</b>	The outstanding amount along with the currency of the issued guarantee.
<b>Equivalent Outstanding Amount</b>	The equivalent outstanding amount along with the currency of the issued guarantee.
<b>Claim</b>	The claimed amount.

- Click the **Guarantee Number** link to view the guarantee claim details. The Claims detail screen appears.

## 25.2 **Claims - Detail**

The user can enter the details required for a claim that is to be lodged against the issued guarantee. After entering the required information he has to send the application to his bank (OBTFPM).

**To lodge a claim:**

## Claims – Detail

Viewer | ATM/Branch | English

futura bank Search ...
Welcome, OBDX Maker  
Last login 18 Nov 05:42 PM

### Claims

GOODCARE PLC | \*\*\*044

Party Name	Claimed to Guarantee Reference No.	Beneficiary Name	Outstanding Amount
PREETHIP <a href="#">More information</a>	PK2GUAD21125ADWA <span style="background-color: #27ae60; color: white; padding: 2px;">ACTIVE</span>	NATIONAL FREIGHT CORP	GBP10,000.00

**31L**  
Date of Demand  
01 Nov 2021

**22G**  
Demand Type  
 Pay or Extend  Pay Only

**31E**  
New Expiry Date  
30 Nov 2021

**52B**  
Claim Amount  
GBP

**7B**  
Additional Amount Information

**49A**  
Demand Statement

**72Z**  
Sender to Receiver Information

Special Instructions

Attachments  

**Drag and Drop**
+

File size should not be more than 5 MB. Supported files: .JPEG, .PNG, .DOC, .PDF, .TXT, .ZIP. Multiple files can be uploaded at a time.

LetterofCredit.txt
GUARA... 
Aadhar Card 
Add Remarks

**Information**

You can lodge a claim against the guarantee received using this facility and by providing the details here.

Upload
Delete All

Kindly go through all the Standard Instructions

I accept Terms & Conditions

[Back](#)

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## Field Description

Field Name	Description
<b>Party Name</b>	The party name of the customer.
<b>Claimed to Guarantee Reference No.</b>	The guarantee reference number against which user has to lodge a claim.
<b>Beneficiary Name</b>	The name of the beneficiary of the guarantee to be claimed.
<b>Outstanding Amount</b>	The outstanding amount along with the currency of the guarantee.
<b>Lodgement Date</b>	The date on which the claim was lodged. This field appears if the user click on <a href="#">More Information</a> link.
<b>Expiry Type</b>	The type of validity of guarantee. This field appears if the user click on <a href="#">More Information</a> link.
<b>Expiry Date</b>	The expiry date of the guarantee. This field appears if the user click on <a href="#">More Information</a> link.
<b>Demand Indicator</b>	Displays the details of whether the multiple or partial demands are permissible while initiating Guarantee claim. This field appears if the user click on <a href="#">More Information</a> link.
<b>Date of Demand</b>	The date on which the demand was raised by the beneficiary.
<b>Demand Type</b>	This field specifies the type of demand. Values are: <ul style="list-style-type: none"> <li>• Pay or Extend</li> <li>• Pay Only</li> </ul>
<b>New Expiry Date</b>	The new expiry date of the Guarantee. This field appears, if you select <b>Pay or Extend</b> option in the <b>Demand Type</b> field.
<b>Claim Amount</b>	The amount to be claimed against the guarantee. The user has to select the claim currency.
<b>Additional Amount Information</b>	The details on additional amount.

Field Name	Description
<b>Demand Statement</b>	The demand statement.
<b>Presentation Completion Details</b>	The details of presentation completion. Applicable only if demand statement is provided.
<b>Sender To Receiver Information</b>	The additional information for the receiver.
<b>Special Instructions</b>	Any instructions provided to bank for lodging a claim is mentioned here.
<b>Attachments</b>	The supporting document that needs to be attached.

1. From the **Date of Demand** field, select the date of demand of the guarantee.
2. In the **Demand Type** field, select the type of demand.
3. If you have selected **Pay or Extend** option in the **Demand Type** field:
4. In the **New Expiry Date** field, select the new expiry date of the guarantee.
5. In the **Claim Amount** field, select the Currency and enter the claim amount.
6. In the **Additional Amount Information** field, enter the details of additional information for lodging the claim.
7. In the **Demand Statement** field, enter the details of demand statement.
8. In the **Presentation Completion Details** field, enter the details of presentation completion.
9. In the **Sender To Receiver Information** field, enter the additional information for the receiver.
10. In the **Special Instructions** field, enter the instructions provided to bank for lodging the claim.
11. Click **Attachments** to upload the document. The Attach Document popup window appears. Browse and select the required document present on your computer.
12. Select the **Kindly Go through all the Standard** Instructions, check box.
13. Click the **Kindly Go through all the Standard Instructions** link to view the customer instructions maintained by bank from back office.
14. Select the **Terms and Conditions** check box to accept the Terms and Conditions.
15. Click **Preview Draft Copy** to have a preview of draft.
16. Click **Submit**. The transaction is saved and the **Claims – Review** screen appears.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.
17. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

OR

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

18. The success message appears along with the reference number. Click **OK** to complete the transaction.

[Home](#)



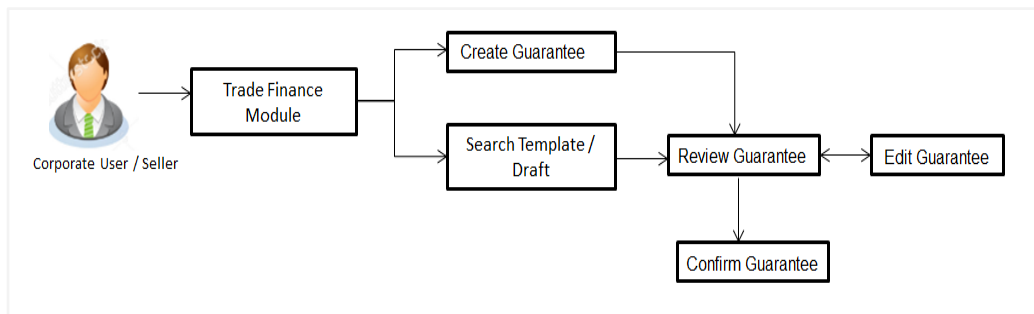
## 26. Initiate Outward Guarantee

Using this option, you can apply for an Outward Bank Guarantee (BG). For the BG application, you must enter the details under the five heads of the application available in this option viz. Parties, Commitment Details, Bank Instructions and Guarantee Advices and Attachments. The Outward Guarantee application goes through the "Maker-Checker" cycle and once it is authorized, the details are sent to the host system.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place

### Workflow



### User has three options to initiate Collection

- Using existing Templates
- Using existing Drafts
- Initiating Guarantee ( New Application)

These are explained in detail underneath.

### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Bank Guarantee > Outward Bank Guarantee > Initiate Bank Guarantee*

OR

*Dashboard > Trade Finance > Overview > Quick Links > Apply Outward Guarantee*

### 26.1 Search Guarantee template

User can save guarantee application as a Template so that same can be used for creation of similar kind of Collections, if required in future repeatedly. User can search the saved guarantee template using Template Name. Also, it has different access levels for user to save.

---

**Note:** Guarantee Application saved as **Template** can be re used any number of times for Guarantee Initiation.

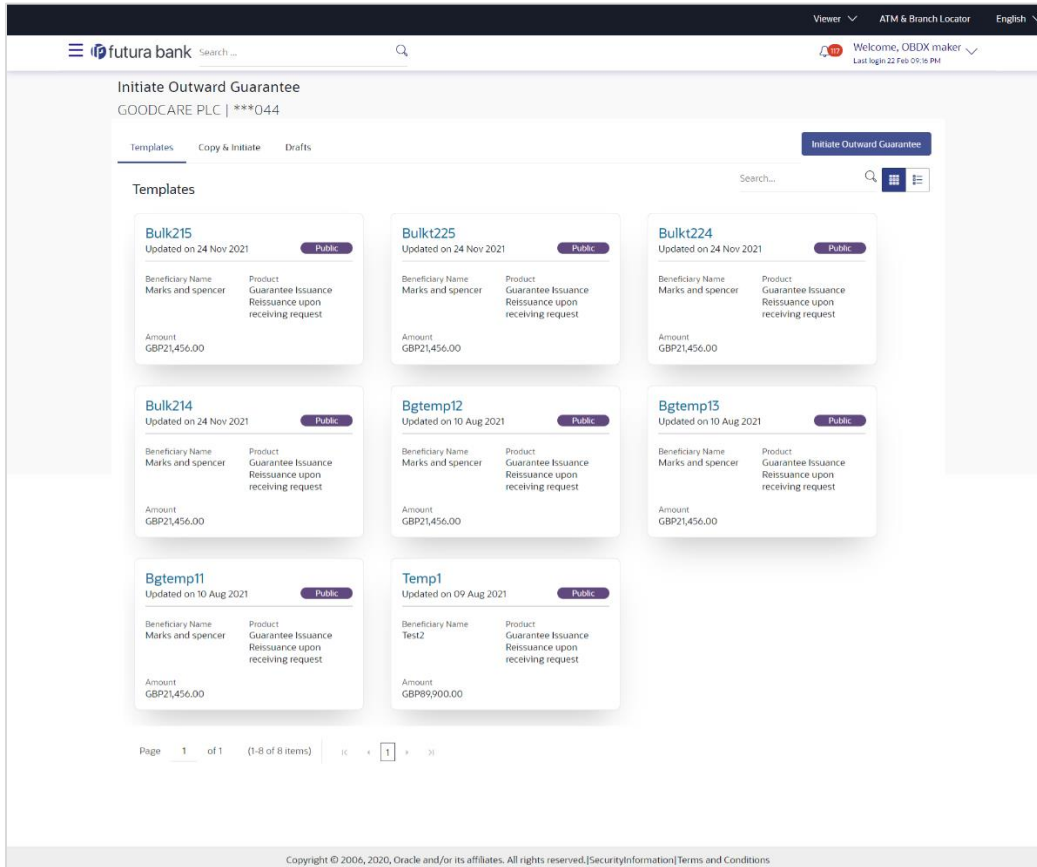
---

#### To search the Guarantee template:

1. In the **Search** field, enter the template name.

2. Click . The saved guarantee templates appears based on search criteria.

## Guarantee Template - Search Result



The screenshot shows the 'Initiate Outward Guarantee' search results page for 'GOODCARE PLC | \*\*\*Q44'. The page displays a grid of 8 templates, each with the following details:

Template Name	Updated On	Access Type	Beneficiary Name	Product	Amount
Bulk215	24 Nov 2021	Public	Marks and spencer	Guarantee Issuance Reissuance upon receiving request	GBP21,456.00
Bulk225	24 Nov 2021	Public	Marks and spencer	Guarantee Issuance Reissuance upon receiving request	GBP21,456.00
Bulk224	24 Nov 2021	Public	Marks and spencer	Guarantee Issuance Reissuance upon receiving request	GBP21,456.00
Bulk214	24 Nov 2021	Public	Marks and spencer	Guarantee Issuance Reissuance upon receiving request	GBP21,456.00
Bgtemp12	10 Aug 2021	Public	Marks and spencer	Guarantee Issuance Reissuance upon receiving request	GBP21,456.00
Bgtemp13	10 Aug 2021	Public	Marks and spencer	Guarantee Issuance Reissuance upon receiving request	GBP21,456.00
Bgtemp11	10 Aug 2021	Public	Marks and spencer	Guarantee Issuance Reissuance upon receiving request	GBP21,456.00
Temp1	09 Aug 2021	Public	Test2	Guarantee Issuance Reissuance upon receiving request	GBP9,900.00



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## Field Description

Field Name	Description
<b>Search Result</b>	
<b>Name</b>	The name using which template is stored and can be clicked to initiate a Guarantee application.
<b>Beneficiary Name</b>	The name of the beneficiary of the Outward Guarantee.
<b>Created by</b>	The name of the maker who created the template.
<b>Updated On</b>	The latest updated date of the template.
<b>Access Type</b>	The type of access granted to template whether it is public or private.


Field Name	Description
<b>Product</b>	Product for the given Bank Guarantee.
<b>Amount</b>	The currency and amount of the Outward Guarantee application.

- Click **Initiate Outward Guarantee**. The **Initiate Outward Guarantee** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.  
OR  
Click  or  to view the initiate Outward Guarantee template as Summarized or Tabular view.

## 26.2 Copy and Initiate Outward Guarantee

User can initiate trade transaction by copying the contents from a similar and existing trade instrument, so that he does not have to provide the details again.

### To search the Outward Guarantee:

- In the **Search** field, enter the Bank Guarantee with its reference number.
- Click . The saved Outward Guarantee appears based on search criteria.  
OR  
Click **Clear** to reset the data entered.  
OR  
Click **Cancel** to cancel the transaction.

## Initiate Outward Guarantee - Search Result

Initiate Outward Guarantee  
GOODCARE PLC | \*\*\*044

Templates Copy & Initiate Drafts [Initiate Outward Guarantee](#)

Search Guarantee  
Lookup any previous Bank Guarantee with its reference no and duplicate it.

Bank Guarantee Number

Applicant Name  
All Parties

Beneficiary Name

Issue Date Range  
From To

Undertaking Amount Range  
All From To

Expiry Date Range  
From To

Status  
Please Select

Hide Search options ^

Search Clear Back

Reference No.	Applicant Name	Beneficiary Name	Amount	Expiry Date	Issue Date	Status
PK1GJIR21254002	NATIONAL FREIGHT CORP	HSBC BANK	GBP10,000.00	03 Aug 2021	05 May 2021	ACTIVE
000GJIR212545EK	NATIONAL FREIGHT CORP	Trade Indiv 1	GBP11,000.00	03 Aug 2021	05 May 2021	CANCELLED
PK1GJIR21254004	NATIONAL FREIGHT CORP	HSBC BANK	GBP12,000.00	03 Aug 2021	05 May 2021	ACTIVE
000GJIR21257002	NATIONAL FREIGHT CORP	FINNETIX	GBP12,000.00	03 Aug 2021	05 May 2021	ACTIVE
PK1GJIR21254501	NATIONAL FREIGHT CORP	SHIVA CORP	GBP10,000.00	03 Aug 2021	05 May 2021	ACTIVE
PK1GJIR21253501	NATIONAL FREIGHT CORP	SHIVA CORP	GBP10,000.00	03 Aug 2021	05 May 2021	ACTIVE
PK2GJIR2125A83P	NATIONAL FREIGHT CORP	Trade Indiv 1	GBP10,000.00	03 Aug 2021	05 May 2021	ACTIVE
PK2GJIR2125A7PY	NATIONAL FREIGHT CORP	Trade Indiv 1	GBP10,000.00	03 Aug 2021	05 May 2021	ACTIVE
PK2GJIR2125A7PW	NATIONAL FREIGHT CORP	Trade Indiv 1	GBP10,000.00	03 Aug 2021	05 May 2021	ACTIVE
PK2GJIR2125A7PX	NATIONAL FREIGHT CORP	Trade Indiv 1	GBP10,000.00	03 Aug 2021	05 May 2021	ACTIVE

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## Field Description

Field Name	Description
<b>Bank Guarantee Number</b>	The existing Outward Guarantee reference number which needs to be copied and similar one initiated.
<b>Applicant Name</b>	The name of the applicant party of the Outward Guarantee.
<b>Beneficiary Name</b>	The name of the beneficiary of the Outward Guarantee.
<b>Issue Date Range (From To)</b>	The start and end date of the issuance of Outward Guarantee.
<b>Undertaking Amount Range (From To)</b>	The currency and the undertaking amount range of the Outward Guarantee application that are to be searched.

Field Name	Description
<b>Expiry Date Range (From To)</b>	The expiry start and end date of the Outward Guarantee that are to be searched. This field appears, if you click the <a href="#">More Search Options</a> link.
<b>Status</b>	The status of the Outward Guarantee application. This field appears, if you click the <a href="#">More Search Options</a> link.
<b>Search Result</b>	
<b>Reference Number</b>	The existing Outward Guarantee reference number to be copy and initiate. Click on the link to view the details of Outward Guarantee initiated.
<b>Applicant Name</b>	The name of the applicant party of the Outward Guarantee.
<b>Beneficiary Name</b>	The name of the beneficiary of the Outward Guarantee.
<b>Amount</b>	The currency and amount of the Outward Guarantee application.
<b>Expiry Date</b>	The expiry date of the Outward Guarantee.
<b>Issue Date</b>	The start and end date of the issuance of Outward Guarantee.
<b>Status</b>	The status of the Outward Guarantee application.


3. Click on the desired Outward Guarantee reference number whose details to be copied. The **Initiate Outward Guarantee** screen appears.
4. Do the desired changes and, click **Initiate Outward Guarantee** to create new Outward Guarantee.

## 26.3 Search Guarantee Drafts

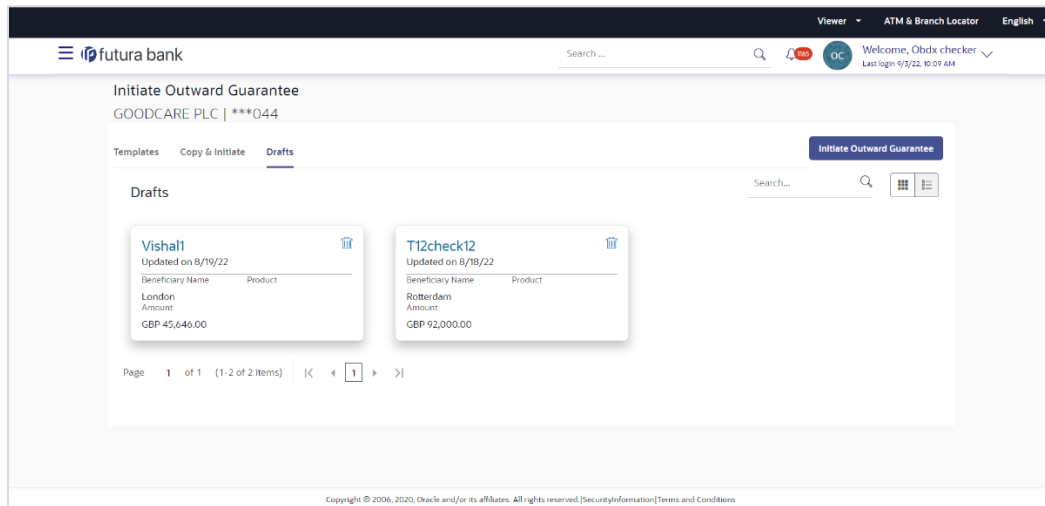
User can save Guarantee application as a Draft so that it can be used if required in future. User can search the saved Collection draft using Draft Name.

**Note:** Guarantee Application saved as **Draft** can be used only one time for Guarantee Application initiation.

### To search the Guarantee draft:

1. In the **Search** field, enter the draft name.
2. Click . The saved guarantee draft appears based on search criteria.

## Guarantee Draft - Search Result





### Field Description

Field Name	Description
<b>Search Result</b>	
<b>Draft Name</b>	The name of the Guarantee application saved as draft.
<b>Updated On</b>	The date on which the draft is last updated.
<b>Beneficiary Name</b>	The name of the beneficiary of the Outward Guarantee.
<b>Product</b>	Product for the given Bank Guarantee.
<b>Amount</b>	The currency and amount of the Outward Guarantee application.

3. Click **Initiate Outward Guarantee**. The **Initiate Outward Guarantee** screen appears.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

4. Click  or  to view the initiate Outward Guarantee template as Summarized or Tabular view.

## 26.4 Initiate an Outward Guarantee

Using this option, you can initiate an Outward Guarantee in the application.

### To initiate Bank Guarantee application:

1. Click **Initiate Outward Guarantee** on **Initiate Outward Guarantee** screen.

## Outward Guarantee Details

Viewer ATM & Branch Locator English

futura bank Search ... Welcome, Otdx checker Last login: 12/22, 11:05:04

### Initiate Outward Guarantee

GOODCARE PLC | \*\*\*044

- Outward Guarantee Details
- Commitment Details
- Presentation Terms and Conditions
- Instructions
- Delivery Details
- Linkages
- Charges
- Attachments

#### Outward Guarantee Details

**90**  
Applicant Name  
GOODCARE PLC

Address  
12 King Street  
lane no 4  
London  
Country  
GB

Account  
GOODCARE PLC

Select Product  
GJIR - Guarantee Issuance Reassurance

Type of Guarantee  
Advance Payment Guarantee

**91**  
Instructing Party Name

Address

Country  
Please Select

**99A**  
Beneficiary Details  
 Existing  New

Beneficiary Name  
London

Address

Adxd2

Addw21

Add3new

Country  
India

**23X**  
File Identification  
Courier Delivery

Medium  
 SWIFT  Mail

**96A**  
Advising Bank  
 SWIFT Code  Bank Address  
CITIC82RRR   
[Lookup SWIFT Code](#)

**97A**  
Advising Through Bank  
 SWIFT Code  Bank Address  
  
[Lookup SWIFT Code](#)

#### Limits

Party ID: GOODCARE PLC  
Limit:

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Party Name</b>	The name of the applicant is displayed.
<b>Party ID</b>	The party Id of the customer which has access to creating guarantee.
<b>Limits</b>	Indicates the available limits for Accountee under the selected Line.
<b>Applicant Details</b>	
<b>Applicant Name</b>	The name of applying party.
<b>Address</b>	The address of applying party.
<b>Country</b>	The country of applying party.
<b>Accountee</b>	The name of the accountee.
<b>Select Product</b>	The product type as coming from Host.
<b>Type of Guarantee</b>	Indicates the various guarantee type. The options are: <ul style="list-style-type: none"> <li>• Advance Payment Guarantee</li> <li>• Bill of Lading Guarantee</li> <li>• Customs Guarantee</li> <li>• Direct Pay Guarantee</li> <li>• Insurance Guarantee</li> <li>• Judicial Guarantee</li> <li>• Lease Guarantee</li> <li>• Other Guarantee</li> <li>• Payment Guarantee</li> <li>• Performance Guarantee</li> <li>• Retention Guarantee</li> <li>• Shipping Guarantee</li> <li>• Tender Guarantee</li> <li>• Warranty/ Maintenance</li> </ul>
<b>Instructing Party Name</b>	The name of the obligator or instructing party.
<b>Address</b>	The address of the obligator or instructing party.



Field Name	Description
<b>Country</b>	The country of instructing party.
<b>Beneficiary Details</b>	Indicates beneficiary party type. The options are: <ul style="list-style-type: none"> <li>Existing</li> <li>New</li> </ul>
<b>Beneficiary Name</b>	The name of beneficiary party. This field allows you to enter the beneficiary name, if you select <b>New</b> option from <b>Beneficiary Details</b> field. This field allows you to select the beneficiary name, if you select <b>Existing</b> option from <b>Beneficiary Details</b> field.
<b>Address</b>	The address of beneficiary party. This field is enabled only if the <b>New</b> option is selected in the <b>Beneficiary Type</b> field.
<b>Country</b>	The country of beneficiary party. This field is enabled only if the <b>New</b> option is selected in the <b>Beneficiary Type</b> field.
<b>File Identification</b>	The file identification of outward guarantee.
<b>Medium</b>	The medium of outward guarantee. The options are: <ul style="list-style-type: none"> <li>SWIFT</li> <li>Mail</li> </ul>
<b>Advising Bank</b>	The option to select the mode of advising bank. The options are: <ul style="list-style-type: none"> <li>SWIFT Code</li> <li>Name and Address</li> </ul>
<b>SWIFT Code</b>	The SWIFT code of Advising Bank.
<b>Bank Address</b>	The bank address of the Advising Bank.
<b>Lookup SWIFT Code</b>	Search and select the SWIFT code of the advising bank, available in the application. This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Advising Bank</b> field.

Field Name	Description
<b>SWIFT code Look up</b>	
The following fields appear on a pop up window if the <b>Lookup SWIFT Code</b> link is clicked.	
<b>Swift Code</b>	The facility to lookup bank details based on SWIFT code.
<b>City</b>	The facility to search for the SWIFT code based on city.
<b>Bank Name</b>	The facility to search for the SWIFT code based on the bank name.
<b>SWIFT Code Lookup - Search Result</b>	
<b>Bank Name</b>	The names of banks as fetched on the basis of the search criteria specified.
<b>Address</b>	The complete address of each bank as fetched on the basis of the search criteria specified.
<b>SWIFT Code</b>	The list of SWIFT codes as fetched on the basis of the search criteria specified.
<b>Bank Name</b>	The name of Bank who acts on behalf of Advising. This field is enabled if the <b>Bank Address</b> option is selected in the <b>Advising Bank</b> field.
<b>Address</b>	The address of Advising Bank. This field is enabled if the <b>Bank Address</b> option is selected in the <b>Advising Bank</b> field.
<b>Country</b>	The name of Advising Bank's country. This field is enabled if the <b>Bank Address</b> option is selected in the <b>Advising Bank</b> field.
<b>Advising Through Bank</b>	The option to select the mode of advising bank. The options are: <ul style="list-style-type: none"> <li>• SWIFT Code</li> <li>• Name and Address</li> </ul>
<b>SWIFT Code</b>	The SWIFT code of Advising Through Bank.
<b>Bank Address</b>	The bank address of the Advising Through Bank.

Field Name	Description
<b>Lookup SWIFT Code</b>	Search and select the SWIFT code of the advising bank, available in the application.  This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Advising Through Bank</b> field.
<b>Bank Name</b>	The name of Bank who acts on behalf of Advising Through Bank.  This field is enabled if the <b>Bank Address</b> option is selected in the <b>Advising Through Bank</b> field.
<b>Address</b>	The address of Advising Bank.  This field is enabled if the <b>Bank Address</b> option is selected in the <b>Advising Through Bank</b> field.
<b>Country</b>	The name of Advising Bank's country. This field is enabled if the <b>Bank Address</b> option is selected in the <b>Advising Through Bank</b> field.

2. From the **Applicant Name** list, select the applicant for whom guarantee is to be initiated.
3. From the **Select Product look up**, select the appropriate option.
4. From the **Type of Guarantee** list, select the appropriate option.
5. In the **Instructing Party Name** field, enter the name of Obligor / Instructing party.
6. In the **Address** field, enter the address of Obligor / Instructing party.
7. From the **Country** list, select the country of Obligor / Instructing party.
8. From the **Accountee** field, select the accountee.
9. In the **Beneficiary Details** field, select the appropriate option to select the beneficiary.
  - a. If you select **Existing** option:
    - i. From the **Beneficiary Name**, select the appropriate option.
  - b. If you enable **New** option:
    - i. In the **Beneficiary Name** list, enter the name of the beneficiary.
    - ii. In the **Address** field, enter the address of the beneficiary.
    - iii. From the **Country** list, select the appropriate country.
10. In the **Advising Bank** field, select the appropriate option.
  - a. If you select **Swift Code** option, use the lookup and select the right swift code or enter the SWIFT Code and click **Verify**.  
The Advising Bank detail appears.  
OR  
If you select **Bank Address** option:
    - i. In the **Name** field, enter the name of the advising bank.
    - ii. In the **Address (1-3)** field, enter the address of the advising bank.

- iii. From the **Country** list, select the appropriate country.
11. In the **Advising Through Bank** field, select the appropriate option.
12. If you select **Swift Code** option, use the lookup and select the right swift code or enter the SWIFT Code and click Verify. The Advising through Bank detail appears.  
OR  
Click **Reset** to cancel entered details.  
OR  
If you select **Bank Address** option:
  - i. In the **Name** field, enter the name of the advising bank.
  - ii. In the **Address** (1-3) field, enter the address of the advising bank.
  - iii. From the **Country** list, select the appropriate country.
13. Click **Next** or click the **Commitment** Details tab.  
The Commitment Details tab appears in the **Initiate Outward Guarantee** screen.  
OR  
Click **Save As Draft**, system allows transaction details to be saved as a template or draft.  
(For more details, refer Save As Template or Save As Draft section.)  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction.

#### 26.4.1 **Commitment Details tab**

This tab includes the commitment details of the Outward Guarantee application.

## Initiate Outward Guarantee - Commitment Details tab

The screenshot shows the 'Initiate Outward Guarantee' form for 'GOODCARE PLC | \*\*\*044'. The 'Commitment Details' tab is active, showing the following fields:

- Contract Reference Number:** 1234567890
- 32B Undertaking Amount:** GBP 999,000
- 39D Additional Amount Information:** (Empty text box)
- 30 Effective Date:** 22 Mar 2019
- 48D Transfer Indicator:**  Yes  No
- 45L Underlying Transaction Details:** (Empty text box)
- 71D Charges:** 28
- 44H Governing Law and/or Place of Jurisdiction:** (Empty text box)
- 48B Demand Indicator:** Partial demands not permitted

At the bottom of the form, there are buttons for 'Next', 'Save As Draft', 'Cancel', and 'Back'. The footer contains the text: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

## Field Description

Field Name	Description
<b>Contract Reference No.</b>	The beneficiary's reference number for the Outward Guarantee contract.
<b>Undertaking Amount</b>	The amount for which the Outward Guarantee was created along with the currency.

Field Name	Description
<b>Additional Amount Information</b>	The details of the obligator/ Concerning party for the Outward Guarantee, and information for the undertaking such as interests, tolerances.  +/- Tolerances to be specified as 2n/2n format.
<b>Effective Date</b>	The effective date of the Outward Guarantee.
<b>Transfer Indicator</b>	The toggle button to define whether transfer of the instrument is permissible for the Outward Guarantee.
<b>Transfer Conditions</b>	The details of the transfer values under the Outward Guarantee.  This field is enabled only if the <b>Transfer Indicator</b> is opted for it.
<b>Underlying Transaction Details</b>	The details of the underlying business transactions for which undertaking is issued.
<b>Charges</b>	The details of the charges, and who will bear it for the Outward Guarantee.
<b>Governing Law and/or Place of Jurisdiction</b>	The details of the Governing Law and/or Place of Jurisdiction applicable to the undertaking.
<b>Demand Indicator</b>	The details of whether the multiple or partial demands are permissible while initiating Outward Guarantee or not.  The options available for selection are: <ul style="list-style-type: none"> <li>• NMLT Multiple demands not permitted</li> <li>• NMPT Multiple and partial demands not permitted</li> <li>• NPRT Partial demands not permitted</li> </ul>

- 
14. In the **Contract Reference No.** field, enter the beneficiary's reference number for the Outward Guarantee contract.
  15. In the **Undertaking Amount** field, enter the amount for the Outward Guarantee application.
  16. In the **Additional Amount Information** field, enter the details of additional information for the undertaking such as interests, tolerances.
  17. In the **Effective Date** field, select the effective date of the Outward Guarantee.
  18. Click the **Transfer Indicator** toggle button to decide whether the undertaking is transferrable or not.
    - If **Transfer Indicator** is "Yes";
      - i. In the **Transfer Condition** field, enter the details of the transfer values under the Outward Guarantee.

19. In the **Underlying Transaction Details** field, enter the details of the underlying business transactions for which undertaking is issued.
20. In the **Charges** field, enter the details of the charges, and who will bear it for the Outward Guarantee.
21. In the **Governing Law and/or Place of Jurisdiction** field, enter the details of the Governing Law and/or Place of Jurisdiction applicable to the undertaking.
22. From the **Demand Indicator** list, select the permissible demands for initiating Outward Guarantee.
23. Click **Continue** or click the **Presentation Documents And Undertaking Terms and Conditions** tab.  
The **Presentation Documents And Undertaking Terms and Conditions** tab appears in the **Initiate Outward Guarantee** screen.  
OR  
Click **Initiate Guarantee**. The transaction is saved and the **Initiate Outward Guarantee – Verify** screen appears.  
OR  
Click **Save As**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** section.)  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction.

## 26.4.2 Presentation Documents and Undertaking Terms and Conditions tab

This tab includes the documents and undertaking terms and conditions present in the Outward Guarantee application.

### Initiate Outward Guarantee - Presentation Documents and Undertaking Terms and Conditions tab

The screenshot displays the 'Initiate Outward Guarantee' interface for 'GOODCARE PLC | \*\*\*044'. The 'Presentation Documents and Undertaking Terms and Conditions' tab is active. The screen shows a list of fields on the left and their corresponding values or instructions on the right:

- Outward Guarantee Details:** Presentation Documents and Undertaking Terms and Conditions
- Commitment Details:** 77U
- Presentation Terms and Conditions:** Undertaking Terms and Conditions. Radio buttons for 'Standard' (selected) and 'Non standard' are visible.
- Instructions:** I/WE, FUTURA BANK, LONDON ON BEHALF OF OUR CLIENT SUPREME CORP. HEREBY PRESENT OUR CONFIRMATION OF THE FUNDS WHICH IS THE ABOVE MENTIONED AMOUNT IN AN ACCOUNT NUMBER WITH US, AS OF THE DATE OF THIS TRANSMISSION. BY VIRTUE OF THIS INSTRUMENT WE FUTURA BANK, LONDON CONFIRM WE HAVE PLACED, THE SAID FUND ON ADMINISTRATIVE HOLD TILL THE EXPIRY OF THIS INSTRUMENT IN FAVOR OF BENEFICIARY LISTED ABOVE. THE FUND SHALL REMAIN UNENCUMBERED FROM
- Charges:** 45C
- Attachments:** Document and Presentation Instructions. Below this is a text area with the instruction: 'Please enter Document and Presentation Instructions'.

At the bottom of the screen, there are four buttons: 'Next', 'Save As Draft', 'Cancel', and 'Back'. The footer contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

## Field Description

Field Name	Description
<b>Undertaking Terms and Condition</b>	<p>The applicable terms and condition of the undertaking.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Standard</li> <li>• Non Standard</li> </ul>
<b>Terms and Condition</b>	<p>The details of applicable terms and condition of the undertaking. The standard details of applicable terms and condition of the undertaking appears, if you select <b>Standard</b> option in the <b>Undertaking Terms and Condition</b> field.</p> <p>This field allows you to enter the terms and condition of the undertaking, if you select <b>Non Standard</b> option in the <b>Undertaking Terms and Condition</b> field.</p>
<b>Document and Presentation Instruction</b>	<p>The details of the document and presentation instructions present in the Outward Guarantee.</p> <p>Please provide the presentation instructions (for example, form and/or place of presentation) including documents required to make a complying demand.</p>

24. In the **Undertaking Terms and Condition** field, select the appropriate option.
  - a. If you select **Non Standard** option, enter details of the applicable terms and condition of the undertaking
25. In the **Document and Presentation Instruction** field, enter details of the document and presentation instructions present in the Outward Guarantee.
26. Click **Next** or click the **Expiry and Extension Instructions** tab. The **Expiry and Extension Instruction** tab appears in the **Initiate Outward Guarantee** screen.
 

OR

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

OR

Click **Cancel** to cancel the transaction.

### 26.4.3 Instructions tab

This tab includes the expiry condition and extension applicable for the Outward Guarantee application.



## Initiate Outward Guarantee – Instructions tab

Search ...

Viewer ATM/Branch English

Initiate Outward Guarantee

GOODCARE PLC | \*\*\*044

Welcome, obdx checker

Last login 16 Nov 05:50 PM

- Outward Guarantee Details
- Commitment Details
- Presentation Terms and Conditions
- Instructions
- Delivery Details
- Linkages
- Charges
- Attachments

**23B** Expiry type

Conditional

**31E** Guarantee Expiry Date

02 Nov 2021

**31F** Automatic Extension Required

Yes  No

**23F** Automatic Extension Period

One Year

**7B** Automatic Extension Non-Extension Notification

Please provide the details about the non-extension to the automatic expiry date

**24E** Automatic Extension Notification Period

15

**31S** Automatic Extension Final Expiry Date

30 Nov 2021

**Liability Schedule Required**

Yes  No

**Liability Change Basis**

Event Base  Time Base

**Unit**

Monthly

**Frequency**

2

**Amount**

In Percentage  In Value

**Percentage**

45

**Liability Type**

Increase  Decrease

Both

Reset

Serial	Schedule Date	Amount	Percentage	Liability Type
1	01 Feb 1970	AED0.00	45	Increase
2	01 Mar 1970	AED0.00	45	Increase

**72Z** Sender to Receiver Information

Information 1

Special instruction

**Standard Instructions**

Kindly go through all the Standard Instructions

Next
Save As Draft
Cancel
Back

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Expiry Type</b>	<p>The type of validity applicable to the Outward Guarantee.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Fixed</li> <li>• Conditional</li> <li>• Open</li> </ul>
<b>Expiry Condition</b>	<p>The expiry condition for the Outward Guarantee.</p> <p>This field is enabled only if <b>Conditional</b> option selected in the <b>Expiry Type</b> list.</p>
<b>Guarantee Expiry Date</b>	<p>The date after which Outward Guarantee will expire.</p>
<b>Closure Date</b>	<p>The closing date of the Outward Guarantee.</p> <p>The closure date must be after expiry date of the Outward Guarantee.</p> <p>This field is enabled only if <b>Fixed</b> or <b>Open</b> option selected in the <b>Expiry Type</b> list.</p>
<b>Automatic Extension Required</b>	<p>The option for the user to select, whether automatic extension is required to the Outward Guarantee or not.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Automatic Extension Period</b>	<p>The period after which automatic extension is given to the Outward Guarantee.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Days</li> <li>• One Year</li> <li>• Other</li> </ul>
<p>Below Automatic Extension related fields appear, if <b>Yes</b> option is selected in the <b>Automatic Extension Required</b> field.</p>	
<b>Automatic Extension Details</b>	<p>The details of the automatic extension of the Outward Guarantee.</p> <p>This field is enabled to fill details only if the <b>Other</b> option is selected in the <b>Automatic Extension Period</b> list.</p> <p>And if <b>Days</b> option is selected the number of days can be entered.</p>

Field Name	Description
<b>Automatic Extension Non-Extension Notification</b>	The notification given for non-extension of automatic extension while creating Outward Guarantee.
<b>Automatic Extension Notification Period</b>	The period after which notification given for non-extension of automatic extension while creating Outward Guarantee.
<b>Automatic Extension Final Expiry Date</b>	The date after which validity of automatic extension to the Outward Guarantee expires.
<b>Liability Schedule Required</b>	<p>The option for the user to select, whether liability schedule is required to the Outward Guarantee or not.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p>Below Liability Schedule related fields appear, if <b>Yes</b> option is selected in the <b>Liability Schedule Required</b> field.</p>
<b>Liability Change Basis</b>	<p>The option for the user to select the liability change basis i.e. whether it would be triggered on an event or in a time bound manner.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Event Based</li> <li>• Time Bound</li> </ul>
<b>Additional Details</b>	This field allows the user to enter the additional details.
<b>Unit</b>	<p>The units, based on which the schedule, retention dates should be calculated.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yearly</li> <li>• Half Yearly</li> <li>• Quarterly</li> <li>• Monthly</li> </ul>
<b>Frequency</b>	The frequency based on which the schedule, retention dates would be calculated.

