Export LC Transfer - User Guide

Oracle Banking Trade Finance Process Management
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Oracle Banking Trade Finance Process Management - Export LC Transfer User Guide Oracle Financial Services Software Limited

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# **Oracle Banking Trade Finance Process Management**

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

This document will take you through following activities in OBTFPM:

- To create and handle trade finance transaction.
- Help users to conveniently create and process trade finance transaction

#### Overview

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

#### **Benefits**

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

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

#### **Key Features**

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



# **Export LC Transfer**

Using the Export Transfer LC process, the user can register request for an Export LC Transfer received at the front desk.

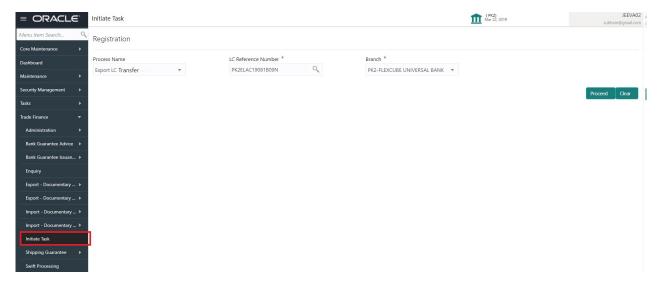
This section contains the following topics:

Common Initiation Stage	Registration
Document Linkage	Data Enrichment
Customer Response - Draft Confirmation	Multi Level Approval
Customer - Acknowledgement Format	Customer - Reject Format

# **Common Initiation Stage**

The user can initiate the new export LC transfer request from the common Initiate Task screen.

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



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

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

#### **Action Buttons**

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

Field	Description
Proceed	Task will get initiated to next logical stage.



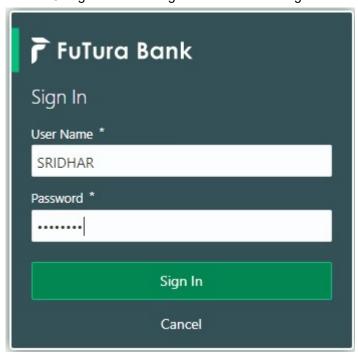
Field	Description
Clear	The user can clear the contents update and can input values again.

## Registration

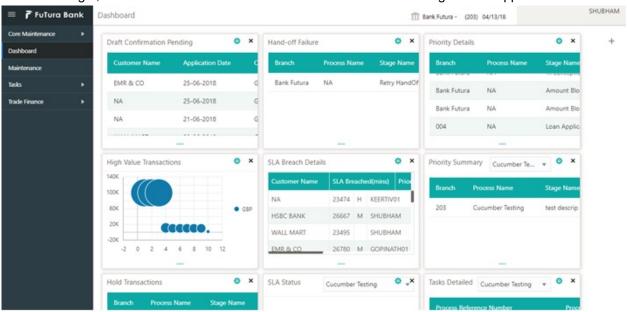
During the Registration stage, the user can register a request for an Export LC Transfer received at the front desk (as an application received physically/received by mail/fax).

User can capture the basic details of the response, check the signature of the signatory from the advising bank and upload the related documents. On submit of the request, the customer should be notified with acknowledgment and the request should be available for an LC expert to handle in the next stage.

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

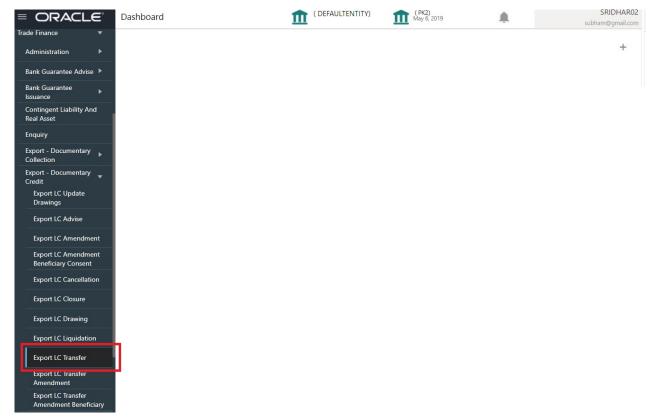


2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.





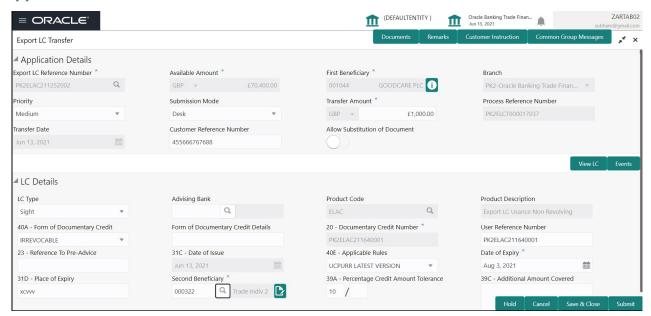
### 3. Click Trade Finance> Export - Documentary Credit> Export LC Transfer.



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



## **Application Details**



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

Field	Description	Sample Values
Export LC Reference Number	User can search the Transfer LC Reference Number by using the LOV. User has to select the particular LC that need to be transferred. As part of LOV criteria; user can input the Transfer LC Reference Number, Beneficiary, Currency, Amount or User Reference Number.	
Available Amount	This field displays the available amount along with currency for Transfer. It must be less than or equals to LC amount.	
First Beneficiary	First Beneficiary details is defaulted from the underlying Export LC.	EMR & CO
Branch	Read only field.  Branch details will be auto-populated from LC details.	203-Bank Futura -Branch FZ1
Priority	System will default the Priority as Low/Medium/ High based on maintenance.	High
Submission Mode	By default the submission mode will have the value as 'Desk'. the suer can change the submission mode.  Desk- Request received through Desk  FAX - Request received through FAX	Desk
	Email - Request received through Email  Courier- Request received through Courier	



Field	Description	Sample Values
Transfer Amount	User has to input the Export LC transfer amount. Transfer amount plus tolerance cannot be more than value available in underlying Export LC. User cannot change the currency, it will be default from the underlying Export LC.	
Process Reference Number	Read only field.  Unique sequence number for the transaction.  This is auto generated by the system based on process name and branch code.	
Transfer Date	System defaults the branch's current date.	
Customer Reference Number	The user can enter the Customer Reference Number, if any.	
Allow Substitution of Document	Toggle On: The bank is allowed to substitute the Export Documents received from Transferee with the documents from Beneficiary during Drawing.	

### **LC Details**

Details in this screen displays the data from the LC issued.



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

Field	Description	Sample Values
LC Type	Select the applicable LC Type from LOV The values are:  Sight Usance	
	Mixed	
Advising Bank	User can enter the details if applicable. System should validate whether the Advising Bank is RMA compliant, if not system should display an error message.	

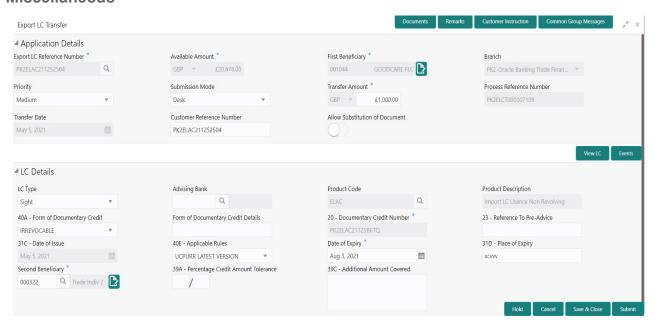


Field	Description	Sample Values
Product Code	Read only field.	
	Product Code of the underlying Export LC is displayed.	
	Note  This field is enabled for product code selection from the lookup, if Use Transfer Product flag is set as "Yes" in the bank parameter.	
Product Description	Read only field.	
	Product Description of the underlying Export LC is displayed.	
40A - Form of Documentary Credit	User can select the type of LC (Documentary Credit) as per the requirement. Default LC type is Irrevocable.	
Form of Documentary Credit Details	User can select the Documentary Credit details.	
Documentary Credit Number	Generated from the back office and displayed in the application Number.	
User Reference Number	System defaults the user reference number based on the product code.	
	The user can change the user reference number.	
Reference To Pre-Advice	This field is not applicable.	
Date of Issue	Application will default the branch's current date in date of issue. User cannot change the defaulted date. Application will populate the Date of Issue field with branch date on approval if date of approval is later than date of Registration.	
Applicable Rules	Select the applicable rules for the LC. Default rule as UCP Latest Version.	
Date Of Expiry	Date of Expiry is defaulted from the underlying Export LC and user should be allowed to change the values. On change of values, relevant validations should happen. Date of Expiry of Transferred LC cannot be later than the Expiry Date of the underlying Export LC.	
Place of Expiry	Place of Expiry is defaulted from the underlying Export LC and user should be allowed to change the values. On change of values, relevant validations should happen.	