Field Name	Description
<b>Amount</b>	<p>The amount of each schedule.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• In Percentage</li> <li>• In value</li> </ul>
<b>Amount</b>	<p>The user can enter the amount for each schedule.</p> <p>This field is enabled only if <b>In Value</b> option is selected in the <b>Amount</b> field.</p>
<b>Percentage</b>	<p>The percentage of each schedule.</p> <p>This field is enabled only if In <b>Percentage</b> option is selected in the <b>Amount</b> field.</p>
<b>Liability Type</b>	<p>The liability type of the scheduler.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• <b>Increase:</b> User can select this option, if he wants to increase the undertaking amount on the fixed scheduled dates and amount.</li> <li>• <b>Decrease:</b> User can select this option, if he wants to decrease the undertaking amount on the fixed scheduled dates and amount.</li> <li>• <b>Both:</b> User can customize as per his requirements and would not be able to default using the scheduler.</li> </ul>
<b>Serial</b>	<p>The serial number of the schedule record.</p> <p>This field appears if the user clicks <b>Get Schedule</b> button after entering the details in Unit, Frequency, Amount, Percentage and Liability Type fields.</p>
<b>Schedule Date</b>	<p>The schedule date of the schedule.</p> <p>This field appears if the user clicks <b>Get Schedule</b> button after entering the details in Unit, Frequency, Amount, Percentage and Liability Type fields.</p>
<b>Amount</b>	<p>The amount for each schedule.</p> <p>This field appears if the user clicks <b>Get Schedule</b> button after entering the details in Unit, Frequency, Amount, Percentage and Liability Type fields.</p>
<b>Percentage</b>	<p>The percentage of each schedule.</p> <p>This field appears if the user clicks <b>Get Schedule</b> button after entering the details in Unit, Frequency, Amount, Percentage and Liability Type fields.</p>

Field Name	Description
<b>Liability Type</b>	The liability type of the scheduler. This field appears if the user clicks <b>Get Schedule</b> button after entering the details in Unit, Frequency, Amount, Percentage and Liability Type fields.
<b>Sender to Receiver Information</b>	The additional information for the receiver.
<b>Special Instructions</b>	The instruction which is provided by user to Bank to be taken care of while creating Guarantee.

27. From the **Expiry Type** list, select the type of expiry applicable to the Outward Guarantee.
  - a. If **Expiry Type** is **Conditional**;
    - i. In the **Expiry Condition** field, enter the expiry conditions for the Outward Guarantee.
  - b. If **Expiry Type** is **Fixed** or **Open**;
    - i. From the **Closure Date** list, select the date of closure for the Outward Guarantee.
28. From the **Guarantee Expiry Date** list, select the expiry date for the Outward Guarantee.
29. From the **Automatics Extension Period** list, select the period after which automatic extension is given to the Outward Guarantee.
  - a. If the **Automatics Extension Period** is selected as **Days**;
    - i. In the **Automatics Extension Details** field, enter the details i.e. the no of days for the automatic extension of the Outward Guarantee.
  - b. If the **Automatics Extension Period** is selected as **Other**;
    - i. In the **Automatics Extension Details** field, enter the details of the automatic extension of the Outward Guarantee.
30. In the **Automatic Extension Non-Extension Notification** field, displays the details about the non-extension to the automatic expiry date extension, such as notification method, and notification recipient details.
31. In the **Automatic Extension Notification Period** field, enter the period after which notification would be given for non-extension of automatic extension while creating Outward Guarantee.
32. From the **Automatic Extension Final Expiry Date** list, select the date after which automatic extension validity expires of the Outward Guarantee.
33. In the **Liability Schedule Required** field, select whether liability schedule is required or not.
  - a. If you have selected **Yes** option; select the option if it would be triggered on an event or in a time bound manner, in the **Liability Change Basis** field,
    - i. If Liability change basis is Time Bound, select the appropriate option from **Unit** list.
    - ii. Enter the values in **Frequency**, **Amount** and **Percentage** fields.
    - iii. In the **Liability Type** field, select appropriate option.

- iv. Click **Get Schedule** the schedule with dates/ amount/ percentage would appear along with an option to see whether the change requested is to increase or decrease. The user can modify these details.
34. In the **Sender to Receiver Information** field, enter the additional information.
35. In the **Special Instructions** field, enter additional instructions that you want to give to the Bank.
36. Select the **Kindly Go through all the Standard Instructions**, check box.
37. Click the **Standard Instructions** link to view the customer instructions maintained by bank from back office.
38. Click **Continue** or click the **Delivery Details** tab.  
The **Delivery Details** tab appears in the Initiate Outward Guarantee screen.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction.

#### 26.4.4 Delivery Details tab

This tab includes the details of the delivery of the Outward Guarantee will be done.

##### Initiate Outward Guarantee – Delivery Details tab

#### Field Description

Field Name	Description
<b>Delivery Of Original Undertaking</b>	The details of delivery of the original undertaking will be done.

Field Name	Description
<b>Delivery To/ Collection by</b>	The details to whom the delivery of undertaking will be done. The options are: <ul style="list-style-type: none"> <li>• Beneficiary</li> <li>• Other</li> </ul>
<b>Name &amp; Address</b>	Displays the name and address details of the beneficiary to whom delivery of undertaking will be given.  This field is auto populated only if the <b>Beneficiary</b> option is selected in the <b>Delivery To/ Collection By</b> field.
<b>Name &amp; Address</b>	The name and address details of the person to whom delivery of undertaking will be given.  This field is enabled only if the <b>Other</b> option selected in the <b>Delivery To/ Collection By</b> field.

39. In the **Delivery Of Original Undertaking** field, enter the details of delivery of the original undertaking will be done.
40. In the **Delivery To/ Collection by** field, select the appropriate option to whom the delivery of undertaking is given.
  - a. If **Delivery To/ Collection By is Other**;
    - i. In the **Name & Address** field, enter the details of person whom undertaking delivery is to be given.
41. Click **Continue** or click the **Linkages** tab.  
The **Linkages** tab appears in the **Initiate Outward Guarantee** screen.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction.

#### 26.4.5 Linkages tab

This tab allows the user to view the default percentage of collateral and the corresponding amount of cash collateral as maintained at back office and can edit the same.

The user has options to attach multiple accounts and indicate the contribution amount or percentage of the total collateral amount. This will be based on the mapped settlement accounts for user. User can add the cash collaterals in transaction currencies only, however customer account can be in any currency. He will get to see the exchange rate in cases where transaction currency and settlement account currency is different.

User will be shown the sum of all linkages for easy reference.

## Linkages tab

The screenshot shows the 'Initiate Outward Guarantee' page for 'GOODCARE PLC | \*\*\*044'. The 'Linkages' tab is selected in the sidebar. The main content area displays the following information:

- Linkages Section:**
  - Cash Collateral Linkages:**
    - Currency: GBP
    - Description: Cash Collateral Amount
    - Percent: 10
    - Collateral Amount: GBP2,145.60
  - Table:**

Sr. No.	Account Number	Contribution Amount for Collateral	Contribution Percentage	Exchange Rate	Contribution amount in Account currency
1	xxxxxxxxxxxx0017 Balance: GBP999940,128,852.81	GBP 99.98	4.66		0.00
  - Total Collateral Amount:** GBP99.98
  - Select Deposits:**

Sr. No.	Account Number	Amount	Amount in Transactional Currency	Maturity Date
1	xxxxxxxxxxxx0019 Balance: USD9999998,230,769.00	100.00	100.00	
  - Total:**
  - Disclaimer:** The total amount transactional currency may vary as per the rate applied during transaction by the bank. No corporate deposit available for user to be shown.

Buttons at the bottom: Next, Save As Draft, Cancel, Back.

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## Field Description

Field Name	Description
<b>Cash Collateral Linkages</b>	
<b>Currency</b>	The contract currency of cash collateral as maintained at back office. The user can change the currency.
<b>Description</b>	The description of collateral linkage.
<b>Percent</b>	Percentage of LC to be used as collateral – as maintained at OBTF.
<b>Collateral Amount</b>	Amount to be used as Collateral for LC.
<b>Sr. No.</b>	The serial number of the schedule record.
<b>Account Number</b>	The accounts that are mapped to the user.
<b>Contribution Amount for Collateral</b>	The amount to be used from the selected account towards the collateral.



Field Name	Description
<b>Contribution Percentage</b>	Percentage of the total collateral to be taken from the selected account.
<b>Exchange Rate</b>	If the selected account is in another currency from that of contract's currency the exchange rate between them is to be displayed.
<b>Contribution amount in Account currency</b>	The amount to be contributed from selected account in the account's currency.
<b>Total</b>	The total collateral amount.
<b>Select Deposits</b>	
<b>Account Number</b>	The deposit account that has to be mapped to the transaction.
<b>Amount</b>	The amount that is to be linked for the transaction, and partial linkages to be supported.
<b>Amount in Transactional Currency</b>	The tentative equivalent amount in transactional currency.
<b>Maturity Date</b>	The maturity date of the deposit.

42. From the **Currency** list, select the contract currency, if you want to change the default currency.
43. Click the search icon, to select the **Account Number** from lookup, select the appropriate deposit account that has to be mapped to the transaction.
44. In the **Contribution Amount for Collateral** field, enter the contribution collateral amount.
45. Click the **Add Account** link to add multiple cash collateral linkage.  
OR  
Click **Delete** to delete the cash collateral linkage.
46. In the **Select Deposits** section, select the appropriate deposit account from the Account Number list that has to be mapped to the transaction.
47. In the **Amount** field, enter the amount that is to be linked for the transaction.
48. Click **Next** or click the **Charges** tab.  
The **charges** tab appears in the **Initiate Outward Guarantee** screen.  
OR  
Click **Save As**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** section.)  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction

## 26.4.6 Charges Tab

This tab defaults the charges details, if charges, commissions and taxes are available under the product.

The user can view the Split Charges & Commissions in screen to see how much will be borne by him and how much by the other parties.

### Charges

Initiate Outward Guarantee  
GOODCARE PLC | \*\*\*044

Charges

Account No	Description of Charges	Amount
xxxxxxxxxxxx0017	BC COURIER CHARGES	GBP 100.00
xxxxxxxxxxxx1039	BC SWIFT CHARGES	GBP 150.00
xxxxxxxxxxxx0017	BC SWIFT CHARGES	GBP 150.00
<b>Total Charges</b>		<b>GBP 400.00</b>

Taxes

Account No	Description of Taxes	Amount
xxxxxxxxxxxx1039	BCTAX1	GBP 1.49
xxxxxxxxxxxx1039	BCTAX2	GBP 1.49
<b>Total Taxes</b>		<b>GBP 2.98</b>

Next Save As Draft Cancel Back

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### Field Description

Field Name	Description
<b>Charges</b>	
<b>Account No</b>	The applicant account.
<b>Balance</b>	Balance in debit account of the applicant.
<b>Description of Charges</b>	The description of the charges.
<b>Amount</b>	The amount that is maintained under the charge.

<b>Field Name</b>	<b>Description</b>
<b>Total Charges</b>	The total amount that is maintained under the charge.
<b>Taxes</b>	
<b>Account No</b>	The applicant account.
<b>Balance</b>	Balance in debit account of the applicant.
<b>Description of Taxes</b>	Displays the description of taxes applicable.
<b>Amount</b>	Displays the amount of taxes.
<b>Total Taxes</b>	The total amount of taxes.
<b>Commissions</b>	
<b>Account No</b>	The commission account number.
<b>Balance</b>	Balance in debit account of the applicant.
<b>Description of Commission</b>	Displays the description of commission applicable.
<b>Tax Amount</b>	The commission amount.
<b>Total Commissions</b>	The total commission amount.

49. Click **Split Charges** link on the top right corner of the screen, if you want to split the charges.  
The **Initiate Outward Guarantee – Charges** screen appears with split charge details.

### **Charges – Split Charges**

The user can enter the split percentage borne by them. System defaults the split percentage as 50. The user can view the actual value that is to be paid by him in the 'Split Amount Borne by You' field.

## Field Description

Field Name	Description
<b>Charges</b>	
<b>Split Required</b>	Select the check box for which split of charge is required.
<b>Account No.</b>	Displays the account number for levying Cancellation Charges / Import Advice Charges.
<b>Description of Charges</b>	Displays the reason/ narration of charges levied for various LC processes.
<b>Charge Amount</b>	Displays the amount of charges.
<b>Split Percentage Borne by You</b>	The system defaults the split percentage that is to be paid by you, which is 50. The user can change the value
<b>Split Amount Borne by You</b>	Displays the split amount that is to be paid by you.
<b>Total Charges</b>	Displays the total charge amount.

Field Name	Description
<b>Taxes</b>	
<b>Account No.</b>	Debit account number of the applicant.
<b>Description of Taxes</b>	Displays the description of taxes applicable.
<b>Amount</b>	Displays the amount of taxes.
<b>Total Taxes</b>	Displays the total tax amount.

50. In the **Charges** section, select the appropriate account, from the **Account No.** list.

51. In the **Split Percentage Borne by You** field, edit the value, if required.

52. Click **Next** or click the **Attachments** tab.

The **Attachments** tab appears in the Initiate Outward Guarantee screen.

OR

Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** sections.)

OR

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

OR

Click **Cancel** to cancel the transaction. The **Dashboard** appears

---

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

---

#### 26.4.7 **Attachments tab**


Displays the list of documents presented to initiate the guarantee.

## Initiate Outward Guarantee - Attachments tab

The screenshot shows the 'Initiate Outward Guarantee' interface for 'GOODCARE PLC | \*\*\*044'. The 'Attachments' tab is active, displaying a file upload area. A dashed box highlights the 'Drop files here or click here to Add Files' button. Below it, a note states: 'File size should not be more than 5 MB. Supported files: JPEG, PNG, DOC, PDF, TXT, ZIP. Multiple files can be uploaded at a time.' The 'Template Name' field is filled with 'test3n'. A checkbox labeled 'I accept the Terms & Conditions' is checked. At the bottom, there are buttons for 'Submit', 'Save As Draft', 'Cancel', and 'Back', along with a 'Preview Draft Copy' button.

## Field Description

## Field Description

Field Name	Description
<b>Drag and Drop</b>	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
<b>Document Name</b>	Displays the name of the attached documents. Displays the link to download the attached document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Remarks</b>	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document-

Field Name	Description
<b>Save as Template</b>	Options to save the transaction as template. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Access Type</b>	Indicates the type of access for the template. The options are: <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul> <p>This field is enabled if the <b>Yes</b> option is selected in Save as Template.</p>
<b>Template Name</b>	The name using which template is stored and can be used in future.

53. Click **Drag and Drop** to browse and select the required document present on your computer.  
The **Attach Document** popup window appears.
54. Select the required document present on your computer to upload.
  - a. In the **Save as Template** field, select **Yes**, if you want to save the transaction as template.
  - b. If you select **Yes**,
    - i. In the **Access Type** field, select the appropriate option.
    - ii. In the **Template Name** field, enter the name of the template.
55. Select the **Terms and Conditions** check box to accept the Terms and Conditions.
56. Click **Preview Draft Copy** to have a preview of draft.
57. Select the **Terms and Conditions** checkbox to accept the Terms and Conditions.
58. Click **Submit**. The transaction is saved and the **Initiate Outward Guarantee – Verify** screen appears.  
OR  
Click **Save As**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** section.)  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction.
59. The review screen appears. It displays all the sections with their respective fields with an option to edit them individually.  
Verify the details, and click **Confirm**.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

60. The success message initiation of Outward Guarantee appears along with the reference number. Click **OK** to complete the transaction.

## 26.5 Save As Template

User can save Outward Guarantee application as a Template so that same can be used for creation of similar Guarantee, if required in future. The application allows the template access as public or private if saved as template.

- **Public:** A template marked as 'Public' is visible to all the users mapped to the Party ID for which the user has created the template. All such users will only be able to view and use this template, however they will not be able to edit or delete the template. Only the creator of the template is allowed to edit or delete the template.
- **Private:** A template marked as 'Private' is available to only the creator of the template. Only creator of the template can use the template while initiating Guarantee and modify or delete such templates.

User can search the saved Outward Guarantee template by template name in search tab. The Outward Guarantee applications earlier saved as template can also be saved as draft while initiating an Outward Guarantee.

---

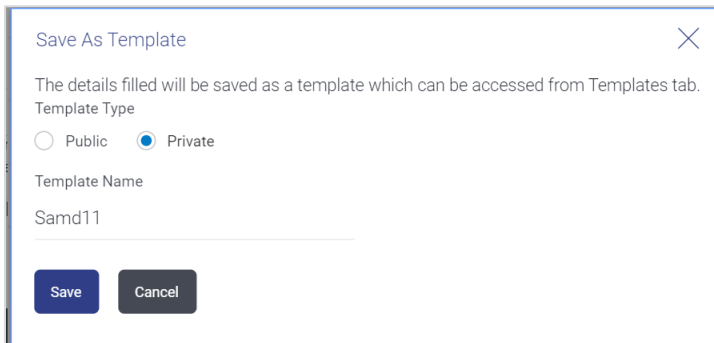
**Note:** User cannot save application with attached document as Template.

---

### To save Guarantee application as template:

1. Enter the required details in Guarantee application.
2. Click **Save As** and then select **Template** option.

### Save as Template



Save As Template

The details filled will be saved as a template which can be accessed from Templates tab.

Template Type

Public  Private

Template Name

Samd11

Save Cancel



**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Template Type</b>	<p>Indicates the type of access for the template.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• <b>Public:</b> A template marked as 'Public' is visible to all the users mapped to the Party ID of the user who created the template. All such users will only be able to view and use whereas they will not be able to edit and delete template. Only the creator of the template is allowed to edit or delete the template.</li> <li>• <b>Private:</b> A template marked as 'Private' is available to only the creator of the template. Only creator of the template can use while initiating Guarantee and modify or delete such template.</li> </ul>
<b>Template Name</b>	Name of the template.

3. From the **Template Type** list, select the appropriate option.
4. In the **Template Name** field, enter the desired name for the template.
5. Click **Save** to save the template.  
The transaction details are saved as a template which can be access from the **Template** tab.  
OR  
Click **Cancel** to cancel the transaction.

**26.6 Save As Draft**

User can save Guarantee application as a Draft so that it can be used if required in future. It can be re used only one time for Guarantee Application initiation. User can search the saved Guarantee draft using the draft name in search box. The saved drafts can be accessed from the **Draft** tab. The Guarantee applications, which were saved as draft can also be saved as template after adding all other necessary fields.

---

**Note:** User cannot save application with attached document as Draft.

---

**To save Guarantee application as draft:**

1. Enter the required details in Guarantee application.
2. Click **Save As**, and then select **Draft** option.

## Save as Draft

Save As Draft ✕

The details filled will be saved as a draft which can be accessed from Drafts tab.

Draft Name

SAM434

## Field Description

Field Name	Description
Draft Name	Name of the draft.

3. In the **Draft Name** field, enter the desired name for the draft.
4. Click **Save** to save the draft.  
The transaction details are saved as a draft which can be access from the **Draft** tab.  
OR  
Click **Cancel** to cancel the transaction.

[Home](#)

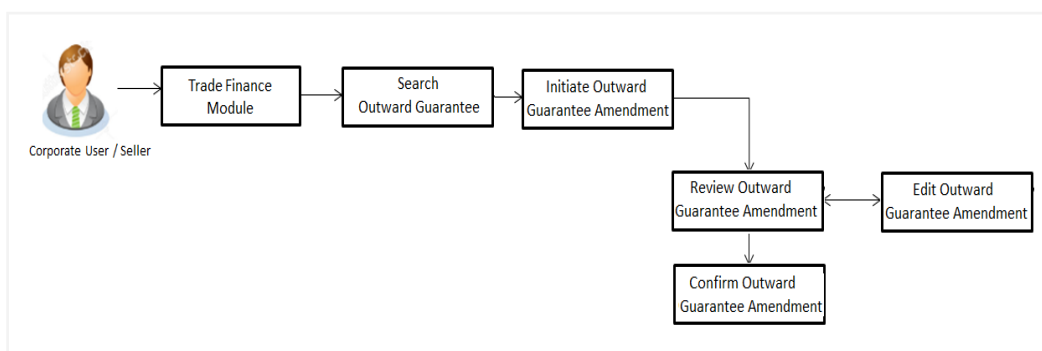
## 27. Amend Outward Guarantee/Stand By LC

Using this option, you can apply for amendment of an existing Outward Guarantee. You can also attach the scanned copies of the supporting documents for the amendment, file size should not be more than 5 MB. Supported file types: .jpeg, .png, .doc, .pdf, .txt, .zip. Multiple files can be uploaded at a time.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Outward Guarantee should exist for the party ID and party must having view rights for it

### Workflow




### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Bank Guarantee/Stand By LC > Outward Bank Guarantee/Stand By LC > Amend Bank Guarantee/Stand By LC > Amend Outward Guarantee/Stand By LC*

### 27.1 Amend Outward Guarantee/ Stand By LC – Search

User can search the list existing undertaking application using Guarantee Number/ Applicant Name/ Beneficiary Name/ Undertaking Amount and apply for amendments.

#### To search the Outward Guarantee amendments:

1. In the **Search** field, enter the Guarantee Number/ Applicant Name/ Beneficiary Name/ Undertaking Amount.
2. Click . Based on search criteria the list of existing undertaking appears.

## Amend Outward Guarantee/ Stand By LC – Search Result

Amend Outward Guarantee  
GOODCARE PLC | \*\*\*044

List of Recently Issued Outward Guarantee

All Parties  Search... [Download](#)

Guarantee Number	Applicant Name	Beneficiary Name	Customer Reference Number	Undertaking Amount	Equivalent Undertaking Amount
PK2GUR21250504	GOODCARE PLC	MARKS AND SPENCER		GBP 90,000.00	GBP 90,000.00
PK1GUR21253501	NATIONAL FREIGHT CORP	SHIVA CORP		GBP 10,000.00	GBP 10,000.00
PK2GUS21251504	GOODCARE PLC	MARKS AND SPENCER		GBP 90,000.00	GBP 90,000.00
PK1GUR21254501	NATIONAL FREIGHT CORP	SHIVA CORP		GBP 10,000.00	GBP 10,000.00
PK2GUR21250001	GOODCARE PLC	MARKS AND SPENCER		GBP 90,000.00	GBP 90,000.00
PK1GUR21254005	NATIONAL FREIGHT CORP	HSBC BANK	APPREF123	GBP 10,000.00	GBP 10,000.00
PK1GUR21254002	NATIONAL FREIGHT CORP	HSBC BANK	APPREF123	GBP 10,000.00	GBP 10,000.00
PK1GUR21254004	NATIONAL FREIGHT CORP	HSBC BANK	APPREF123	GBP 12,000.00	GBP 12,000.00

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### Field Description

Field Name	Description
<b>Search</b>	
<b>All Parties</b>	Select the specific party to filter the search result based on specific party.
<b>Search</b>	Specify the Guarantee Number/ Applicant Name/ Beneficiary Name/ Undertaking Amount of Outward Guarantee for whom amendments to be made.
<b>Search Result</b>	
<b>Guarantee Number</b>	The Outward Guarantee reference number generated while creating.
<b>Applicant Name</b>	The Outward Guarantee applicant name based on the selected party ID.
<b>Beneficiary Name</b>	The name of the beneficiary of the Outward Guarantee.
<b>Customer Reference Number</b>	The user provided customer reference number for the transaction.

<b>Field Name</b>	<b>Description</b>
<b>Undertaking Amount</b>	The undertaking amount for the Outward Guarantee along with the currency.
<b>Equivalent Undertaking Amount</b>	The equivalent undertaking amount for the Outward Guarantee along with the currency.

3. From the **All Parties** list, select the appropriate option and click the Arrow icon to search the guarantee based on specific party.
4. Click on the desired **Guarantee Number** for whom amendments are to be made. The Initiate Outward Guarantee Amendment screen appears.

## Initiate Outward Guarantee Amendment

The screenshot displays the 'Initiate Outward Guarantee Amendment' interface for NATIONAL FREIGHT CORP | \*\*\*153. At the top, there are navigation options for 'Viewer', 'ATM/Branch', and 'English'. A search bar and a user welcome message 'Welcome, obdx checker' with the last login time '17 Nov 11:07 AM' are also visible.

The main content area is divided into two sections:

- Summary Section:**
  - Guarantee Number: 000GUIR21125AG7D (ACTIVE)
  - Product: Guarantee Issuance Reissuance upon receiving request
  - Contract Amount: GBP1,000.00
  - Maturity Date: 02 Sep 2021
- Outward Guarantee Details Section:**
  - 50 Applicant Name:** NATIONAL FREIGHT CORP
  - Address:** PKBANK7DXXX
  - Country:** United Kingdom
  - Accountee Name:** NATIONAL FREIGHT CORP
  - Address:** PKBANK7DXXX
  - Country:** United Kingdom
  - Date of Application:** 05 May 2021
  - 59A Beneficiary Name:** PHIL HAMPTON
  - Address:** PKBANK2DXXX
  - Country:** United Kingdom
  - 51 Instructing Party:**
  - 56A Advising Bank:**
  - 57A Advising Through Bank:**
  - Product:** Guarantee Issuance Reissuance upon receiving request
  - Type of Guarantee:**

At the bottom of the details section, there are buttons for 'Next', 'Submit', 'Cancel', and 'Back'. A 'Limits' box on the right shows 'Party ID: NATIONAL FREIGHT CORP' and a 'Reset' button.

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5. Update the Outward Guarantee details in the required editable fields.
6. Select the **Terms and Conditions** checkbox to accept the Terms and Conditions.
7. Click **Amend** to initiate the Outward Guarantee amendment.  
OR  
Click **Back**.  
The **Initiate Outward Guarantee Amendment – Search** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.
8. The review screen appears. It displays all the sections with their respective fields with an option to edit them individually.  
Verify the details, and click **Confirm**.

OR

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

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

9. The success message initiation of Outward Guarantee amendment appears along with the reference number.
10. Click **Go To Dashboard** to go to dashboard.

---

**Note:** Following are the fields which can be amended: Beneficiary Name, Address Country(Walk In Beneficiary), Advising Bank, Undertaking Amount, Other Amendments to Undertaking, Expiry Type, Guarantee Expiry Date, Closure Date, ,Sender to Receiver Information, Special Instruction, Delivery of Amendment to the Undertaking, Delivery To/Collection By, Account Number, Amount. Below fields of Local Undertaking tab can also be amended: Expiry Type, Expiry Date, Delivery of Original Amendment, Delivery To/Collection By and Other Amendments to Undertaking.

---

[Home](#)

## 28. View Outward Guarantee

Using this option, you can view existing Outward Guarantees in the application.

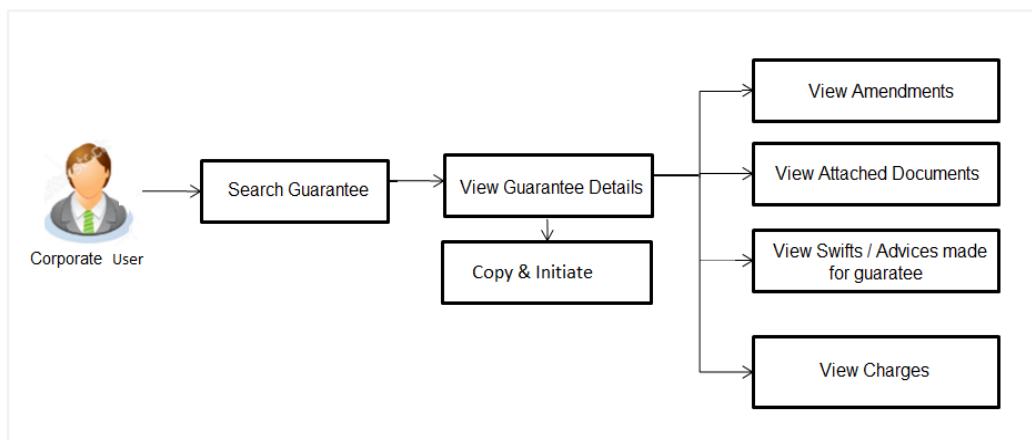
A guarantee from a lending institution ensures that the liabilities of a debtor will be met. In other words, if the applicant fails to fulfil a commitment, the lending institution will cover it. A Bank Guarantee enables user to show more credibility while doing business.

Guarantees can be initiated in the system using the Initiate Guarantee option. This option allows you to search for guarantees based on a certain search criterion. It allows you to view a list of Bank Guarantees (also called Outward Guarantee) for the selected customer. Details of an individual guarantee can be viewed and Exported in various formats.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Outward Guarantee should exist for the party ID and party must having view rights for it


### Workflow



### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Bank Guarantee > Outward Bank Guarantee > View Bank Guarantee*

### To view Outward Guarantee:

1. The **View Outward Guarantee** screen appears.
2. Click  to filter based on the filter criteria. The **Filter** overlay screen appears.



## View Outward Guarantee - Search

The screenshot displays the 'View Outward Guarantee' search page. The main content area shows a table titled 'List of Recently Issued Outward Guarantee' with columns: Guarantee Number, Applicant Name, Beneficiary Name, and Customer Reference Number. The table lists several entries for GOODCARE PLC and NATIONAL FREIGHT CORP. A 'Filter' sidebar on the right includes fields for Beneficiary Name, Outward Guarantee Status (set to Active), Customer Reference No., Undertaking Amount (U... From To), Issue Date (3/1/21 to 6/2/21), and Expiry Date (3/1/22 to 9/29/22). Buttons for Apply, Cancel, and Clear are located at the bottom of the filter panel.

## Field Description

Field Name	Description
<b>Beneficiary Name</b>	The name of the beneficiary of the Outward Guarantee.
<b>Outward Guarantee Status</b>	The status of the Outward Guarantee. The options are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Reversed</li> <li>• Closed</li> </ul>
<b>Undertaking Amount</b>	The Outward Guarantee amount range used for searching the Outward Guarantee.
<b>Customer Reference Number</b>	The option to search outward guarantee via customer reference number.
<b>Issue Date</b>	The range of issue date for the Outward Guarantee.
<b>Expiry Date</b>	The expiry date range for the Outward Guarantee.

3. Enter the filter criteria to search the Outward Guarantee.

4. Click **Apply**.  
The **View Outward Guarantee** screen appears with the search results.
- OR
- Click **Reset** to reset the search criteria.
- OR
- Click **Cancel** to cancel the transaction, The **Dashboard** appears.
- OR
- Click **Clear** to clear the search criteria.

## View Outward Guarantee – Search Result

View Outward Guarantee  
GOODCARE PLC | \*\*\*044

List of Recently Issued Outward Guarantee

All Parties → Search... Download

Guarantee Number	Applicant Name	Beneficiary Name	Customer Reference Number	Issue Date	Date of Expiry	Status	Undertaking Amount	Equiv. Undert. Am
PK2GUR211250504	GOODCARE PLC	MARKS AND SPENCER		5/5/21	8/3/21	ACTIVE	GBP 90,000.00	GBP 90,C
PK2GUR211250502	GOODCARE PLC	MARKS AND SPENCER		5/5/21	11/11/21	REVERSED	GBP 60,000.00	GBP 60,C
PK2GUR211250503	GOODCARE PLC	MARKS AND SPENCER		5/5/21	8/3/21	HOLD	GBP 90,000.00	GBP 90,C
PK1GUR211253501	NATIONAL FREIGHT CORP	SHIVA CORP		5/5/21	8/3/21	ACTIVE	GBP 10,000.00	GBP 10,C
PK2GUR211251504	GOODCARE PLC	MARKS AND SPENCER		5/5/21	8/3/21	ACTIVE	GBP 90,000.00	GBP 90,C
PK1GUR211254501	NATIONAL FREIGHT CORP	SHIVA CORP		5/5/21	8/3/21	ACTIVE	GBP 10,000.00	GBP 10,C
PK2GUR211250001	GOODCARE PLC	MARKS AND SPENCER		5/5/21	8/3/21	ACTIVE	GBP 90,000.00	GBP 90,C
PK1GUR211254003	NATIONAL FREIGHT CORP	HSBC BANK	APPREF123	5/5/21	8/3/21	ACTIVE	GBP 10,000.00	GBP 10,C

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## Field Description

Field Name	Description
<b>Guarantee Number</b>	The Outward Guarantee number. Displays the link to view details of the Outward Guarantee.
<b>Applicant Name</b>	Displays the name of the applicant who has made the Outward guarantee in favour of Beneficiary.
<b>Beneficiary Name</b>	Displays the name of the beneficiary of the Outward Guarantee.
<b>Customer Reference Number</b>	The user provided customer reference number for the transaction.
<b>Issue Date</b>	Displays the issue date of the Outward Guarantee.

Field Name	Description
<b>Date Of Expiry</b>	Displays the expiry date of the Outward Guarantee.
<b>Status</b>	Displays the status of the Outward Guarantee.
<b>Undertaking Amount</b>	Displays the undertaking amount of the Outward Guarantee.
<b>Equivalent Undertaking Amount</b>	Displays the equivalent amount of the Outward Guarantee.
<b>Outstanding Amount</b>	Displays the undrawn amount of the Outward Guarantee.
<b>Equivalent Outstanding Amount</b>	Displays the equivalent undrawn amount of the Outward Guarantee.

---

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

---

5. Click the **Download** link to download all or selected columns in the Outward Guarantee details list. You can download the list in PDF formats.
6. Click the required link in the **Guarantee Number** column.  
The **View Outward Guarantee** screen appears with the details of the selected Outward Guarantee.  
By default, the **Outward Guarantee Details** tab appears.
7. Click **Outward Guarantee Details** tab.

## 28.1 Outward Guarantee Details

1. The **View Outward Guarantee Details** screen appears.  
OR  
Click **Copy and Initiate** to copy details of Outward Guarantee, and initiate a new Outward Guarantee. The **Initiate Outward Guarantee** screen appears.  
OR  
Click **back** to navigate back to previous screen.

## View Outward Guarantee – Outward Guarantee Details

Viewer ATM/Branch English

**View Outward Guarantee**  
NATIONAL FREIGHT CORP | \*\*\*1B5

Guarantee Number	Product	Contract Amount	Maturity Date
PKIGUIR21253501 <span style="color: green; font-weight: bold;">active</span>	Guarantee Issuance Reissuance upon receiving request	GBP10,000.00	02 Sep 2021

[View Guarantee Details](#)

[View Guarantee Details](#)

<a href="#">Amendments</a>	<b>50</b> Applicant Name NATIONAL FREIGHT CORP	<b>59A</b> Beneficiary Name SHIVA CORP
<a href="#">Attached Documents</a>	Address PKBANK7XXXX	Address SBBANK27XXX
<a href="#">Linkages</a>	Country United Kingdom	Country United Kingdom
<a href="#">Charges, Commissions &amp; Taxes</a>	Accountee Name NATIONAL FREIGHT CORP	
<a href="#">Swift Messages</a>	Address PKBANK7XXXX	
<a href="#">Advices</a>	Country United Kingdom	
	Date of Application 03 May 2021	
	<b>51</b> Instructing Party	<b>56A</b> Advising Bank
	<b>Product Details</b>	<b>57A</b> Advising Through Bank
	Product Guarantee Issuance Reissuance upon receiving request	<b>722</b> Sender to Receiver Information
	Type of Guarantee View claims	
	<b>Commitment Details</b>	
	Contract Reference No	<b>32B</b> Undertaking Amount GBP10,000.00
	<b>36D</b> Additional Amount Information	Effective Date 05 May 2021
	<b>71D</b> Charges	<b>48D</b> Transfer Indicator No
	<b>44H</b> Governing Law and/or Place of Jurisdiction	<b>45L</b> Underlying Transaction Details
		<b>48B</b> Demand Indicator
	<b>Presentation Documents and Undertaking Terms and Conditions</b>	
	<b>77U</b> Undertaking Terms and Conditions Non standard	
	<b>45C</b> Document and Presentation Instructions	
	<b>Expiry &amp; Extension Instructions</b>	
	<b>25B</b> Expiry Type Fixed	<b>23B</b> Guarantee Expiry Date 03 Aug 2021
	<b>25F</b> Automatic Extension Period	Closure Date 02 Sep 2021
	<b>7B</b> Automatic Extension Non-Extension Notification	<b>26E</b> Automatic Extension Notification Period
		<b>315</b> Automatic Extension Final Expiry Date
	Special Instruction	
	<b>Delivery Details</b>	
	<b>24E</b> Delivery of Original Undertaking	<b>24G</b> Delivery To/Collection by

Initiate Amendment
Copy and Initiate
Back

ⓘ Displayed Local currency amount is indicative and actual amount may differ.

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Party ID</b>	Displays the party ID of the customer which has access to creating guarantee.
<b>Branch</b>	Displays the bank branch ID where the guarantee was made.
<b>Guarantee Number</b>	The Outward Guarantee number.
<b>Product</b>	Displays the product type as coming from Host.
<b>Contract Amount</b>	The contract amount of the Outward Guarantee.
<b>Maturity Date</b>	The maturity date of the Outward Guarantee.
<b>View Guarantee Details</b>	
<b>Applicant Name</b>	Displays the name of applying party.
<b>Address</b>	Displays the address of applying party.
<b>Country</b>	Displays the country of applying party.
<b>Accountee Name</b>	Displays the accountee name.
<b>Date of Application</b>	Displays the application date when Bill has been initiated.
<b>Beneficiary Name</b>	Displays the name of beneficiary party.
<b>Address</b>	Displays the address of beneficiary party.
<b>Country</b>	Displays the country of beneficiary party.
<b>Instructing Party</b>	
<b>Name</b>	Displays the name of the instructing party.
<b>Address</b>	Displays the address of the instructing party.
<b>Product Details</b>	
<b>Product</b>	Displays the product type as coming from Host.
<b>Type of Guarantee</b>	Displays the guarantee type.
<b>Advising Bank</b>	

<b>Field Name</b>	<b>Description</b>
<b>SWIFT Code</b>	Displays the SWIFT code of Advising Bank.
<b>Bank Name</b>	Displays the name of Advising Bank
<b>Address</b>	Displays the address of Advising Bank.
<b>Country</b>	Displays the name of Advising Bank's country.
<b>Advising Through Bank</b>	Displays the advise through bank.
<b>Sender to Receiver Information</b>	Displays the details of Sender to Receiver Information while initiating a Bank Guarantee so that any information for receiver can be passed under SWIFT message.
<b>Commitment Details</b>	
<b>Contract Reference No</b>	Displays the beneficiary's contract reference number of the Outward Guarantee.
<b>Undertaking Amount</b>	Displays the currency and amount of the Outward Guarantee application.
<b>Additional Amount Information</b>	Displays the details of the details the obligator/ Concerning party for the Outward Guarantee, and information for the undertaking such as interests, tolerances.  +/- Tolerances to be specified as 2n/2n format.
<b>Effective Date</b>	Displays the effective date of the Outward Guarantee
<b>Transfer Indicator</b>	Displays the whether the multiple or partial demands are permissible for the Outward Guarantee.
<b>Transfer Conditions</b>	The details of the transfer values under the Outward Guarantee.  This field is visible only if the <b>Transfer Indicator</b> is opted.
<b>Charges</b>	Displays the details charges, and who will bear it for the Outward Guarantee.
<b>Underlying Transaction Details</b>	Displays the details of the underlying business transactions for which undertaking is issued.
<b>Governing Law and/or Place of Jurisdiction</b>	The details of the Governing Law and/or Place of Jurisdiction applicable to the undertaking.

Field Name	Description
<b>Demand indicator</b>	Displays the details of whether the multiple or partial demands are permissible while initiating Outward Guarantee or not.
<b>Presentation Documents And Undertaking Terms and Conditions</b>	
This tab includes the presentation documents and undertaking terms and conditions present in the Outward Guarantee application.	
<b>Undertaking Terms and Condition</b>	Displays the details of applicable terms and condition of the undertaking.
<b>Document and Presentation Instruction</b>	Displays the details of the document and presentation instructions present in the Outward Guarantee.
<b>Expiry and Extension Instructions</b>	
This tab includes the expiry condition and extension applicable for the Outward Guarantee application.	
<b>Expiry Type</b>	Displays the type of validity applicable to the Outward Guarantee. The options are: <ul style="list-style-type: none"> <li>• COND Expiry condition (including option for specified date of expiry).</li> <li>• FIXD Specified date of expiry (either with or without automatic extension).</li> <li>• OPEN No specified date of expiry.</li> </ul>
<b>Automatic Extension Period</b>	Displays the period after which automatic extension is given to the Outward Guarantee.
<b>Automatic Extension Details</b>	Displays of the automatic extension of the Outward Guarantee. This field appears only if the <b>Other</b> option is selected in the <b>Automatic Extension Period</b> list. And if <b>Days</b> option is selected the number of days can be seen.
<b>Guarantee Expiry Date</b>	Displays the date after which Outward Guarantee will expire.
<b>Closure Date</b>	Displays the closing date of the Outward Guarantee. The closure date must be after expiry date of the Outward Guarantee.
<b>Automatic Extension Non-Extension Notification</b>	Displays the notification given for non-extension of automatic extension while creating Outward Guarantee.

Field Name	Description
<b>Automatic Extension Notification Period</b>	Displays the period after which notification given for non-extension of automatic extension while creating Outward Guarantee.
<b>Automatic Extension Final Expiry Date</b>	Displays the date after which validity of automatic extension to the Outward Guarantee expires.
<b>Delivery Details</b>	
This tab includes the details of the delivery of the Outward Guarantee will be done.	
<b>Delivery Of Original Undertaking</b>	Displays the details about how delivery of the original undertaking will be done.
<b>Delivery To/ Collection by</b>	Displays the details to whom the delivery of undertaking will be done.

2. Click **Copy and Initiate** to copy details of Outward Guarantee, and initiate a new Outward Guarantee. The **Initiate Outward Guarantee** screen appears.  
OR  
Click **Initiate Amendment** to go to the **Initiate Outward Guarantee** transaction.  
OR  
Click **Back** to navigate back to previous screen.

## 28.2 Amendments

This tab displays the amendments done for the Outward Guarantee. Also one can initiate a new amendment request.

3. Click **Amendments** tab to view amendment details for the Outward Guarantee.  
The **Amendments** detail appears in the **View Outward Guarantee** screen.  
OR  
Click **Back**.  
The **View Outward Guarantee** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### 28.2.1 Initiate Amendment

For more information on Initiate Outward Guarantee Amendment, refer [Initiate Outward Guarantee Amendment](#) transaction.

### 28.2.2 View Amendment

This tab displays the amendments done to the guarantee.



## View Outward Bank Guarantee - Amendments tab

The screenshot shows the 'View Outward Guarantee' interface for NATIONAL FREIGHT CORP. The main table displays the following data:

Guarantee Number	Product	Contract Amount	Maturity Date
000GUR21125A5EK <span>ACTIVE</span>	Guarantee Issuance Reissuance upon receiving request	GBP11,000.00	02 Sep 2021

The 'Amendments' section contains a table with the following data:

Amendment Number	Issue Date	Expiry Date	New Guarantee Amount	Status
1	05 May 2021	05 Aug 2021	GBP11,000.00	ACCEPTED

Navigation buttons: [Initiate Amendment](#), [Copy and Initiate](#), [Back](#). A note at the bottom states: 'Displayed Local currency amount is indicative and actual amount may differ.'

## Field Description

Field Name	Description
<b>Amendment No.</b>	Displays the amendment number of the Outward Guarantee. Displays the link to view details of the Outward Guarantee amendment.
<b>Issue Date</b>	Displays the issue date of the Outward Guarantee.
<b>New Expiry Date</b>	Displays the modified expiry date of the Outward Guarantee, if changed.
<b>New Outward Guarantee amount</b>	Displays the modified amount of the Outward Guarantee, if changed.

- Click the **View** link.  
The **Outward Guarantee Amendment** screen appears for the selected Outward Guarantee amendment.  
OR  
Click **Copy and Initiate** to copy details of Outward Guarantee, and initiate a new Outward Guarantee. The **Initiate Outward Guarantee** screen appears.  
OR  
Click **Initiate Amendment** to go to the **Initiate Outward Guarantee** transaction.  
OR  
Click **Back** to navigate back to previous screen.

28.2.3 View Amendment Details

This screen allows the user to view the details of the amendment done under selected Outward Bank Guarantee.

## Amendments Details

Viewer | ATM/Branch | English

futura bank Search ...
Welcome, obdx checker  
Last login: 28 Sep 03:33 PM

### Outward Guarantee Amendment

NATIONAL FREIGHT CORP | \*\*\*153

Guarantee Reference No.	Product	Undertaking Amount	Maturity Date
000GUR2125A5EK	Outward Bank Guarantee	GBP11,000.00	02 Sep 2021

[Compare with Previous Values](#)

---

**50**

Applicant Name  
NATIONAL FREIGHT CORP

Address  
PKBANK7XXXX

Country  
United Kingdom

Account Name  
NATIONAL FREIGHT CORP

Address  
PKBANK7XXXX

Country  
United Kingdom

Date of Application  
05 May 2021

**59A** Modified

Beneficiary Name  
Trade Indiv 1

Address  
16, Fox Lane  
Bliss Gate  
United Kingdom

Country  
United Kingdom

---

**56A** Advising Bank

Type of Guarantee

---

**Commitment Details**

Contract Reference No

**39D**

Additional Amount Information

**71D**

Charges

**44H**

Governing Law and/or Place of Jurisdiction

**32B**

Undertaking Amount  
GBP11,000.00

Effective Date  
05 May 2021

**48D**

Transfer Indicator  
No

**45L**

Underlying Transaction Details

**48B**

Demand Indicator

[Compare with Previous Values](#)

---

**Presentation Terms and Conditions**

**77U** Modified

Other Amendments to Undertaking  
srirama

**45C**

Document and Presentation Instructions

---

**Instructions**

**23B**

Expiry Type  
Open

**23F**

Closure Date  
02 Sep 2021

**72Z**

Sender to Receiver Information

Special instruction

**23B**

Guarantee Expiry Date  
03 Aug 2021

[Compare with Previous Values](#)

---

**Delivery Details**

**24E**

Delivery of Original Undertaking

**24G**

Delivery To/Collection by

[Compare with Previous Values](#)

---

**Linkages**

Currently, there are no deposits linked to this contract.

Confirm
Cancel
Back

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- a. Click **Cancel** to cancel the transaction, The **Dashboard** appears.  
The **View Outward Guarantee** screen appears.  
OR  
Click **Back** to navigate back to previous screen.

## 28.3 Attached Documents

This tab allows you to view the list of all documents uploaded by you.

- Click **Attached Documents** tab to view the list of all documents uploaded or to attach document.  
The **Attached Documents** detail appears in the View Outward Guarantee screen.  
OR  
Click **Back**.  
The **View Outward Guarantee** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears. View Attached Documents

### View Outward Guarantee – Attached Documents tab

The screenshot displays the 'View Outward Guarantee' interface for 'NATIONAL FREIGHT CORP | \*\*\*\*155'. It includes a navigation menu on the left with options like 'View Guarantee Details', 'Amendments', 'Attached Documents' (selected), 'Linkages', 'Charges, Commissions & Taxes', 'Swift Messages', and 'Advices'. The main content area shows contract details and a table of attached documents. The table has columns for Sr No, Document Id, Document Category, Document Type, and Remarks. One document is listed with Sr No 1, Document Id 3/PML\*\*\*\*17, Document Category IDPROOF, Document Type IDPROOF, and Remarks Adhar card. A 'Back' link is located below the table. A note at the bottom of the table states: 'Displayed Local currency amount is indicative and actual amount may differ.'

### Field Description

Field Name	Description
<b>Sr No</b>	The serial number of the attach document records.
<b>Document Id</b>	Displays the unique identification number for the attached document. Displays the link to download the attach document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Remarks</b>	Displays the notes added, if any, for attaching the document.

- Click the required link in the **Document ID** column to download the attach document.  
OR  
Click **Back**.

The **View Outward Guarantee** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

## 28.4 Linkages

This tab allows the user to view the linked deposit account while initiating a transaction.

### Linkages tab

The screenshot shows the 'View Outward Guarantee' interface for 'NATIONAL FREIGHT CORP | \*\*\*\*153'. The 'Linkages' tab is active, showing a summary of the guarantee and its associated linkages. The 'Total Linkage Amount' is GBP 0.00. Under 'Cash Collateral Linkages', there is a table with one entry: 'Total Collateral Amount' of GBP 0.00. The 'Deposit Linkages' section also shows 'Total Amount in Local Currency' as GBP 0.00. The interface includes a sidebar with navigation options like 'View Guarantee Details', 'Amendments', and 'Attached Documents'. At the bottom, there are buttons for 'Initiate Amendment', 'Copy and Initiate', and 'Back'. A footer note states: 'Displayed Local currency amount is indicative and actual amount may differ.'

### Field Description

Field Name	Description
<b>Total Linkage Amount</b>	The total linkage amount.
<b>Cash Collateral Linkages</b>	
<b>Currency</b>	The contract currency of cash collateral as maintained at back office. The user can change the currency.
<b>Description</b>	The description of collateral linkage.

Field Name	Description
<b>Percent</b>	Percentage of LC to be used as collateral – as maintained at OBTF.
<b>Collateral Amount</b>	Amount to be used as Collateral for LC.
<b>Sr. No.</b>	The serial number of the schedule record.
<b>Account Number</b>	The accounts that are mapped to the user.
<b>Contribution Amount for Collateral</b>	The amount to be used from the selected account towards the collateral.
<b>Contribution Percentage</b>	Percentage of the total collateral to be taken from the selected account.
<b>Total Collateral Amount</b>	Total amount to be used as Collateral for LC.
<b>Deposit Linkages</b>	
<b>Account Number</b>	The deposit account that has to be mapped to the transaction.
<b>Amount</b>	The amount that is to be linked for the transaction, and partial linkages to be supported.
<b>Total Amount in Local Currency</b>	The tentative equivalent total amount in local currency.

7. Click **Copy and Initiate** to copy details of Outward Guarantee, and initiate a new Outward Guarantee. The **Initiate Outward Guarantee** screen appears.  
OR  
Click **Initiate Amendment** to go to the **Initiate Outward Guarantee** transaction.  
OR  
Click **Back** to navigate back to previous screen.

## 28.5 Charges, Commissions and Taxes

This tab lists charges, commissions and taxes levied for the Outward Guarantee.

8. Click **Charges, Commissions and Taxes** tab to view list of commissions and charges for the Outward Bank Guarantee.  
The **Charges, Commissions and Taxes** detail appears in the **View Outward Guarantee** screen.  
OR  
Click **Back**.  
The **View Outward Guarantee** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

## View Outward Guarantee – Charges, Commissions and Taxes tab

**View Outward Guarantee**  
GOODCARE PLC | \*\*\*044

Guarantee Number: PK2GUR21125ARU8 **ACTIVE** | Product: Guarantee Issuance-Reissuance upon receiving request | Contract Amount: USD 9,000.00 | Maturity Date: 12/11/21

**Charges, Commissions & Taxes**

**Charges**

Account No	Description of Charges	Amount	Split Amount Borne by You	Split Amount Borne by Other Party
xxxxxxxxxxxx0017	SWIFT CHARGES FOR LC ISSUE	GBP 50.00	GBP 50.00	GBP 0.00
xxxxxxxxxxxx0017	COURIER CHARGES FOR LC ISSUE	GBP 100.00	GBP 100.00	GBP 0.00
xxxxxxxxxxxx0017	LC Charges receivables	GBP 50.00	GBP 50.00	GBP 0.00
<b>Total Charges</b>		<b>GBP 200.00</b>	<b>GBP 200.00</b>	<b>GBP 0.00</b>

**Taxes**

Account No	Description of Taxes	Value Date	Amount	Equivalent Amount
xxxxxxxxxxxx0017	LCTAX2	5/5/21	GBP 116	GBP 116
<b>Total Taxes</b>			<b>GBP 116</b>	

**Commissions**

Account No	Description of Commissions	Tax Amount	Split Amount Borne by You	Split Amount Borne by Other Party
xxxxxxxxxxxx0017	Guarantee Issuance Commission	GBP 23.30	GBP 23.30	GBP 0.00
<b>Total Commission</b>		<b>GBP 23.30</b>	<b>GBP 23.30</b>	<b>GBP 0.00</b>

Copy and Initiate | Back

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## Field Description

Field Name	Description
------------	-------------

**Charges**

<b>Account No</b>	Displays the account number for levying Cancellation Charges / Advice Charges.
-------------------	--

<b>Description of Charges</b>	Displays the description charges applicable.
-------------------------------	--

<b>Amount</b>	Displays the amount charged for the various processes.
---------------	--

<b>Split Amount Borne by You</b>	Displays the split charge amount which is to be paid by you.
----------------------------------	--

<b>Split Amount Borne by Other Party</b>	Displays the split charge amount which is to be paid by other party.
--	--

Field Name	Description
<b>Total Charges</b>	The total amount that is maintained under the charge.
<b>Taxes</b>	
<b>Account No</b>	Displays the account number for taxes.
<b>Description of Taxes</b>	Displays the reason of taxes levied for Various Guarantee related processes.
<b>Value Date</b>	Displays the value date of the taxes.
<b>Amount</b>	Displays the amount of taxes.
<b>Equivalent Amount</b>	Displays the equivalent amount of taxes.
<b>Total Taxes</b>	The total amount of taxes.
<b>Commissions</b>	
<b>Account No</b>	Displays the account number for commissions.
<b>Description of Commissions</b>	Displays the description of commission applicable.
<b>Tax Amount</b>	Displays the amount charged as commission.
<b>Split Amount Borne by You</b>	Displays the split commission amount which is to be paid by you.
<b>Split Amount Borne by Other Party</b>	Displays the split commission amount which is to be paid by other party.
<b>Total Commissions</b>	Displays the total amount charged as commission.

---

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

---

## 28.6 SWIFT Messages

This tab lists and displays list of all SWIFT messages exchanged between both the parties. It allows the user to view and download the SWIFT messages generated for the selected Outward Guarantee.

- Click **SWIFT Messages** tab.  
The summary of all the all SWIFT messages between both the parties appears.

OR  
 Click **Back**.  
 The **View Outward Guarantee** screen appears.  
 OR  
 Click **Cancel** to cancel the transaction.

### View Outward Guarantee – SWIFT Messages tab

The screenshot shows the 'View Outward Guarantee' screen for 'NATIONAL FREIGHT CORP | \*\*\*153'. The 'Swift Messages' tab is active, displaying a table with the following data:

Message ID	Date	Description	Sending/Receiving Bank	Message Type	Action
2582049899144174		Receive Notice	MANHATTAN BANK	210	<a href="#">Download</a>
2582049899166301		Receive Notice	MANHATTAN BANK	210	<a href="#">Download</a>
2582049899179720		Receive Notice	MANHATTAN BANK	210	<a href="#">Download</a>
2582049899193906		Receive Notice	MANHATTAN BANK	210	<a href="#">Download</a>

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Back  
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### Field Description

Field Name	Description
<b>Message ID</b>	Unique identification number for the message.
<b>Date</b>	Date of sending advice.
<b>Description</b>	The SWIFT message detailed description.
<b>Sending/Receiving Bank</b>	This displays the name of bank who has sent/received the message
<b>Message Type</b>	This shows the type of message sent/received such as MT760, MT767 etc
<b>Action</b>	The action to be taken that is to download the SWIFT details.


- Click on the desired Message ID to view the respective SWIFT details.  
The SWIFT detail appears in popup window along with the event date and description.
- Click the **Download** link against the SWIFT messages to download in selected format like PDF formats, if required.



## 28.6.1 SWIFT Message Details

### Field Description

Field Name	Description
<b>Event Date</b>	Displays the event date.
<b>Event Description</b>	Displays the description of the event.
<b>Description</b>	The details of the SWIFT message.

- a. Click  to close the window.

**Note:** Only SWIFT messages in which ACK has been received by bank is being displayed.

## 28.7 Advices

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected outward Guarantee.

- Click **Advices** tab. The summary of all the Advices being exchanged.  
OR  
Click **Back**.  
The **View Outward Guarantee** screen appears.  
OR  
Click **Cancel** to cancel the transaction.

## View Outward Guarantee - Advices Tab

View Outward Guarantee  
NATIONAL FREIGHT CORP | \*\*\*153

Guarantee Number	Product	Contract Amount	Maturity Date
PKIGUIR21254501 <span style="color: green;">Active</span>	Guarantee Issuance Reissuance upon receiving request	GBP 10,000.00	9/2/21

View Guarantee Details

Amendments

Attached Documents

Linkages

Charges, Commissions & Taxes

Swift Messages

Advices

Message ID	Date	Description	Event Description	Action
<a href="#">2582049899122457</a>		Guarantee Instrument	Booking LC or Guarantee Issue	<a href="#">Download</a>

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[Back](#)

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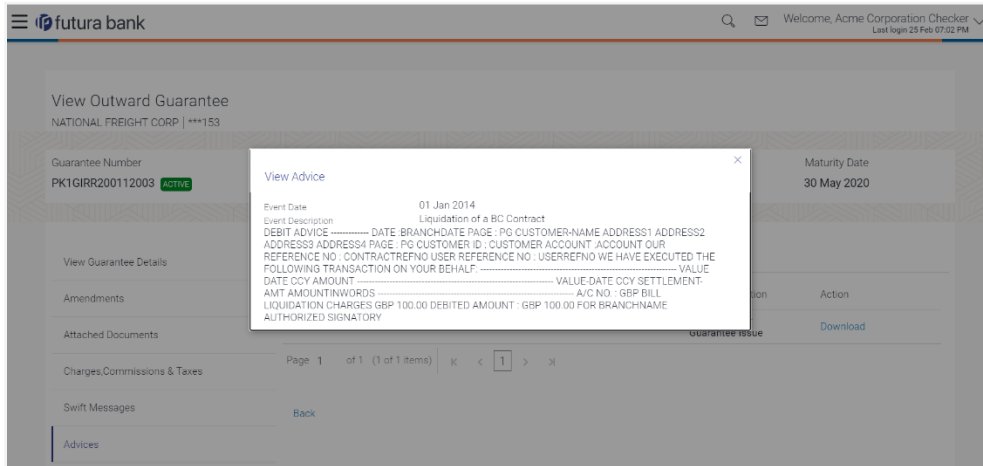
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## Field Description

Field Name	Description
<b>Message ID</b>	Unique identification number for the message.
<b>Date</b>	Date of sending advice.
<b>Description</b>	The detail description of advice.
<b>Event Description</b>	Displays the description of the event.
<b>Action</b>	The action to be taken that is to download the advice details.


- Click on the desired Message ID to view the respective advice details.  
The advice detail appears in popup window along with the event date and description.
- Click the **Download** link against the advice to download in selected format like PDF formats, if required.

## 28.7.1 Advice Details



### Field Description

Field Name	Description
<b>Event Date</b>	Displays the event date.
<b>Event Description</b>	Displays the description of the event.
<b>Description</b>	The details of the advice.

a. Click  to close the window.

15. Click **Back**.  
The **View Outward Guarantee** screen appears.  
OR  
Click **Cancel** to cancel the transaction.

[Home](#)

## 29. Cancel Outward Guarantee

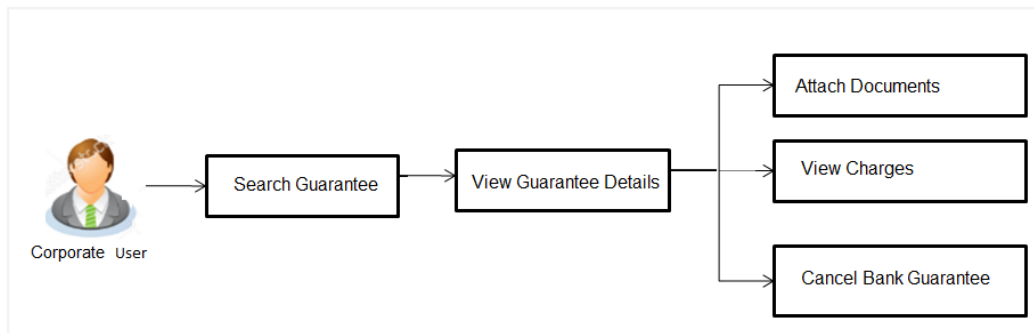
Using this option, user can apply for cancellation of Bank Guarantee and accept the requests for cancellation existing Outward Guarantees in the application.

This option allows the user to search for guarantees based on a certain filter criterion which he wishes to cancel. The searched guarantee then displays the summary of the Bank Guarantee..

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Outward Guarantee should exist for the party ID and party must having view rights for it

### Workflow



### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Bank Guarantee > Outward Bank Guarantee > Cancel Bank Guarantee > Cancel Outward Guarantee*

### To cancel Outward Guarantee:

1. Navigate to the **Cancel Outward Guarantee** screen

## Cancel Outward Guarantee - Search

### Field Description

Field Name	Description
<b>Lookup Guarantee Reference No.</b>	The Outward Guarantee reference number.

- From the **Lookup Guarantee Reference No** list, select the appropriate guarantee reference number.  
OR  
Click the **Advanced Lookup** link. The Advanced Lookup overlay screen appears.

### Advanced Lookup

Guarantee Number	Customer Reference Number	Applicant Name	Beneficiary name	Undertaking Amount
PK2GLIR211250504	GOODCARE PLC	MARKS AND SPENCER	MARKS AND SPENCER	GBP 90,000.00

## Field Description

Field Name	Description
<b>Beneficiary Name</b>	The name of the beneficiary of the Outward Guarantee.
<b>Customer Reference Number</b>	The customer reference number for the transaction.
<b>Issue Date</b>	The issue start date and end date of the Outward Guarantee.
<b>Expiry Date</b>	The expiry date range for the Outward guarantee.
<b>Undertaking Amount</b>	The Outward Guarantee amount range used for searching the Outward Guarantee.

3. Enter the filter criteria to search the Outward guarantee.
4. Click **Apply**. The **Advanced Lookup** screen appears with the search results.  
OR  
Click **Cancel** to cancel the transaction. The Dashboard appears.  
OR  
Click **Clear** to clear the filter criteria
  - a. Click on the desired Guarantee Number link.
5. Click **Verify**. The Bank Guarantee Details appear.  
OR  
Click **Reset** to clear the search.

## 29.1 Outward Guarantee Details

This screen displays the summary of the selected Bank Guarantee.

### Outward Guarantee Details

Cancel Outward Guarantee  
GOODCARE PLC | \*\*\*044

Outward Guarantee Details

Lookup Guarantee Reference  
000GUR21257002

SOA/SOB	SO
Applicant NATIONAL FREIGHT CORP	Beneficiary Name FIXNETIX
Address PKBANK7DOXX	Address PKBANK4DOXX
Country United Kingdom	Country United Kingdom
Undertaking Amount GBP12,000.00	Expiry Date 03 Aug 2021
Product Guarantee Issuance Reissuance upon receiving request	

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Lookup Guarantee Reference No.</b>	The Outward Guarantee reference number.
<b>Bank Guarantee Details</b>	
Displays the bank guarantee details of the selected Guarantee.	
<b>Applicant</b>	Displays the name of the applicant who has made the outward guarantee in favour of Beneficiary.
<b>Address</b>	Displays the address of applying party.
<b>Country</b>	Displays the country of applying party.
<b>Undertaking Amount</b>	Displays the amount of the Outward Guarantee.
<b>Product</b>	Displays the product type as coming from Host.
<b>Beneficiary Name</b>	Displays the name of the beneficiary of the Outward Guarantee.
<b>Address</b>	Displays the address of beneficiary party.
<b>Country</b>	Displays the country of beneficiary party.
<b>Expiry Date</b>	Displays the expiry date of the Outward Guarantee.

6. Click **Next** or click the **Charges** tab.
7. The **Charges** tab appears in the **Cancel Outward Guarantee** screen.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.  
OR  
Click **Back** to go back to previous screen.

## 29.2 Charges

This screen allows the user to view the Cash Margin Amount and the account used for the cash Margin. He can however change the account (one of his mapped accounts) in which reversal of cash margin (if any) can be credited.

Also user can provide "Special Instructions" against the transaction.

## Charges

Cancel Outward Guarantee  
GOODCARE PLC | \*\*\*044

Outward Guarantee Details

Charges

Account No	Description of Charges	Amount
xxxxxxxxxxxx0017	LC Cancellation Charges	GBP 95.00
Balance GBP 9999999999991255.300.00		
<b>Total Charges</b>		<b>GBP 95.00</b>

Taxes

Account No	Description of Taxes	Amount
xxxxxxxxxxxx0017	LCTAX	GBP 5,600.00
<b>Total Taxes</b>		<b>GBP 5,600.00</b>

Commissions

Account No	Description of Commissions	Tax Amount	Percentage
xxxxxxxxxxxx0017	Guarantee issuance Commission	GBP 379.73	3
xxxxxxxxxxxx0017	Amendment Commi(Flat Amount Rate-Tired -days)	GBP 63.29	3
<b>Total Commission</b>		<b>GBP 443.02</b>	

Special Instructions

Next Cancel Back

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## Field Description

Field Name	Description
<b>Charges</b>	
<b>Account No</b>	Debit account number of the applicant.
<b>Description of Charges</b>	Displays the description charges applicable.
<b>Amount</b>	Displays the amount of charges.
<b>Total Charges</b>	Displays the total charge amount.
<b>Taxes</b>	
<b>Account No</b>	Debit account number of the applicant.



Field Name	Description
<b>Description of Taxes</b>	Displays the description of taxes applicable.
<b>Amount</b>	Displays the amount of taxes.
<b>Total Taxes</b>	Displays the total tax amount.
<b>Commissions</b>	
<b>Account No</b>	Debit account number of the applicant.
<b>Description of Commissions</b>	Displays the al description of commissions charged by bank.
<b>Tax Amount</b>	Displays the amount of commission.
<b>Percentage</b>	Displays the percentage of LC charged as commission.
<b>Total Commission</b>	Displays the total commission amount.
<b>Special Instructions</b>	The special instructions that is to be provided against the transaction.

8. From the **Account No** list, select appropriate account.
9. In the **Special Instructions** field, enter special instructions if any.
10. Click **Next** or click the **Attachment** tab.
11. The **Attachment** tab appears in the **Cancel Outward Guarantee** screen.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.  
OR  
Click **Back** to go back to previous screen.

### 29.3 Attachments

This tab allows you to attach multiple documents required for the cancellation of outward Guarantee contract. The user can also enter a remark against each document.


## Attachments

The screenshot shows the 'Cancel Outward Guarantee' page for account GOODCARE PLC | \*\*\*044. The 'Attachments' section is active, displaying a 'Drag and Drop' area for file uploads. Below this, there is a table with columns for 'Export Doc Collecn', 'GUARANTEE', 'Aadhar Card', and 'Add Remarks'. The 'Export Doc Collecn' column contains the file 'Booking.txt'. There are 'Upload' and 'Delete All' buttons. Below the table, there are three checkboxes: 'Kindly go through all the Standard Instructions', 'I accept the Terms & Conditions', and 'I agree to surrender original guarantee'. A 'Preview Draft Copy' button is also present. At the bottom, there are 'Submit', 'Cancel', and 'Back' buttons.

## Field Description

Field Name	Description
<b>Drag and Drop</b>	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.  <b>Note:</b> File size should not be more than 5 MB. Supported file types: .jpeg, .png, .doc, .pdf, .txt, .zip. Multiple files can be uploaded at a time.
<b>Document Attached</b>	Displays the attached document. Displays the link to view the attached document.
<b>Document Category</b>	The category of the document to be uploaded.
<b>Document Type</b>	The type of the document to be uploaded for the selected category.
<b>Add Remarks</b>	The notes added, if any for attaching the document.

12. Click **Drag and Drop Files** to browse and select the required document present on your computer. The Attach Document popup window appears.
13. Select the required document present on your computer to upload.
14. From the **Document Category** select the appropriate option.
15. From the **Document Type** select the appropriate option.

16. In the **Add Remarks** field add notes for attaching documents.
17. Click **Upload** to upload document. The Attach Documents tab appears along with list of attached documents.  
OR  
Click  to remove the attached document.  
OR  
Click **Delete All** to delete all the attachments.
18. Select the **Kindly Go through all the Standard Instructions**, check box.
19. Click the **Kindly Go through all the Standard Instructions** link to view the customer instructions maintained by bank from back office.
20. Select the **I accept the Terms and Conditions** check box to accept the Terms and Conditions.
21. Select the **I agree to surrender original guarantee** check box to accept the agreement to surrender the original guarantee.
22. Click **Preview Draft Copy** to have a preview of draft.
23. Click **Submit** to attach supporting documents.  
OR  
Click **Cancel** to cancel the transaction. The Dashboard appears.  
OR  
Click **Back** to go back to previous screen.
24. The review screen appears. It displays all the sections with their respective fields .Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction. The Dashboard appears.  
OR  
Click **Back** to go back to previous screen.
25. The success message initiation of outward guarantee cancellation appears along with the reference number. Click **OK** to complete the transaction.

[Home](#)

## 30. Bank Guarantee Settlement

Using this option a corporate user can settle their unsettled claims.

User can view all the available unsettled claims under Bank Guarantee and can select and click to view the details of the same. The user has also an option to indicate the amount to be settled, and source account, collaterals, and loans that can be used to settle the claim. There is an option to view the limits available to the user.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Collection should exist for the party ID and party must having view rights for it

### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Bank Guarantee > Outward Bank Guarantee > Bank Guarantee Settlement*

### To search and view the unsettled claim:

1. The **Bank Guarantee Settlement** screen appears.

### Bank Guarantee Settlement

### Field Description

Field Name	Description
<b>Bank Guarantee Reference Number</b>	The bank guarantee reference number of the guarantee against which the user has lodged the claim.
<b>Applicant Name</b>	The name of the applicant.
<b>Claim Number</b>	The claim number of the lodged guarantee claim.

**Field Name      Description**

**Claim Date Range - From To**      The start and end date of the claim.

2. From the **Applicant Name** field, select the appropriate applicant.
3. Enter the other search criteria, if required and click **Search**. The search results matching search criteria appears on the screen.  
OR  
Click **Clear** to reset the data entered.

**Bank Guarantee Settlement - Search Results**

Bank Guarantee Settlement  
GOODCARE PLC | \*\*\*044

Bank Guarantee Reference Number: \_\_\_\_\_  
Claim Number: \_\_\_\_\_

Applicant Name: GOODCARE PLC  
Claim Date Range: From \_\_\_\_\_ To \_\_\_\_\_

**Search**    **Clear**

Claim Number	Guarantee Number	Applicant Name	Claim Date	Claim Amount	Undertaking Amount
1	PK2GUIR21125A162	GOODCARE PLC	8/5/21	GBP 1,000.00	GBP 1,000.00
1	PK2GUIR21125A0DX	GOODCARE PLC	11/11/21	GBP 9,000.00	GBP 9,000.00
1	PK2GUIR21125A15S	GOODCARE PLC	11/11/21	GBP 100,000.00	GBP 100,000.00
2	PK2GUIR21125A1XR	GOODCARE PLC	11/11/21	GBP 1.00	GBP 9,000.00
5	PK2GUIR21125A1XR	GOODCARE PLC	11/11/21	GBP 1.00	GBP 9,000.00
6	PK2GUIR21125A1XR	GOODCARE PLC	11/11/21	GBP 1.00	GBP 9,000.00
2	PK2GUIR211256515	GOODCARE PLC	11/11/21	GBP 5,000.00	GBP 9,000.00

ⓘ All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.  
ⓘ Displayed Local currency amount is indicative and actual amount may differ.

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**Field Description**

**Field Name      Description**

**Search Result**

**Claim Number**      The claim number of the lodged claim.  
Click the link to view the unsettled claim details.

**Guarantee Number**      The guarantee number of the guarantee against which the user has lodged the claim.

Field Name	Description
<b>Applicant Name</b>	The name of the applicant.
<b>Claim Date</b>	The date on which the claim is lodged.
<b>Claim Amount</b>	The claim amount of the bank guarantee along with the currency.
<b>Undertaking Amount</b>	The undertaking amount for the Outward Guarantee along with the currency.

4. Click the **Claim** link to view the unsettled guarantee claim details. The **Bank Guarantee Settlement** detail screen appears.

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

### 30.1 **Bank Guarantee Settlement - Settlement Details**

**To settle a Bank Guarantee Claim:**

5. On Click of **Claim** link user is navigated to **Bank Guarantee Settlement – Settlement Details** tab.

## Bank Guarantee Settlement – Settlement Details

The screenshot displays the 'Bank Guarantee Settlement' page for 'GOODCARE PLC | \*\*\*Q44'. At the top, there's a navigation bar with the Futura Bank logo, a search bar, and user information: 'Welcome, Obdx checker' and 'Last login 11/30/22, 3:35 PM'. Below the header, a table provides key details:

Guarantee Reference Number	Claim Number	Undertaking Amount	Claim Amount
PK2GUIS211448501	2	GBP 950,000.00	GBP 250,000.00

On the left, a sidebar menu includes 'Settlement Details' (selected), 'Forex Deals', 'Charges', and 'Attachments'. The main content area shows options for 'Pay with collateral' (checked), 'Settlement Account' (selected), and 'Apply for Loans' (unchecked). A 'Limits' section features a gauge chart showing 'Utilized' (GBP 1,152,091.65) and 'Sanctioned' (GBP 999,999,999.99) against an 'Available Limit' of 1,000.0B. A 'View Limit Details' link is provided below the chart. At the bottom, there are 'Next' and 'Cancel' buttons.

### Field Description

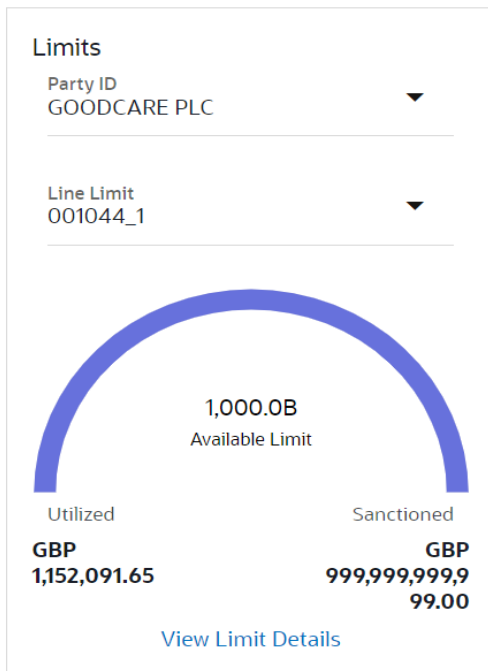
Field Name	Description
<b>Guarantee Reference Number</b>	The bank guarantee reference number of the guarantee against which the user has lodged the claim.
<b>Claim Number</b>	The claim number of the lodged guarantee claim.
<b>Undertaking Amount</b>	The undertaking amount for the Outward Guarantee along with the currency.
<b>Claim Amount</b>	The claim amount of the bank guarantee along with the currency.

<b>Pay with Collateral</b>	The user can select this option to settle the claim using Collaterals Click the <b><u>View Collateral Details</u></b> link to view the collateral details.
<b>Settlement Account</b>	Option to select a Current and Savings Account or Finances account for settlement of guarantee claim.  <b>Note:</b> The balance in CASA account should be equal or more than the equivalent amount of claim in claim's currency, which is being settled, in case of single claim being liquidated.
<b>Apply for Loan</b>	The user can select this option to apply for a loan directly from the page. Bank would be informed that the corporate user is looking for a loan.

- 
6. Select this **Pay With Collaterals** option to settle the collection using collaterals.
    - a. Click the **View Collateral Details** link. The **Collateral Details** overlay screen appears.
  16. Select the **Settlement Account** option, if he wishes to use it for settlement of claim.
    - a. From the **Settlement Account** list, select the account from which the transfer needs to be made for settlement of claim.
  17. Select the **Apply for Loans** option to settle the collection using loan account.
    - a. Click the **View Finance Details** link. The **Linked Finance Details** overlay screen appears.
    - b. From the **Loan Account** list, select the loan account from which the settlement of collection is to be done.
  18. Click **View Bank Guarantee Details** to view the outward guarantee details.  
The **View Outward Guarantee** screen appears.
  19. From the **Limits** list, select the appropriate limit.  
OR  
Click the **View Limit Details** link to open the Facility Summary screen.  
OR  
Click **Reset** to reset the limit details. The Reset popup appears.



## Limits



### Field Description

Field Name	Description
Party ID	The party Id of the LC product.
Line Limit	Indicates the available limits for Accountee under the selected Line.

- From the **Party ID** list, select the appropriate party Id.
- From the **Line Limit** list, select the appropriate limit.  
The bottom graph appears.

## 30.2 Forex Deals

This tab allows the user to link forex deals. This tab allows the corporate user to provide a Deal Reference Number and the FX rate on the screen, when they do not have any pre-booked deal to be used or an existing deal. The user can pass these details to the bank.

Bill settlement using deal is available to maker and approver users in maker activity log and pending approval details section to re-initiate and approve the transactions respectively.

## Link Forex Deals

Bank Guarantee Settlement  
GOODCARE PLC | \*\*\*044

Guarantee Reference Number: PK1GUR21125B77Q  
Claim Number: 1  
Undertaking Amount: EUR 10,000.00  
Claim Amount: EUR 10,000.00

Forex Deals

Deal Reference Number: \_\_\_\_\_ Exchange Rate: \_\_\_\_\_

Pre Booked Forex Deals

Total Undertaking Amount: EUR 10,000.00

Forex Reference Number	Expiry Date	Exchange Rate	Sell Amount	Buy Amount	Linked Amount
<input type="checkbox"/> PK2FXF120076A006	9/30/21	1.33	USD 148,960.00	GBP 112,000.00	
<input type="checkbox"/> PK2FXF1200764508	7/16/21	1.33	USD 2,660.00	GBP 2,000.00	
<input type="checkbox"/> PK2FXF1200767507	7/16/21	1.33	USD 2,660.00	GBP 2,000.00	
<input type="checkbox"/> PK2FXF1200766008	7/16/21	1.33	USD 101,080.00	GBP 76,000.00	

Total Selected Deals: 0  
Total Linked Amount: USD 0.00


Next Cancel Back

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## Field Description

Field Name	Description
<b>Deal reference Number</b>	The deal reference number of the forex deal to be entered, when pre-booked deal is not available or the user do not want to use an existing deal.
<b>Exchange Rate</b>	The exchange rate for the forex deal.
<b>Total Undertaking Amount</b>	Displays the total undertaking amount.
<b>Forex Reference Number</b>	The deal reference number of the forex deal.
<b>Expiry Date</b>	The expiry date of the forex deal.