Field	Description	Sample Values
Second Beneficiary	The user can select the beneficiary for Export LC Transfer. Click the look up icon to search the beneficiary based on Party ID/Party Name. If beneficiary is not a customer of the bank, then choose WALKIN customer id and provide the beneficiary details. If beneficiary is a customer and KYC status is not valid, then system will display alert message.	
Percentage Credit Amount Tolerance	Tolerance Amount to default from the underlying Export LC and user should not be allowed to change the values.	
Additional Amount Covered	User can provide additional amount included in Export LC.	

### Miscellaneous



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

Field	Description	Sample Values
Documents	User to upload the applicable documents.  System displays the mandatory and optional documents. If mandatory documents are not uploaded, system should display an error on submit. The possible documents submitted under an Export LC Transfer request are:	
Remarks	Provide any additional information regarding the Beneficiary Consent. This information can be viewed by other users processing the request.	



Field	Description	Sample Values
Customer Instructions	Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.     Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
Checklist	Make sure that the details in the checklist are completed and acknowledge. If mandatory checklist items are not marked, system will display an error on submit.	
Verify Signature	System displays the details of Authorized signatories. The pop up box should display the signature id, signature title and image of the signature for verification	
Action Buttons	,	<u> </u>
Submit	On submit, system will trigger acknowledgment to the customer and give confirmation message for successful submission. Task will get moved to next logical stage of Export LC Transfer.  If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task for working later. This option will not submit the request.	
Cancel	Cancels the Export LC Transfer Registration stage inputs.	
Hold	The details provided will be registered and status will be on hold.  This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	

## **Document Linkage**

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

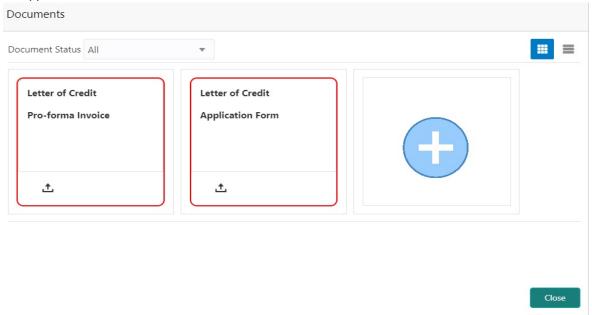
In OBTFPM, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a



unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried in the Process flow stage screens to link with the task by using the Document ID.

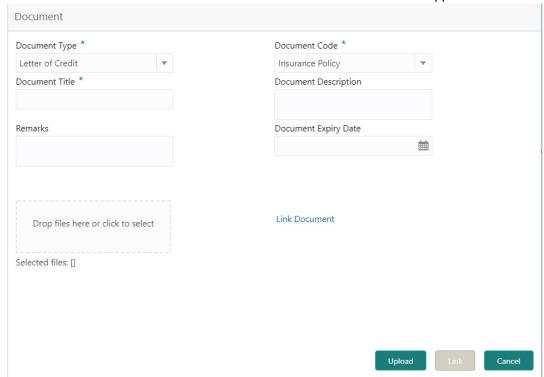
System displays the Documents ids which is not linked with any of the task. Mid office should allow either upload the document or link the document during task processing. The Mid office should allow to Link the same Document in multiple tasks.

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





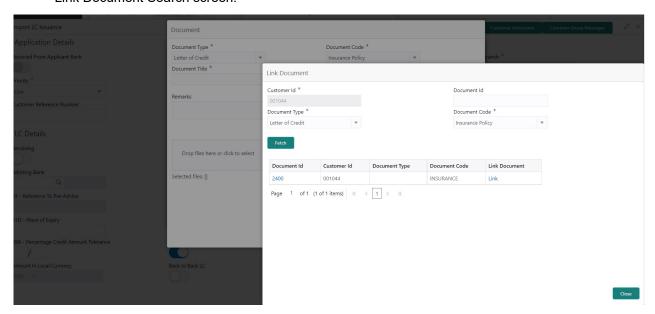
3. Click the Add Additional Documents button/ link. The **Document** screen appears.



Field	Description	Sample Values
Document Type	Select the Document type from list.	
	Indicates the document type from metadata.	
Document Code	Select the Document Code from list.	
	Indicates the document Code from metadata.	
Document Title	Specify the document title.	
Document Description	Specify the document description.	
Remarks	Specify the remarks.	
Document Expiry Date	Select the document expiry date.	
Link Document	The link to link the existing uploaded documents from DMS to the workflow task.	

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

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

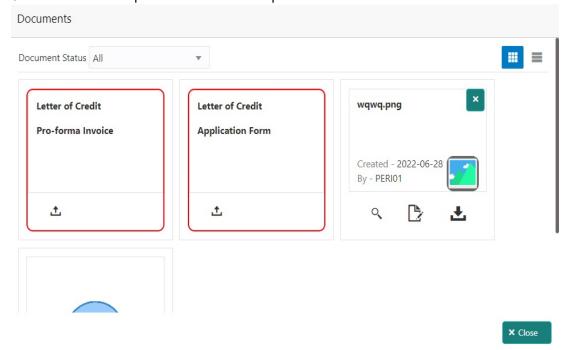


5. Click **Fetch** to retrieve the details from DMS. System Displays all the documents available for the given Document Type and Document Code for the Customer.

Field	Description	Sample Values
Customer ID	This field displays the transaction Customer ID.	
Document ID	Specify the document Id.	
Document Type	Select the document type from list.	
Document Code	Select the document code from list.	
Search Result		
Document ID	This field displays the document Code from meta data.	
Customer ID	This field displays the transaction Customer ID.	
Document Type	This field displays the document type from meta data.	
Document Code	This field displays the document code from meta data.	
Link Document	The link to link the existing uploaded documents from DMS to the workflow task.	

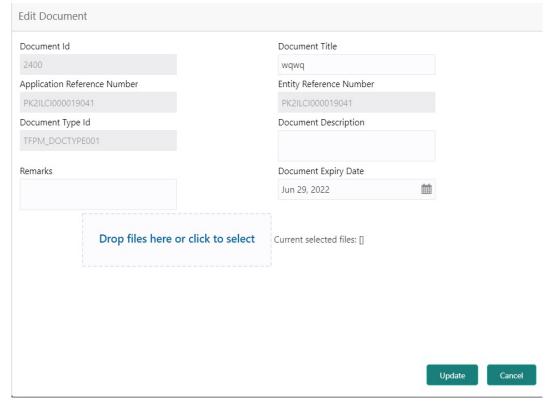


6. Click **Link** to link the particular document required for the current transaction.



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

7. Click Edit icon to edit the documents. The Edit Documents



#### Bi-Directional Flow for Offline Transactions Initiated from OBTFPM

This topic provides the systematic instructions to initiate the Bi-Directional Flow for Offline Transactions Initiated from OBTFPM.

Offline Transactions means those transactions which are not initiated by OBDX, but are initiated directly by the bank user in OBTFPM upon request received from the customer.



#### **Pre- Conditions:**

- Customer Maintenance details are replicated from OBTF to OBTFPM.
- Task is initiated in OBTFPM, Customer ID is captured/populated and Process Reference Number is generated.
- 1. Customer Maintenance details are replicated from OBTF to OBTFPM.
- 2. In OBTFPM, user clicks Request Clarification, the system checks if the request is initiated from OBDX by validating the value available in the submission mode field is "Online".
- 3. In case submission mode is "Online", the user can enter the clarification details in "Clarification Required" placeholder. In case submission mode is not "Online", the system will validates if the counterparty is a OBDX customer by checking the flag "Trade Finance Portal" in the Customer Maintenance table replicated from OBTF. In this case, the user can submit clarification.
- 4. In case submission mode is not "Online", and if the "Trade Finance Portal" flag is set to 'No' in Customer Maintenance Table, the system should display the error message that 'The customer is not subscribed to Trade Finance Portal'. Once the request is submitted, the Request Clarification functionality would be applicable to offline initiated transactions also.