Field Name	Description
<b>Exchange Rate</b>	The exchange rate for the forex deal.
<b>Sell Amount</b>	The selling amount of the deal.
<b>Buy Amount</b>	The buying amount of the deal.
<b>Linked Amount</b>	The amount to be linked in the forex deal.
<b>Total Selected Deals</b>	Displays the total selected deals.
<b>Total Linked Amount</b>	Displays the total Linked Amount.

20. In the **Deal Reference Number** field, enter the deal reference number.
21. In the **Exchange Rate** field, enter the exchange rate.
22. Enter the **Forex Reference Number** in the search field and click . The searched **Deal Reference Number** record details appear.  
OR  
Click the check box to select the required searched **Deal Reference Number record**.
23. In the **Linked Amount** field, enter the linked amount.
24. Click **Next** to save the details entered and proceeds to next level of details.  
OR  
Click **Cancel** to cancel the transaction, The Dashboard appears.  
OR  
Click **Back** to go back to previous screen.

### 30.3 Charges and Taxes tab

This tab captures the charges and taxes for the bank guarantee claim settlement application process.

The user can select the account number from the demand deposit and corporate deposits account list that displays the account number along with the account name, account currency and account branch.

**Charges and Taxes tab**

**Bank Guarantee Settlement**  
GOODCARE PLC | \*\*\*044

Guarantee Reference Number	Claim Number	Undertaking Amount	Claim Amount
PK2GUR21125A162	1	GBP 1,000.00	GBP 1,000.00

**Charges, Commissions & Taxes**

**Charges**

Account No	Description of Charges	Amount
xxxxxxxxxxxx0017	LC Charges receivables	GBP 50.00
Balance : GBP 1,000,000,001,009,987,200.00		
<b>Total Charges</b>		<b>GBP 50.00</b>

**Taxes**

Account No	Description of Taxes	Amount
xxxxxxxxxxxx0017	LCTAX	GBP 80.00
Balance : GBP 1,000,000,001,009,987,200.00		
xxxxxxxxxxxx0017	LCTAX1	GBP 4.00
Balance : GBP 1,000,000,001,009,987,200.00		
xxxxxxxxxxxx0017	LCTAX2	GBP 0.14
Balance : GBP 1,000,000,001,009,987,200.00		
<b>Total Taxes</b>		<b>GBP 84.14</b>

**Commissions**

Account No	Description of Commissions	Amount
No data to display.		

Next Cancel Back

**Field Description**

Field Name	Description
<b>Charges</b>	
<b>Account No</b>	The account which will be charged for the specific charge.
<b>Balance</b>	The balance in the account which will be charged.
<b>Description of Charges</b>	The description of the charges.
<b>Amount</b>	The amount that is maintained under the charge.

Field Name	Description
<b>Total Charges</b>	Displays the total charge that will be levied in the transaction.
<b>Taxes</b>	
<b>Account No.</b>	The account to be earmarked for taking the Taxes.
<b>Description of Taxes</b>	Displays the description charges applicable.
<b>Amount</b>	Displays the amount of taxes.
<b>Total Taxes</b>	Displays the total tax amount.

7. In the **Charges& Taxes** section, select the appropriate account, from the **Account No.** list
8. Click **Next** to save the entered details and proceed to the next level.  
OR  
Click the **Attachments** tab.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears

---

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

---

## 30.4 Attachments tab


The user can attach documents to the settlement in this tab.

**To Attach Documents:**


## Attachments tab

The screenshot displays the 'Attachments' tab for a Bank Guarantee Settlement. At the top, the Futura Bank logo and user information are visible. The main header shows 'Bank Guarantee Settlement' for 'GOODCARE PLC | \*\*\*044'. A table lists the settlement details: Guarantee Reference Number (PK2GUIR21125A162), Claim Number (1), Undertaking Amount (GBP 1,000.00), and Claim Amount (GBP 1,000.00). The left sidebar contains navigation links for Settlement Details, Forex Deals, Charges, and Attachments. The central area is titled 'Attachments' and includes a 'Drag and Drop' box for file uploads. Below this, a table shows the uploaded document 'GuaranteeClaim.txt' with category 'GUARANTEE' and type 'Aadhar Card'. There are 'Upload' and 'Delete All' buttons, and checkboxes for 'Kindly go through all the Standard Instructions' and 'I accept the Terms & Conditions'. At the bottom, there are 'Submit', 'Cancel', and 'Back' buttons.

## Field Description

Field Name	Description
<b>Drag and Drop</b>	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
<b>Document Name</b>	Displays the name of the attached documents. Displays the link to download the attached document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Add Remarks</b>	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document.

- Click **Drag and Drop** to browse and select the required document present on your computer. The **Attach Document** popup window appears.
- Select the required document present on your computer to upload.

11. Click **Upload** to upload document. The Attach Documents tab appears along with list of attached documents.  
OR  
Click  to remove the attached document.  
OR  
Click **Delete All** to delete all the attachments.
12. Select the **Kindly Go through all the Standard Instructions**, check box.
13. Click the **Kindly Go through all the Standard Instructions** link to view the customer instructions maintained by bank from back office.
14. Read the **I accept the Terms and Conditions** by clicking on the hyperlink and click on check box to accept the Terms and Conditions.
15. Click **Preview** to have a preview of draft.
16. Click **Submit**.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.  
OR  
Click **Back** to go back to previous screen.
17. The review screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.  
OR  
Click **Back** to go back to previous screen.
18. The success message claim settlement appears. Click **OK** to complete the transaction.

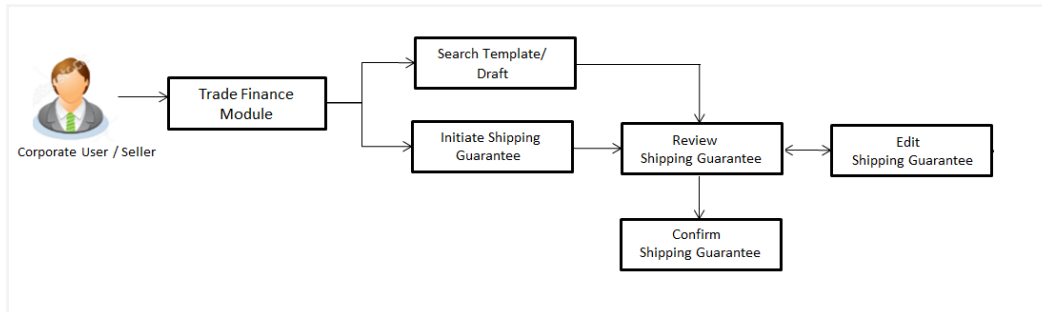
## 31. Initiate Shipping Guarantee

Using this option, you can initiate a shipment guarantee in the application.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place

### Workflow



### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Shipping Guarantee > Initiate Shipping Guarantee*  
OR

*Dashboard > Toggle menu > Trade Finance > Letter of Credit > Import Letter of Credit > View Letter of Credit*

OR

*Dashboard > Trade Finance > Overview > Quick Links > Raise Shipping Guarantee*

### 31.1 Search Shipping Guarantee template


User can save shipping guarantee application as a Template so that same can be used for creation of similar kind of shipping guarantees, if required in future. User can search the saved shipping guarantee template using Template Name.

---

Note: Shipping Guarantee Application saved as Template can be re used any number of times for Shipping Guarantee Initiation.

---

#### To search the shipping guarantee template:

1. In the **Search** field, enter the template name.
2. Click  . The saved Collection a templates appears based on search criteria.



## Shipping Guarantee Template - Search Result



## Field Description

Field Name	Description
------------	-------------

## Search Result

<b>Template Name</b>	The name using which template is stored and can be used to initiate a shipping guarantee application.
<b>Updated On</b>	The last updated date of the template.
<b>Access Type</b>	The type of access granted to template whether it is public or private.
<b>Beneficiary Name</b>	The beneficiary name against whom shipping guarantee is to be created.
<b>Product</b>	The shipping guarantee product.
<b>Amount</b>	The shipping guarantee amount.
<b>Created by</b>	The name of the maker who created the template.

- Click **Cancel** to cancel the transaction.


Click  or  to view the initiate Shipping Guarantee template as Summarized or Tabular view.

## 31.2 Search Shipping Guarantee Drafts

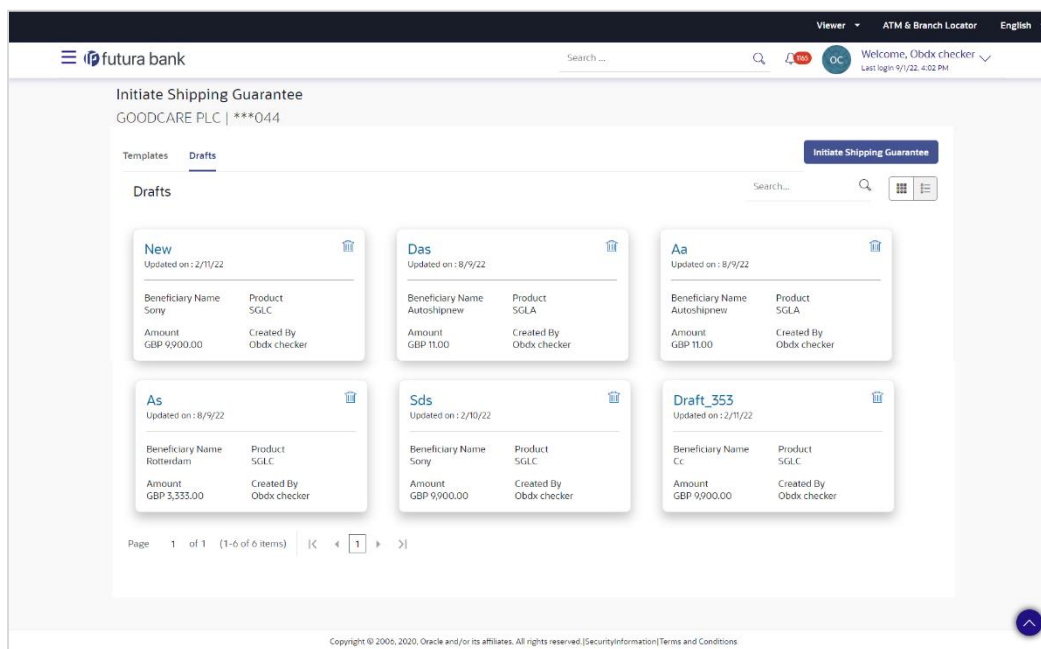
User can save shipping guarantee application as a Draft so that it can be used if required in future. User can search the saved shipping guarantee draft using Draft Name.

Note: Shipping Guarantee Application saved as Draft can be re used any number of times for Shipping Guarantee Initiation.

### To search the shipping guarantee draft:

1. In the Search field, enter the draft name.
2. Click . The saved shipping guarantee drafts appears based on search criteria.

### Shipping Guarantee Draft - Search Result



### Field Description

Field Name	Description
<b>Search Result</b>	
<b>Draft Name</b>	The name of the shipping guarantee application saved as draft.
<b>Updated On On</b>	The date on which the draft was saved.
<b>Beneficiary Name</b>	The beneficiary name against whom shipping guarantee is to be created.
<b>Product</b>	The Islamic shipping guarantee product.

Field Name	Description
<b>Amount</b>	The Islamic shipping guarantee amount.
<b>Created by</b>	The name of the maker who created the template.
<b>Access Type</b>	The type of access granted to template whether it is public or private.
<b>Template Name</b>	The name using which template is stored and can be used to initiate a shipping guarantee application.

3. Click **Cancel** to cancel the transaction.

### 31.3 Initiate a Shipping Guarantee

Using this option, you can initiate a shipping guarantee in the application. To initiate a shipping guarantee in the application, you must enter details such as, Shipping Guarantee Details, Shipment Details, Linkages, Instructions, and Attachments etc.

To initiate shipping guarantee:

1. Click **Initiate Shipping Guarantee** on **Initiate Shipping Guarantee** screen.

## Initiate Shipping Guarantee

Shipping Guarantee Details  
GOODCARE PLC | \*\*\*044

Issue Under  
 LC  Collection

Lookup LC Reference No.  
PK2ILSR21I254501

**Applicant Details**  
Applicant name  
GOODCARE PLC  
Address  
12 King Street  
Country  
United Kingdom

**Limits**  
Party ID:GOODCARE PLC  
Limit:001044\_1   
Available Limit  
**USD0.008**  
Utilized **GBP209,202.00** Sanctioned **GBP999,999,999.00**  
[View Limit Details](#)

Beneficiary Details  
 Existing  New

Beneficiary Name  
Nick  
Address  
block 1  
Street A  
Area P  
Country  
India

Select Product  
Shipping Guarantee

Date of Expiry  
31 May 2021

Shipping Guarantee Amount  
GBP0.00

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## Field Description

Field Name	Description
<b>Issue Under</b>	Indicates whether the shipping is initiated under LC or Collection. The options are: <ul style="list-style-type: none"> <li>• LC</li> <li>• Collection</li> </ul>
<b>Lookup LC Reference No.</b>	Indicates option to select the LC reference number. This field appears if you select <b>LC</b> option in the <b>Issue Under</b> filed.

Field Name	Description
------------	-------------

---

**Advanced Lookup**

Below fields appear if you click Advanced lookup link.

**Applicant Name** The name of the applicant.

**Beneficiary Name** The beneficiary name.

**Status** The Status of the LC.

**LC Amount Range From -To** The LC amount range.

**Advanced Lookup Search results**

Below fields appear if you click **Advanced lookup** link.

**LC Number** The searched LC reference number.

**Beneficiary Name** The name of the beneficiary.

**Issue Date** The issue date of LC.

**Date of Expiry** The start date range and end date the LC gets expired.

**LC Status** The status of the LC.

**LC Amount** Indicates the amount for the Letter of Credit along with the currency under which the LC is issued.

**Outstanding Amount** This field specifies any outstanding amount available along with the currency.

**Applicant Details**

Below applicant related fields appear if you select **Collection** option in the **Issue Under** filed.

**Applicant Name** The name of applying party.

**Address** The address of applying party.

**Country** The country of applying party.

**Date of Application** Application date when Bill has to be initiated.

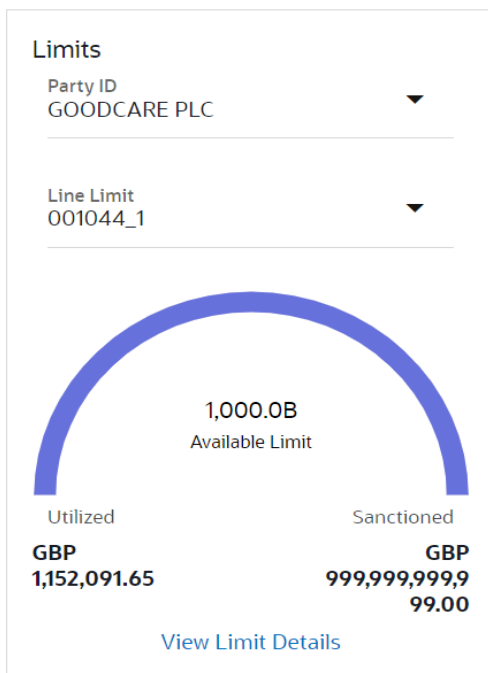
---

Field Name	Description
<b>Beneficiary Details</b>	
<b>Beneficiary Type</b>	Indicates beneficiary party type. The options are: <ul style="list-style-type: none"> <li>Existing</li> <li>New</li> </ul>
<b>Beneficiary Name</b>	The name of beneficiary party.
<b>Address</b>	The address of beneficiary party. This field is enabled only if the <b>New</b> option is selected in the <b>Beneficiary Type</b> field.
<b>Country</b>	The country of beneficiary party. This field is enabled only if the <b>New</b> option is selected in the <b>Beneficiary Type</b> field.
<b>Product Details</b>	
<b>Select Product</b>	The product type as coming from Host.
<b>Date of Expiry</b>	The expiry date of the guarantee. The expiry date must be later than the application date.
<b>Shipping Guarantee Amount</b>	The shipping guarantee amount along with the currency.
<b>Limits</b>	Indicates the available limits for applicant under the selected Line. The limit details are also represented in a graphical manner with available, sanctioned and utilized limit details for the users.
<b>View Limit Details</b>	Click the link to open the Facility Summary screen.

2. Select the appropriate option from **Issue Under** field.
  - a. If you select **LC**;
    - i. From the **Loop Up Reference No.** field, select the appropriate LC reference number.
    - ii. Click **View**. The summary of LC appears.  
OR  
Click the **Advanced Lookup** link. The Advanced Lookup overlay screen appears.

- iii. Click **Verify** to verify the LC.  
OR  
Click **Reset** to cancel the entered LC reference number.
- b. If you select **Collection**,
  - i. From the **Applicant Name** list, select the appropriate applicant. The Applicant details appear
- 3. From the **Limits** list, select the appropriate limit.  
OR  
Click the **View Limit Details** link to open the Facility Summary screen.  
OR  
Click **Reset** to reset the limit details. The Reset popup appears.

### Limits



### Field Description

Field Name	Description
<b>Party ID</b>	The party Id of the LC product.
<b>Line Limit</b>	Indicates the available limits for Accountee under the selected Line.

- a. From the **Party ID** list, select the appropriate party Id.
- b. From the **Line Limit** list, select the appropriate limit.  
The bottom graph appears.

4. In the **Beneficiary Details** field, select the appropriate option.
  - a. If you select **Existing** option:
    - i. From the Beneficiary Name, select the appropriate option.
  - b. If you enable **New** option:
    - i. In the **Beneficiary Name** list, enter the name of the LC beneficiary.
    - ii. In the **Address** field in the Beneficiary section, enter the address of the LC beneficiary.
    - iii. From the **Country** list in the Beneficiary section, select the appropriate country.
5. From the **Product** list, select the appropriate option.
6. In the **Date of Expiry** field, select the expiry date of the shipping guarantee.
7. From the **Currency** list, select the appropriate currency for the guarantee.
8. In the **Amount** field, enter the amount for the guarantee.
9. Click **Next** or click the **Shipment Details** tab.  
The **Shipment Details** tab appears in the **Initiate Shipping Guarantee** screen.  
OR  
Click **Initiate Shipping Guarantee**. The transaction is saved and the **Initiate Shipping Guarantee – Verify** screen appears.  
OR  
Click **Save As** system allows transaction details to be saved as a draft. (For more details, refer **Save As Draft** section.)  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### **31.3.1 Initiate Shipping Guarantee – Goods and Shipment Details tab**

This tab includes the shipment details of the Guarantee application.



## Initiate Shipping Guarantee – Goods and Shipment Details tab


The screenshot shows the 'Shipping Guarantee Details' page for 'GOODCARE PLC | \*\*\*044'. The page includes a navigation menu on the left with options like 'Shipping Guarantee Details', 'Goods and Shipment Details', 'Linkages', 'Charges, commission and Taxes', and 'Instructions and Attachments'. The main form area contains several input fields: 'Shipment Date' (05 May 2021), 'Transportation Mode' (Air), 'Port of loading/ Airport of Departure' (depart), 'Port of discharge/ Airport of Destination' (discharge), 'Carrier name' (carr), 'Cargo Arrival Details' (cargo), 'Bill of lading' (bill), 'Shipment Marks' (mark), and 'Shipment Agent Name' (agent). A 'Limits' summary shows 'Utilized GBP209,202.00' and 'Sanctioned GBP999,999,999.00'. Below this is a table of goods with columns for 'Goods Description', 'Quantity', 'Cost/Unit', and 'Gross Amount'. The table contains one row: '1 UPLD\_GOOD\_1 from good desc' with a quantity of 11, cost of 100, and gross amount of 1100. At the bottom, there are buttons for 'Next', 'Save As Draft', 'Cancel', and 'Back'.

## Field Description

Field Name	Description
<b>Shipment Date</b>	<p>The latest date for shipment loading goods on board/dispatch/taking in charge.</p> <p>The Latest Date for Shipment should not be later than the Guarantee Expiry Date.</p> <p>Note: It is mandatory to enter the values either in the <b>Latest Shipment Date</b> or <b>Shipment Period</b> field.</p>
<b>Transportation Mode</b>	Indicates which mode of transportation is to be used i.e. Air, Sea, Road, Rail, Multimodal etc.

Field Name	Description
<b>Port of Loading/ Airport of Departure</b>	The place of dispatch or taking in charge of the goods or loading on board.
<b>Port of Discharge/ Airport of Destination</b>	The port of discharge.
<b>Carrier Name</b>	The carrier name that carries the shipment.
<b>Carrier Arrival Details</b>	The arrival details of the shipment.
<b>Bill of Lading</b>	The bill of lading of goods.
<b>Shipment Marks</b>	The shipment marks.
<b>Shipment Agent Name</b>	The name of the shipping agent.
<b>Description of Goods &amp; Services</b>	
<b>SR No</b>	Serial Number.
<b>Goods</b>	The type of good being shipped has to be chosen.
<b>Goods Description</b>	The description about the goods.
<b>Quantity</b>	The number of units of the good covered under the Guarantee.
<b>Cost/ Unit</b>	The price per unit of the good covered under the Guarantee.
<b>Gross Amount</b>	The gross amount of goods.
<b>Shipping Guarantee Details</b>	The details of the shipment.

10. In the **Shipment Date** field, enter the latest shipment date for loading goods on board/ dispatch/ taking in charge.
11. From the **Transportation Mode** select the appropriate option.
12. In the **Port of Loading/ Airport of Departure** field, enter the port of dispatch or taking in charge of the goods or loading on board.

13. In the **Port of Discharge/ Airport of Destination** field, enter the port of discharge of the goods.
14. In the **Carrier Name** field, enter the name of the shipping carrier.
15. In the **Carrier Arrival Details** field, enter the details of the shipping carrier arrival.
16. In the **Bill of Lading** field, enter the bill of lading details.
17. In the **Shipment Marks** field, enter the shipment marks.
18. In the **Shipment Agent Name** field, enter the name of the shipping agent.
19. In the **Description of Goods & Services** section,
  - a. From the **Goods** list, select the goods being shipped.
  - b. In the **Description of Goods** field, enter the description of the goods traded under the Guarantee.
  - c. In the **Quantity** field, enter the number of units of the goods traded under the Guarantee.
  - d. In the **Cost/ Unit** field, enter the price per unit of the goods traded under the Guarantee.
  - e. Click **Add Goods** to add new good if required.  
OR  
Click  to remove the already added goods.  
OR  
Click **Continue** to save the details entered and proceeds to next level of details.  
OR  
Click the **Instructions** tab.
20. In the **Shipping guarantee Details** field, enter the details of shipping guarantee.
21. Click **Continue** to save the details entered and proceeds to next level of details.  
OR  
Click the **Charges, Commissions and Taxes** tab. The **Charges, Commissions and Taxes** tab details appear in the Initiate Shipping Guarantee screen.  
OR  
Click **Save as Draft** system allows transaction details to be saved as a template or draft.  
(For more details, refer **Save As Draft** section.)  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction. The Dashboard appears.

### 31.3.2 Initiate Shipping Guarantee – Linkages tab

This tab allows the user to link a deposit account while initiating a transaction.

## Initiate Shipping Guarantee – Linkages tab

Shipping Guarantee Details  
GOODCARE PLC | \*\*\*044

Shipping Guarantee Details  
Goods and Shipment Details  
Linkages  
Charges, commission and Taxes  
Instructions and Attachments

Select Deposits

Sr. No.	Account Number	Amount	Amount in Transactional Currency	Maturity Date
1	xxxxxxxxxxxx0001	GBP1,200.00		24 Dec 2021

+ Add Account  
Total

Disclaimer: The total amount transactional currency may vary as per the rate applied during transaction by the bank.

Next Save As Draft Cancel Back

Help

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### Field Description

Field Name	Description
<b>Sr. No.</b>	The serial number of the schedule record.
<b>Account Number</b>	The deposit account that has to be mapped to the transaction.
<b>Amount</b>	The amount that is to be linked for the transaction, and partial linkages to be supported.
<b>Amount in Transactional Currency</b>	The tentative equivalent amount in transactional currency.
<b>Maturity Date</b>	The maturity date of the deposit.

22. From the **Account Number** list, select the appropriate deposit account that has to be mapped to the transaction.
23. In the **Amount** field, enter the amount that is to be linked for the transaction.
24. Click **Next** to save the entered details and proceed to the next level.  
OR  
Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer Save As Template or Save As Draft sections.)  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

### 31.3.3 Initiate Shipping Guarantee – Charges, Commissions and Taxes

Initiate Shipping Guarantee  
GOODCARE PLC | \*\*\*044

Shipping Guarantee Details  
Goods and Shipment Details  
Linkages  
**Charges, commission and Taxes**  
Instructions and Attachments

Charges

Account No	Description of Charges	Amount
xxxxxxxxxxxx0017	COURIER CHARGES FOR LC ISSUE	GBP 121.00
xxxxxxxxxxxx0017	LC Charges receivables	GBP 50.00
xxxxxxxxxxxx0017	SWIFT CHARGES FOR LC ISSUE	GBP 50.00
<b>Total Charges</b>		<b>GBP 221.00</b>

Taxes

Account No	Description of Taxes	Amount
xxxxxxxxxxxx1039	LCTAX	GBP 266.64
xxxxxxxxxxxx1039	LCTAX1	GBP 4.00
xxxxxxxxxxxx1039	LCTAX2	GBP 10.00
<b>Total Taxes</b>		<b>GBP 280.64</b>

Commissions

Account No	Description of Commissions	Tax Amount	Percentage
xxxxxxxxxxxx1039	Shipping Gurantee issuance Commission	GBP 199.98	1
<b>Total Commission</b>		<b>GBP 199.98</b>	

Note: Relationship Pricing is given for this transaction.

Next Save As Draft Cancel Back

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#### Field Description

Field Name	Description
<b>Charges</b>	
<b>Account No</b>	The account number for levying Cancellation Charges / Advice Charges.
<b>Description of Charges</b>	Displays the reason of charges levied for various Guarantee related processes.
<b>Amount</b>	Displays the amount charged for the various processes.
<b>Total Charges</b>	Displays the total charge amount.

Field Name	Description
<b>Taxes</b>	
<b>Account No</b>	The account number for taxes.
<b>Description of Taxes</b>	Displays the description of charges applicable.
<b>Amount</b>	Displays the amount of taxes.
<b>Total Taxes</b>	Displays the total tax amount.
<b>Commission</b>	
<b>Account No</b>	The account number for commission.
<b>Description of Commissions</b>	Displays the description of commission applicable.
<b>Commission for</b>	Displays the commission charges in terms of percentage for the issued Guarantee.
<b>Tax Amount</b>	Displays the amount charged as commission.
<b>Percentage</b>	Displays the percentage of Guarantee amount charged as commission.
<b>Total Commission</b>	Displays the total commission amount.

- 
25. From the **Account No.** list, select the appropriate account number.
  26. Click **Next** to save the details entered and proceeds to next level of details.
    - OR
    - Click the **Instructions** tab. The **Instructions** tab details appear in the Initiate Shipping Guarantee screen.
    - OR
    - Click **Save as Draft** system allows transaction details to be saved as a template or draft. (For more details, refer Save As Draft section.)
    - OR
    - Click **Back** to go back to previous screen.
    - OR
    - Click **Cancel** to cancel the transaction. The **Dashboard** appears.

---

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.


---

### 31.3.4 Initiate Shipping Guarantee – Instructions tab

This tab includes the miscellaneous information such as Advising Bank, Instructions to the bank (not forming part of guarantee).

## Field Description

Field Name	Description
<b>Special Instructions</b>	Any additional instructions that you want to give to the bank.
<b>Drag and Drop</b>	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
<b>Document Name</b>	Displays the name of the attached documents. Displays the link to download the attached document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Remarks</b>	Displays the notes added, if any, for attaching the document.

Field Name	Description
	Click the icon to remove the attached document-
<b>Save as Template</b>	Options to save the transaction as template. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Access Type</b>	Indicates the type of access for the template. The options are: <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul> <p>This field is enabled if the <b>Yes</b> option is selected in Save as Template.</p>
<b>Template Name</b>	The name using which template is stored and can be used in future.

27. In the **Special Instructions** field, enter the additional instructions that you want to give to the bank.
28. Select the **Kindly Go through all the Standard Instructions**, check box.
29. Click the **Standard Instructions** link to view the customer instructions maintained by bank from back office.
30. Click **Drag and Drop** Files to browse and select the required document present on your computer.  
The **Attach Document** popup window appears.
31. Select the required document present on your computer to upload.
32. Click **Upload** to upload document. The Attach Documents tab appears along with list of attached documents.  
OR  
Click **Delete All** to delete all the attachments.
  - a. In the **Save as Template** field, select **Yes**, if you want to save the transaction as template.
  - b. If you select **Yes**,
    - i. In the **Access Type** field, select the appropriate option.
    - ii. In the **Template Name** field, enter the name of the template.
33. Select the **I accept Terms and Conditions** check box to accept the Terms and Conditions.



34. Click **Submit**. The transaction is saved and the Initiate Shipping Guarantee – Verify screen appears.  
 OR  
 Click **Save as Draft** to save the transaction details as a template or draft. (For more details, refer **Save As Draft** section.)  
 OR  
 Click **Back** to go back to previous screen.  
 OR  
 Click **Cancel** to cancel the transaction, The Dashboard appears.
35. The review screen appears. It displays all the 4 sections with their respective fields namely Shipping **Guarantee Details, Shipment Details, Documents, Instructions, and Attachments** with an option to edit them individually.  
 Verify the details, and click Confirm.  
 OR  
 Click **Back** to go back to previous screen.  
 OR  
 Click **Cancel** to cancel the transaction. The Dashboard appears.
36. The success message initiation of guarantee creation appears along with the reference number. Click **OK** to complete the transaction.

## 31.4 Save As Template

User can save the application as a Template so that it can be used for creation of similar shipping guarantees, if required in future. The application allows the template access as public or private if saved as template.

- **Public:** A template marked as 'Public' are visible to all the users mapped to the Party ID of the user who created the template. All users mapped to the party will only be able to view and use whereas they will not be able to edit or delete template. Only the creator of the template is allowed to edit or delete the template.
- **Private:** A template marked as 'Private' is available to only the creator of the template. Only creator of the template can use the template while initiating shipping guarantee and modify or delete such templates.

User can search the saved shipping guarantee template by template name in search tab. The LC applications earlier saved as template can also be saved as draft while initiating a shipping guarantee.

---

Note: User cannot save application with attached document as Template.

---

### To save Shipping Guarantee application as template:

1. Enter the required details in application.
2. Click Save As , and then select Template option.

## Save as Template

## Field Description

Field Name	Description
<b>Template Type</b>	<p>Indicates the type of access for the template.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• <b>Public:</b> A template marked as 'Public' is visible to all the users mapped to the Party ID for which the user has created the template. All such users will only be able to view and use this template, however they will not be able to edit or delete the template. Only the creator of the template is allowed to edit or delete the template.</li> <li>• <b>Private:</b> A template marked as 'Private' is available to only the creator of the template. Only creator of the template can use it while initiating Shipping Guarantee and modify or delete such template.</li> </ul>
<b>Template Name</b>	Name of the template to be saved.

- From the **Template Type** list, select the appropriate option.
- In the **Template Name** field, enter the desired name for the template.
- Click **Save** to save the template.  
The transaction details are saved as a template which can be access from the **Template** tab.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## 31.5 Save As Draft

User can save Shipping Guarantee application as a Draft so that it can be used if required in future. It can be re used only one time for Shipping Guarantee Application initiation. User can search the saved Shipping Guarantee draft using the draft name in search box. The saved drafts can be accessed from the **Draft** tab. The Shipping Guarantee applications, which were saved as draft can also be saved as template after adding all other necessary fields.

**Note:** User cannot save application with attached document as Draft.

**To save Shipping Guarantee application as draft:**

1. Enter the required details in Shipping Guarantee application.
2. Click **Save As** and then select **Draft** option.

**Save as Draft**
**Field Description**

Field Name	Description
<b>Draft Name</b>	Name of the draft.

3. In the **Draft Name** field, enter the desired name for the draft.
4. Click **Save** to save the draft.  
The transaction details are saved as a draft which can be accessed from the **Draft** tab.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

**Note:** When shipping Guarantee is linked with LC it cannot be saved as Draft, when it is not linked with LC, then it can be saved either as a draft or as a template.

[Home](#)

## 32. View shipping Guarantee

Using this option, you can view existing shipping guarantees in the application.

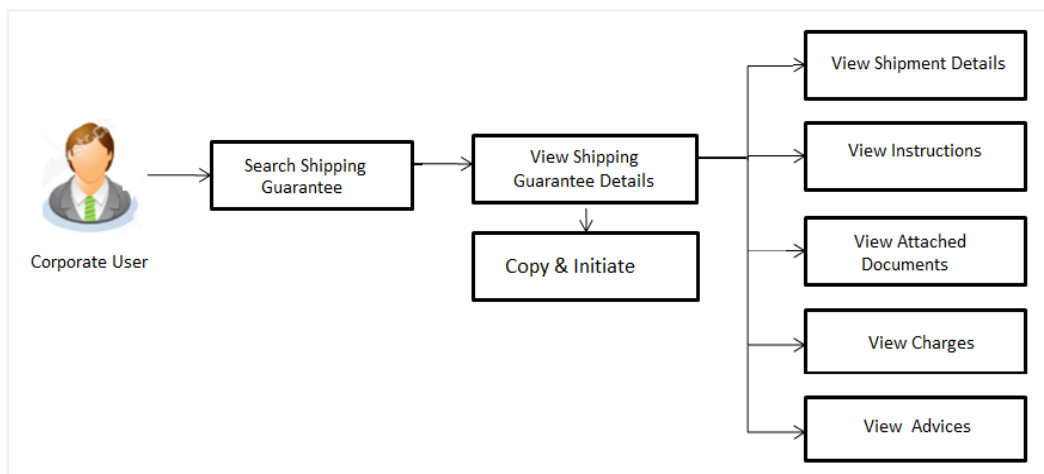
A guarantee from a lending institution ensures that the liabilities of a debtor will be met. In other words, if the applicant fails to fulfil a commitment, the lending institution will cover it. A Bank Guarantee enables user to show more credibility while doing business.

Guarantees can be initiated in the system using the Initiate Shipping Guarantee option. This option allows you to search for guarantees based on a certain search criterion. It allows you to view a list of guarantees for the selected customer. Details of an individual guarantee can be viewed and Exported in various formats.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single shipping guarantee should exist for the party ID and party must having view rights for it


### Workflow



### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Shipping Guarantee > View Shipping Guarantee*

**To view Shipping guarantee:**

1. The **View Shipping Guarantee** screen appears.
2. Click  to filter based on the filter criteria. The **Filter** overlay screen appears.

**View Shipping Guarantee - Search**
**Field Description**

Field Name	Description
<b>Beneficiary Name</b>	The name of the beneficiary of the shipping guarantee.
<b>Shipping Guarantee Status</b>	The status of the shipping guarantee. The options are: <ul style="list-style-type: none"> <li>• All</li> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Closed</li> <li>• Reversed</li> </ul>
<b>Shipping Guarantee Amount From - To</b>	The shipping guarantee currency and amount range.
<b>Expiry Date</b>	The expiry date of the guarantee.
<b>LC Linkage</b>	The LC is linked to guarantee or not.

3. Enter the filter criteria.

4. Click **Search**.

The **View Shipping Guarantee** screen appears with the search results.

OR

Click **Cancel** to cancel the transaction.

OR

Click **Clear** to clear the filter criteria.

## View Shipping Guarantee – Search Result

View Shipping Guarantee  
GOODCARE PLC | \*\*\*044

List of Recently Issued Shipping Guarantees

Shipping Guarantee Reference Number	Applicant Name	Beneficiary Name	Linked LC Number	Amount	Equivalent Amount	Status	Expiry Date
PK25GLC211250004	GOODCARE PLC	NATIONAL FREIGHT CORP	NA	GBP8,000.00	GBP8,000.00	HOLD	04 Jun 2021
PK25GLC211253001	GOODCARE PLC	MARKS AND SPENCER	NA	GBP4,000.00	GBP4,000.00	REVERSED	04 Jun 2021
PK25GLC211250002	GOODCARE PLC	MARKS AND SPENCER	NA	GBP1,200.00	GBP1,200.00	ACTIVE	04 Jun 2021
PK25GLC211253002	GOODCARE PLC	NATIONAL FREIGHT CORP	NA	GBP200.00	GBP200.00	ACTIVE	04 Jun 2021
PK25GLC21125A1KH	GOODCARE PLC	Trade Indiv 2	NA	GBP5,000.00	GBP5,000.00	ACTIVE	04 Jun 2021
PK25GLC21125A1JL	GOODCARE PLC	MARKS AND SPENCER	NA	GBP9,000.00	GBP9,000.00	ACTIVE	31 Aug 2021
PK25GLC21125A2BD	GOODCARE PLC	Trade Indiv 2	NA	USD5,000.00	GBP3,846.15	ACTIVE	04 Jun 2021
PK25GLC21125A5QL	GOODCARE PLC	NATIONAL FREIGHT CORP	NA	GBP200.00	GBP200.00	ACTIVE	04 Jun 2021

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① Displayed Local currency amount is indicative and actual amount may differ.

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## Field Description

Field Name	Description
<b>Shipping Guarantee Reference Number</b>	The Shipping Guarantee number. Displays the link to view details of the Shipping Guarantee.
<b>Applicant Name</b>	The name of the applicant of the shipping guarantee.
<b>Beneficiary Name</b>	Displays the name of the beneficiary of the shipping guarantee.
<b>Linked LC Number</b>	Displays the LC number if the shipping guarantee is attached to it and LC is linked to guarantee.

Field Name	Description
<b>Amount</b>	Displays the amount of the shipping guarantee.
<b>Equivalent Amount</b>	Displays the amount of the shipping guarantee.
<b>Status</b>	Displays the status of the shipping guarantee.
<b>Expiry Date</b>	Displays the expiry date of the shipping guarantee.

---

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

---

5. Click on the desired record link in the **Shipping Guarantee Reference Number** column. The **View Shipping Guarantee** screen appears with the details of the selected shipping guarantee.  
By default, the **Shipping Guarantee Details** tab appears.
6. Click the **Download** link to download the record in selected format like PDF formats, if required.
7. Click **Shipping Guarantee Details** tab.

### 32.1 Shipping Guarantee Details

8. The **View Shipping Guarantee Details** screen appears.  
OR  
Click **Copy and Initiate** to copy details of Shipping Guarantee, and initiate a new shipping guarantee. The **Initiate Shipping Guarantee** screen appears.  
OR  
Click **back** to navigate back to previous screen.

## View Shipping Guarantee – Shipping Guarantee Details

The screenshot displays the 'View Shipping Guarantee' interface on the Futura Bank website. The page header includes the bank logo, search bar, and user information (Welcome, obdx checker). The main content area is titled 'View Shipping Guarantee' and shows the following details:

Guarantee Reference No.	Product	Guarantee Amount	Date of Expiry
PK25GLC211250002 <span>Active</span>	Shipping Guarantee	GBP1,200.00	04 Jun 2021

The page is divided into several sections:

- Shipping Details:** A sidebar menu with options like Attached Documents, Charges, Commissions & Taxes, Linkages, and Advices.
- Applicant Details:** GOODCARE PLC, Address: 12 King Street, United Kingdom, Date of Application: 05 May 2021.
- Beneficiary Details:** MARKS AND SPENCER, Address: 87 knights street, United Kingdom.
- Product Details:** Shipping Guarantee, Date of Expiry: 04 Jun 2021.
- Shipping Guarantee Amount Details:** Shipping Guarantee Amount: GBP1,200.00.
- Goods & Shipment:** Includes Latest Date for Shipment, Port of Loading (fdf), Carrier name (vcv cv dtdfd), Shipment Marks (vcv cv), and Shipment Guarantee Detail.
- Transportation Mode:** Air.
- Port of Discharge:** fdf.
- Bill of lading:** (field present but empty).
- Shipment Agent Name:** (field present but empty).
- Cargo Arrival Details:** vcv cv.
- Goods Table:** A table with columns: Goods, Description of Goods, Units, Price Per Unit. It currently shows 'No data to display.'
- Instruction:** Special Instructions and Standard Instructions (Kindly go through all the Standard Instructions [Standard Instructions](#)).
- Back:** A link to return to the previous page.
- Disclaimer:** Displayed Local currency amount is indicative and actual amount may differ.

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## Field Description

Field Name	Description
<b>Guarantee Reference Number</b>	Displays the shipping Guarantee number.
<b>Product</b>	Displays the shipping Guarantee product type coming from Host.
<b>Amount</b>	Displays the amount of the shipping guarantee.
<b>Expiry Date</b>	Displays the expiry date of the shipping guarantee.
<b>Applicant Details</b>	



<b>Field Name</b>	<b>Description</b>
<b>Applicant Name</b>	Displays the name of applying party.
<b>Address</b>	Displays the address of applying party.
<b>Country</b>	Displays the country of applying party.
<b>Date of Application</b>	Displays the application date when Bill has been initiated.
<b>Beneficiary Details</b>	
<b>Beneficiary Name</b>	Displays the name of beneficiary party.
<b>Address</b>	Displays the address of beneficiary party.
<b>Country</b>	Displays the country of beneficiary party.
<b>Product Details</b>	
<b>Product</b>	Displays the product type as coming from Host.
<b>Date of Expiry</b>	Displays the expiry date of the shipping guarantee.
<b>Shipping Guarantee Amount Details</b>	
<b>Shipping Guarantee Amount</b>	Displays the amount of the shipping guarantee.
<b>Goods &amp; Shipment Details</b>	
This tab includes the shipment details of the Guarantee application.	
<b>Latest Date of Shipment</b>	Displays the latest date of shipment.
<b>Transportation Mode</b>	Displays the transportation mode for the goods.
<b>Port of Loading</b>	Displays the place of dispatch or taking in charge of the goods or loading on board.
<b>Port of Discharge</b>	Displays the port of discharge.
<b>Carrier Name</b>	Displays the carrier name that carries the shipment.

Field Name	Description
<b>Bill of Lading</b>	Displays the bill of lading.
<b>Shipment Marks</b>	Displays the shipment marks.
<b>Shipment Agent Name</b>	Displays the name of the shipment agent.
<b>Shipment Guarantee Details</b>	Displays the details of the shipment Guarantee.
<b>Cargo Arrival Details</b>	Displays the details of the cargo arrival.
<b>Goods</b>	Section displays the added goods for shipment.
<b>SR No</b>	Displays the serial number.
<b>Goods</b>	Displays the type of good being shipped.
<b>Description of Goods</b>	Displays the description about the goods.
<b>Units</b>	Displays the number of units of the good covered under the guarantee.
<b>Price Per Unit</b>	Displays the price per unit of the good covered under the guarantee.
<b>Instructions</b>	This tab includes the bank instruction details of the Shipment Guarantee application.
<b>Special Instructions</b>	The special instructions for the bank users.
<b>Standard Instructions</b>	
<b>Kindly Go through all the Standard Instructions</b>	View the maintained standard terms and conditions by bank.

1. Click the **Standard Instructions** link to view the customer instructions maintained by bank from back office.

## 32.2 Attached Documents

You can see attached documents related to shipping guarantee here. You can also view the list of all documents uploaded by you.

- Click **Attached Documents** tab to view the list of all documents uploaded or to attach document.

The **Attached Documents** details appear in the **View Shipping Guarantee** screen.

OR

Click **Back**.

The **View Shipping Guarantee** screen appears.

OR

Click **Cancel** to cancel the transaction.

### View Shipping Guarantee – Attached Documents tab

The screenshot shows the 'View Shipping Guarantee' interface for 'GOODCARE PLC | \*\*\*044'. It displays the following details:

Guarantee Reference No.	Product	Guarantee Amount	Date of Expiry
PK25GLC21125A2BD	Shipping Guarantee	USD 5,000.00	6/4/21

Below this, there are tabs for 'Shipping Details', 'Attached Documents', 'Charges, Commissions & Taxes', 'Linkages', and 'Advices'. The 'Attached Documents' tab is active, showing a table with the following data:

Sr No	Document Id	Document Category	Document Type	Remarks
1	3JPM_****19	IDPROOF	IDPROOF	adhar card

Additional text below the table states: 'File size should not be more than 5 MB. Supported file types: .JPEG, .PNG, .DOC, .PDF, .TXT, .ZIP. Multiple files can be uploaded at a time.' There is a 'Back' link under the 'Linkages' section.

### Field Description

Field Name	Description
<b>Sr No</b>	The serial number of the attached document records.
<b>Document ID</b>	Displays the unique identification number for the attached document. Displays the link to download the attached document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Remarks</b>	Displays the notes added, if any, for attaching the document.

- Click the required link in the **Document ID** column to download the attached document.
- OR

Click **Back**.  
 The **View Shipping Guarantee** screen appears.  
 OR  
 Click **Cancel** to cancel the transaction.

---

**Note:** Attached documents section is not qualified with Oracle TFPM in this release.

---

## 32.3 Charges, Commissions and Taxes

This tab lists charges for the Shipping Guarantee.

11. Click **Charges, Commissions and Taxes** tab to view list of commissions and charges for the shipping guarantee.
12. The **Charges** detail appears in the **View Shipping Guarantee** screen.  
 OR  
 Click **Back**.  
 The **View Shipping Guarantee** screen appears.  
 OR  
 Click **Cancel** to cancel the transaction.

### View Shipping Guarantee – Charges tab

The screenshot displays the 'View Shipping Guarantee' screen for account GOODCARE PLC | \*\*\*044. The main details are as follows:

Guarantee Reference No.	Product	Guarantee Amount	Date of Expiry
PK25GLA211390003 <span style="color: green;">active</span>	Shipping Guarantee	USD 5,000.00	6/18/21

The 'Charges, Commissions & Taxes' section is expanded, showing the following data:

**Charges:**

Account No	Description of Charges	Amount	Split Amount Borne by You	Split Amount Borne by Other Party
No data to display.				
<b>Total Charges</b>				

**Taxes:**

Account No	Description of Taxes	Value Date	Amount	Equivalent Amount
xxxxxxxxxxxx0017	LCTAX	5/19/21	GBP 366.50	GBP 366.50
<b>Total Taxes</b>			GBP 366.50	

**Commissions:**

Account No	Description of Commissions	Tax Amount	Split Amount Borne by You	Split Amount Borne by Other Party
<b>Total Commission</b>		GBP 50.00		

A **Back** button is visible at the bottom of the screen.

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Charges</b>	
<b>Account No</b>	Displays the account number for levying Cancellation Charges / Advice Charges.
<b>Description of Charges</b>	Displays the reason of charges levied for Various Guarantee related processes.
<b>Amount</b>	Displays the amount charged for the various processes.
<b>Split Amount Borne by You</b>	Displays the split charge amount which is to be paid by you.
<b>Split Amount Borne by Other Party</b>	Displays the split charge amount which is to be paid by other party.
<b>Total Charges</b>	Displays the total charged amount.
<b>Taxes</b>	
<b>Account No</b>	Displays the account number for taxes.
<b>Description of Charges</b>	Displays the description of taxes applicable.
<b>Value Date</b>	Displays the value date of the taxes.
<b>Amount</b>	Displays the amount of taxes.
<b>Equivalent Amount</b>	Displays the equivalent tax amount.
<b>Total Taxes</b>	Displays the total tax amount.
<b>Commission</b>	
<b>Account No</b>	Displays the account number for commissions.
<b>Description of Commissions</b>	Displays the description of commission applicable.
<b>Tax Amount</b>	Displays the amount charged as commission.

Field Name	Description
<b>Split Amount Borne by You</b>	Displays the split commission amount which is to be paid by you.
<b>Split Amount Borne by Other Party</b>	Displays the split commission amount which is to be paid by other party.
<b>Total Commission</b>	Displays the total commission amount.

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

## 32.4 Linkages tab

This tab allows the user to link a deposit account while initiating a transaction.

13. Click **Linkages** tab to view the linkages for the shipping guarantee.
14. The **Linkages** detail appears in the **View Shipping Guarantee** screen.  
OR  
Click **Back**.  
The **View Shipping Guarantee** screen appears.  
OR  
Click **Cancel** to cancel the transaction.

### View Shipping Guarantee - Linkages tab

The screenshot displays the 'View Islamic Shipping Guarantee' interface. At the top, it shows the bank logo and user information. The main content area is titled 'View Islamic Shipping Guarantee' for 'GOODCARE PLC | \*\*\*Q44'. Below this, there are four key fields: Guarantee Reference No. (PK25GLC21125A1JL), Product (Shipping Guarantee), Guarantee Amount (GBP9,000.00), and Date of Expiry (31 Aug 2021). A 'Shipping Details' section includes 'Attached Documents' and 'Charges, Commissions & Taxes'. The 'Linkages' tab is active, showing a table for 'Select Deposits' with one entry: Sr. No. 1, Account Number xxxxxxxxxxxx0017, Amount 120.00, and Amount in Transactional Currency 120.00. A '+ Add Account' button and a 'Total' row are also visible. A disclaimer is provided at the bottom of the linkages section.

### Field Description

Field Name	Description
<b>Sr. No.</b>	The serial number of the schedule record.

Field Name	Description
<b>Account Number</b>	The deposit account that has to be mapped to the transaction.
<b>Amount</b>	The amount that is to be linked for the transaction, and partial linkages to be supported.
<b>Amount in Transactional Currency</b>	The tentative equivalent amount in transactional currency.
<b>Maturity Date</b>	The maturity date of the deposit.

## 32.5 Advices

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected shipping guarantee.

- Click **Advices** tab. The summary of all the Advices being exchanged.  
OR  
Click **Back**.  
The **View Shipping Guarantee** screen appears.  
OR  
Click **Cancel** to cancel the transaction.

### View Shipping Guarantee - Advices Tab

The screenshot displays the 'View Shipping Guarantee' interface for a user named PREEETHI5. The main details include:

- Guarantee Reference No.:** PK2SGLT190818006 (ACTIVE)
- Product:** SGLT Shipping Guarantee
- Guarantee Amount:** GBP1,000.00
- Date of Expiry:** 26 Apr 2019

The 'Advices' tab is active, showing a table with the following data:

Message ID	Date	Description	Event Description	Action
3492060182476390		Cash Collateral Advices	Booking LC or Guarantee Issue	Download

Navigation and status elements include 'Page 1 of 1 (1 of 1 items)', 'Viewer', 'ATM/Branch', 'English', and a copyright notice at the bottom: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

### Field Description

Field Name	Description
<b>Message ID</b>	Unique identification number for the message.
<b>Date</b>	Date of sending advice.


Field Name	Description
<b>Description</b>	The detail description of advice.
<b>Event Description</b>	Displays the description of the event.
<b>Action</b>	The action to be taken that is to download the advice details.

16. Click on the desired **Message ID** to view the respective advice details.  
The advice detail appears in popup window along with the event date and description.
17. Click the **Download** link against the advice to download in selected format like PDF formats, if required.

### Advice Details

### Field Description

Field Name	Description
<b>Event Date</b>	Displays the event date.
<b>Event Description</b>	Displays the description of the event.
<b>Description</b>	The details of the advice.

- a. Click  to close the window.
18. Click **Back**.  
The **View Shipping Guarantee** screen appears.  
OR  
Click **Cancel** to cancel the transaction.

[Home](#)



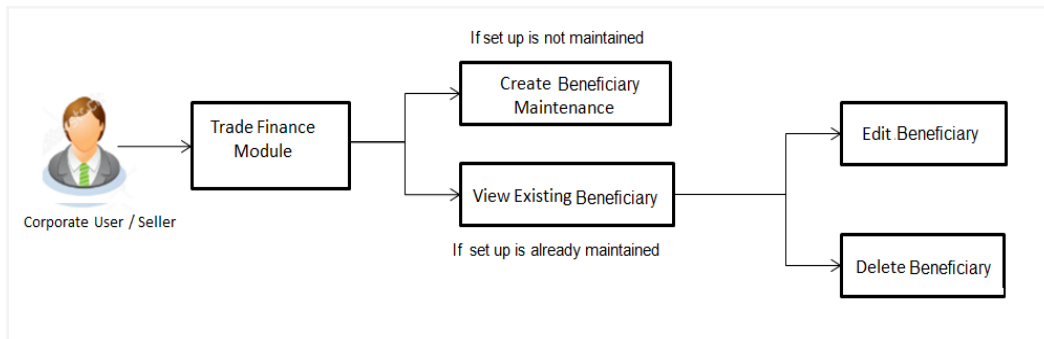
## 33. Other Party Maintenance

Using this option, you can view, create, update and delete the Beneficiary/Drawee for the LC/Bills/Guarantee.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place

### Workflow



### Features Supported In Application

Available features to corporate user in the application:

- View Beneficiary
- Create Beneficiary
- Edit Beneficiary
- Delete Beneficiary

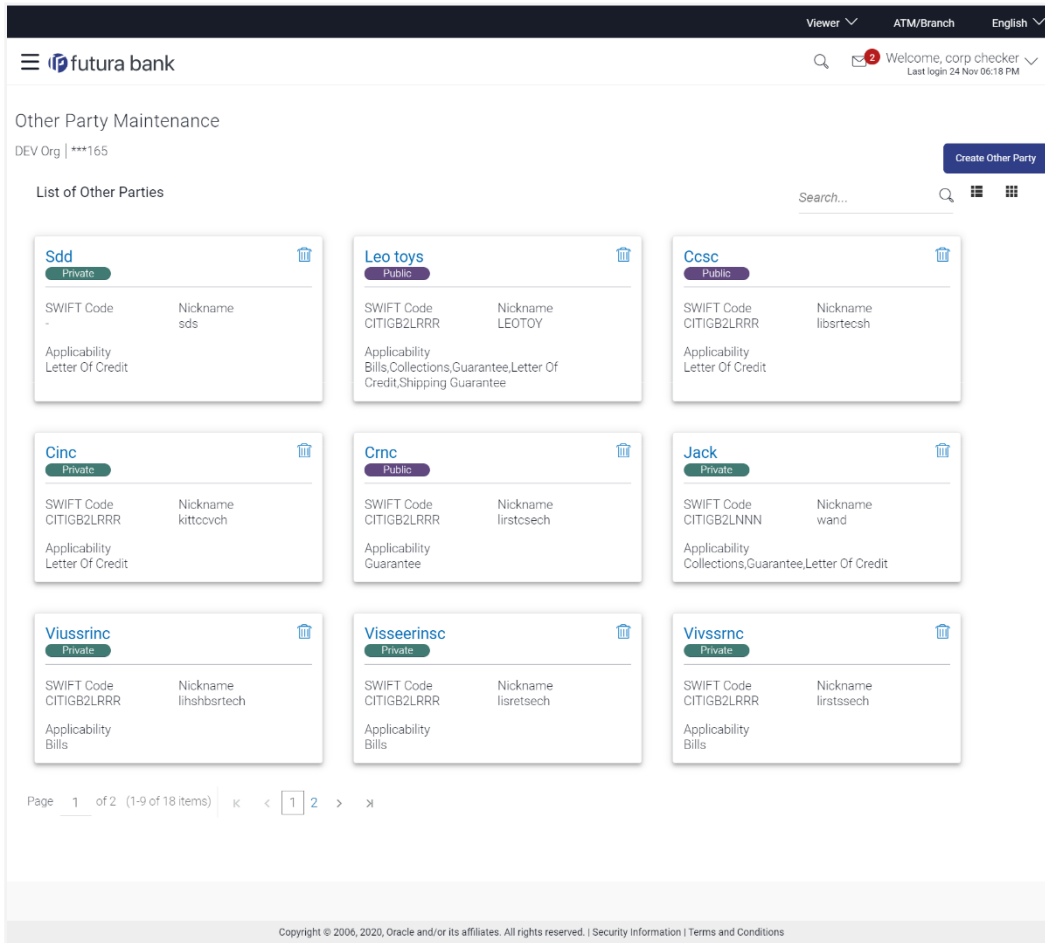
### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Maintenance > Other Party Maintenance*

### 33.1 Other Party Maintenance – Summarized View

Using this option, corporate user can search and view the details of any other party maintained. This is a default view; the user is landed on this screen, records of all the other parties maintained in the application are displayed in card format. User can choose to check the complete details of a specific party by clicking on a card.




## Other Party Maintenance - Summarized View



### Field Description

Field Name	Description
<b>Party Name</b>	The name of the applicant is displayed.
<b>Party ID</b>	The party Id is displayed in a masked format.
<b>Search By</b>	Enter the name of the card to search and view its details. Partial search is allowed.
<b>Other Party Maintenance Card</b>	The Other Party Maintenance card displays the name of the Other Party Maintenance along with the other details like SWIFT Code, Nickname, and Applicability.
<b>Other Party Maintenance Card Name</b>	The name using which other party details is stored.

Field Name	Description
<b>Access Type</b>	The accessibility the beneficiary recorded i.e. public or private.
<b>SWIFT Code</b>	The SWIFT code of the Beneficiary/Drawee bank.
<b>Nickname</b>	The nickname of the Beneficiary/drawee.
<b>Applicability</b>	The transactions for which the beneficiary recorded are applicable. It can be either of them or combination of them, i.e. as selected : <ul style="list-style-type: none"> <li>• Letter of Credit</li> <li>• Bills</li> <li>• Guarantee</li> </ul>

- To view the details of a specific beneficiary, select and click the Other Party Maintenance card. The **View Other Party Maintenance** screen with maintained details appears.  
OR  
In the **Search By** field, enter the name of the specific party whose details you want to view. The specific Other Party Maintenance detail record appears.  
OR  
Click **Create Other Party** to create a new party.  
OR  
Click  or  to view the other party maintenance as Summarized or Tabular view.  
OR  
Click  to delete the other party maintenance card.

### 33.1.1 Other Party Maintenance – Tabular View

The Other Party Maintenance - Tabular View allows the corporate user to view the party details in table format.

### Other Party Maintenance - Tabular View

Other Party Maintenance  
DEV Org | \*\*\*165

List of Other Parties

Beneficiary / Drawee Name	Swift Code	Nickname	Access Type	Applicability	Type	Actions
Sdd	-	sds	Private	Letter Of Credit		
Leo toys	CITIGB2LRRR	LEOTOY	Public	Bills,Collections,Guarantee,Letter Of Credit,Shipping Guarantee		
Ccsc	CITIGB2LRRR	librtecs	Public	Letter Of Credit		
Cinc	CITIGB2LRRR	kittccvch	Private	Letter Of Credit		
Cmrc	CITIGB2LRRR	lirstcsech	Public	Guarantee		
Jack	CITIGB2LNNN	wand	Private	Collections,Guarantee,Letter Of Credit		
Vlussinc	CITIGB2LRRR	lihsbstrtech	Private	Bills		
Visseerinc	CITIGB2LRRR	lisretsech	Private	Bills		
Vvssmc	CITIGB2LRRR	lirstssech	Private	Bills		
Vega toys	CITIGB2LNNN	vtoys	Public	Collections,Guarantee,Letter Of Credit		

Page 1 of 2 (1-10 of 18 items) | < 1 2 >

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### 33.1.2 Other Party Maintenance – View Details

This screen allows the corporate user to view the details of other party.

#### Other Party Maintenance – View Details

Other Party Maintenance  
Leo Toys | \*\*\*165

[Edit](#) | [Delete](#)

Other Party Name	Nickname	Bank Name	SWIFT Code
Leo Toys <span>Public</span>	LEOTOY	CITIBANK IRELAND	CITIGB2LRRR

Bank Address  
CITIGB2LRRR  
glaso park 33  
new diamond area

Address  
12 tech park  
lawrance garden  
london

Country  
INDIA

Applicability  
Bills,Collections,Guarantee,Letter Of Credit,Shipping Guarantee

[Edit](#) [Delete](#) [Back](#)

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**Field Description****Field Name    Description**

---

**Other Party Name**    The beneficiary against whom LC/Bills/ Guarantee is created.

**Access Type**    The accessibility the beneficiary recorded i.e. public or private.

**Nickname**    The nickname of the Beneficiary/drawee.

**Bank Name**    The name of beneficiary bank.

**SWIFT Code**    The SWIFT code of the Beneficiary/Drawee bank.

**Other Party Details**

**Address**    The address of beneficiary to be saved.

**Country**    The country of the LC beneficiary.

**Applicability**    The transactions for which the beneficiary recorded are applicable.  
It can be either of them or combination of them, i.e. as selected :

- Letter of Credit
- Bills
- Guarantee

**Bank Address**    The address of beneficiary bank.

---

2. Click **Edit** to edit the other party details.  
OR  
Click **Delete** to delete the other party.  
OR  
Click **Back** to navigate to the previous screen.

## 33.2 Other Party – Create

**To create other party:**

1. Click **Create** to create other party. The **Create Other Party** screen appears.

## Create Other Party

**Other Party Maintenance**  
DEV Org | \*\*\*165

**Beneficiary/Drawee Details**

Name  
John Smith

Address  
20 Redwoods  
ABC Complex, Example Street

Country  
UNITED STATES

Nickname  
John

**Bank Details**

SWIFT Code  
ORACGB2LOOO

[Lookup SWIFT Code](#)  
Credit Available With  
ORACGB2LOOO  
ORACGB2LOOO  
ORACGB2LOOO  
plot mo 23 London  
[Reset](#)

Public  Private

Applicability

All

Letter of Credit

Collections

Guarantee

Shipping Guarantee

Bills

[Back](#)

**Note**

You can maintain details of beneficiaries that you often need to make trade transactions to. By maintaining a beneficiary you can create a contract without re-entering beneficiary and beneficiary's bank details. You can also specify if the beneficiary maintained will be available to other users of your party.

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### Field Description

Field Name	Description
------------	-------------

#### Beneficiary/Drawee Details

<b>Beneficiary/Drawee Name</b>	The beneficiary against whom LC/Bills/ Guarantee is to be created.
--------------------------------	--

<b>Address</b>	The address of beneficiary to be saved.
----------------	---

<b>Country</b>	The country of the beneficiary.
----------------	---------------------------------

<b>Field Name</b>	<b>Description</b>
<b>Nickname</b>	The nickname of the Beneficiary/drawee.
<b>Bank Details</b>	
<b>SWIFT Code</b>	The SWIFT ID of the Beneficiary/Drawee Bank. Click <b>Lookup SWIFT Code</b> if required, to search and select the bank details, available in the application.
<b>SWIFT code Look up</b>	
The following fields appear on a pop up window if the <b>Lookup SWIFT Code</b> link is clicked.	
<b>Swift Code</b>	The facility to lookup bank details based on SWIFT code.
<b>Bank Name</b>	The facility to search for the SWIFT code based on the bank name.
<b>Country</b>	The facility to search for the SWIFT code based on the country.
<b>City</b>	The facility to search for the SWIFT code based on city.
<b>SWIFT Code Lookup - Search Result</b>	
<b>Bank Name</b>	The names of banks as fetched on the basis of the search criteria specified.
<b>Address</b>	The complete address of each bank as fetched on the basis of the search criteria specified.
<b>SWIFT Code</b>	The list of SWIFT codes as fetched on the basis of the search criteria specified.
<b>Bank Details</b>	Name and Address of the bank where credit would be available. This field is enabled if the <b>Bank Address</b> option is selected in the <b>Credit Available With</b> field.
<b>Access Type</b>	The accessibility the beneficiary recorded will have.
<b>Applicability</b>	The applicability the beneficiary recorded will have. The options are: <ul style="list-style-type: none"> <li>• All</li> <li>• Letter of Credit</li> <li>• Collections</li> <li>• Guarantee</li> <li>• Shipping Guarantee</li> <li>• Bills</li> </ul>

2. In the **Name** field, enter the name of the beneficiary.
3. In the **Address** field, enter the address of the beneficiary.
4. In the **Country** field, enter the country of the beneficiary.
5. In the **Nickname** field, enter the nickname name of the beneficiary.
6. From **SWIFT Code**, use the lookup and select the right SWIFT code.
  - a. Click **Verify** to verify the details.  
The beneficiary bank detail appears.  
OR  
Click **Reset** to cancel entered details.
7. From **Access Type** list, select the appropriate option.
8. From **Applicability** list, select the appropriate options.
9. Click **Save** to save the beneficiary details.  
OR  
Click **Back** to navigate to the previous screen.  
OR  
Click **Cancel** to cancel the transaction.
10. The **Review Other Party Maintenance Details** screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Save As Draft**, system allows transaction details to be saved as a template or draft.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.  
OR  
Click **Back** to go back to previous screen.
11. The success message of beneficiary creation appears along with the reference number.
12. Click **Go to Dashboard**, to navigate to the **Dashboard**.

### 33.3 Other Party Maintenance – Edit

Using this option corporate user can edit the details of selected beneficiary, maintained in the application.

#### **To modify beneficiary:**

1. Enter the search criteria, and click **Search**.  
OR  
Click on Other Party card whose details you want to modify. The **View Other Party** screen with maintained details appears.
2. Click **Edit** to edit the beneficiary details. The **Edit Other Party** screen appears.



## Edit Other Party

The screenshot shows the 'Edit Other Party' screen in the Futura Bank interface. The page title is 'Other Party Maintenance' and the party name is 'Leo Toys | \*\*\*165'. A 'Delete' link is visible in the top right corner. The main content area is divided into several sections:

- Other Party Name:** Leo Toys (with a 'Public' tag)
- Nickname:** LEOTOY
- Bank Name:** CITIBANK IRELAND
- SWIFT Code:** CITIGB2LRRR
- Address:** 12 tech park, lawrance garden, london
- Country:** IN
- Access Type:**  Public  Private
- Applicability:** Bills, Collections, Guarantee, Letter Of Credit, Shipping Guarantee

At the bottom of the form, there are four buttons: 'Save', 'Delete', 'Cancel', and 'Back'. The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

3. Update the required fields.
4. Click **Save** to save the beneficiary details.  
OR  
Click **Delete** to delete the other party.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.
5. The **Review Beneficiary/Drawee Details** screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction.
6. The success message of beneficiary updation appears.
7. Click **Go to Dashboard**, to navigate to the **Dashboard**.

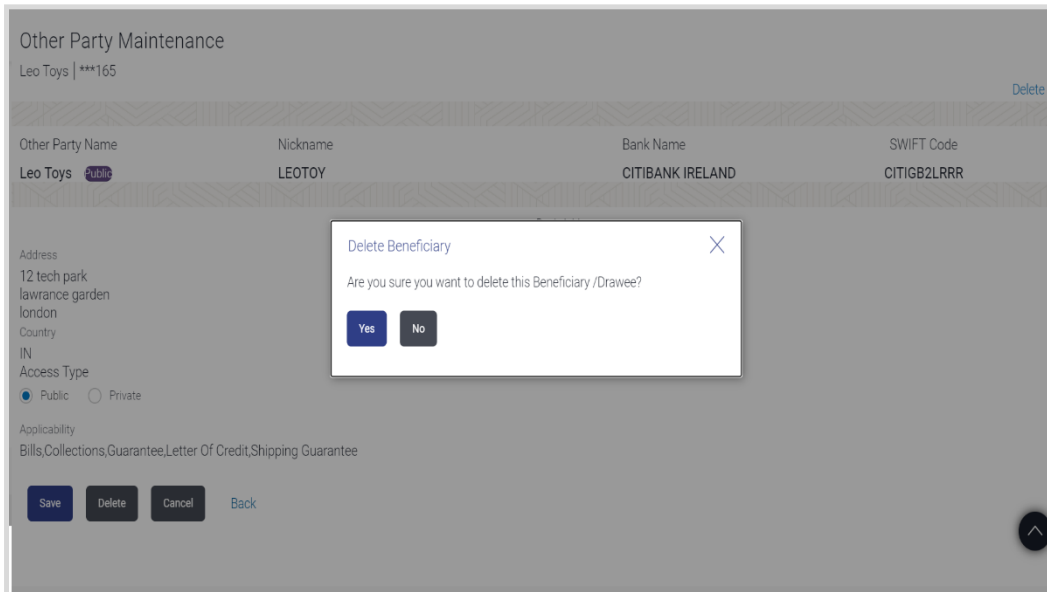
## 33.4 Other Party Maintenance – Delete

Using this option, corporate user can search and delete an existing beneficiary.

To delete other party:

1. Repeat steps 1 to 2 of **Edit Beneficiary** section.
2. To delete beneficiary, click **Delete**.
3. The **Delete Warning** message appears.
4. Click **Yes** to delete the beneficiary.  
OR  
Click **No** to cancel the transaction.

### Other Party Maintenance Delete Warning



5. The **Other Party Maintenance** screen with the successful deletion message appears.

[Home](#)

---

## 34. Additional Condition Maintenance

Using this option, you can create (if maintenance is not already there), view and edit the additional condition required while creating Letter of Credits. Here user will have the facility to save his custom conditions and use as and when required. Each Condition is saved with the help of an identifier which is unique for the customer, and all identifiers needs to be mapped to codes of additional conditions as maintained by bank.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place

### Features Supported In Application

Available features to corporate user in the application:

- Create Additional Condition
- View Additional Condition
- Edit Additional Condition
- Delete Additional Condition
- Duplicate Additional Condition

### How to reach here:

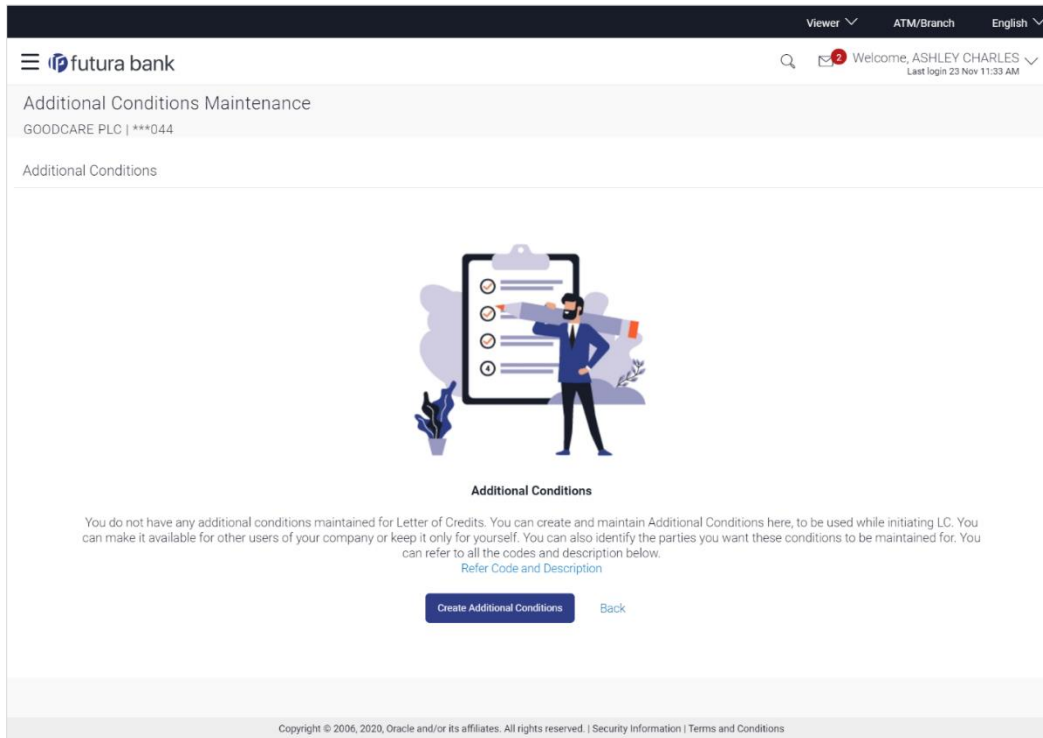
*Dashboard > Toggle menu > Trade Finance > Maintenance > Additional Condition Maintenance*

### 34.1 Additional Condition Maintenance – Create

To create Additional Condition:

1. Navigate to the **Additional Condition Maintenance** screen.

## Create Additional Condition Maintenance



Viewer ATM/Branch English

futura bank

Welcome, ASHLEY CHARLES  
Last login 23 Nov 11:33 AM

Additional Conditions Maintenance  
GOODCARE PLC | \*\*\*044

Additional Conditions

**Additional Conditions**

You do not have any additional conditions maintained for Letter of Credits. You can create and maintain Additional Conditions here, to be used while initiating LC. You can make it available for other users of your company or keep it only for yourself. You can also identify the parties you want these conditions to be maintained for. You can refer to all the codes and description below.

[Refer Code and Description](#)

[Create Additional Conditions](#) [Back](#)

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### Field Description

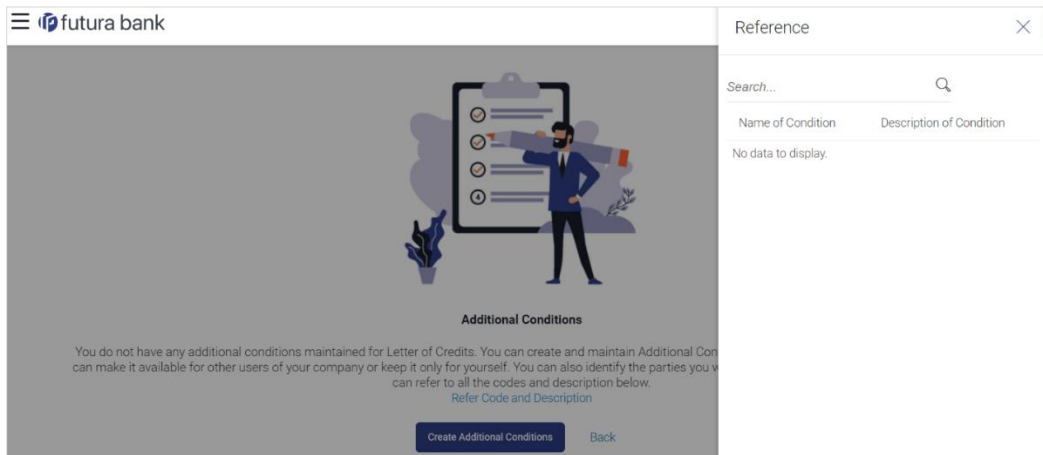
Field Name	Description
------------	-------------

<b>Party Name</b>	The name of the applicant is displayed.
-------------------	---

<b>Party ID</b>	The party Id is displayed in a masked format.
-----------------	---

- Click **Create Additional Condition** to create a new additional condition. The **Add New Condition** overlay screen appears.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Refer Code and Description** to view the codes and its description as maintained by bank. The **Reference** overlay screen appears.

## Reference




## Field Description

### Field Name Description

**Name of Condition** The name of the condition.

**Description of Condition** The description of the condition.

- In the **Search** field, enter the condition name.  
OR  
Click . The saved condition appears based on search criteria.

## 34.2 Additional Condition Maintenance – Create

To create Additional Condition:

- Navigate to the **Additional Condition Maintenance** screen.

## Create Additional Condition Maintenance

### Field Description

Field Name	Description
------------	-------------

<b>Select Code</b>	The option to select the code
--------------------	-------------------------------

<b>Description</b>	The description of the code.
--------------------	------------------------------

<b>Type Identifier</b>	User needs to provide an identifier for the description under the code.
------------------------	---

<b>Available to Others</b>	The slider to allow the code to be visible to the users of the corporate. If it is not made available to others, this identifier would be available only for the user to use.
----------------------------	---

2. From **Select Code** list, select the appropriate code.
3. In the **Description** field, enter the description of the code.
4. In the **Type of Identifier** field, enter the type of identifier.
5. Move the slider to allow the code to be visible to the user.
6. Click **Add** to create a new additional condition.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.
7. The **Review Additional Condition** screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction.
8. The success message appears. Click **Go to Dashboard**, to navigate to the **Dashboard**.

### 34.3 Additional Condition Maintenance – View

Using this option, corporate user can view the details of any additional condition maintained.

To view the additional condition:

1. Navigate to the **Additional Condition Maintenance** screen. All the conditions mapped to the party id is displayed on the screen.