# **Scrutiny**

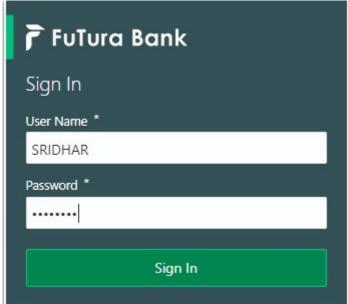
At Scrutiny stage, user can scrutinize the Export LC Transfer request. As part of Scrutiny, the user enters the basic details of the Export LC transfer request and can verify if the request can be processed further.

**Non-Online Channel** - Export LC Transfer request that were received at the desk will move to Scrutiny stage post successful Registration. The requests will have the details entered during the Registration stage.

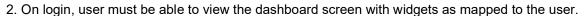
**Online Channel** - Requests that are received via online channels like trade portal, external system and SWIFT are available directly for further processing from Scrutiny stage and available data for all data segments from Application stage to Data Enrichment stage should be auto populated.

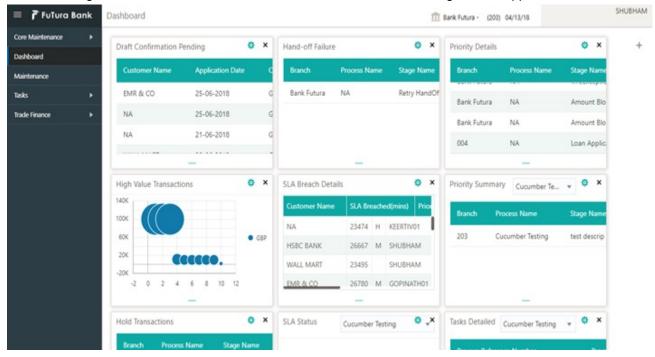
Do the following steps to acquire a task currently at Scrutiny stage:

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

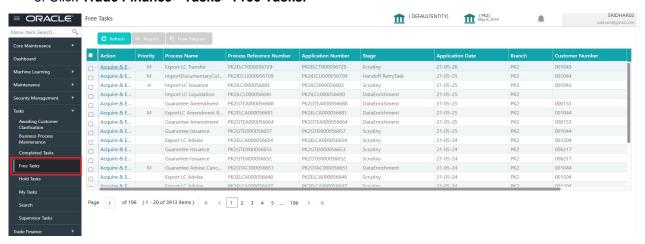




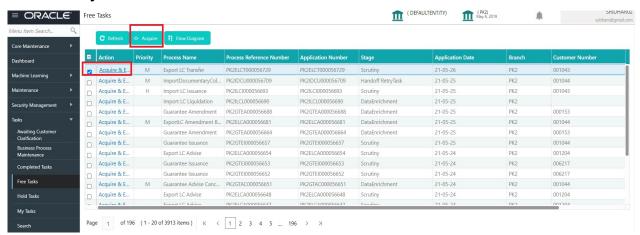




3. Click Trade Finance> Tasks> Free Tasks.

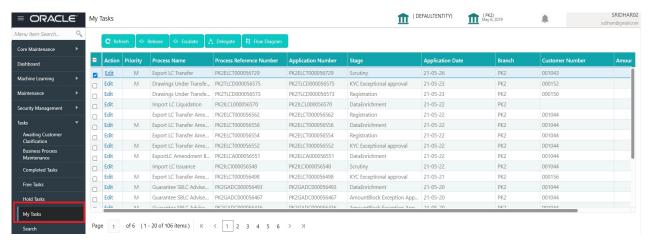


 Select the appropriate task and click Acquire & Edit to edit the task or click Acquire to edit the task from My Tasks.





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



The Scrutiny stage has three sections as follows:

- Main Details
- Availability
- Payment
- Additional Fields
- Additional Details
- Summary

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

#### **Main Details**

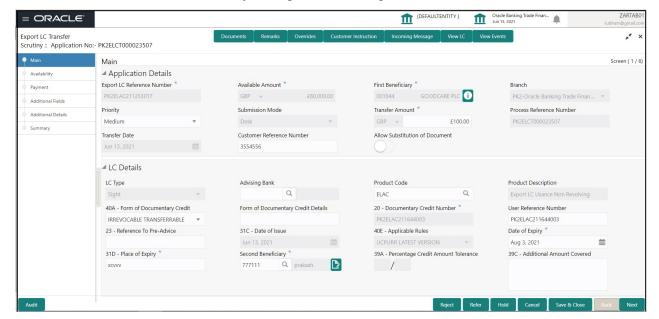
Main details section has three sub section as follows:

- Application Details
- Transfer LC Details



### **Application Details**

This section provides a quick snapshot of details of LC. User can enter the details in the following fields. Some of the fields that are already having value from registration/online channels will not be editable.



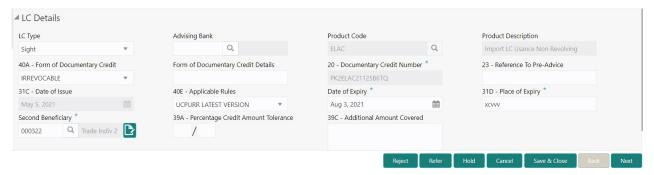


Field	Description	Sample Values
Export LC Reference Number	Read only System displays the Export LC Reference Number to be transferred.	
Available Amount	Read only - System should display the available amount along with currency for transfer.	
First Beneficiary	Read only - System displays the name of the Transferor-Applicant Name.	EMR & CO
Branch	Read only field.  Branch details will be auto-populated from LC details.	203-Bank Futura -Branch FZ1
Priority	Priority to default based on priority maintenance and user should be allowed to change. Values are High, Medium and Low.	High
Submission Mode	Read only System should display the submission mode selected.	Desk
Transfer Amount	Read only -System should display the Export LC transfer amount.	
Process Reference Number	Read only field. Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.	
Transfer Date	System defaults the LC Transfer Date.	
Customer Reference Number	The user can enter the Customer Reference Number, if any.	
Allow Substitution of Document	Read only - If selected, the bank is allowed to substitute the Export Documents received from Transferee with the documents from Beneficiary.	

## **LC Details**



### Registration user can capture the changes made to the LC in this section.



#### Capture the response based on the description in the following table:

Field	Description	Sample Values
LC Type	Read only field.	
	System displays the selected LC Type from LOV	
Advising Bank	User can enter the details if applicable.	
Product Code	Read only field.	
	Product Code of the underlying Export LC is displayed.	
	Note	
	This field is enabled for product code selection from the lookup, if Use Transfer Product flag is set as "Yes" in the bank parameter.	
Product Description	Read only field.	
	Product Description of the underlying Export LC is displayed.	
40A - Form of Documentary Credit	User can select the type of LC (Documentary Credit) as per the requirement. Default LC type is Irrevocable.	
Form of Documentary Credit Details	The Documentary Credit details.	
Documentary Credit Number	Read only - This field displays the Documentary Credit Number of the selected LC.	
User Reference Number	System defaults the user reference number based on the product code.	
	The user can change the user reference number.	
Reference To Pre-Advice	This field is not applicable.	
Date of Issue	Read only field. Application will default the branch's current date in date of issue.	



Field	Description	Sample Values
Applicable Rules	User can select the applicable rules for the LC. Default rule as UCP Latest Version.  In case of online request, system should autopopulate the details. User cannot change the populated value.	
Date Of Expiry	Date of Expiry is defaulted from the underlying Export LC and user should be allowed to change the values. On change of values, relevant validations should happen.  In case of online request, system should autopopulate the details. User cannot change the populated value.	
Place of Expiry	Place of Expiry is defaulted from the underlying Export LC and user should be allowed to change the values. On change of values, relevant validations should happen.  In case of online request, system should autopopulate the details. User cannot change the populated value.	
Second Beneficiary	This field displays the Second Beneficiary name selected for Export LC Transfer. In case of online request, system should autopopulate the details. User cannot change the populated value.	
Percentage Credit Amount Tolerance	Tolerance Amount to default from the underlying Export LC and user should not be allowed to change the values.  In case of online request, system should autopopulate the details. User cannot change the populated value.	
Additional Amount Covered	User can provide additional amount included in Export LC. In case of online request, system should autopopulate the details. User cannot change the populated value.	

## **Action Buttons**

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

Field	Description	Sample Values
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	



Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents.	
	Application will display the mandatory and optional documents.	
	The user can view and input/view application details simultaneously.	
	When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.	
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.	
	Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view the overrides accepted by the user.	
Customer Instructions	Click to view/ input the following	
	Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer.  User will not be able to edit this.	
	<ul> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.	
	In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.	
	In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.	
Request Clarification	On click the Request Clarification button the user can specify the clarification details for requests received online.	



Field	Description	Sample Values
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.  Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	
Refer	User must select a Refer Reason from the values displayed by the system. Refer Codes: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.	
Hold	The details provided will be on hold.  This option is used, if there are any pending information yet to be received from applicant.	
Cancel	Cancel the Guarantee Advice Scrutiny inputs.	
Save & Close	Save the information provided and holds the task for working later. This option will not submit the request.	
Next	On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.	

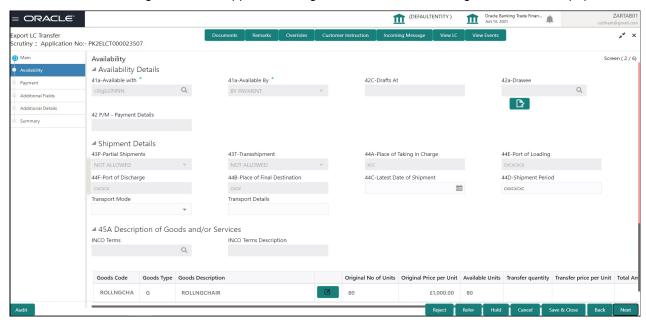
## **Availability**

In this section user can input the Availability details for Export LC Transfer. In case the request is received through online channel, the user can verify the details populated.

**Non Online Channel** - Export LC Transfer request that are received at the desk will move to scrutiny stage post successful Registration. The transaction will have the details entered during the Registration stage.



**Online Channel** - Requests that are received via online channels like trade portal, external system and SWIFT should be available directly for further processing in OBTFPM from scrutiny stage and available data for all data segments from Application stage to Data Enrichment stage would be auto populated.



User can change the values available in the fields based on the description in the following table:

Field	Description	Sample Values
Available With	This field identifies the bank with which the credit is available.	
	Online Channel - Read only	
	Non Online Channel - It is an input field and user can enter the details.	
	<ul> <li>If the LC is restricted to any particular bank,, search the bank with SWIFT code (BIC) or Bank Name.</li> </ul>	
	Available With  BIC Bank Name  Fetch  BIC Bank Name  No data to display.	
	On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address gets defaulted.	
	<ul> <li>If the LC is not restricted to any bank, provide free text - (YOURSELVES, WITH ANY BANK etc.).</li> </ul>	
	In case of online request, system should auto- populate the details. User cannot change the populated value.	



Field	Description	Sample Values
Available By	This field identifies how the credit is available.  Online Channel – Read-only. In case of online request, system should auto-populate the details. User cannot change the populated value.  This field displays the value of 'Available By' as per the issued LC. Online Channel - Read only  Non Online Channel - It is an input field and	
	user can enter the details.  Choose one of the following values from drop down, if required.  BY NEGOTIATION  BY PAYMENT	
	If <b>By payment</b> is selected, payment at sight is applicable.	
Drafts At	This field displays the details of tenor of drafts to be drawn under the documentary credit.  In case of online request, system should autopopulate the details. User cannot change the populated value.	



Field	Description	Sample Values
Drawee	This field will have value only if 'Drafts at' field has values.  Select the Drawee bank (Advising bank or Confirming bank).  • Search the bank with SWIFT code (BIC) or Bank Name.  Drawee  Bic Code  Bic Code  Bank Name  Bic Code  Bic Co	
	On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.  Note  This field is mandatory if value is provided at <b>Drafts At</b> field.	
	In case of online request, system should auto- populate the details. User cannot change the populated value.	
Payment Details	This field is applicable if, Available By filed has Mixed Payment or Deferred Payment. In case of online request, system should autopopulate the details. User cannot change the populated value.	

# **Shipment Details**

User can change the values available in the fields based on the description in the following table:

Field	Description	Sample Values
Partial Shipments	This field specifies whether or not partial shipments are allowed under the documentary credit.	
	In case of online request, system should auto- populate the details. User cannot change the populated value.	



Field	Description	Sample Values
Transshipment	This field specifies whether or not transshipment is allowed under the documentary credit. Details should be defaulted from the underlying Transfer LC. Select the appropriate value from the drop down. Available values are:	
	<ul><li>ALLOWED</li><li>CONDITIONAL</li><li>NOT ALLOWED</li></ul>	
	In case of online request, system should auto- populate the details. User cannot change the populated value.	
Place Of Taking In Charge	This field specifies the place of taking in charge (in case of a multi-modal transport document), the place of receipt (in case of a road, rail or inland waterway transport document or a courier or expedited delivery service document), the place of dispatch or the place of shipment to be indicated on the transport document.	
	Details should be defaulted from the underlying Transfer LC.	
Port Of Loading	This field specifies the port of discharge or airport of destination to be indicated on the transport document.	
	Details should be defaulted from the underlying Transfer LC.	
	In case of online request, system should auto- populate the details. User cannot change the populated value.	
Port Of Discharge	This field specifies the port of discharge or airport of destination to be indicated on the transport document.	
	Details should be defaulted from the underlying Transfer LC.	
	In case of online request, system should auto- populate the details. User cannot change the populated value.	
Place Of Final Destination	This field specifies the final destination or place of delivery to be indicated on the transport document.	
	Details should be defaulted from the underlying Transfer LC.	
	In case of online request, system should auto- populate the details. User cannot change the populated value.	



Field	Description	Sample Values
Latest Date Of Shipment	Provide the latest date for loading on board/ dispatch/taking in charge.	
	NoteNote:  This field is alternate to Shipment Period. Latest date of shipment or shipment period must have value and in case value is missing, application will display an error message.	
	Latest shipment date should be on or before expiry date and should not be before the branch date.	
	In case of online request, system should auto- populate the details. User cannot change the populated value.	
Shipment Period	Online Channel – Read- only  Non Online Channel - Provide the details of Shipment.	
	Note: This field is alternate to Latest Date of Shipment. Latest date of shipment or shipment period must have value and in case value is missing, application will display an error message.	
	In case of online request, system should auto-populate the details. User cannot change the populated value.	
Transport Mode	Select the transportation mode.	
	The options are:	
	• Air	
	Sea     Road	
	Roau Rail	
	Multimodal	
	Other	
Transport Details	Specify the transportation details of shipment.	



## **Description Of Goods And Or Services**

This field contains a description of the goods and/or services of the issued LC and can be changed if required. Provide the Shipment Details based on the description in the following table:

Field	Description	Sample Values
INCO Terms	Details should be defaulted from the underlying LC. User should be able to change the details.	
	In case of online request, system should auto- populate the details. User cannot change the populated value.	
INCO Description	Respective INCO term Description will be defaulted as per the INCO Terms code.	
+ Icon	Click + icon to add goods details.	
Goods Code	Goods Details is defaulted from the underlying LC and user can change the values. Click look up icon to select the goods code. Once you select goods code, value will populate in Goods Type and Goods Description.	
Goods Type	The goods type is defaulted from the underlying LC and user can change the values.	
Goods Description	The goods description is defaulted from the underlying Transfer LC and user can change the values.	
Original No of Units	The system displays the original number of units from the underlying Transfer LC.	
Original Price per Unit	The system displays the original price per unit from the underlying Transfer LC.	
Available Units	The system should display the available units of the goods. User should not be allowed to update this.	
Transfer quantity	Specify the number of units. The system should display an error message if the value for units transferred is more than the units available.	
Transfer Price per Unit	Specify the price per unit is not more than the original price per unit.	
Total Amount	System to calculate the total price	
	In case of online request, the system should populate the total amount from incoming request.	
	System should validate that the total amount is equal to the value of the transaction (LC/Collection).	



Field	Description	Sample Values
Action	Click Delete icon to remove goods details.	
	Click Edit icon to edit the good details.	

## **Action Buttons**

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

Field	Description	Sample Values
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	
Documents	Click the Documents icon to View/Upload the required documents.	
	Application will display the mandatory and optional documents.	
	The user can view and input/view application details simultaneously.	
	When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.	
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.	
	Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view the overrides accepted by the user.	
Customer Instructions	Click to view/ input the following	
	<ul> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section.</li> </ul>	
	section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	



Field	Description	Sample Values
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.	
	In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.	
	In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.	
Request Clarification	On click the Request Clarification button the user can specify the clarification details for requests received online.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	R1- Documents missing	
	R2- Signature Missing	
	R3- Input Error	
	R4- Insufficient Balance/Limits  R5- Others	
	• R5 - Others.	
	Select a Reject code and give a Reject Description.	
	This reject reason will be available in the remarks window throughout the process.	
Refer	User must select a Refer Reason from the values displayed by the system.	
	Refer Codes:	
	<ul> <li>R1- Documents missing</li> </ul>	
	R2- Signature Missing	
	R3- Input Error	
	R4- Insufficient Balance/Limits	
	R5 - Others.	
Hold	The details provided will be on hold.	
	This option is used, if there are any pending information yet to be received from applicant.	
Cancel	Cancel the Guarantee Advice Scrutiny inputs.	
Save & Close	Save the information provided and holds the task	
	for working later.	
	This option will not submit the request.	
Back	Click Back to move the task back to previous data segment.	