#### Additional Conditions Maintenance - View

The screenshot displays the 'Additional Conditions Maintenance' interface. At the top, there's a navigation bar with 'Viewer', 'ATM/Branch', and 'English' dropdowns. Below that, the 'futura bank' logo is visible along with a search icon and a user greeting: 'Welcome, corp checker' with a last login time of '24 Nov 06:18 PM'. The main heading is 'Additional Conditions Maintenance' with a sub-heading 'DEV Org | \*\*\*165'. A dropdown menu for 'Additional Conditions' is set to 'DEV Org'. The table below has the following data:

Code/Identifier	Description	Available to Others	Created By
INSTRUCTION3			
ins3dev2	new condition3 edit	No	Dcorpchecker
ins3dev4	new additionalvcvc	No	Dcorpchecker
INSTRUCTION2			

At the bottom left of the table area, there are 'Edit' and 'Cancel' buttons. A copyright notice is visible at the very bottom: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

#### Field Description

##### Field Name Description

**Party Name** The name of the applicant is displayed.

**Party ID** The party Id is displayed in a masked format.


##### Additional Conditions

**Code/ Identifier** The additional condition code

**Description** The description of the code.

**Available to Others** Yes or No, if the condition was set to be available for others.



**Actions** The action to allow the user to view, edit, duplicate and delete the code.

2. Click  to expand and view the additional condition details.  
OR  
Click **Edit** to edit the additional condition details.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

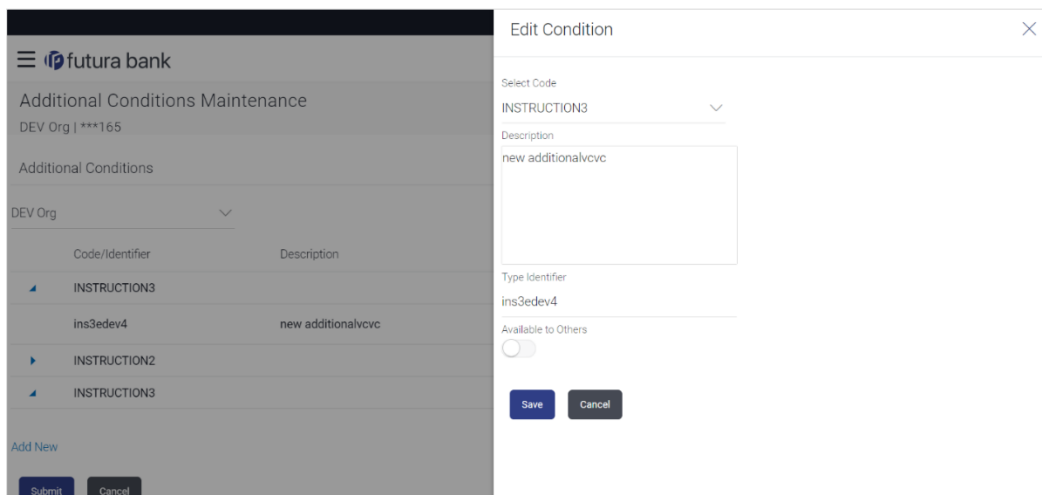
## 34.4 Additional Conditions Maintenance – Edit

Using this option corporate user can edit the details of selected additional condition, maintained in the application.

To modify additional condition:

1. Navigate to the **Additional Condition Maintenance** screen. All the conditions mapped to the party id is displayed on the screen.
2. Click **Edit** to edit the additional condition details.
3. Click  to expand and view the additional condition details.
4. Click  to access more options, and then click **Edit** to edit the details of the additional condition.  
The **Edit Condition** overlay screen appears.

### Edit Conditions



Code/Identifier	Description
INSTRUCTION3	
ins3edev4	new additionalvcvc
INSTRUCTION2	
INSTRUCTION3	

5. Update the required details.
6. Click **Save** to save the details.  
OR  
Click **Cancel** to cancel the transaction.
7. Click **Submit**.  
The **Additional Conditions** Review screen appears. Verify the details, and click **Confirm** .  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.  
OR  
Click **Back** to go back to previous screen.




8. The success message appears along with the reference number.  
Click **Go to Dashboard**, to navigate to the **Dashboard**

## 34.5 Additional Conditions Maintenance – Delete

Using this option, corporate user can search and delete an existing Additional Conditions.


### To delete Additional Conditions:

1. Repeat steps 1 to 3 of **Additional Conditions - Edit** section.
2. Click  to access more options, and then click **Delete**.
3. The **Delete Warning** message appears.
4. Click **Yes** to delete the Additional Conditions.  
OR  
Click **No** to cancel the transaction.
5. The **Additional Conditions Maintenance** screen with the successful beneficiary deletion message appears. Click **Done** to complete the transaction.

## 34.6 Additional Conditions Maintenance – Duplicate

Using this option, corporate user can duplicate an existing Additional Conditions.

### To duplicate Additional Conditions:

1. Repeat steps 1 to 3 of **Additional Conditions - Edit** section.
2. Click  to access more options, and then click **Duplicate** to duplicate the additional code condition details.

[Home](#)

## 35. Clause Maintenance

Using this option, a corporate user can save the clauses under documents, so that it can use the same as and when required while initiating an LC. User also have an option to mark it to be available to other users of corporate.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place

### Features Supported In Application

Available features to corporate user in the application:

- Create Clause
- View Clause
- Edit Clause
- Delete Clause
- Duplicate Clause

### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Maintenance > Clause Maintenance*

### 35.1 Clause Maintenance – Create

#### To create Clause:

1. Navigate to the **Clause Maintenance** screen.

#### Clause Maintenance - Create

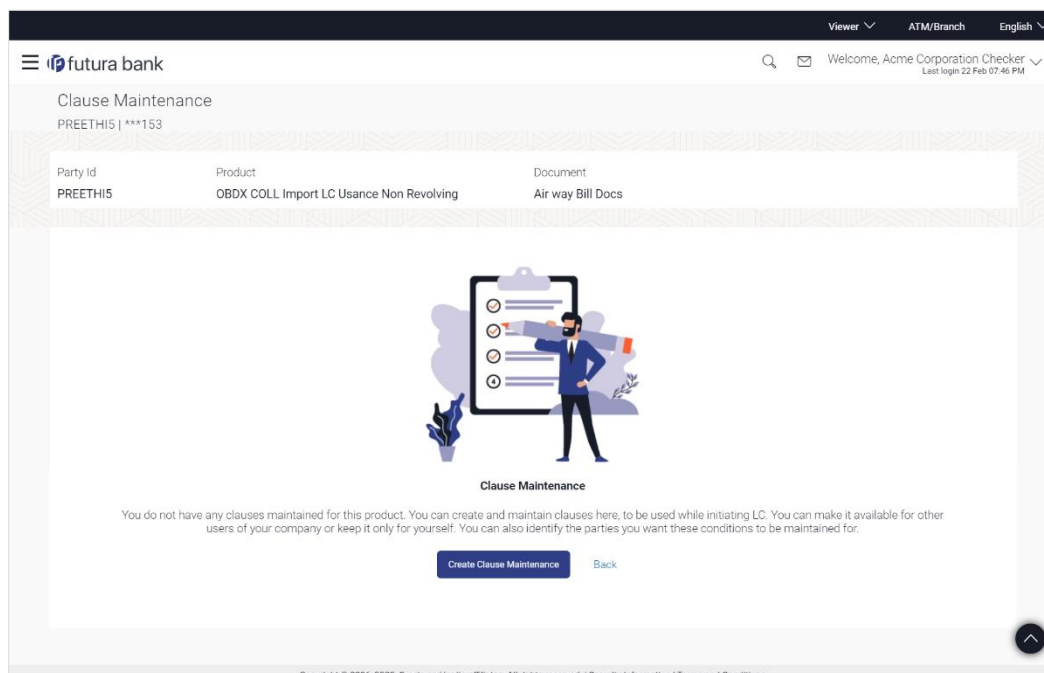
The screenshot displays the 'Clause Maintenance' interface for 'GOODCARE PLC | \*\*\*044'. It features a 'Party Id' dropdown menu set to 'PREETH15', a 'Select Product' dropdown menu set to 'COLL - OBDX COLL Import LC Usa...', and a 'Document' dropdown menu set to 'Air way Bill Docs'. Below these fields are 'Submit' and 'Cancel' buttons. The top navigation bar shows 'Viewer', 'ATM/Branch', and 'English'. The user's name 'Acme Corporation Checker' and last login time '22 Feb 07:46 PM' are visible in the top right corner. The footer contains the text: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

## Field Description

Field Name	Description
<b>Party Name</b>	The name of the applicant is displayed.
<b>Party ID</b>	The party Id is displayed in a masked format.
<b>Party ID</b>	The option to select the party Id for which you want to create a clause.
<b>Select Product</b>	The option to select the product
<b>Document</b>	The option to select the document.

2. From the **Party ID** list, select the party Id for which you want to create a clause.
3. From the **Select Product** lookup, select the appropriate product.
4. From the **Document** list, select the required document.
5. Click **Submit**. The **Clause Maintenance - Create** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## Clause Maintenance - Create



## Field Description

Field Name	Description
<b>Party Name</b>	The name of the applicant is displayed.
<b>Party ID</b>	The party Id is displayed in a masked format.
<b>Party ID</b>	The selected party Id is displayed.
<b>Product</b>	The selected product is displayed.
<b>Document</b>	The selected document is displayed.

6. Click **Create Clause Maintenance**. The **Add New Clause** overlay screen appears.  
 OR  
 Click **Back** to go back to previous screen.

## Clause Maintenance - Add New Clause

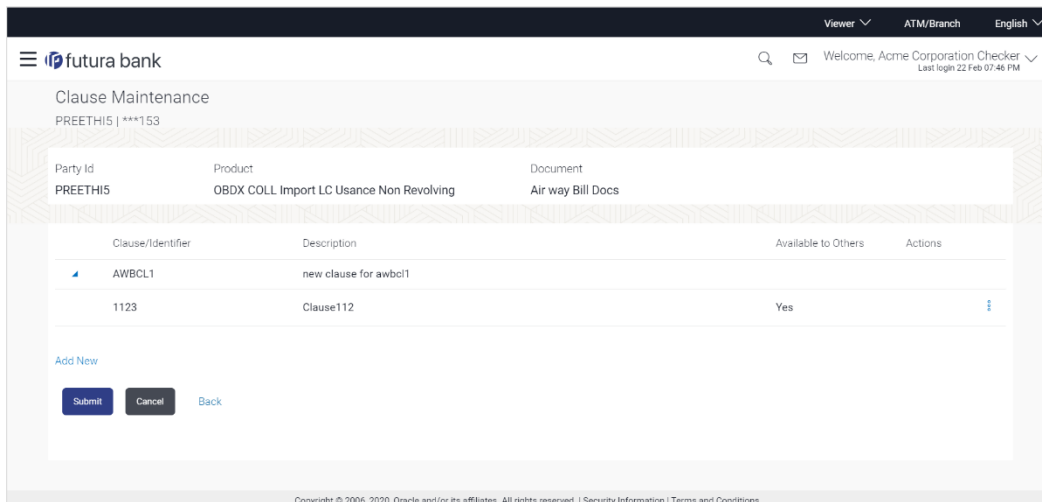
## Field Description

Field Name	Description
<b>Select Code</b>	The option to select the code
<b>Description</b>	The description of the code.
<b>Type of Identifier</b>	User needs to provide an identifier for the description under the code.
<b>Available to Others</b>	The slider to allow the code to be visible to the users of the corporate. If it is not made available to others, this identifier would be available only for the user to use.

7. From the **Select Code** list, select the appropriate code.  
 8. In the **Description** field, enter the description for the clause.



9. In the **Identifier** field, enter the identifier type for the clause.
10. Move the slider to made the clause available to others.
11. Click **Add**. The **Clause Maintenance** screen with added clause appears.  
OR  
Click **Cancel** to cancel the transaction.

### Clause Maintenance - Added Clause



### Field Description

Field Name	Description
<b>Party ID</b>	The selected party Id is displayed.
<b>Product</b>	The selected product is displayed.
<b>Document</b>	The selected document is displayed.
<b>Clause/ Identifier</b>	The identifier of the conditions of the documentary credit.
<b>Description</b>	The description of the selected clause.
<b>Available to Others</b>	The option to specify whether the clause will be available to others or not.
<b>Actions</b>	The action to allow the user to view, edit, duplicate and delete the clause.

12. Click  to expand and view the clause details.  
OR  
Click the **Add New** link to add another new clause.  
OR
13. Click  to access more options, for example:
  - Click **View** to view the clause details.

- Click **Edit** to edit the clause details.
  - Click **Duplicate** to duplicate the clause details.
  - Click **Delete** to delete the clause.
  - Click **Download** to download the account structure.
14. Click **Submit** to create a new clause.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.  
OR  
Click **Back** to navigate back to the previous screen.
  15. The **Review** screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to the previous screen.
  16. The success message along with the reference number appears. Click **Go to Dashboard**, to navigate to the **Dashboard**.

## 35.2 Clause Maintenance – View

Using this option, corporate user can view the details of any clause maintained.

### To view the clause:

1. Navigate to the **Clause Maintenance** screen.

### Clause Maintenance

### Field Description

Field Name	Description
<b>Party Name</b>	The name of the applicant is displayed.
<b>Party ID</b>	The party Id is displayed in a masked format.

Field Name	Description
<b>Party ID</b>	The option to select the party Id for which you want to create a clause.
<b>Select Product</b>	The option to select the product
<b>Document</b>	The option to select the document.

- From the **Party ID** list, select the party Id for which you want to create a clause.
- From the **Select Product** lookup, select the product that you want to search and view.
- Click **Submit**. The **Clause Maintenance - View** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

### Clause Maintenance - View

Clause Maintenance  
GOODCARE PLC | \*\*\*044

Party Id: GOODCARE PLC  
Product: Import Back to Back LC product-Advance Non Periodic  
Document: Air Way

Clause/Identifier	Description	Available to Others	Created By
AWB			
243434	New Clause for AWB	No	autocheckertfpm201
sws	wsw	No	autocheckertfpm201

Buttons: Edit, Cancel, Back

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### Field Description

Field Name	Description
<b>Party ID</b>	The selected party Id is displayed.
<b>Product</b>	The selected product is displayed.
<b>Document</b>	The selected document is displayed.

### Clause Maintenance

<b>Clause/ Identifier</b>	The identifier of the conditions of the documentary credit.
<b>Description</b>	The description of the selected clause.



Field Name	Description
<b>Available to Others</b>	The option to specify whether the clause will be available to others or not.
<b>Actions</b>	The action to allow the user to view, edit, duplicate and delete the clause.

5. Click  to expand and view the clause details.  
OR  
Click **Edit** to edit the additional condition details.  
OR  
Click **Cancel** to cancel the transaction. The Dashboard appears.  
OR  
Click  to access more options.

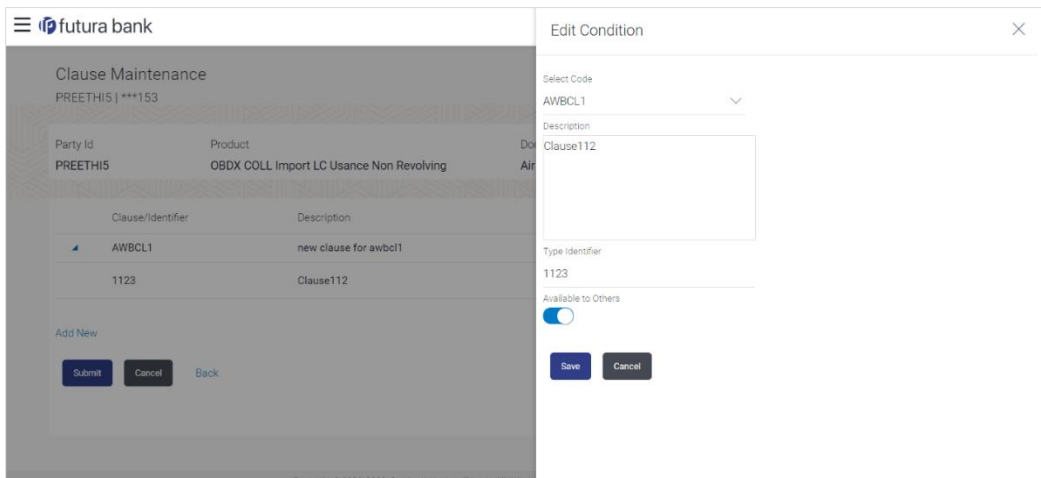
### 35.3 Clause Maintenance – Edit

Using this option corporate user can edit the details of the selected clause, maintained in the application.

#### To modify a clause:

1. Repeat steps 1 to 4 of **Clause Maintenance - View** section.
2. Click **Edit** to edit the clause details.
3. Click  to expand and view the clause details.
4. Click  to access more options, and then click **Edit** to edit the clause details. The **Edit Condition** overlay screen appears.

#### Clause Maintenance - Edit



5. Update the required details.
6. Click **Save** to save the details.  
OR  
Click **Cancel** to cancel the transaction.




7. Click **Submit**. The Review screen appears. Verify the details, and click **Confirm** .  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.  
OR  
Click **Back** to go back to previous screen.
8. The success message appears along with the reference number.  
Click **Go to Dashboard**, to navigate to the **Dashboard**

## 35.4 Clause Maintenance – Delete

Using this option, corporate user can search and delete an existing Clause.


### To delete a Clause:

1. Repeat steps 1 to 4 of **Clause Maintenance - View** section.
2. Click  to access more options, and then click **Delete**. The clause gets deleted.
3. The **Delete Warning** message appears.

## 35.5 Clause Maintenance – Duplicate

Using this option, corporate user can duplicate an existing clause.

### To duplicate a Clause:

1. Repeat steps 1 to 4 of **Clause Maintenance - View** section.
2. Click  to access more options, and then click **Duplicate** to duplicate the clause.

[Home](#)

---

## 36. Application Tracker

The Application Tracker enables you to view the progress of submitted applications and also to retrieve and complete applications that have been saved as Draft. You can search for the required application using the application number or draft name. The Trade Finance Application tracker currently supports Initiate Import LC and Initiate Outward Guarantee, Initiate LC Amendment and Customer Acceptance – Bills & LC which are going to be processed through Trade Finance mid office.

Through the application tracker, you can perform the following actions:

- **View and update application in draft:** While filling out an application form, if you opt to save the application instead of submitting it, the application is saved in the app tracker as an 'In Draft application'. You can select any of the applications available under this widgets in order to complete not yet started stages and submit that application.
- **View submitted application:** The application tracker enables you to view details of submitted applications, which includes viewing status history, application summary and uploaded documents.
- **View applications with Pending Clarifications:** the application tracker enables you to look into the applications which has received certain clarifications from bank. User can choose to respond from there,
- **View application in progress:** The application form that are picked up by the mid-office user and are under processing, comes under "In progress" state.
- **View approved application:** The application tracker enables you to view details of applications that are approved by the approver.
- **View rejected application:** The application tracker enables you to view details of applications that are rejected by the approver.

### How to reach here:

*Dashboard > Toggle menu > Application Tracker*

### To track an application:

1. Click on the **Trade Finance** option or Click **[Click Here](#)**.  
The **Application Tracker- Trade Finance** screen appears with all the Letter of Credit and guarantees applications.  
OR  
Click **Cancel** to cancel the operation and to navigate back to 'Dashboard'.  
OR  
Click **Back** to navigate back to previous screen.

## Application Tracker - Trade Finance

Viewer ATM/Branch English

futura bank Search ... Welcome, obdx checker Last login 22 Nov 12:10 PM

### Application Tracker

Trade Finance

Draft Submitted Pending Clarification In Progress Approved Rejected

The Applications submitted to bank, and yet to be picked for processing would appear here.

GOODCARE PLC Search... Filter Grid

Application ID	Application Type	Beneficiary Name	Amount	Application Date
PK2ILCI000003864	Letter Of Credit	BeneLCPubli	GBP1,234.00	05 May 2021
PK2ILCI000003865	Letter Of Credit	BeneLCPubli	GBP1,234.00	05 May 2021
PK2ILCI000003774	Letter Of Credit	BeneLCPubli	GBP1,234.00	05 May 2021
PK2ILCI000003627	Letter Of Credit	Belgium	GBP80.00	05 May 2021
PK2ILCI000003626	Letter Of Credit	Belgium	GBP80.00	05 May 2021
PK2ILCI000003325	Letter Of Credit	Belgium	GBP1,000.00	05 May 2021

Showing 6 of 17 items

Load More



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## Field Description

Field Name	Description
<b>Search By</b>	The search the application by the <b>Application Number</b> or <b>Beneficiary Name</b> . In case of draft applications you can search by name of the draft.
<b>Filter</b>	
<b>Type</b>	The option to filter the application based on type. The options are: <ul style="list-style-type: none"> <li>All</li> <li>Letter of Credit</li> <li>Bank Guarantee</li> <li>Import LC Amendment</li> <li>LC Amendment Customer Acceptance</li> <li>Bill Discrepancy Customer Acceptance</li> </ul>

Field Name	Description
<b>Duration</b>	<p>The option to filter the application based on duration of submission the applications.</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>
<b>Search Result</b>	<p>The applications are displayed in form of cards.</p>
<b>Application Cards</b>	
<b>Type</b>	Displays the type of trade finance application that is Letter of Credit or Bill Guarantee.
<b>Party Name</b>	Displays the party name of the applicant.
<b>Application Number</b>	Displays the application reference number as generated by the bank at the time the application was submitted.
<b>Status</b>	<p>Displays the current application's progress.</p> <p>The status can be:</p> <ul style="list-style-type: none"> <li>• Draft – applications which has not yet submitted and is just saved by the applicant.</li> <li>• Submitted- application has been filled and submitted for further processing</li> <li>• In progress - application is getting processed in the mid office and is yet to be approved or rejected.</li> <li>• Approved – When the application is completely approved and submitted to back office</li> <li>• Rejected - When the application is completely rejected.</li> </ul>
<b>Submitted On</b>	Displays the date and time on which the application was submitted. This is applicable for all application status except “Drafts”.
<b>Amount</b>	Displays the amount for the Letter of Credit or Bill Guarantee is applied for.
<b>Saved On</b>	Displays the date and time on which the application was saved. This is applicable when application status is “Drafts”.

Field Name	Description
<b>Draft Name</b>	Displays the name of Draft which was used to save the application. This is applicable when application status is "Drafts".

2. Search or filter an application;  
In the **Search By** field, enter the **Application Number** or **Beneficiary Name** by which application is to be searched, and click .  
OR  
Click  of the filter by list, the popup showing filter options opens.
3. From the **Type** list, select the appropriate type.  
OR  
From the **Duration** list, select the duration for which the applications needs to tracked.
4. Click **Reset** to clear the criteria selected.
5. The cards of trade finance applications appear based on search criteria under respective tabs.
6. Click on the "**Draft**" tab, it opens the all applications cards with Draft status.  
Click on an application card, details screen with pre-populated details that you have already entered and saved as draft will appear, you can update those details and fill any other details required in the application form and submit it.  
OR  
Click **Cancel** to cancel the operation and to navigate back to 'Dashboard'.  
OR  
Click **Back** to navigate back to the previous screen.

## View Application Details - Draft

ATM/Branch
English
UBS 14.3 AT3 Branch

futura bank

Welcome, Psd checker
Last login 03 Dec 02:27 PM

Initiate Outward Guarantee

Outward Guarantee Details

Party ID  
\*\*\*382

Branch  
CASS - 892

**Applicant Details**

Applicant Name  
Sun Inc  
Address  
London Industrial Area  
Plot no 21  
Fox Road  
Country  
GREAT BRITAIN  
Date of Application  
26 Jun 2014

**Beneficiary Details**

Existing  New

Beneficiary Name  
tristar inc

**Product Details**

Product  
Guarantee Issuance / Reissuance upon rece...  
Type of Guarantee  
Financial

**Advising Bank Details**

Swift Code  
CITIGB2LXXX  
CITIBANK INTERNATIONAL LONDON  
CITIGB2LXXX  
GB  
[Reset](#)

[Continue](#)

Commitment Details

Beneficiary Contract Ref No  
3243234243432

Effective Date  
01 Mar 2019

Closure Date  
28 Apr 2019

Validity Type  
 Limited  Unlimited

Guarantee Amount  
GBP £4,500.00

Guarantee Expiry Date  
04 Apr 2019

Expiry Condition

Bank Instructions

Charges Account  
xxxxxxxxxxx0011

Instructions to the Bank: Not forming part of Guarantee

Guarantee Advices

Select at least one condition to proceed

<input type="checkbox"/>	Condition	Description
<input checked="" type="checkbox"/>	GUARANTEE	We have been informed that you, __4__ (registered seat __) and __ (registered seat __ company registration number __) (hereinafter the Principal) have concluded a ____ contract under the reference number __ on ____ concerning the supply

Page 1 of 1 (1 of 1 items) | < 1 >

Attachments

[Attach Document](#)

Attached documents will not be saved with Draft / Template  
File size should not be more than 5 M/B. Supported file types: .JPEG, .PNG, .DOC, .PDF, .TXT, .ZIP. Multiple files can be uploaded at a time.

I accept the Terms & Conditions

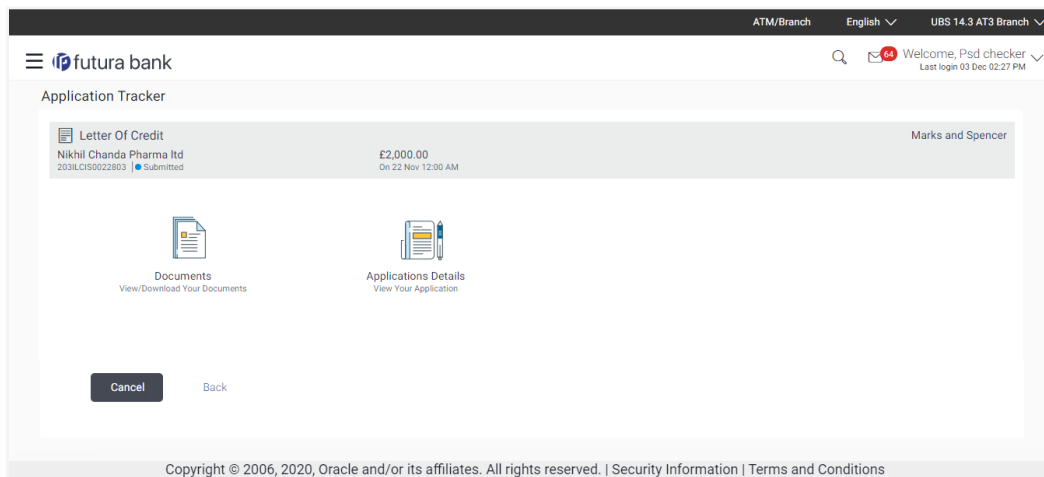
[Initiate Guarantee](#)
[Save As](#)
[Cancel](#)
[Back](#)

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OR  
Click "Submit" tab, it opens the all applications widgets with **Submit** status.

- a. Click on an application card, it opens the application details screen as 'submitted' by the customer.  
Click the **Documents (View/ Download Your Documents)** icon to view and download the documents that are submitted.  
OR  
Click the **Application Details (View Your Application)** icon to view your submitted application. Refer **Initiate LC** or **Initiate Guarantee** transactions for more details.  
OR  
Click **Close** to cancel the operation and to navigate back to 'Dashboard'.  
OR  
Click **Back** to navigate back to the previous screen.

## View Application Details - Submitted



## Field Description

Field Name	Description
<b>Application Card</b>	
<b>Type</b>	Displays the type of trade finance application that is Letter of Credit or Bill Guarantee.
<b>Party Name</b>	Displays the party name of the applicant.
<b>Application Reference Number</b>	Displays the application reference number as generated by the bank at the time the application was submitted.
<b>Status</b>	Displays the current application's progress as submitted.
<b>Amount</b>	Displays the amount for the Letter of Credit or Bill Guarantee is applied for.
<b>Submitted On</b>	Displays the date and time on which the application was submitted.

## View Submitted Application Details

Search ...

Viewer | ATM & Branch Locator | English

Welcome, sbdx checker  
Last login: 20 Jan 04:43 PM

### Initiate LC

Application No. PKZHL000006872	Amount GBP11,000	Created on 05 May 2021 12:00 AM
-----------------------------------	---------------------	------------------------------------

#### LC Details

<b>50</b> Applicant Address Country	<b>40A</b> Type of Documentary Credit Non Transferable LC type Sight Revolving Non Revolving Product	<b>59</b> New Beneficiary Name beneficiary's Address add1 add2 add3 Country
<b>31D</b> Date of Expiry 2021-12-10T00:00:00	Place of Expiry hyd	<b>39A</b> LC Amount Tolerance Under (%) 10 Total Exposure GBP 12.2
<b>32B</b> LC Amount GBP 11	<b>39C</b> Additional Amount Covered	camel
<b>41A</b> Credit Available By Negotiation Credit Available With	<b>42P</b> Negotiation/Deferred Payment Details 1212	<b>42C</b> Drafts At Sight

#### Goods & Shipment

<b>43P</b> Partial Shipment Not Allowed	<b>43T</b> Transshipment Allowed	<b>44A</b> Place of Taking in Charge/Dispatch from asdf
<b>44F</b> Port of Discharge/Airport of Destination asdf	<b>44E</b> Port of Loading/Airport of Departure asdf	<b>44B</b> Place of Final Destination/for Transportation asdf
<b>44C/44D</b> Shipment Date	Latest Shipment Date 2021-12-09T00:00:00	

Goods	Description of Goods	Units	Price Per Unit
No data to display.			

#### Documents

Select Documents  
Documents to be presented within/beyond days after the date of shipment but within validity of this credit

11	Incoterms Cost and Freight (named destination port)
----	--

#### Linkages

Sr No	Linked Amount	Linked Amount In Transactional Currency
No data to display.		

Currently, there are no deposits linked to this contract.

#### Instructions

<b>Advising Bank SWIFT ID</b> CITIGB3333 SCOT BANK CITIGB3333 new tech park London	<b>49G</b> Special Payment Conditions for Beneficiary
<b>49H</b> Special Payment Conditions for Bank Only	<b>49</b> Confirmation Instructions Without

**Advising Through Bank SWIFT ID**

#### Insurance

Policy Number	Company Name	Country	Cover Date	Expiry Date	Amount
No data to display.					

#### Charges

Charges

Account No	Description of Charges	Amount
No data to display.		

Taxes

Account No	Description of Taxes	Amount
No data to display.		

Commissions

Account No	Commission for	Percentage	Amount
No data to display.			

#### Attachments

Currently no documents attached to this contract

[Back](#)

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- OR  
Click **"In Progress"** tab, it opens all the applications with **In Progress** status.
- b. Click on an application, the application submitted but not yet completed appears.  
OR  
Click **Cancel** to cancel the operation and to navigate back to 'Dashboard'.  
OR  
Click **Back** to navigate back to the previous screen.

- OR  
Click **"Approved"** tab, it opens all the applications with **Approved** status.  
OR  
Click **"Rejected"** tab, it opens all the applications with **Rejected** status.  
OR  
Click **Cancel** to cancel the operation and to navigate back to 'Dashboard'.  
OR  
Click **Back** to navigate back to the previous screen.

### 36.1.1 Pending Clarification

The Bank will request for an online clarification from the user and the user receives requests for clarification. The pending for clarification requests are displayed as card. The user can click the individual card to view the details.

The transactions that are not initiated by OBDX and a clarification has been raised by mid office bankers, the same application can be seen at OBDX and the clarifications be responded, however the details of application will not be visible.

#### **Pending Clarification**

**Clarification**  
GOODCARE PLC | \*\*\*Q44


Application No.	Amount	Created on
PK2ILCI000019754 <span style="color: orange; font-weight: bold;">Pending Clarification</span>	GBP 1,000.00	

▼

G 997555815987724288 Open 8/11/22, 10:54 AM

TEST 8/11/22, 10:54 AM

Send
Clear Text
Manage Documents
Attach Documents



Documents  
View/Download Your Documents

✕ Cancel
← Back

## Field Description

Field Name	Description
<b>Application Card</b>	
<b>Party Name</b>	The option to select the party.
<b>Pending Clarification Card</b>	The Pending Clarification card displays the name of the card along with the other details like party name, Product name, amount and last updated date.
<b>Application No</b>	The reference no using which application was saved.
<b>Party Name</b>	The name of the party.
<b>Transaction Name</b>	The name of the transaction for which clarification s required.
<b>Beneficiary Name</b>	The name of the beneficiary.
<b>Amount</b>	The LC/ BG amount.
<b>Last Updated On</b>	The latest updated date of the clarification.

1. Select and click the Pending Clarification card whose details you want to view. The **Pending Clarification** detailed screen appears.

## Pending Clarification – Details

The screenshot shows the 'Application Tracker' interface for 'Wayne Corp' with application number 'TA529120223334'. The application is in a 'Pending Clarification' state. The product is 'OBDX Import LC Sight Revolving' with an amount of '\$ 100000.00'. It was updated on '12 Dec 2018, 10.00 a.m.'. A clarification message from Futura Bank is displayed, stating that while scrutinizing the application, certain details are missing: 'COMMERCIAL INVOICES, BILL OF LADING, CERTIFICATE OF ORIGIN AND PACKING LIST MUST INDICATE THE FOLLOWING'. The missing details are listed as: A) LCAF NO, B) IRC NO, C) TAX IDENTIFICATION NO, D) BIN, and E) H.S. CODE. A response window is open with a text area containing the same list of missing details and an 'Attach Documents' button. Below the response area are buttons for 'Send' and 'Clear Text'. A list of previous clarification requests is shown, including one from '12 March 2020, 02.20 p.m' regarding 'Few Corrections needed in the contract' and another from the same date regarding 'Futher Clarification regarding the insurance policy is required'. At the bottom, there are two buttons: 'Documents' (View / Download your documents) and 'Application Details' (View your application details).

## Field Description

Field Name	Description
<b>Bank Message Window</b>	The window displays the banks message which requires clarification.
<b>Clarification Window</b>	The window in which the user writes its clarification. The user can also attach the supporting documents for clarification. Once the clarification has been provided, user will not be able to modify the clarification or provide further clarification until bank sends a revised clarification request.

Field Name	Description
<b>List of Clarifications</b>	The previous communication between the bank and the user appears as list. User can click and view the details.

---

2. In the **Clarification Window**, enter the clarification.
3. Click the **Attach Documents** icon to attach the supporting documents.
4. Click **Send** to send the clarification to the bank.  
OR  
Click **Clear Text** to clear the entered details.  
OR  
Click the previous clarification list to view the earlier communication.
5. Click on an application card, it opens the application details screen as 'submitted' by the customer.  
OR  
Click the **Documents (View/ Download Your Documents)** icon to view and download the documents that are submitted.  
OR  
Click the **Application Details (View Your Application)** icon to view your submitted application. Refer Initiate LC or Initiate Guarantee transactions for more details.  
OR  
Click **Close** to cancel the operation and to navigate back to 'Dashboard'.  
OR  
Click **Back** to navigate back to the previous screen.

---

**Note:** Once bank accepts the clarification sent from OBDX, corporate user will receive an alert that clarification has been received and transaction will be processed if all in order.

## FAQs

**1. Can I see the changes which has been done by mid office to my initial application submitted through channel?**

User can only see the clarifications requested and provided and once the LC is issued, he can see the details using View LC.

**2. Can I change some part of my application, once submitted from channel?**

It can be done by calling bank directly and not from channel.

[Home](#)

## 37. Assign Proceeds

Using this option, user who is a beneficiary can assign the proceeds to assignee (third parties) which has to be received from the issuing or confirming bank.

The user can search an export LC against which he wants to assign the proceeds, he can verify the LC and view its summary of LC for reference. Post that he can provide the details of assignee such as name, address and account details and then add multiple assignees to a single Export LC with varying amount.

Once he submits the assignment, it proceeds to OBTFPM for entry in the contract.

The user can view the assignment done to the Export LC and have the facility to modify them until any bill has been booked/submitted. The user can also view and change the amount in the assignment details of all the bills under the export LC.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Outward Guarantee should exist for the party ID and party must having view rights for it

### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Letter Of Credit > Export Letter of Credit > Assignee Management > Assignment of Proceeds*

### To assign the proceeds to assignee:

1. Navigate to the **Assignment of Proceeds** screen.

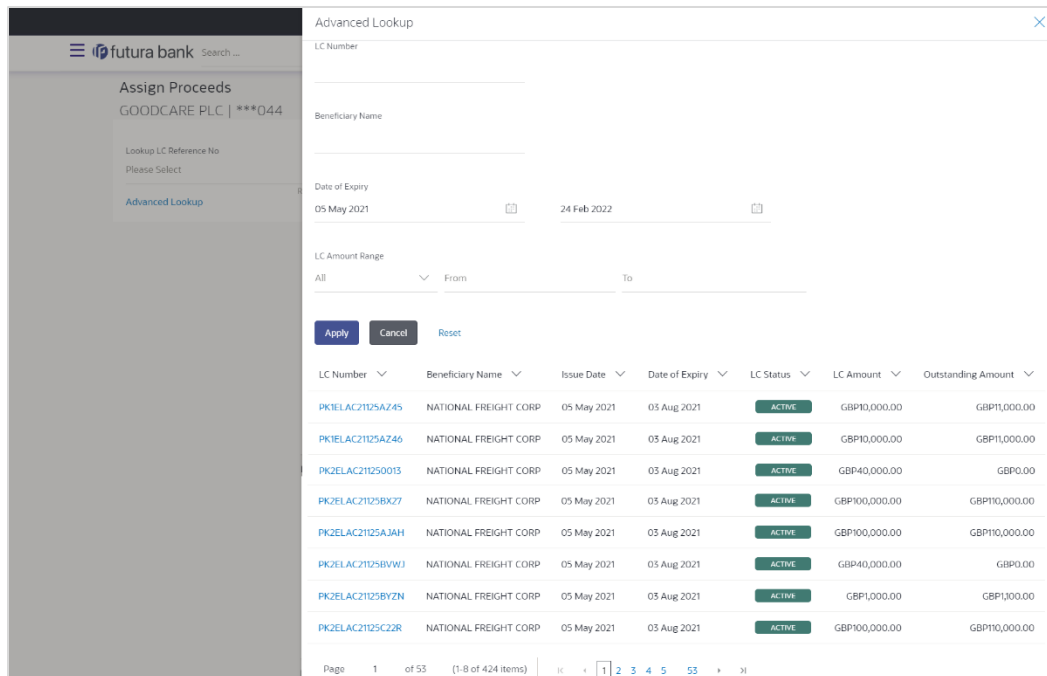
### Assignment of Proceeds

## Field Description

Field Name	Description
<b>Lookup LC Reference Number</b>	The LC reference number.

- From the **LoopUp Reference No.** field, select the appropriate LC reference number.
- Click **View**. The Assignment of Proceeds warning message appears.  
OR  
Click the **Advanced Lookup** link. The **Advanced Lookup** overlay screen appears.
- Click **Continue**. The summary of LC appears on the **Islamic Assign Proceeds** screen.