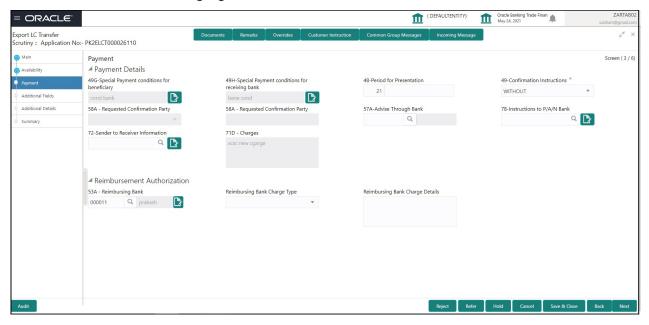


Field	Description	Sample Values
Next	On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.	

## **Payment Details**

In this section, user can input the Payment details for an Export LC Transfer. As part of Scrutiny, the user can enter the Payment details of an Export LC Transfer request.

No fields other than the highlighted ones can be edited.



Field	Description	Sample Values
Special Payment Conditions for Beneficiary	Online and Non online Channels - If any special payment condition has to be provided to beneficiary, the details for the same must be captured in this field. In case of online request, system should autopopulate the details. User cannot change the populated value.	



Field	Description	Sample Values
Special Payment Conditions for receiving Bank	Online and Non online Channels - If any special payment condition has to be provided to receiving bank, the details for the same must be captured in this field. This field specifies special payment conditions applicable to the receiving bank without disclosure to the beneficiary, for example, post-financing request/ conditions for receiving bank only. In case of online request, system should autopopulate the details. User cannot change the populated value.	
Period for Presentation	Online Channel - Read only.  Non Online Channel —  If the period of presentation is based on any event other than shipment, then you can capture the event name in text along with the number of days in number.  In case of online request, system should autopopulate the details. User cannot change the populated value.	
Confirmation Instructions	Online Channel - Read only.	
	Non Online Channel – Select the confirmation instruction for the LC from the available LOV values – CONFIRM, MAY ADD, WITHOUT.  Applicable only if field 49 - confirmation instruction is 'confirm' or 'may add'. You can search through LOV, Party type with banks should only be displayed in LOV. The system	
	must display the following:	
	<ul><li>a) SWIFT code (if available),</li><li>b) Name and address of the bank</li></ul>	
	On selection of the record, if SWIFT code is available then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.	
	In case of online request, system should auto- populate the details. User cannot change the populated value.	



Field	Description	Sample Values
Requested Confirmation Party	Online and Non Online Channels - Provide requested confirmation party details. If the Requested Confirmation Party has the value as "Others" then appropriate value must be selected from the LOV.	
	Note  This field is applicable only for LC Type - Confirmed or May Add.	
	In case of online request, system should auto- populate the details. User cannot change the populated value.	
Advise Through Bank	Online Channel – User can update the details received.	
	Non-Online Channel -	
	Search through LOV. Party type with banks must be displayed in LOV.	
	SWIFT code (if available)	
	<ul> <li>Name and address of the bank</li> </ul>	
	On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.	
	In case of online request, system should auto- populate the details. User cannot change the populated value.	
Instructions to P/A/N Bank	Online Channel - User can update details received.	
	Non Online Channel - Provide the details in this field.	
	In case of online request, system should auto- populate the details. User cannot change the populated value.	
Sender to Receiver Information	Online Channel - User can update details received.	
	Non Online Channel - Provide details (FFT).	
Charges	Online Channel - User can update details received.	
	Non Online Channel - Provide details (FFT).	
	In case of online request, system should auto- populate the details. User cannot change the populated value.	
	I	<u> </u>

Reimbursement Authorization



Field	Description	Sample Values
Reimbursing Bank	If reimbursing bank is applicable user must update the field.	
	Online Channel - Update the details received.	
	Non Online Channel - Search through LOV. Party type with banks will be displayed in LOV.	
	SWIFT code (if available),	
	<ul> <li>Name and address of the bank</li> </ul>	
	On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.	
	In case of online request, system should auto- populate the details. User cannot change the populated value.	
Reimbursing Bank Charge	Select the reimbursing bank charge type.	
Туре	The options are:	
	Claimants	
	Ours	
Reimbursing Bank Charge Details	Specify the reimbursing bank charge details.	

# **Action Buttons**

Field	Description	Sample Values
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	
Documents	Click the Documents icon to View/Upload the required documents.	
	Application will display the mandatory and optional documents.	
	The user can view and input/view application details simultaneously.	
	When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.	



Field	Description	Sample Values
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.	
	Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view the overrides accepted by the user.	
Customer Instructions	Click to view/ input the following	
	Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer.  User will not be able to edit this.	
	Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.  In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.  In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.	
Request Clarification	On click the Request Clarification button the user can specify the clarification details for requests received online.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes:  R1- Documents missing  R2- Signature Missing  R3- Input Error  R4- Insufficient Balance/Limits  R5 - Others.  Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	

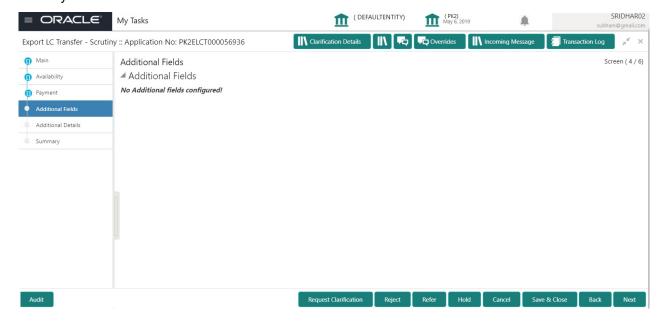


Field	Description	Sample Values
Refer	User must select a Refer Reason from the values displayed by the system.  Refer Codes:  R1- Documents missing  R2- Signature Missing  R3- Input Error  R4- Insufficient Balance/Limits  R5 - Others.	
Hold	The details provided will be on hold.  This option is used, if there are any pending information yet to be received from applicant.	
Cancel	Cancel the Guarantee Advice Scrutiny inputs.	
Save & Close	Save the information provided and holds the task for working later. This option will not submit the request.	
Back	Click Back to move the task back to previous data segment.	
Next	On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.	

### **Additional Fields**

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

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





# **Action Buttons**

Field	Description	Sample Values
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	
Documents	Click the Documents icon to View/Upload the required documents.	
	Application will display the mandatory and optional documents.	
	The user can view and input/view application details simultaneously.	
	When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.	
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.	
	Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view the overrides accepted by the user.	
Customer Instructions	Click to view/ input the following	
	Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer.  User will not be able to edit this.	
	<ul> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.	
	In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.	
	In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.	



Field	Description	Sample Values
Request Clarification	On click the Request Clarification button the user can specify the clarification details for requests received online.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes:  R1- Documents missing  R2- Signature Missing  R3- Input Error  R4- Insufficient Balance/Limits  R5 - Others.  Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	
Refer	User must select a Refer Reason from the values displayed by the system.  Refer Codes:  R1- Documents missing  R2- Signature Missing  R3- Input Error  R4- Insufficient Balance/Limits  R5 - Others.	
Hold	The details provided will be on hold.  This option is used, if there are any pending information yet to be received from applicant.	
Cancel	Cancel the Guarantee Advice Scrutiny inputs.	
Save & Close	Save the information provided and holds the task for working later. This option will not submit the request.	
Back	Click Back to move the task back to previous data segment.	
Next	On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.	

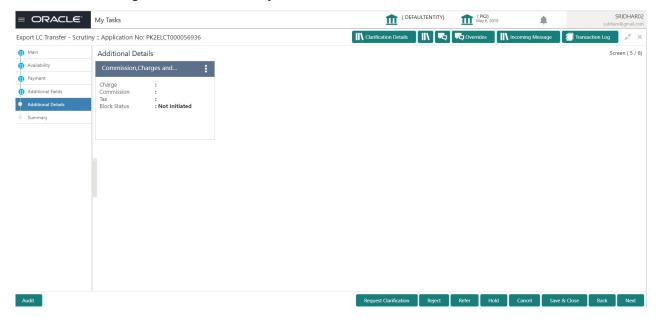
# **Additional Details**

In the Additional Details section, the user can verify/input/update the additional details Data Segment of the Export LC Transfer.