## Advanced Lookup



Advanced Lookup

LC Number

Beneficiary Name

Date of Expiry  
05 May 2021 24 Feb 2022

LC Amount Range  
All From To

Apply Cancel Reset

LC Number	Beneficiary Name	Issue Date	Date of Expiry	LC Status	LC Amount	Outstanding Amount
PK1ELAC2125AZ45	NATIONAL FREIGHT CORP	05 May 2021	05 Aug 2021	ACTIVE	GBP10,000.00	GBP11,000.00
PK1ELAC2125AZ46	NATIONAL FREIGHT CORP	05 May 2021	05 Aug 2021	ACTIVE	GBP10,000.00	GBP11,000.00
PK2ELAC21250013	NATIONAL FREIGHT CORP	05 May 2021	03 Aug 2021	ACTIVE	GBP40,000.00	GBP0.00
PK2ELAC2125BXZ7	NATIONAL FREIGHT CORP	05 May 2021	05 Aug 2021	ACTIVE	GBP100,000.00	GBP110,000.00
PK2ELAC2125A3AH	NATIONAL FREIGHT CORP	05 May 2021	03 Aug 2021	ACTIVE	GBP100,000.00	GBP110,000.00
PK2ELAC2125BVMJ	NATIONAL FREIGHT CORP	05 May 2021	05 Aug 2021	ACTIVE	GBP40,000.00	GBP0.00
PK2ELAC2125BYZN	NATIONAL FREIGHT CORP	05 May 2021	05 Aug 2021	ACTIVE	GBP10,000.00	GBP1,000.00
PK2ELAC2125C2R	NATIONAL FREIGHT CORP	05 May 2021	03 Aug 2021	ACTIVE	GBP100,000.00	GBP110,000.00

Page 1 of 53 (1-8 of 424 items) 1 2 3 4 5 53

## Field Description

Field Name	Description
<b>Advanced Lookup</b>	
<b>LC Number</b>	The LC reference number.
<b>Beneficiary Name</b>	The beneficiary name who assigns the proceeds to assignee.
<b>Date of Expiry From -To</b>	The start date range and end date the LC gets expired.

Field Name	Description
<b>LC Amount Range From - To</b>	Select the currency and LC amount range.
<b>Search Results</b>	
<b>LC Number</b>	The LC reference number.
<b>Beneficiary Name</b>	The beneficiary name who assigns the proceeds to assignee.
<b>Issue Date</b>	The issue date of the LC.
<b>Date of Expiry</b>	The date on which LC gets expired.
<b>LC Status</b>	The status of LC.
<b>LC Amount</b>	The LC amount.
<b>Outstanding Amount</b>	This field specifies any outstanding amount available along with the currency.

- Enter the search criteria and click **Apply**. The search result appears based on search criteria.  
OR  
Click **Cancel** to cancel the search.  
OR  
Click **Reset** to clear the search criteria.
- Click the **Add Assignee Details** link to add the assignee. The **Assign Proceeds** screen with added assignee details appear.

## Assign Proceeds

Viewer ATM & Branch Locator English

futura bank Search ... Welcome, OBDX maker Last login 24 Feb 09:45 PM

### Assign Proceeds

GOODCARE PLC | \*\*\*044

Lookup LC Reference No  
PK2ELAC2125AJAH

#### LC Overview

LC Number PK2ELAC2125AJAH	Applicant NATIONAL FREIGHT CORP
Product Name Import LC Usance Non Revolving	Address PKBANK7XXX
LC Amount GBP10,000.00	Country United Kingdom
Outstanding Amount GBP10,000.00	

#### Assignee Details

Assignee Name NATIONAL FREIGHT CORP	Assignee Amount GBP10,000.00	<input type="button" value="View More"/>
--	---------------------------------	--

#### Assignee Details

Assignee Name ass one	Assignee Amount GBP20,000.00	<input type="button" value="View More"/>
--------------------------	---------------------------------	--

Special Instructions



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## Field Description

Field Name	Description
<b>Lookup LC Reference Number</b>	The Islamic LC reference number.
<b>LC Overview</b>	
<b>LC Number</b>	The searched Islamic LC reference number.
<b>Product Name</b>	The name of the Islamic LC product.
<b>LC Amount</b>	Indicates the amount for the Letter of Credit along with the currency under which the Islamic LC is issued.
<b>Outstanding Amount</b>	Indicates the outstanding Islamic LC amount.
<b>Applicant</b>	Displays the Islamic LC applicant name based on the selected LC reference number.
<b>Address</b>	Displays the Islamic LC applicant address.



Field Name	Description
<b>Country</b>	Displays the country of the Islamic LC applicant.
<b>Assignee Details</b>	
<b>Assignee Name</b>	The name of the assignee to whom the proceeds is to be assigned.
<b>Assignee Amount</b>	The amount that needs to be proceeds to the assignee.
<b>Special Instructions</b>	Specify the special instructions for the bank users.

7. Click **Add Assignee** if you want to add more assignees.
8. Click  to modify the assignee details.  
OR  
Click  to delete the assignee details
9. In the **Special Instructions** field, enter special instructions if any.
10. Click **Submit**.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.
11. The **Islamic Assign Proceeds – Review** screen appears. It displays all the sections with added assignee details. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.
12. The success message of assignment of proceeds submission appears. Click **Home** to go to the Trade Dashboard screen.

## 37.1 Add Assignee Details

The user can add the assignee.

**To add the assignee details:**

13. In the **Assign Proceeds** screen, click the **Add Assignee Details** link.  
The **Assignee Details** overlay screen appears.

## Add Assignee Details

## Field Description

Field Name	Description
<b>Assignee Details</b>	
<b>Assignee</b>	Option to select the type of assignee. The options are: <ul style="list-style-type: none"> <li>• New</li> <li>• Existing</li> </ul>
<b>Assignee Name</b>	The name of the assignee to whom the proceeds is to be assigned. This field is appears if <b>Existing</b> option is selected in the <b>Assignee</b> field.
<b>Name</b>	Specify the name of the assignee to whom the proceeds is to be assigned. This field is a read only if <b>Existing</b> option is selected in the <b>Assignee</b> field.

Field Name	Description
<b>Account Type</b>	<p>The account type of the assignee.</p> <p>The account types are:</p> <ul style="list-style-type: none"> <li>• Internal</li> <li>• External</li> </ul> <p>This field is a read only if <b>Existing</b> option is selected in the <b>Assignee</b> field.</p>
<b>Address</b>	The LC applicant address.
<b>Account Number</b>	<p>The account number of the assignee.</p> <p>This field is a read only if <b>Existing</b> option is selected in the <b>Assignee</b> field.</p>
<b>Currency</b>	<p>The currency of the account of the assignee.</p> <p>This field is appears if <b>Existing</b> option is selected in the <b>Assignee</b> field.</p>
<b>Confirm Account Number</b>	<p>Re-enter the account number to confirm.</p> <p>This field is appears if <b>New</b> option is selected in the <b>Assignee</b> field.</p>
<b>Amount in</b>	<p>Specify the amount that needs to be proceeds to the assignee.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Value</li> <li>• Percentage</li> </ul>
<b>Assignee Amount</b>	<p>The user can enter the amount.</p> <p>This field is appears if <b>Value</b> option is selected in the <b>Amount In</b> field.</p>
<b>Percentage</b>	<p>The percentage of assignee amount.</p> <p>This field appears if <b>Percentage</b> option is selected in the <b>Amount</b> field.</p>
<b>Bank Details</b>	<p>The option to select the bank details.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• SWIFT Code</li> <li>• Name and Address</li> </ul> <p>This field appears if you select <b>External</b> option from <b>Account Type</b> field.</p>

Field Name	Description
<b>Name &amp; Address</b>	The bank address of the assignee Bank.
<b>SWIFT Code</b>	The SWIFT code of assignee Bank.
<b>Lookup SWIFT Code</b>	Search and select the SWIFT code of the assignee bank, available in the application.  This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Bank Details</b> field.

#### SWIFT code Look up

The following fields appear on a pop up window if the **Lookup SWIFT Code** link is clicked.

<b>Swift Code</b>	The facility to lookup bank details based on SWIFT code.
<b>City</b>	The facility to search for the SWIFT code based on city.
<b>Bank Name</b>	The facility to search for the SWIFT code based on the bank name.

#### SWIFT Code Lookup - Search Result

<b>Bank Name</b>	The names of banks as fetched on the basis of the search criteria specified.
<b>Address</b>	The complete address of each bank as fetched on the basis of the search criteria specified.
<b>SWIFT Code</b>	The list of SWIFT codes as fetched on the basis of the search criteria specified.


14. In the **Assignee** field, select the appropriate option.
- a. If you select **Existing** option, select the name of the assignee from the **Assignee Name** list.
  - b. If you select **New** option, enter the name of the assignee in the **Name** field.
    - i. In the **Account Type** field, select the appropriate option.
    - ii. In the **Account Type** field, if you select **External** option, enter the Address of the assignee.
    - iii. In the **Account Number** field, enter the account number of the account of the assignee.
    - iv. Re-enter the account number in **Confirm Account Number** field, to confirm the account number.
  - c. In the **Amount In**, select the appropriate option to assign the amount.
  - d. If you select **Value** option, enter the amount to be assigned in the **Assignee Amount** field.

- e. If you select **Percentage** option, enter the value in the **Percentage** field.
15. Select the appropriate option in **Bank Details** field, , if you have selected **External** option in the **Account Type** field:
    - a. If you select **SWIFT Code** option,
      - i. In the **SWIFT code** field, enter the SWIFT code or select it from the lookup.
      - ii. Click **Verify** to fetch bank details based on Bank Code.
    - b. If you select **Name & Address** option:
      - i. In the **Name** field, enter the name of the issuing bank.
      - ii. In the **Address** field, enter the address of the issuing bank.
  16. If you select **Internal** option, from the **Account Type** list, :
    - i. In the **SWIFT code** field, enter the SWIFT code or select it from the lookup.
    - ii. Click **Verify** to fetch bank details based on Bank Code.
  17. Click **Save**.  
The added assignee details appear as **Assignee Details** in the **Islamic Assign Proceeds**.  
OR  
Click **Close** to close the screen.  
OR  
Click **Reset** to clear the entered details.

## 37.2 Modify Assignee Details

The user can modify the assignee details.

### To modify the assignee details:

1. Navigate to **Islamic Assign Proceeds** screen.
2. From the **LoopUp Reference No.** field, select the appropriate LC reference number.
3. Click **View**. The summary of LC appears on the **Islamic Assign Proceeds** screen.  
OR  
Click the **Advanced Lookup** to search the LC.
4. Click  to modify the assignee details.  
The **Assignee Details** overlay screen appears.

## Assignee Details

The screenshot displays the 'Assign Proceeds' interface in Futura Bank. The main window shows details for 'GOODCARE PLC | \*\*\*044' with a 'Reset' button. Below this is an 'LC Overview' section with fields for LC Number, Product Name, LC Amount, and Outstanding Amount. The 'Assignee Details' section is highlighted, showing 'Assignee Name' as 'NATIONAL FREIGHT CORP' and 'Assignee Amount' as 'GBP10,000.00'. A modal window titled 'Assignee Details' is open on the right, showing options for 'New' or 'Existing' assignee, name 'trade 1', account type 'External', address '20, Park Street, New York', account number '\*\*\*\*\*', and confirm account number 'PK2001850014'. It also has options for 'Amount In' (Value or Percentage) and 'Bank Details' (SWIFT Code or Name & Address). The SWIFT code 'CITIBANK ENGLAND CITIGB2L NNN' is entered, with a 'Reset' button. At the bottom of the modal are 'Save', 'Close', and 'Reset' buttons.

5. Edit the fields, if required.
6. Click **Save**. The modified assignee details got saved in **Assignee Details** section.  
OR  
Click **Close** to close the screen.  
OR  
Click **Reset** to clear the entered details.

[Home](#)

## 38. Assignee Maintenance

Using this option, you can create (if maintenance is not already there), view and edit the assignee.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place

### Features Supported In Application

Available features to corporate user in the application:

- View Assignee
- Create Assignee
- Edit Assignee
- Delete Assignee

### How to reach here:

*Dashboard > Toggle menu > Maintenance > Assignee Maintenance*

### Assignee Maintenance - Summarized View

This is a default view; the user is landed on this screen on accessing 'Assignee Maintenance' menu option. The summary of all the assignee maintained are listed with basic information of assignee. User can choose to check the complete details of a specific assignee by clicking on a card.

The screenshot displays the 'Assignee Maintenance' interface for 'GOODCARE PLC | \*\*\*044'. It features a 'List of Assignees' section with a search bar and a 'Create Assignee' button. The list contains six assignees, each shown in a card with the following details:

Assignee Name	Account Number	Name	Account Type
Jonson	123456	Jonson	INTERNAL
test	72042123456	test	INTERNAL
John	123456	John	INTERNAL
rerer	111222333	rerer	EXTERNAL
test internal	PK2001B50017	test internal	INTERNAL
test22	111222333	test22	EXTERNAL

Page 1 of 1 (1-6 of 6 Items) | 1 |

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## Field Description

Field Name	Description
<b>Party Name</b>	The name of the applicant is displayed.
<b>Party ID</b>	The party Id of the product is displayed in a masked format.
<b>Search By</b>	Enter the name of the assignee to search and view its details. Partial search is allowed.
<b>Assignee Template Card</b>	The assignee template card displays the name of the assignee template along with the other details like account number, name of the assignee and account type.

### Assignee Template Card Details

Following details are present on each assignee Template card.

<b>Assignee Nick Name</b>	The name using which template is stored and can be used to create assignee.
<b>Access Type</b>	The access type assigned to the Assignee, that is 'Private' or 'Public'.
<b>Name</b>	The assignee name.
<b>Account Type</b>	The corresponding account type and as supported by Host.
<b>Views</b>	The user can select the view type. <ul style="list-style-type: none"> <li>• Card</li> <li>• Tabular</li> </ul>

1. Select and click the Assignee template card whose details you want to view.

OR



In the **Search By** field, enter the name of the specific Assignee Template whose details you want to view.

The specific Assignee Template detail record appears.

OR


Click **Create Assignee** to create a new Assignee template.

OR

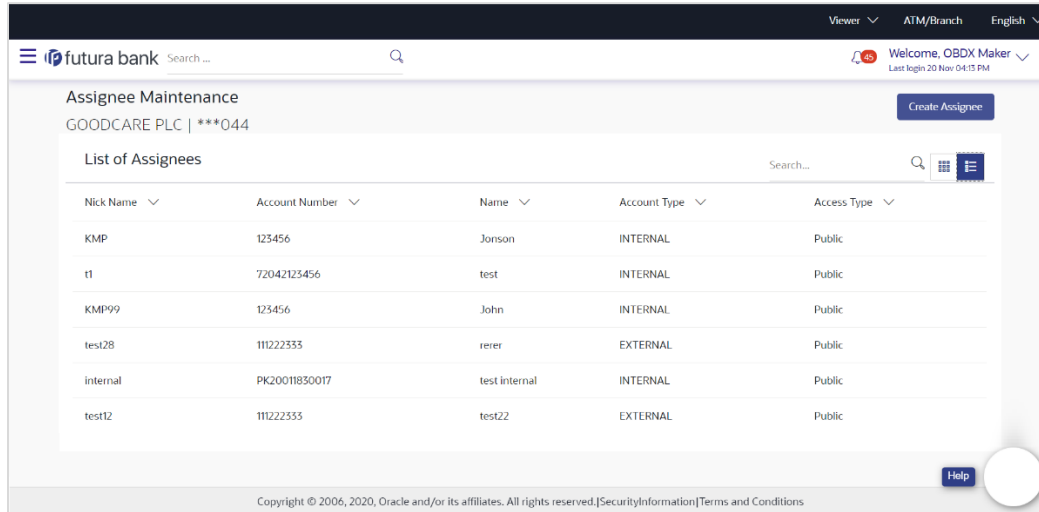
Click  or  to view the assignee template as Summarized or Tabular view.



To view the assignee details in tabular form:

- In the **Assignee Maintenance - Summary** page, click  to view the initiate Assignee template as Tabular view.  
The **Assignee Maintenance** tabular view page appears.

### Assignee Maintenance - Tabular View



Nick Name	Account Number	Name	Account Type	Access Type
KMP	123456	Jonson	INTERNAL	Public
t1	72042123456	test	INTERNAL	Public
KMP99	123456	John	INTERNAL	Public
test28	111222333	reer	EXTERNAL	Public
internal	PK20011850017	test internal	INTERNAL	Public
test12	111222333	test22	EXTERNAL	Public

### Field Description

Field Name	Description
<b>Assignee Nick Name</b>	The name using which template is stored and can be used to create assignee.
<b>Account Number</b>	The account number of the assignee.
<b>Name</b>	The assignee name.
<b>Account Type</b>	The corresponding account type and as supported by Host.
<b>Access Type</b>	The access type assigned to the Assignee, that is 'Private' or 'Public'.

## 38.1 Assignee Maintenance - Create Assignee

Using this option, you can create an assignee in the application.

To create an assignee:

Click **Create Assignee**. The **Assignee Maintenance** screen appears.

## Assignee Maintenance - Create Assignee

Assignee Maintenance  
GOODCARE PLC | \*\*\*044

Assignee Details

Account Type  
 Internal  External

Name  
John Smith

Currency  
USD

Account Number  
\*\*\*\*\*

Confirm Account Number  
00125456

SWIFT Code  
CITIBK2LNNN

CITIBANK ENGLAND  
london park 33  
new tech area

Nickname  
JS

Access Type  
 Public  Private

**note**  
You can maintain new assignees and use them in your transaction at ease. You have to save them with their account details and address. You can also give them a name to identify easily.

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## Field Description

Field Name	Description
<b>Account Type</b>	The assignee account type. The options are: <ul style="list-style-type: none"> <li>Internal</li> <li>External</li> </ul>
<b>Name</b>	The name the assignee.
<b>Address</b>	The bank address of the assignee Bank. This field appears if you select <b>External</b> option from <b>Account Type</b> field.
<b>Currency</b>	The currency of the assignee account.
<b>Account Number</b>	The account number of the assignee.

Field Name	Description
<b>Confirm Account Number</b>	Re-enter the account number to confirm the account.
<b>SWIFT Code</b>	The SWIFT code of assignee Bank.
<b>SWIFT code Look up</b>	
The following fields appear on a pop up window if the <b>Lookup SWIFT Code</b> link is clicked.	
<b>Swift Code</b>	The facility to lookup bank details based on SWIFT code.
<b>City</b>	The facility to search for the SWIFT code based on city.
<b>Bank Name</b>	The facility to search for the SWIFT code based on the bank name.
<b>SWIFT Code Lookup - Search Result</b>	
<b>Bank Name</b>	The names of banks as fetched on the basis of the search criteria specified.
<b>Address</b>	The complete address of each bank as fetched on the basis of the search criteria specified.
<b>SWIFT Code</b>	The list of SWIFT codes as fetched on the basis of the search criteria specified.
<b>Access Type</b>	Indicates the type of access for the assignee. The options are: <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>


2. From the **Account Type** list, select the appropriate option.
3. In the **Name** field, enter the name of the assignee.
4. From the **Currency** list, select the appropriate currency.
5. In the **Account Number** field, enter the account number.
6. Re-enter the account number to confirm the account.
7. If you select **External** option, from the **Account Type** list:
8. In the **Address** field, enter the address of the assignee.
9. In the **Bank Details** field:
  - c. If you select **SWIFT Code** option,
    - i. In the **SWIFT code** field, enter the SWIFT code or select it from the lookup.
    - ii. Click **Verify** to fetch bank details based on Bank Code.
  - d. If you select **Bank Address** option:

- iii. In the **Bank Name** field, enter the name of the issuing bank.
  - iv. In the **Address** field, enter the address of the issuing bank.
10. If you select **Internal** option, from the **Account Type** list, :
  - i. In the **SWIFT code** field, enter the SWIFT code or select it from the lookup.
  - ii. Click **Verify** to fetch bank details based on Bank Code.
11. In the **Access Type** field, select the appropriate option.
12. Click **Submit**. The review screen appears.  
Verify the details, and click **Confirm**.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.
13. The success message of create assignee submission appears along with the status. Click **OK** to complete the transaction.

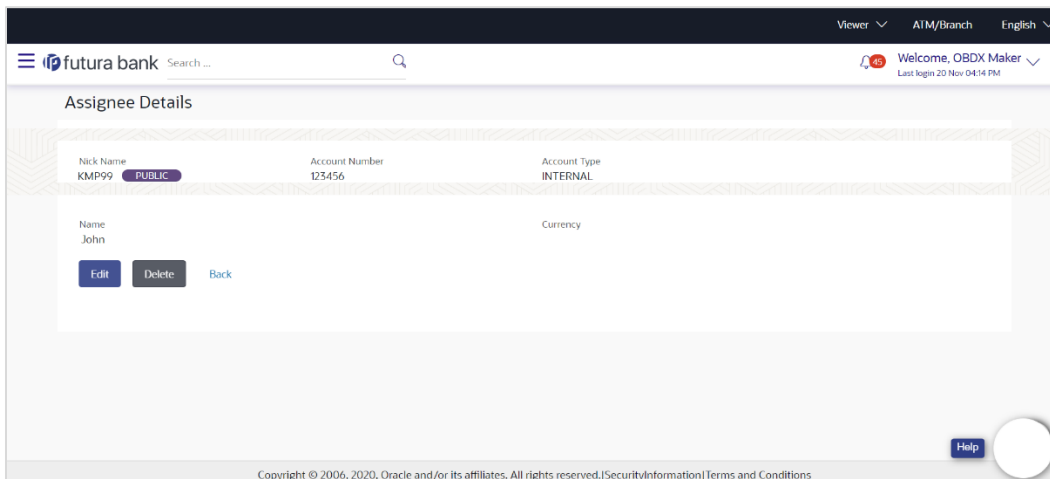
## 38.2 Assignee Details - View

User can search and view the created assignee using assignee Name.

### To view the assignee:

1. In the **Search** field, enter the nick name/Account Number/ Name.
2. Click . The created assignee appears based on search criteria.
3. Click on the assignee card whose details you want view. The **Assignee Details** screen appears.

### View Assignee – Assignee Details



The screenshot displays the 'Assignee Details' interface. At the top, there is a navigation bar with the Futura Bank logo, a search bar, and user information: 'Welcome, OBDX Maker' and 'Last login 20 Nov 04:14 PM'. The main content area shows the following details:

Nick Name	Account Number	Account Type
KMP99 <span>PUBLIC</span>	123456	INTERNAL
Name	Currency	
John		

Below the details, there are three buttons: **Edit**, **Delete**, and **Back**. At the bottom right, there is a **Help** button. The footer contains the text: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [Security|Information] Terms and Conditions'.

**Field Description**


<b>Field Name</b>	<b>Description</b>
<b>Nick Name</b>	The name using which template is stored and can be used to create assignee.
<b>Access Type</b>	The access type assigned to the Assignee, that is 'Private' or 'Public'.
<b>Account Number</b>	The account number of the assignee.
<b>Account Type</b>	The corresponding account type and as supported by Host.
<b>Name</b>	The assignee name.
<b>Currency</b>	The currency of the Assignee.

6. Click **Edit** to edit the additional condition details.  
OR  
Click **Delete** to delete the transaction.  
OR  
Click **Back** to go back to previous screen.

**38.3 Assignee Details - Edit**

Using this option user can edit the details of the selected assignee, maintained in the application.

**To modify an assignee:**

1. In the **Search** field, enter the nick name/Account Number/ Name.
2. Click . The created assignee appears based on search criteria.
3. Click on the assignee card whose details you want view. The **Assignee Details** screen appears.
4. Click **Edit** to edit the assignee details.

## Assignee Details - Edit

The screenshot shows the 'Assignee Details - Edit' form in the Futura Bank system. The form is displayed in a web browser window. The header of the browser shows 'futura bank' and 'Welcome, OBDX Maker'. The form fields are as follows:

- Name: John
- Account Type: INTERNAL
- Account Number: 123456
- Nick Name: KMP99
- Public/Private:  Public  Private

At the bottom of the form, there are three buttons: 'Save', 'Cancel', and 'Back'. A 'Help' button is also visible in the bottom right corner of the form area. The footer of the page contains the text: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation] Terms and Conditions'.

9. Update the required details.
10. Click **Save** to save the details.  
OR  
Click **Cancel** to cancel the transaction.
11. Click **Submit**. The Review screen appears. Verify the details, and click **Confirm** .  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.  
OR  
Click **Back** to go back to previous screen.
12. The success message of edit assignee submission appears along with the status. Click **Go to Dashboard**, to navigate to the **Dashboard**

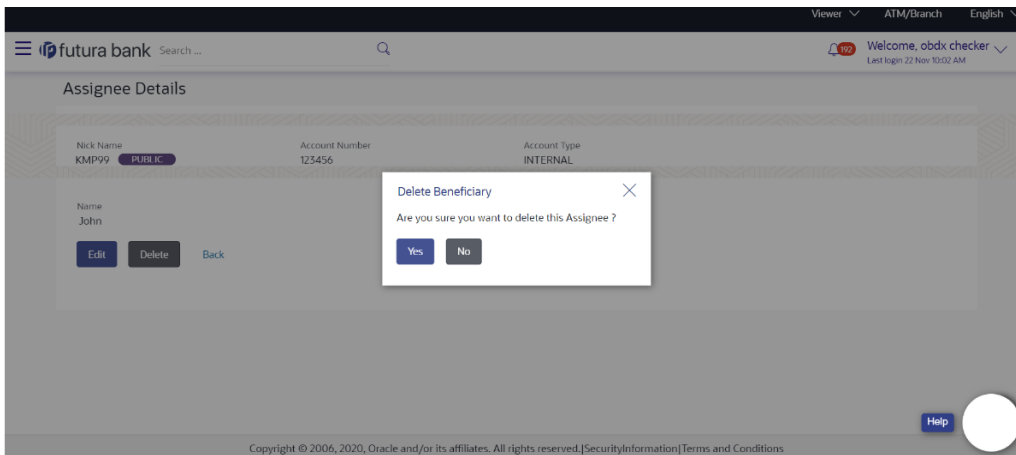
## 38.4 Assignee Details - Delete

Using this option, corporate user can search and delete an existing assignee.

### To delete an assignee:

1. Repeat steps 1 to 4 of **Assignee Details - View** section.
2. Click **Delete**. The **Delete Warning** message appears.

## Assignee Details - Delete



3. Click **Yes** to confirm the deletion.  
OR  
Click **No** to cancel the deletion process.

[Home](#)

## 38.5 Transfer Letter of Credit

Using this option, a corporate user can initiate transferring an Export Letter of Credit (LC) received from issuing bank to the second beneficiary.

User can search the required LC which has to be transferred and enter the details required for the application such as second beneficiary details etc. and then submit the application to OBTFPM. Once submitted, the application can be tracked under app tracker and will follow bidirectional flow.

### Pre-Requisites

User must be having a valid corporate login credentials to get into the system. This will be under a maker – approver system, or as per user's access.

### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Letter Of Credit > Export Letter of Credit > Initiate Transfer LC*

### To initiate the Transfer LC:

1. Navigate to the **Transfer Letter of Credit** screen. The screen by default lands to the LC Details tab.

### Transfer Letter of Credit

### Field Description

Field Name	Description
LC Number	The parent LC number.
Beneficiary Name	The name of the LC beneficiary.



Field Name	Description
<b>Date of Expiry From ,To</b>	The expiry date range that is start and end date of the LC.
<b>LC Amount</b>	The currency under which the LC can be issued. Indicates the amount start and end range for the Letter of Credit.

2. Enter the search criteria and click **Apply**. The search result appears based on search criteria.  
OR  
Click **Cancel** to cancel the search.  
OR  
Click **Reset** to clear the search criteria

**Note:** Blank search is also allowed.

### Transfer Letter of Credit – Search Result

The screenshot displays the 'Transfer Letter of Credit' search interface. At the top, there's a navigation bar with 'futura bank' logo, a search bar, and user information: 'Welcome, OBDX maker' and 'Last login: 08 May 10:15 AM'. Below the navigation is a progress indicator with 7 steps: 1. Select Parent LC, 2. Second Beneficiary Details, 3. Goods, Shipment & LC Details, 4. Documents & Conditions, 5. Instructions, 6. Charges, 7. Attachments. The search form includes fields for 'LC Number', 'Beneficiary Name', 'Date of Expiry' (From and To), and 'LC Amount Range' (All, From, To). There are 'Apply', 'Cancel', and 'Reset' buttons. The search results table has columns: LC Number, Beneficiary Name, Issue Date, Date of Expiry, LC Status, LC Amount, and Outstanding Amount. The results show 8 active LCs for 'NATIONAL FREIGHT CORP'.

LC Number	Beneficiary Name	Issue Date	Date of Expiry	LC Status	LC Amount	Outstanding Amount
PKIELAC21255004	NATIONAL FREIGHT CORP	05 May 2021	05 Aug 2021	ACTIVE	GBP10,000.00	GBP10,358.97
PKIELAC2125AS01	NATIONAL FREIGHT CORP	05 May 2021	05 Aug 2021	ACTIVE	GBP10,000.00	GBP11,000.00
PKZELAC2125CNOT	NATIONAL FREIGHT CORP	05 May 2021	05 Aug 2021	ACTIVE	GBP40,000.00	GBP40,000.00
PKIELAC2125APHI	NATIONAL FREIGHT CORP	05 May 2021	05 Aug 2021	ACTIVE	GBP10,000.00	GBP10,800.00
PKZELAC2125D4NN	NATIONAL FREIGHT CORP	05 May 2021	05 Aug 2021	ACTIVE	GBP40,000.00	GBP20,000.00
PKIELAC2125ATPT	NATIONAL FREIGHT CORP	05 May 2021	05 Aug 2021	ACTIVE	GBP10,000.00	GBP9,000.00
PKIELAC2125AOP4	NATIONAL FREIGHT CORP	05 May 2021	05 Aug 2021	ACTIVE	GBP10,000.00	GBP11,000.00
PKIELAC2125AZ46	NATIONAL FREIGHT CORP	05 May 2021	05 Aug 2021	ACTIVE	GBP10,000.00	GBP11,000.00

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**Field Description**

Field Name	Description
------------	-------------

**Search Result**

<b>LC Number</b>	The LC reference number.
------------------	--------------------------

<b>Beneficiary Name</b>	The beneficiary name who assigns the proceeds to assignee.
-------------------------	--

<b>Issue Date</b>	The issue date of LC.
-------------------	-----------------------

<b>Date of Expiry</b>	The start date range and end date the LC gets expired.
-----------------------	--

<b>LC Status</b>	The status of the LC.
------------------	-----------------------

<b>LC Amount</b>	The LC amount.
------------------	----------------

<b>Outstanding Amount</b>	This field specifies any outstanding amount available along with the currency.
---------------------------	--

- 
- Click on the desired **LC Number**. The **Transfer Letter of Credit - Secondary Beneficiary Details** screen appears.
  - Click the **Add Secondary Beneficiary** link. The **Add Secondary Beneficiary** overlay screen appears.  
OR  
Click the **View Details** link to view the LC shipment details. The **LC Shipment Details** overlay screen appears.

**38.6 Add Second Beneficiary Details**

In this section, user can add the details of secondary beneficiary of the LC transfer application process. Maximum five (configured) beneficiaries and their details for LC can be added in a single transaction.

## Add Second Beneficiary

### Field Description

Field Name	Description
<b>Add Secondary Beneficiary</b>	The beneficiary type. The options are: <ul style="list-style-type: none"> <li>Existing</li> <li>New</li> </ul>
<b>Second Beneficiary Name</b>	The name of the LC beneficiary. This field allows the user to select the beneficiary name from drop-down, if <b>Existing</b> option is selected in the Beneficiary Details field. This field allows the user to enter the beneficiary name if <b>New</b> option is selected in the Beneficiary Details field.
<b>Address</b>	The address of the LC beneficiary. This field is enabled to enter the address details, if <b>New</b> option is selected in the Beneficiary Details field.
<b>Country</b>	The country of the LC beneficiary. This field is enabled to select the country name, if <b>New</b> option is selected in the Beneficiary Details field.
<b>Customer Reference Number</b>	Specify the customer reference number for secondary beneficiary.
<b>Product</b>	The Transfer LC product to be selected.

5. In the **Second Beneficiary Details** field, select the appropriate option.
  - a. If you select **Existing** option:

- i. From the **Beneficiary Name** list, select the appropriate option.
- b. If you enable **New** option:
  - i. In the **Beneficiary Name**, enter the name of the LC beneficiary.
  - ii. In the **Address** field in the Beneficiary section, enter the address of the LC beneficiary.
  - iii. From the **Country** list in the Beneficiary section, select the appropriate country.
6. In the **Customer Reference Number** field, enter the customer reference number.
7. From the **Select Product** list, select the appropriate product.
8. Click **Add** to add the second beneficiary details. The added beneficiary details get displayed on the **Second Beneficiary Details** screen.  
OR  
Click **Cancel** to cancel the addition process.

## Second Beneficiary Details

The screenshot displays the 'Second Beneficiary Details' screen in the Futura Bank system. The page header includes the Futura Bank logo and navigation options. The main content area shows a progress bar with 7 steps: 1. Select Parent LC, 2. Second Beneficiary Details (current step), 3. Goods, Shipment & LC Details, 4. Documents & Conditions, 5. Instructions, 6. Charges, and 7. Attachments. Below the progress bar, the 'Second Beneficiary Details' section contains a table with columns: Sr. No., Second Beneficiary Name, Address, Customer Reference Number, and Actions. One entry is visible: Sr. No. 1, Name Mango, Address kjb,kjb,kjb,Cook Islands, Customer Reference Number 42424, and Actions Edit and Delete. At the bottom, there are 'Next', 'Cancel', and 'Back' buttons.

## Field Description

Field Name	Description
<b>Parent LC Number</b>	The parent LC number.
<b>Product</b>	The LC product.
<b>LC Amount</b>	The currency and the amount for the transfer Letter of Credit.
<b>Balance LC Amount</b>	The balance currency and the amount for the transfer Letter of Credit.
<b>Parent LC Date of Expiry</b>	The expiry date of the parent LC.
<b>Last Shipment Date</b>	The last shipment date for the transfer Letter of Credit.

Field Name	Description
<b>Second Beneficiary Details</b>	
<b>Sr No.</b>	The serial number of the added record of secondary beneficiary.
<b>Second Beneficiary Name</b>	The name of the LC beneficiary.
<b>Address</b>	The address and country of the LC beneficiary.
<b>Customer Reference Number</b>	Specify the customer reference number for secondary beneficiary.
<b>Action</b>	Click to edit the secondary beneficiary details.
<b>Delete</b>	Click to delete the secondary beneficiary details.

9. Click the **Add Second Beneficiary** link to add the other secondary beneficiary details, if required.

OR

Click the **Edit** link to edit the secondary beneficiary details.

The **Add Second Beneficiary overlay screen appears.**

OR

Click the **Delete** link to remove already added draft.

10. Click **Next** to save the entered details and proceed to the next level.

OR

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

OR

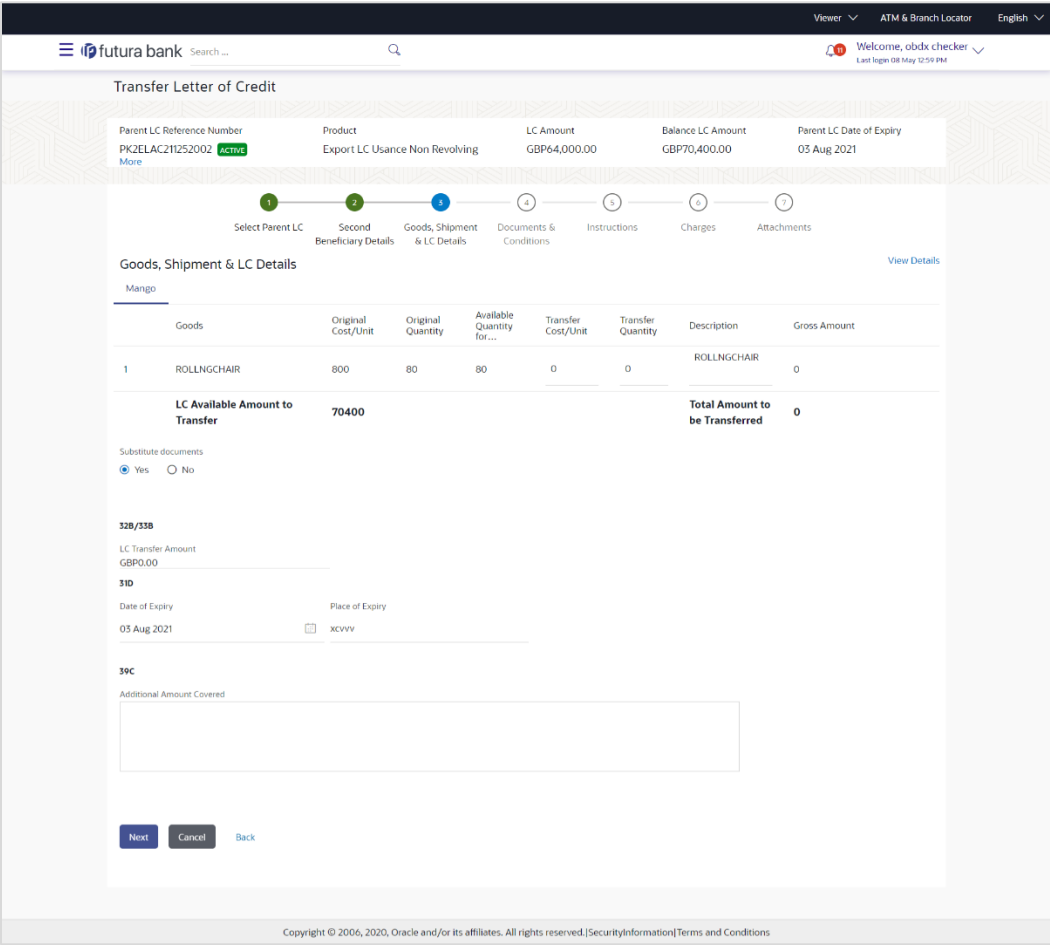
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## **38.7 Transfer Letter of Credit – Goods, Shipment & LC Details**

This tab captures the goods and shipment details of the LC transfer application process.

There will be separate tabs dedicated for each second beneficiary on the screen, and having same fields which user can input things specific for that transaction.

**Transfer Letter of Credit – Goods, Shipment & LC Details**



**Field Description**

Field Name	Description
<b>Second Beneficiary Name</b>	The name of the added second beneficiary. There will be separate tabs dedicated for each second beneficiary on the screen, and having same fields which user can input things specific for that transaction.
<b>Goods</b>	Section to add or remove the goods traded under the LC.
<b>Sr No</b>	Serial Number.
<b>Goods</b>	The type of good being shipped has to be chosen.
<b>Original Cost/Unit</b>	The original cost per unit of the good covered under the LC.
<b>Original Quantity</b>	The original quantity of goods.

Field Name	Description
<b>Available Quantity for Transfer</b>	The quantity of goods available for transfer.
<b>Transfer Cost/Unit</b>	The transfer cost per unit of the good covered under the LC.
<b>Transfer Quantity</b>	The quantity of goods transferred.
<b>Description</b>	The description about the goods.
<b>Gross Amount</b>	The gross amount under the LC.
<b>LC Available Amount to Transfer</b>	Indicates the available LC amount to transfer.
<b>Total Amount to be Transferred</b>	Indicates the total LC amount to be transferred.
<b>Substitute Documents</b>	The option to select whether the document to be substituted or not.
<b>LC Transfer Amount</b>	The currency under which the LC can be issued. Indicates the amount for the Letter of Credit.
<b>Date of Expiry</b>	The expiry date of the LC. The expiry date must be later than the application date.
<b>Place of Expiry</b>	The place where LC would expire.
<b>Additional Amounts Covered</b>	This field specifies any additional amounts available to the beneficiary under the terms of the credit, such as insurance, freight, interest, etc.