The various additional details should be available as tile. Each tile can be selected and the respective screen will open for the user to capture details.

This is a multi-grid section with facility to attach more than one line.

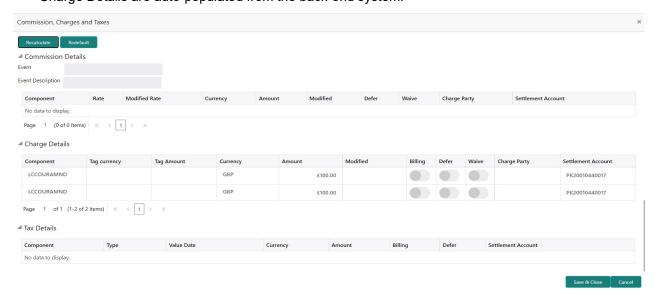


### **Commission, Charges and Taxes Details**

Landing on the additional tab, the default commission, charges and tax if any will get populated.

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

Charge Details are auto-populated from the back-end system.





# **Commission Details**

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

Field	Description	Sample Values
Event	Read only field. This field displays the event name.	
Event Description	Read only field. This field displays the description of the event.	
Component	Select the commission component	
Rate	Defaults from product. User can change the rate, if required.	
	The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate.	
	If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.	
Modified Rate	From the default value, if the rate or amount is changed, the modified value gets updated in the modified amount field.	
Currency	Defaults the currency in which the commission needs to be collected.	
Amount	An amount that is maintained under the product code defaults in this field.	
	The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate, but not the commission amount directly. The amount gets modified based on the rate changed and the new amount is calculated in back office based on the new rate and is populated in OBTFPM.	
	If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.	
Modified Amount	From the default value, if the rate or amount is changed, the modified value gets updated in the modified amount field.	
Defer	Select the check box, if charges/commissions has to be deferred and collected at any future step.	



Field	Description	Sample Values
Waive	Select the check box to waive charges/ commission.	
	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer.	
	If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.	
Charge Party	Charge party will be 'Applicant' by Default. You can change the value to Beneficiary	
Settlement Account	Details of the Settlement Account.	



# **Charges Details**

Field	Description	Sample Values
Component	Charge Component type.	
Tag Currency	Defaults the tag currency in which the charges have to be collected.	
Tag Amount	Defaults the tag amount that is maintained under the product code gets defaulted in this field. User can edit the value, if required.	
Currency	Defaults the currency in which the charges have to be collected.	
Amount	An amount that is maintained under the product code gets defaulted in this field. User can edit the value, if required.	
Modified Amount	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.	
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
	On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically checked in OBTFPM.	
	The user can not select/de-select the check box if it is de-selected by default.	
	This field is disabled, if 'Defer' toggle is enabled.	
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected.	
	On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPM.	
	The user can select/de-select the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.	
Waive	If charges have to be waived, this check box has to be selected.	
	Based on the customer maintenance, the charges should be marked for Billing or for Defer.	
	This field is disabled, if 'Defer' toggle is enabled.	
Charge Party	Charge party will be applicant by default. You can change the value to beneficiary	



Field	Description	Sample Values
Settlement Account	Details of the settlement account.	

# **Tax Details**

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

Field	Description	Sample Values
Component	Tax Component type	
Туре	Type of tax Component.	
Value Date	This field displays the value date of tax component.	
Currency	The tax currency is the same as the commission.	
Amount	The tax amount defaults based on the percentage of commission maintained. User can edit the tax amount, if required.	
Billing	If taxes are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.  This field is disabled, if 'Defer' toggle is enabled.	
Defer	If taxes have to be deferred and collected at any future step, this option has to be enabled.	
	The user can enable/disable the option the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.	
Settlement Account	Details of the settlement account.	
Charges From Beneficiary	Detail of charges to be collected from beneficiary.	

# **Action Buttons**

Field	Description	Sample Values
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	



Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents.	
	Application will display the mandatory and optional documents.	
	The user can view and input/view application details simultaneously.	
	When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.	
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.	
	Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view the overrides accepted by the user.	
Customer Instructions	Click to view/ input the following	
	Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer.  User will not be able to edit this.	
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Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.	
	In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.	
	In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.	
Request Clarification	On click the Request Clarification button the user can specify the clarification details for requests received online.	

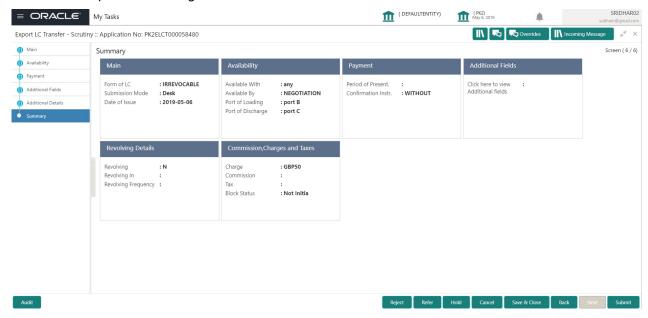


Field	Description	Sample Values
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.  Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	
Refer	User must select a Refer Reason from the values displayed by the system.  Refer Codes:  R1- Documents missing  R2- Signature Missing  R3- Input Error  R4- Insufficient Balance/Limits  R5 - Others.	
Hold	The details provided will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Cancel	Cancel the Guarantee Advice Scrutiny inputs.	
Save & Close	Save the information provided and holds the task for working later.  This option will not submit the request.	
Back	Click Back to move the task back to previous data segment.	
Next	On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.	



### **Summary**

User can review the summary of details updated for Export LC Transfer. The user can see the summary tiles. The tiles should display a list of important fields with values. User can drill down from summary Tiles into respective data segments.



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

- Main Details User can view the application details details and Export LC details. User can modify the details, if required.
- Availability User can view already captured availability and shipment details. User can modify the details, if required.
- Payments User can view all details related to payments. User can modify the details, if required.
- Additional Fields: Banks can configure the additional fields during implementation.
- Commission, Charges and Taxes: User can see the details provided for charges. User should be able to update the details if required.

#### **Action Buttons**

Field	Description	Sample Values
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	



Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents.	
	Application will display the mandatory and optional documents.	
	The user can view and input/view application details simultaneously.	
	When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.	
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.	
	Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view the overrides accepted by the user.	
Customer Instructions	Click to view/ input the following	
	<ul> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> </ul>	
	<ul> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.	
	In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.	
	In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.	
Request Clarification	On click the Request Clarification button the user can specify the clarification details for requests received online.	



Field	Description	Sample Values
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes:  R1- Documents missing  R2- Signature Missing  R3- Input Error  R4- Insufficient Balance/Limits  R5 - Others.  Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	
Refer	User must select a Refer Reason from the values displayed by the system. Refer Codes: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.	
Hold	The details provided will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Cancel	Cancel the Guarantee Advice Scrutiny inputs.	
Save & Close	Save the information provided and holds the task for working later. This option will not submit the request.	
Back	Click Back to move the task back to previous data segment.	
Submit	On Submit, system validates all mandatory field values and the task should move to the next logical stage. If the user submits without visiting other mandatory hops, then error message should be displayed and force the user to visit mandatory tabs/update mandatory fields.	

# **Data Enrichment**

As a part of Data Enrichment stage, User can enter/update basic details of the incoming request.

Non Online Channel - Export LC Transfer request that were received at the desk will move to DE stage post successful registration and scrutiny stage. The transaction will have the details entered during the registration/scrutiny stage.



Online Channel - Request that are received via online channels like trade portal, external system and SWIFT are available directly for further processing in OBTFPM from scrutiny stage and available data for all data segments from Application stage to Data Enrichment stage would be auto populated.

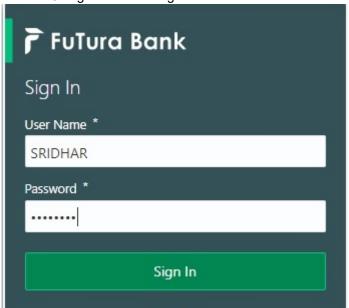
The user can select the respective field and will be allowed to edit/update the field.



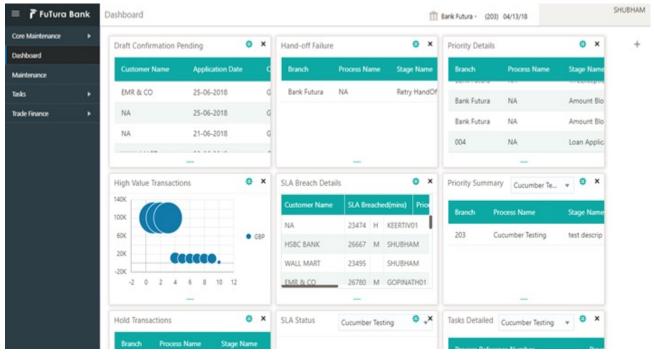
For expired line of limits, the task moves to "Limit Exception" stage under Free Tasks, on 'Submit' of DE Stage with the reason for exception as "Limit Expired".

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

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

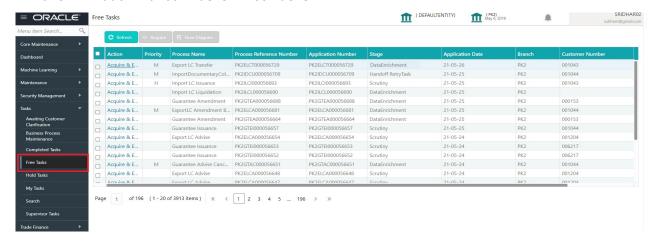


2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.

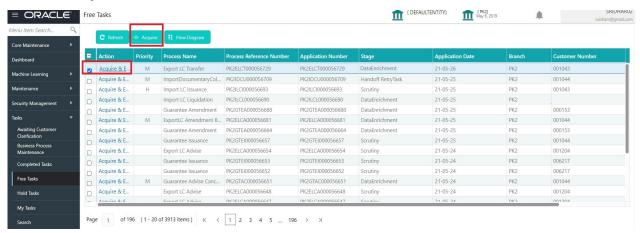




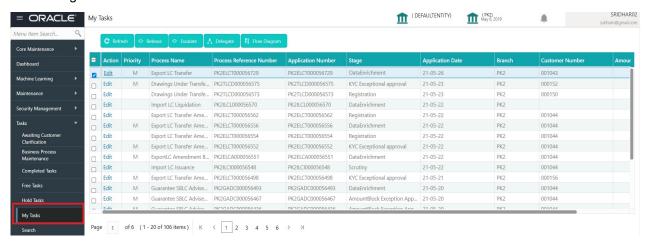
3. Click Trade Finance> Tasks> Free Tasks.



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



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



The Data Enrichment stage has following sections as follows:

- Main Details
- Availability
- Payment
- Documents and Conditions
- Additional Fields

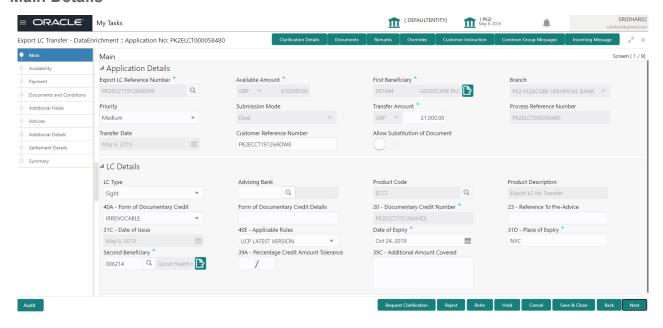


- Advices
- Additional Details
- Settlement Details
- Summary

Let's look at the details for Data Enrichment stage. User must be able to enter/update the following fields. Some of the fields that are already having value from Scrutiny/Online channels may not be editable.



#### **Main Details**



### **Application Details**

Field	Description	Sample Values
Export LC Reference Number	Read only.  System displays the Export LC Reference Number to be transferred.	
Available Amount	Read only. Displayed as available from earlier stages.	
First Beneficiary	Read only. Displayed as available from earlier stages.	EMR & CO
Branch	Read only.  Branch details will be auto-populated from LC details.	203-Bank Futura -Branch FZ1
Priority	Priority to default based on priority maintenance and user should be allowed to change. Values are High, Medium and Low.	High
Submission Mode	Read only.  Displayed as available from earlier stages.	Desk
Transfer Amount	Read only.  Displayed as available from earlier stages.	
Process Reference Number	Read only. Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.	



Field	Description	Sample Values
Transfer Date	Read only	
	System should default the branch's current date	
Customer Reference Number	The user can enter the Customer Reference Number, if any.	
Allow Substitution of Document	Read only - If selected, the bank is allowed to substitute the Export Documents received from Transferee with the documents from Beneficiary.	
First Beneficiary	Read only - Displayed as available from earlier stages.	EMR & CO
Branch	Read only field.	203-Bank
	Branch details will be auto-populated from LC details.	Futura -Branch FZ1
Process Reference Number	Read only field.	
Number	Unique sequence number for the transaction.  This is auto generated by the system based on process name and branch code.	
Priority	Read only - Priority default based on priority maintenance and user should be allowed to change. Values are High, Medium and Low.	High
Submission Mode	Read only	Desk
	Displayed as available from earlier stages.	
Customer Reference Number	The user can enter the Customer Reference Number, if any.	
Allow Substitution of	Read only.	
Document	If the field is checked, the bank is allowed to substitute the Export Documents received from Transferee with the documents from Beneficiary.	



### **LC Details**

Field	Description	Sample Values
LC Type	Read only field.	
	The value used for LC Type as per the latest LC details should be displayed.	
Advising Bank	The Advising Bank as per the latest LC details should be displayed.	
Product Code	Read only field.	
	Product Code of the underlying Export LC is displayed.	
	Note  This field is enabled for product code selection from the lookup, if Use Transfer Product flag is set as "Yes" in the bank parameter.	
Product Description	Read only field.	
	Product Description of the underlying Export LC is displayed.	
40A - Form of Documentary Credit	User can select the type of LC (Documentary Credit) as per the requirement. Default LC type is Irrevocable.	
	In case of online request, system should auto- populate the details. User cannot change the populated value.	
Form of Documentary Credit Details	The Documentary Credit details.	
Documentary Credit Number	Read only - This field displays the Documentary Credit Number of the selected LC.	
Reference To Pre-Advice	This field is not applicable.	
Date of Issue	Read only field. Application will default the branch's current date in date of issue.	
Applicable Rules	User can select the applicable rules for the LC. Default rule as UCP Latest Version.	
	In case of online request, system should auto- populate the details. User cannot change the populated value.	
Date Of Expiry	The expiry date as per the latest LC details should be displayed.	
Place of Expiry	The place of expiry as per the latest LC details should be displayed.	



Field	Description	Sample Values
Second Beneficiary	Beneficiary name selected for Export LC Transfer to be displayed. In case of online request, system should autopopulate the details. User cannot change the populated value.	
Percentage Credit Amount Tolerance	Tolerance Amount to default from the underlying Export LC and user be allowed to change the values.  In case of online request, system should autopopulate the details. User cannot change the populated value.	
Additional Amount Covered	User can provide additional amount included in Export LC. In case of online request, system should autopopulate the details. User cannot change the populated value.	

### **Action Buttons**

Field	Description	Sample Values
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	
Documents	Click the Documents icon to View/Upload the required documents.	
	Application will display the mandatory and optional documents.	
	The user can view and input/view application details simultaneously.	
	When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.	
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.	
	Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view the overrides accepted by the user.	



Field	Description	Sample Values
Customer Instructions	Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.      Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.  In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.  In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.	
Request Clarification	On click the Request Clarification button the user can specify the clarification details for requests received online.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.  Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	

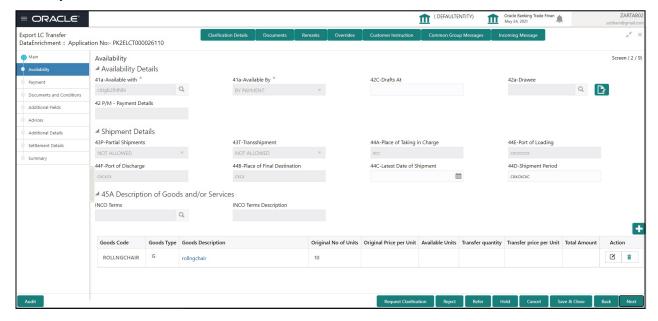


Field	Description	Sample Values
Refer	User must select a Refer Reason from the values displayed by the system.  Refer Codes:  R1- Documents missing  R2- Signature Missing  R3- Input Error  R4- Insufficient Balance/Limits  R5 - Others.	
Hold	The details provided will be on hold.  This option is used, if there are any pending information yet to be received from applicant.	
Cancel	Cancel the Guarantee Advice Scrutiny inputs.	
Save & Close	Save the information provided and holds the task for working later.  This option will not submit the request.	
Back	Click Back to move the task back to previous data segment.	
Next	On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.	