11. In the **Goods** section, enter the transfer price per unit of the goods in the **Transfer Cost/Unit** field.
12. In the **Transfer Quantity** field, enter the number of units of the goods traded under the LC.
13. In the **Substitute Documents** field, select the appropriate option.
14. Click **Next** to save the entered details and proceed to the next level.  
OR  
Click the **Documents and Conditions** tab.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## 38.8 Transfer Letter of Credit – Documents and Conditions tab

This tab includes the INCO terms (International Commercial Terms) and required document details along with the clauses list related to the documents. The document list on this tab are populated based on the default LC product(s) mapped. It also provides an option to add a additional conditions in which corporate user can enter the details to have a clause customized to his/her requirement.

### Transfer Letter of Credit - Documents and Conditions tab

The screenshot shows the 'Transfer Letter of Credit' interface for Futura Bank. The breadcrumb trail is: Transfer Letter of Credit > Mango > BeneLCPubli2. The progress indicator shows 7 steps: 1. Select Parent LC, 2. Second Beneficiary Details, 3. Goods, Shipment & LC Details, 4. Documents & Conditions (current step), 5. Instructions, 6. Charges, 7. Attachments. The 'Documents & Conditions' section is active, showing a search bar and a table of documents.

Name of Document	Original	Number of Copies	Clause
<input checked="" type="checkbox"/> Air Way	7 / 8	3	<a href="#">View / Edit Clauses</a>
<input checked="" type="checkbox"/> Insurance	0 / 0	0	<a href="#">View / Edit Clauses</a>
<input checked="" type="checkbox"/> Invoice	0 / 0	0	<a href="#">View / Edit Clauses</a>
<input checked="" type="checkbox"/> Sea Way	0 / 0	0	<a href="#">View / Edit Clauses</a>
<input checked="" type="checkbox"/> OTHERDOC	0 / 0	0	<a href="#">View / Edit Clauses</a>

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Buttons: Next, Cancel, Back

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### Field Description

Field Name	Description
------------	-------------

#### Select Documents

Documents list have the list of documents with check boxes to choose along with the number of original or copies submitted and clauses they cater too.

#### Checkbox

Displays the documents that are selected from the list.

The selected documents are to be a part of the initiated LC.



Field Name	Description
<b>Name of Document</b>	Name of the document to be sent along with the LC.
<b>Original</b>	The required number of original documents required for the selected document. It is provided as <b>m/n</b> , where <b>m</b> out of n available documents would be submitted to bank.
<b>Number of Copies</b>	The required number of copies required for the selected document.
<b>Clause</b>	The clauses maintained in the bank application for each of the document. A document can have multiple clauses.
<b>View Clause</b>	The link to view the clause maintained in the bank application for each of the document or to modify as per needs.

### View Edit/Clause

This section appears if you select a document and click the **View Clause** link. In this section a user can view already maintained clause or can modify them as per his needs. User can select the pre-maintained clause using the identifiers under each clause.

In a blank clause, corporate user can enter the details to have a clause customized to his/her requirement.

<b>Clause</b>	The name of the clause.
<b>Identifier</b>	The maintained identifier of the conditions of the documentary credit.
<b>Clause Description</b>	The description and number of the selected clause.

15. In the **Clauses** section, list of clauses for each document will be listed and a checkbox is available against various clauses, user can choose amongst various clauses. Select the required clauses for each selected document and click the **View/ Edit Clauses** link. The **View Clause overlay** screen appears, if the clause is already maintained.

### View Clause

The screenshot displays the 'View Clause' overlay window. The table contains the following data:

Clause	Identifier	Description
AIRWAYBILL	Please Select	*CLEAN AIRWAYBILLS CONSIGNED TO APPLICANT, NOTIFY APPLICANT, MARKED *FREIGHT COLLECT /
AWIB	Please Select	Airway Bill
CMRENDCOPY	Please Select	Sender's copy of international consignment note for road transport, indicating consignee.

Buttons: Add Clause, Submit, Reset

- a. From the **Clause** list, select the appropriate clause.
  - b. From the **Identifier** list, select the identifiers maintained under the clause.
  - c. In the **Description** field, view and modify the description of the clause, if required.
  - d. Click **Submit**. The clause description are saved.  
OR  
Click **Reset** to reset and discard the changes.  
OR  
Click the **Add Clause** link to add a new clause.
16. Click **Next** to save the entered details and proceed to the next level.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears
  17. Click **Letter of Credit Initiation - Instructions** tab.

## 38.9 Transfer Letter of Credit – Instructions tab

This tab includes the miscellaneous information such as Advising Bank SWIFT ID, Charges Borne By, and Instructions to the bank (not forming part of LC).

### Transfer Letter of Credit – Instructions

Transfer Letter of Credit

Parent LC Reference Number	Product	LC Amount	Balance LC Amount	Parent LC Date of Expiry
PKZELAC2125C7V6 <span style="color: green;">active</span>	Export LC Usance Non Revolving	GBP64,000.00	GBP6,400.00	05 Aug 2021

1 Select Parent LC   2 Second Beneficiary Details   3 Goods, Shipment & LC Details   4 Documents & Conditions   5 Instructions   6 Charges   7 Attachments

**Instructions** [View Details](#)

**Mango**

Advising Bank  
CITGB2LRFR  
CITIBANK IRELAND  
CITGB2LRFR  
new diamond area

Advise Through Bank  
CITGB2LXXX  
CITI NEW BANK  
CITGB2LXXX  
new tech park

**722**

Sender to Receiver Information

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Advising Bank</b>	The option to select the mode of advising bank. The options are: <ul style="list-style-type: none"> <li>• SWIFT Code</li> <li>• Name and Address</li> </ul>
<b>Lookup SWIFT Code</b>	Search and select the SWIFT code of the advising bank, available in the application. This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Advising Bank</b> field.

**SWIFT code Look up**

The following fields appear on a pop up window if the **Lookup SWIFT Code** link is clicked.

<b>Swift Code</b>	The facility to lookup bank details based on SWIFT code.
<b>Bank Name</b>	The facility to search for the SWIFT code based on the bank name.
<b>Country</b>	The facility to search for the SWIFT code based on the country.
<b>City</b>	The facility to search for the SWIFT code based on city.

**SWIFT Code Lookup - Search Result**

<b>Bank Name</b>	The names of banks as fetched on the basis of the search criteria specified.
<b>Address</b>	The complete address of each bank as fetched on the basis of the search criteria specified.
<b>SWIFT Code</b>	The list of SWIFT codes as fetched on the basis of the search criteria specified.
<b>Name and Address</b>	Name and address of the advising bank. This field is enabled if the <b>Name and Address</b> option is selected in the <b>Advising Bank</b> field.
<b>Bank Name</b>	Enter the name of the advising bank.
<b>Bank address</b>	Enter the complete address of the advising bank.

Field Name	Description
<b>Advise Through Bank</b>	The option to select the mode of advising through bank. The options are: <ul style="list-style-type: none"> <li>• Swift Code</li> <li>• Bank Address</li> </ul>
<b>Lookup SWIFT Code</b>	Search and select the SWIFT code of the advising through bank, available in the application. This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Advising Through Bank</b> field.
<b>SWIFT code Look up</b>	
The following fields appear on a pop up window if the <b>Lookup SWIFT Code</b> link is clicked.	
<b>Swift Code</b>	The facility to lookup bank details based on SWIFT code.
<b>Bank Name</b>	The facility to search for the SWIFT code based on the bank name.
<b>Country</b>	The facility to search for the SWIFT code based on the country.
<b>City</b>	The facility to search for the SWIFT code based on city.
<b>SWIFT Code Lookup - Search Result</b>	
<b>Bank Name</b>	The names of banks as fetched on the basis of the search criteria specified.
<b>Address</b>	The complete address of each bank as fetched on the basis of the search criteria specified.
<b>SWIFT Code</b>	The list of SWIFT codes as fetched on the basis of the search criteria specified.
<b>Name and Address</b>	Name and address of the advising through bank. This field is enabled if the <b>Name and Address</b> option is selected in the <b>Advising Through Bank</b> field.
<b>Bank Name</b>	Enter the name of the advising bank.
<b>Bank address</b>	Enter the complete address of the advising bank.
<b>Sender to Receiver Information</b>	The additional information for the receiver.

---

18. In the **Advising Bank** field, select the appropriate option.

19. If you select **Swift Code** option, use the lookup and select the right swift code.  
OR  
If you select **Name and Address** option:
20. In the **Name** field, enter the name of the advising bank.
21. In the **Address (1-3)** field, enter the address of the advising bank
22. In the **Advising Through Bank** field, select the appropriate option.
  - i. If you select **Swift Code** option, use the lookup and select the right swift code.  
OR  
If you select **Bank Address** option, enter the bank name and address.
23. In the **Sender to Receiver Information** field, enter the additional information for the receiver.
24. Click **Next** to save the entered details and proceed to the next level.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears
25. Click the **Charges** tab.  
The **Attachments** tab appears in the **Letter of Credit Initiation** screen.

## **38.10 Transfer Letter of Credit – Charges, Commissions and Taxes Tab**

This tab defaults the charges details, if charges, commissions and taxes are available under the product.

### Charges, Commissions and Taxes

The screenshot shows the 'Transfer Letter of Credit' page in the futura bank system. At the top, there's a navigation bar with 'Viewer', 'ATM & Branch Locator', and 'English'. Below that, a search bar and a user welcome message 'Welcome, OBDX maker' are visible. The main content area features a progress bar with seven steps: 1. Select Parent LC, 2. Second Beneficiary Details, 3. Goods, Shipment & LC Details, 4. Documents & Conditions, 5. Instructions, 6. Charges (highlighted), and 7. Attachments. Below the progress bar, a summary table shows: Parent LC Reference Number (PK2ELAC21125D4NN), Product (Export LC Usance Non Revolving), LC Amount (GBP40,000.00), Balance LC Amount (GBP20,000.00), and Parent LC Date of Expiry (05 Aug 2021). The 'Charges' section is expanded, showing a table with columns for Account No, Description of Charges, and Amount. It lists 'LC CONFIRMATION CHARGES' for GBP50.00. Below this, a 'Total Charges' row shows GBP50.00. The 'Taxes' section follows, listing 'LCTAX' (GBP88.00), 'LCTAX1' (GBP4.00), and 'LCTAX2' (GBP11.00), with a total of GBP103.00. The 'Commissions' section lists 'LC issuance Commission (Commitment)- Non periodic' at 1.25% for GBP220.00. At the bottom, there are 'Next', 'Cancel', and 'Back' buttons.

### Field Description

Field Name	Description
<b>Charges</b>	
<b>Account No</b>	The applicant charge account.
<b>Description of Charges</b>	The description of the charges.
<b>Amount</b>	The amount that is maintained under the charge.
<b>Total Charges</b>	Displays the total amount of charges.
<b>Taxes</b>	

Field Name	Description
<b>Account No</b>	The applicant tax account.
<b>Description of Taxes</b>	Displays the description of taxes applicable.
<b>Amount</b>	Displays the amount of taxes.
<b>Total Taxes</b>	Displays the total amount of taxes.
<b>Commissions</b>	
<b>Account No.</b>	The applicant commission account.
<b>Description of Commissions</b>	The commission component.
<b>Percentage</b>	The percentage of commission.
<b>Tax Amount</b>	The commission amount.
<b>Total Commission</b>	Displays the total amount of commission.

26. From the **Account No** list, select the appropriate account number.
27. Click **Next** to save the entered details and proceed to the next level.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

### **38.11 Transfer Letter of Credit – Attachments tab**

Displays the list of documents presented to initiate the LC. It will ask for attaching documents separately in each tab for each second beneficiary.

**To Attach Documents:**

## Attachments tab – Upload Document

Transfer Letter of Credit

Parent LC Reference Number: PK2ELAC211256540 **Active**  
 Product: Export LC Usance Non Revolving  
 LC Amount: GBP64,000.00  
 Balance LC Amount: GBP70,400.00  
 Parent LC Date of Expiry: 03 Aug 2021

1 Select Parent LC  
 2 Second Beneficiary Details  
 3 Goods, Shipment & LC Details  
 4 Documents & Conditions  
 5 Instructions  
 6 Charges  
 7 Attachments

Attachments

bMaker1

**Drag and Drop**  
 Select or drop files here.

File size should not be more than 5 MB. Supported files: .JPEG, .PNG, .DOC, .PDF, .TXT, .ZIP. Multiple files can be uploaded at a time.

LetterofCredit.txt    GUARANTEE    Aadhar Card    Add Remarks

Upload    Delete All

Preview Draft Copy


Kindly go through all the Standard Instructions

I accept the Terms & Conditions

Next    Cancel    Back


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## Field Description

Field Name	Description
<b>Drag and Drop</b>	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
<b>Document Name</b>	Displays the name of the attached documents. Displays the link to download the attached document.
<b>Document Category</b>	Displays the category of the document uploaded.
<b>Document Type</b>	Displays the type of the document uploaded.
<b>Add Remarks</b>	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document.

28. Click **Drag and Drop** to browse and select the required document present on your computer.  
 The **Attach Document** popup window appears.



29. Select the required document present on your computer to upload.
30. Click **Upload** to upload document. The **Attach Documents** tab appears along with list of attached documents.  
OR  
Click  to remove the attached document.  
OR  
Click **Delete All** to delete all the attachments.
31. Select the **Kindly Go through all the Standard Instructions**, check box. This is a mandatory check for proceeding with the application.
32. Click the **Kindly Go through all the Standard Instructions** link to view the customer instructions maintained by bank from back office.
33. Select the **Terms and Conditions** check box to accept the Terms and Conditions.
34. Click **Preview Draft Copy** to have a preview of draft.
35. Click **Submit**. The transaction is saved and the Letter of Credit Initiation – Review screen appears.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The Dashboard appears.
36. The review screen appears. It displays all the 4 sections with their respective fields namely Letter of Credit details, Shipment Details, Documents, Instructions, and Attachments with an option to edit them individually.  
Verify the details, and click **Confirm**.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction. The Dashboard appears.
37. The success message initiation of LC creation appears along with the reference number.  
Click **OK** to complete the transaction.

[Home](#)

## 39. Amend Transfer Letter of Credit

Using this option, a corporate user can amend the issued transfer Letter of Credit.

### Pre-Requisites


- User must have a valid login credentials
- User must have certain Export LCs received by his bank under his party ID.

### How to reach here:

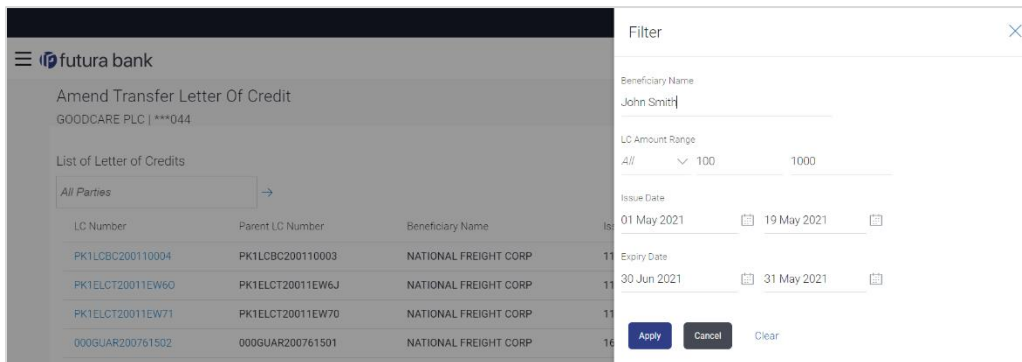
*Dashboard > Toggle menu > Trade Finance > Letter Of Credit > Export Letter of Credit > Amend Transfer Letter of Credit*

### To initiate the Transfer LC:

1. Navigate to the **Amend Transfer Letter of Credit** screen. The screen by default lands to the LC Details tab.
2. From the **All Parties** list, select the appropriate option and click the Arrow icon. The **Amend Transfer Letter of Credit** screen appears with the search results. By Default the screen displays list of LC mapped with all the parties  
OR

Click  to filter based on the above criteria.

### Filter



### Field Description

Field Name	Description
<b>Beneficiary Name</b>	The name of the beneficiary.
<b>LC Amount From</b>	The start of the amount range used for searching the LC.
<b>LC Amount To</b>	The end of the amount range used for searching the LC.

Field Name	Description
------------	-------------

<b>Issue Date From</b>	The start date of the issue date range used for searching the LC.
------------------------	---

<b>Issue Date To</b>	The end date of the issue date range used for searching the LC.
----------------------	---

<b>Expiry Date From</b>	The start date of the expiry date range used for searching the LC.
-------------------------	--

<b>Expiry Date To</b>	The end date of the expiry date range used for searching the LC.
-----------------------	--

- Click the **Download** link to download all or selected columns in the Transfer LC details list. You can download the list in PDF format.

### View Amend Transfer Letter of Credit – Search Result

Amend Transfer Letter Of Credit  
GOODCARE PLC | \*\*\*044

List of Letter of Credits

All Parties → Search... [Q] [Filter] [Download]

LC Number	Parent LC Number	Beneficiary Name	Issue Date	Date of Expiry	LC Amount
PK15BLA211252007	PK15BLA211252005	ICICI BANK	05 May 2021	03 Aug 2021	GBP1,000.00
PK15BLA211253002	PK15BLA211253001	PHIL HAMPTON	05 May 2021	03 Aug 2021	GBP1,000.00
PK1ELAC211255007	PK1ELAC211255003	H5BC BANK	05 May 2021	03 Aug 2021	GBP1,000.00
PK1ELAC211255006	PK1ELAC211255003	H5BC BANK	05 May 2021	03 Aug 2021	GBP2,000.00
PK1ELAC211255005	PK1ELAC211255003	FIXNETIX	05 May 2021	03 Aug 2021	GBP4,000.00
PK1ELAC211256002	PK1ELAC211256001	FIXNETIX	05 May 2021	03 Aug 2021	GBP4,000.00
PK1ELAC211256504	PK1ELAC211256502	FIXNETIX	05 May 2021	03 Aug 2021	GBP100.00
000ELAC211253003	000ELAC211253002	H5BC BANK	05 May 2021	03 Aug 2021	GBP100.00

Page 1 of 4 (1-8 of 30 Items) [«] [1] [2] [3] [4] [»]

ⓘ All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.  
ⓘ Displayed Local currency amount is indicative and actual amount may differ.

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### Field Description

Field Name	Description
------------	-------------

<b>LC Number</b>	The LC number. Displays the link to details of the Transfer LC.
------------------	--

<b>Parent LC Number</b>	Displays the parent LC number of the Transfer LC.
-------------------------	---

<b>Beneficiary Name</b>	The name of the Transfer LC beneficiary.
-------------------------	--

Field Name	Description
<b>Issue Date</b>	The issue date of the Transfer LC.
<b>Date of Expiry</b>	The Transfer LC expiry date.
<b>LC Amount</b>	The Transfer LC amount.

4. Click the required link in the **LC Number** column.  
The **Amend Transfer Letter of Credit** screen appears with the details of the selected LC.  
By default, the **LC Details** tab appears.
5. Click **LC Details** tab.

---

**Note:** If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

---

### 39.1 LC Details

6. Click **LC Details** tab.  
The **LC Details** tab appears in the **Amend Transfer Letter of Credit** screen.  
OR  
Click **Back**.  
The **Amend Transfer Letter of Credit** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

## Amend Transfer Letter of Credit – LC Details

Amend Transfer Letter of Credit  
GODDCARE PLC | \*\*\*044

LC Reference No.	Parent LC Number	Product	Date of Issue
PK1ELCT20011EW60ACTIVE	PK1ELCT20011EW6J	Export LC for Transfer	11 Jan 2020

**LC Details**

**First Beneficiary Name**  
FINETIX  
PKBANK41XXX  
Country  
GB

**31D**  
Date of Expiry: 10 Apr 2020  
Place of Expiry: IN

**59**  
Second Beneficiary Details  
 Existing  New  
Beneficiary Name: MARKS2  
Address: MARKUSZSXXX  
new address  
London  
Country: US

**39C**  
Additional Amount Covered: 4500

**41A**  
Credit Available By: Acceptance  
Credit Available With:  
CITI GB2LXXX  
CITI NEW BANK  
CITI GB2LXXX  
new tech park  
[Reset](#)

Serial Number	Tenor	Credit Days From	Drawee Bank	Draft Amount	Actions
1	0	20	Demo bank	GBP0.00	<a href="#">🗑️</a>

[Add Another Draft](#)

[Next](#) [Cancel](#) [Back](#)



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## Field Description

Field Name	Description
Party Name and ID	The name and ID of LC receiving party or beneficiary.
LC Reference No.	Displays the reference number of the LC.
Parent LC Number	Displays the parent LC number of the Transfer LC.
Product	The export LC product name under which the LC is created.


Field Name	Description
<b>Date of Issue</b>	The issue date of the Transfer LC.
<b>LC Details</b>	
<b>First Beneficiary Name</b>	The name of the first beneficiary of Transfer LC.
<b>Country</b>	Displays the country of the first beneficiary.
<b>Date of Expiry</b>	The date when the LC expires and holds no more valid.
<b>Place of Expiry</b>	Displays the place of LC expiry.
<b>Secondary Beneficiary Details</b>	The beneficiary type. The options are: <ul style="list-style-type: none"> <li>Existing</li> <li>New</li> </ul>
<b>Beneficiary Name</b>	The name of the LC beneficiary.  This field allows the user to select the beneficiary name from drop-down, if <b>Existing</b> option is selected in the Beneficiary Details field.  This field allows the user to enter the beneficiary name if <b>New</b> option is selected in the Beneficiary Details field.
<b>Address</b>	The address of the LC beneficiary.  This field is enabled to enter the address details, if <b>New</b> option is selected in the Beneficiary Details field.
<b>Country</b>	The country of the LC beneficiary.  This field is enabled to select the country name, if <b>New</b> option is selected in the Beneficiary Details field.
<b>Additional Amounts Covered</b>	This field specifies any additional amounts available to the beneficiary under the terms of the credit, such as insurance, freight, interest, etc.
<b>Credit Available By</b>	Indicates the manner in which credit is available when the bank is authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit.  The options are: <ul style="list-style-type: none"> <li>Acceptance</li> <li>Deferred Payment</li> <li>Mixed Payment</li> <li>Negotiation</li> <li>Sight Payment</li> </ul>

Field Name	Description
<b>Negotiation/ Deferred Payment Details</b>	Indicates the details of Negotiation/ Deferred Payment. This field is enabled if the Negotiation/ Deferred Payment option is selected in the Credit Available By field.
<b>Mixed Payment Details</b>	Indicates the details of mixed payment. This field is enabled if the Mixed Payment option is selected in the Credit Available By field.
<b>Credit Available With</b>	Indicates the details of Bank where credit would become available. It is captured by Bank's SWIFT code. The options are:
<b>Lookup SWIFT Code</b>	Select the SWIFT code of the issuing bank. This field is enabled if the <b>SWIFT Code</b> option is selected in the <b>Credit Available With</b> field.
<b>SWIFT code Look up</b>	
The following fields appear on a pop up window if the Lookup SWIFT Code link is clicked.	
<b>Swift Code</b>	The facility to lookup bank details based on SWIFT code.
<b>Bank Name</b>	The facility to search for the SWIFT code based on the bank name.
<b>Country</b>	The facility to search for the SWIFT code based on the country.
<b>City</b>	The facility to search for the SWIFT code based on city.
<b>SWIFT Code Lookup - Search Result</b>	
<b>Bank Name</b>	The names of banks as fetched on the basis of the search criteria specified.
<b>Address</b>	The complete address of each bank as fetched on the basis of the search criteria specified.
<b>SWIFT Code</b>	The list of SWIFT codes as fetched on the basis of the search criteria specified.
<b>Bank Details</b>	Name and Address of the bank where credit would be available. This field is enabled if the <b>Bank Address</b> option is selected in the <b>Credit Available With</b> field.
<b>Drafts At</b>	The number of drafts available.

Field Name	Description
<b>Drafts section</b>	
<p><b>Note:</b> Click  to remove any draft added earlier to the LC application. Click <b>Add Another Draft</b> to add new draft.</p>	
<b>Serial Number</b>	The serial number of drafts to be drawn under the documentary credit.
<b>Tenor (In Days)</b>	The tenor of drafts to be drawn under the documentary credit.
<b>Credit Days From</b>	<p>The date from which the draft tenor is to be counted. Indicates the date type from which the draft tenor is to be counted.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Invoice Date</li> <li>• B/L Date</li> <li>• Others</li> </ul>
<b>Drawee Bank</b>	The drawee bank of the LC.
<b>Draft Amount</b>	The various drafts amount for the LC application.
<b>Action</b>	Click  to delete the record.

7. In the **Date of Expiry** field, select the expiry date of the LC.
8. In the **Place of Expiry** field, enter the place of LC expiry.
9. In the **Secondary Beneficiary Details** field, select the appropriate option.
  - a. If you select **Existing** option:
    - i. From the **Beneficiary Name** list, select the appropriate option.
  - b. If you enable **New** option:
    - i. In the **Beneficiary Name**, enter the name of the LC beneficiary.
    - ii. In the **Address** field in the Beneficiary section, enter the address of the LC beneficiary.
    - iii. From the **Country** list in the Beneficiary section, select the appropriate country.
10. In the **Additional Amounts Covered** field, enter the amount details.
11. From the **Credit Available By** list, select the appropriate option.
12. In the **Credit Available With** field:
  - a. If you select **SWIFT Code** option,
    - i. In the **SWIFT code** field, enter the SWIFT code or select it from the lookup.
    - ii. Click **Verify** to fetch bank details based on Bank Code (BIC).



- b. If you select **Bank Address** option:
    - i. In the **Bank Name** field, enter the name of the issuing bank.
    - ii. In the **Address** field, enter the address of the issuing bank.
13. Click the **Add Another Draft** link to add new draft details if required.  
OR  
Click  to remove already added draft.  
OR  
Click **Continue** to save the details entered and proceeds to next level of details.
- a. If you click **Add Another Draft**;
  - i. In the **Tenor** field, enter the appropriate value.
  - ii. From the **Credit Days From** list, select the appropriate option.
  - iii. In the **Drawee Bank** field, enter the bank name.
  - iv. In the **Draft Amount** field, enter the appropriate value.
14. Click **Next** or click the **Goods and Shipment Details** tab.  
The **Goods and Shipment Details** tab appears in the **Amend Transfer Letter of Credit** screen.  
OR  
Click **Save As Draft**, system allows transaction details to be saved as a template or draft.  
(For more details, refer **Save As Template** or **Save As Draft** sections.)  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.
15. For Goods and Shipment Details, Document and Condition, Instructions and Charges details, refer Initiate Transfer Letter of Credit transaction.

[Home](#)

## 40. Initiate Tracer

Using this option, user can initiate a tracer transaction. User can select the required transaction using lookup available on screen for which tracer has to be initiated.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place

### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Initiate Tracer*

### To initiate a tracer:

1. Navigate to the **Initiate Tracer** screen.

### Initiate Tracer

### Field Description

Field Name	Description
<b>Select Transaction</b>	The transaction for which tracer has to be initiated.
<b>LC Reference Number</b>	The LC reference number. This field appears for LC transactions.
<b>Bill Reference Number</b>	The bill reference number. This field appears for bill transactions.
<b>Collection Reference Number</b>	The collection reference number. This field appears for collection transactions.

Field Name	Description
<b>BG Reference Number</b>	The bank guarantee reference number. This field appears for backward guarantee transactions.

- From the **Select Transaction** list, select the appropriate transaction.
- From the **LC Reference No/ Bill Reference No/ Collection Reference No/ BG Reference No** field, select the appropriate LC reference number/ bill reference no/ collection reference no/ BG reference no.
- Click **Verify**.  
OR  
Click the **Advanced Lookup** link. The **Advanced Lookup** overlay screen appears.  
Click **Apply**. The summary of LC appears on the **Tracers** screen.

### Advanced Lookup

### Field Description

Field Name	Description
<b>Advanced Lookup</b>	Below fields appear for Import <b>LC/Export LC</b> transactions.
<b>LC Reference Number</b>	The LC reference number.

<b>Field Name</b>	<b>Description</b>
<b>Applicant Name</b>	The applicant name of the transaction.
<b>Beneficiary Name</b>	The name of the beneficiary.
<b>Status</b>	The status of LC.
<b>LC Amount Range From - To</b>	Select the currency and LC amount range.
<b>Issue Date From -To</b>	The issue start date range and end date of the LC.
<b>Expiry Date From -To</b>	The start date range and end date the LC gets expired.
<b>Search Results</b>	
<b>LC Number</b>	The LC reference number.
<b>Beneficiary Name</b>	The beneficiary name who assigns the proceeds to assignee.
<b>Issue Date</b>	The issue date of the LC.
<b>Date of Expiry</b>	The date on which LC gets expired.
<b>LC Status</b>	The status of LC.
<b>LC Amount</b>	The LC amount.
<b>Outstanding Amount</b>	This field specifies any outstanding amount available along with the currency.
Below fields appear for <b>Import Bill/Export Bill</b> transactions.	
<b>Bill Reference Number</b>	The name of Exporter party.
<b>Exporter Name</b>	The name of the Exporter under the Bill.
<b>Importer Name</b>	The name of party who is Importer.

<b>Field Name</b>	<b>Description</b>
<b>Bill Status</b>	The current status of the Bill. The options are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Liquidated</li> <li>• Closed</li> <li>• Reversed</li> </ul>
<b>Bill Amount Range From - To</b>	Select the currency and LC amount range.
<b>Bill Lodgement Date From -To</b>	The issue start date range and end date of the LC.
<b>Search Results</b>	
<b>Bill Reference Number</b>	The Bill reference number.
<b>Exporter Name</b>	The name of the exporter of the Bill.
<b>Importer Name</b>	The name of the Importer of the Bill.
<b>Release Against</b>	The product name of the Bill.
<b>Transaction Date</b>	The transaction date of the Bill.
<b>Bill Status</b>	The current status of the Bill.
<b>Bill Amount</b>	The Export/Import Bill amount.
<b>Equivalent Bill Amount</b>	The equivalent Export Bill amount.
Below fields appear for <b>Import Collection /Export Collection</b> transactions.	
<b>Collection Reference Number</b>	The Import Collection reference number.
<b>Drawee</b>	The name of drawee. He is the receiver of Collection.
<b>Drawer</b>	The name of the drawer under the Collection.

<b>Field Name</b>	<b>Description</b>
<b>Status</b>	The current status of the Collection. The options are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Liquidated</li> <li>• Closed</li> <li>• Reversed</li> </ul>
<b>Amount From</b>	The start of the Collection amount range used for searching the Collection.
<b>Amount From and To</b>	The end of the Collection amount range used for searching the Collection.
<b>Collection Issue Date From and To</b>	The start date of the Collection date range used for searching the Collection.
<b>Search Results</b>	
<b>Collection Reference Number</b>	The Collection reference number. Displays the link to view the Import Collection details.
<b>Drawer</b>	The name of the drawer of the Import Collection.
<b>Drawee</b>	The name of the drawee of the Import Collection.
<b>Release Against</b>	The product name of the Import Collection.
<b>Transaction Date</b>	The transaction date of the Import Collection.
<b>Status</b>	The status of the Import Collection.
<b>Collection Amount</b>	The Import Collection amount.
<b>Equivalent Collection Amount</b>	The equivalent Import Collection amount.
Below fields appear for <b>Inward Guarantee /Outward Guarantee</b> transactions.	
<b>Guarantee Reference Number</b>	The Inward/Outward Guarantee number.

<b>Field Name</b>	<b>Description</b>
<b>Applicant Name</b>	This is the name of corporate who has made the Inward guarantee in favour of Beneficiary.
<b>Beneficiary Name</b>	Displays the name of beneficiary i.e. the name of customer for whom the guarantee was taken.
<b>Inward/Outward Guarantee Status</b>	The current status of the Inward/Outward Guarantee. The options are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Reversed</li> <li>• Closed</li> </ul>
<b>Issuing Bank</b>	The name of the bank that have issued the guarantee.
<b>Issuing Bank Reference Number</b>	The reference number of the issuing bank.
<b>Undertaking Amount From and To</b>	The start and end of the amount range used for searching the Inward/Outward Guarantee.
<b>Issue Date From and To</b>	The issue date range of the Inward/Outward Guarantee.
<b>Expiry Date From and To</b>	The date range in which the Inward/Outward Guarantee expires to fine tune the search results.
<b>Search Results</b>	
<b>Guarantee Number</b>	The Inward/Outward Guarantee number.
<b>Applicant Name</b>	Displays the name of the applicant who has made the Inward guarantee in favour of Beneficiary.
<b>Beneficiary Name</b>	Displays the name of beneficiary i.e. the name of customer for whom the guarantee was taken.
<b>Issue Date</b>	Displays the date on which the Guarantee was issued.
<b>Date Of Expiry</b>	Displays the date on which the Guarantee will get expired.

Field Name	Description
<b>Status</b>	Displays the current status of the Inward Guarantee. The status could be: <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Reversed</li> <li>• Closed</li> </ul>
<b>Undertaking Amount</b>	Displays the currency and amount of the Inward Guarantee application.
<b>Equivalent Undertaking Amount</b>	Displays the equivalent currency and amount of the Inward Guarantee application.
<b>Outstanding Amount</b>	Displays the undrawn amount of the Inward Guarantee.
<b>Equivalent Outstanding Amount</b>	Displays the equivalent undrawn amount of the Inward Guarantee.

5. Enter the search criteria and click **Apply**. The search result appears based on search criteria.  
OR  
Click **Cancel** to cancel the search.  
OR  
Click **Reset** to clear the search criteria.
6. Click the **LC Reference No/ Bill Reference No/ Collection Reference No/ BG Reference No** link to initiate the tracers.
7. An alert message appears prompting the user to accept the tracer charges. Click **Accept**.  
Tracer details appear on the **Tracers** screen.  
The **Tracers** screen with LC/Bill/Collection/ Backward Guarantee/ Outward Guarantee details appear.



# Tracers

Viewer | ATM & Branch Locator | English

futura bank Search ...
Welcome, OBDX maker  
Last login 07 May 22 14:16

### Tracer

GOODCARE PLC | \*\*\*044

Select Transaction  
Import LC

LC Reference No  
PK2ILUN21256008 Reset

Reference Number PK2ILUN21256008	Beneficiary Name GOODCARE PLC
Product Import LC Usance Non Revolving	Address 12 King Street lane no 4 London
Amount EUR110,000.00	Applicant Name NATIONAL FREIGHT CORP
Outstanding Amount EUR110,000.00	

Tracer Description  
Tracer details 1

Charges

Account No	Description of Charges	Amount
xxxxxxxxxxxxx1039	Courier CHARGES FOR LC AMENDMENT	GBP50.00
Balance GBP1,000.00		
xxxxxxxxxxxxx1039	SWIFT CHARGES FOR LC AMND	GBP50.00
Balance GBP1,000.00		
xxxxxxxxxxxxx1039	LC SWIFT CHARGES IN BILLS	GBP300.00
Balance GBP1,000.00		
<b>Total Charges</b>		<b>GBP400.00</b>

Taxes

Account No	Description of Taxes	Amount
xxxxxxxxxxxxx1039	LCTAX	GBP6,255.85
xxxxxxxxxxxxx1039	LCTAX1	GBP20.00
xxxxxxxxxxxxx1039	LCTAX2	GBP58.46
		<b>GBP6,212.51</b>

Commissions

Account No	Description of Commissions	Percentage	Tax Amount
xxxxxxxxxxxxx1039	LC Issuance Commission (Usance)-Non periodic	1	GBP10.68
xxxxxxxxxxxxx1039	LC Issuance Commission (Commitment)-Non periodic	1	GBP769.23
			GBP779.91

Special Instructions

Note : Tracer charges will be applicable .Charges, mentioned here are indicative values and are subject to change at the time of transaction.

I accept the Terms & Conditions

Submit
Cancel
Back

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Reference Number</b>	The searched LC/Bill/Collection/Inward Guarantee/Outward Guarantee reference number.
<b>Beneficiary Name</b>	The name of the beneficiary. This field appear for <b>Import LC/Export LC/Inward Guarantee/Outward Guarantee</b> transactions.
<b>Exporter Name</b>	The name of the Exporter under the Bill. This field appear for <b>Import Bill/Export Bill</b> transactions.
<b>Importer Name</b>	The name of party who is Importer. This field appear for <b>Import Bill/Export Bill</b> transactions.
<b>Drawee</b>	The name of drawee who is the receiver of Collection. This field appear for <b>Import Bill/Export Bill</b> transactions.
<b>Drawer</b>	The name of the drawer under the Collection. This field appear for <b>Import Bill/Export Bill</b> transactions.
<b>Product</b>	The name of the LC/Bill/Collection/Inward Guarantee/Outward Guarantee product.
<b>Address</b>	The address of the beneficiary. This field appear for <b>Import LC/Export LC</b> transactions.
<b>Amount</b>	Indicates the amount for the Letter of Credit/Bill/Collection/Inward Guarantee/Outward Guarantee along with the currency under which the LC is issued.
<b>Outstanding Amount</b>	The any outstanding amount available along with the currency. This field appear for <b>Import LC/Export LC</b> transactions.
<b>Applicant Name</b>	The applicant name of the transaction. This field appear for <b>Import LC/Export LC/ Inward Guarantee/Outward Guarantee</b> transactions.
<b>Tracer Description</b>	Specify the description for the tracer.
<b>Charges</b>	
<b>Account No</b>	The account which will be charged for the specific charge.

Field Name	Description
<b>Description of Charges</b>	The description of the charges.
<b>Amount</b>	The amount that is maintained under the charge.
<b>Taxes</b>	
<b>Account No</b>	The account to be earmarked for taking the Taxes.
<b>Description of Taxes</b>	Displays the description charges applicable.
<b>Amount</b>	Displays the amount of taxes.
<b>Commissions</b>	
<b>Account No</b>	The account from which the commission will be taken.
<b>Description of Commissions</b>	The commission component.
<b>Tax Amount</b>	The commission amount.
<b>Percentage</b>	The percentage of commission.
<b>Special Instructions</b>	Specify the special instructions for the bank users.
<b>I accept the Terms and Conditions</b>	The option to accept standard terms and conditions of the bank View the maintained standard terms and conditions by bank.

8. In the **Tracer Description** field, enter the description for the tracers.
9. In the **Charges, Taxes and Commissions** section , select the appropriate account, from the **Account No.** list
10. In the **Special Instructions** field, enter special instructions if any.
11. Select the **I accept the Terms and Conditions**, check box. This is a mandatory check for proceeding with the application.
12. Click **Submit**.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.
13. The **Tracer Request – Review** screen appears. It displays all the sections. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction.

OR

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

14. The success message of tracer request submission appears. Click **Home** to go to the Trade Dashboard screen.

[Home](#)