# **Availability**

DE user, can update/review the Availability details for Export LC Transfer.

DE user can select the respective field and should be allowed to edit/update the field. DE user can change only some of the fields received from online channels.

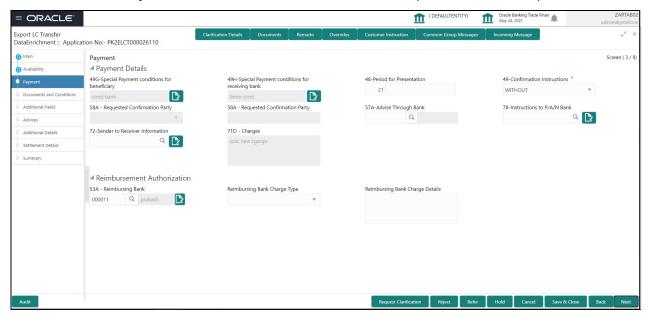




For Field Descriptions, refer to Availability.

### **Payments**

DE user can verify and enter the basic details available in the Export LC Transfer request.

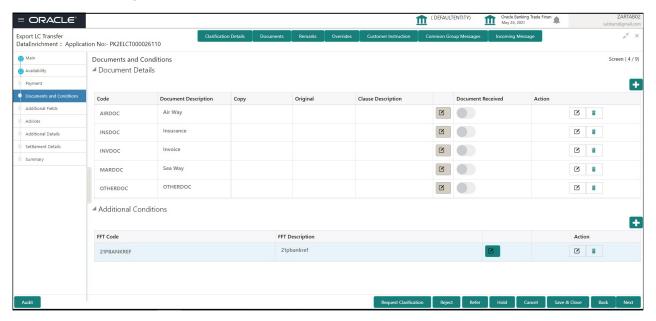


Refer to Payments.

#### **Documents and Conditions**

User can enter/ update Documents and conditions details for Export LC Transfer. The below fields can be modified in DE stage.

- Document Details
- Additional Conditions.



#### **Document Details**

Documents details should default from underlying LC. If Substitute documents allowed is checked, system to give a warning message" Substitution of Documents allowed, please verify the documents"



Online Channel - System will default the details received in the Description column. Based on the details populated, user can pick corresponding values for document code, originals and copy.

Non Online Channel - User can further edit (add or remove) the documents or document description as per requirement. Application will display an alert message, if both Bill Of lading" and 'Airway Bill' are chosen. Non Online Channel - User can further edit (add or remove) the documents or document description as per requirement. Application will display an alert message, if both Bill Of lading" and 'Airway Bill' are chosen.

Field	Description	Sample Values
Code	Document code is auto-populated from the latest LC.	
Document Description	Description of the document is auto-populated from the latest LC.	
Сору	Number of duplicate copies of documents as required in LC.	
Original	Number of documents in original as required in LC.	
Clause Description	Description of the clause required as per LC.	
Document Received	System defaults the value to display whether the document is received or not.	
	The user can enable the option, if received the document.	
Action	Click Edit icon to edit the document details.	
	Click Delete icon to delete the document details.	

### **Additional Conditions**

Online Channel - System will default the details received in the description column. System will parse the additional conditions required field into multiple line items based on line de-limiter (+) and shall populate each line item as a separate description. User can read the description and make any changes required to the description, also must be able to add more conditions.

Non Online Channel - User can use FFT to capture additional conditions and can edit the description populated from FFT. User should also be able to add additional FFT.

Field	Description	Sample Values
FFT Code	This field displays the FFT code as per the latest LC.	
FFT Description	This field displays the description of the FFT code as per the latest LC.	
Action	Click Edit icon to edit the additional conditions details.	
	Click Delete icon to delete the additional conditions details.	



### **Documents and Checklist:**

**Documents**: No documents are required for upload in this screen.

**Checklist**: User to verify if standard clauses are added to Additional conditions.

**Remarks**: User should be able to capture remarks as well as see remarks made in the earlier screens/

stages

#### **Action Buttons**

Field	Description	Sample Values
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	
Documents	Click the Documents icon to View/Upload the required documents.	
	Application will display the mandatory and optional documents.	
	The user can view and input/view application details simultaneously.	
	When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.	
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.	
	Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view the overrides accepted by the user.	
Customer Instructions	Click to view/ input the following	
	<ul> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated</li> </ul>	
	transactions.	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	



Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.  In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this	
	·	
	placeholder in Header of the task.	
	In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.	
Request Clarification	On click the Request Clarification button the user can specify the clarification details for requests received online.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	R1- Documents missing	
	<ul> <li>R2- Signature Missing</li> </ul>	
	R3- Input Error	
	R4- Insufficient Balance/Limits	
	R5 - Others.	
	Select a Reject code and give a Reject Description.	
	This reject reason will be available in the remarks window throughout the process.	
Refer	User must select a Refer Reason from the values displayed by the system.	
	Refer Codes:	
	R1- Documents missing	
	<ul> <li>R2- Signature Missing</li> </ul>	
	R3- Input Error	
	R4- Insufficient Balance/Limits	
	R5 - Others.	
Hold	The details provided will be on hold.	
	This option is used, if there are any pending information yet to be received from applicant.	
Cancel	Cancel the Guarantee Advice Scrutiny inputs.	
Save & Close	Save the information provided and holds the task	
	for working later. This option will not submit the request.	
Back	Click Back to move the task back to previous data segment.	



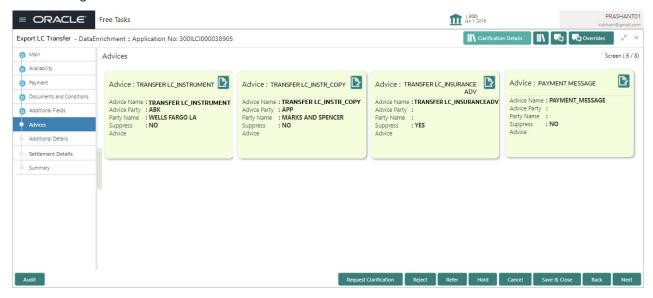
Field	Description	Sample Values
Next	On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.	

#### **Additional Fields**

Refer to Additional Fields.

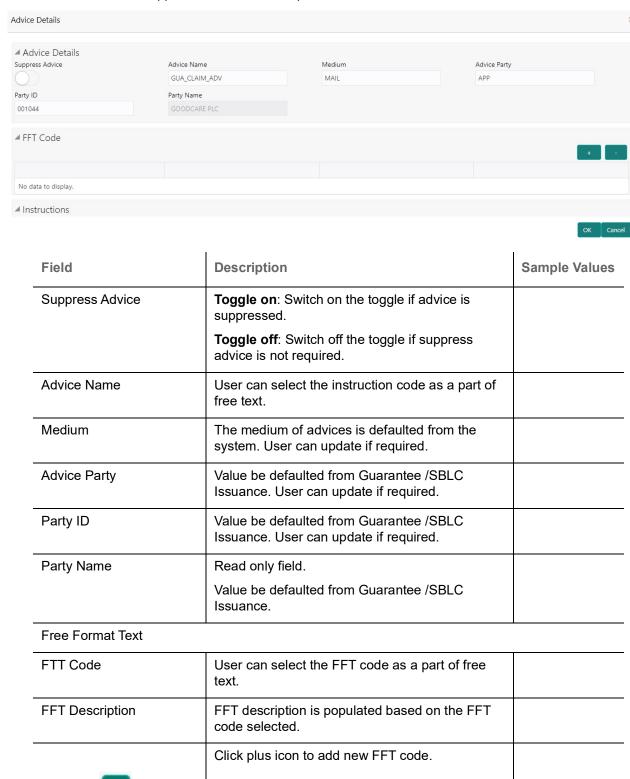
#### **Advices**

DE user can view the Advices generated during Export LC Transfer request. Advices menu displays the advices available under a product code from the back office as tiles. Some of the possible advices could be of Transfer LC Instrument (SWIFT MT 720), Transfer LC Instrument Copy, and Payment message.





#### The user can also suppress the Advice, if required.



Instruction Details



Click minus icon to remove any existing FFT

code.

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

# **Action Buttons**

Field	Description	Sample Values
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	
Documents	Click the Documents icon to View/Upload the required documents.	
	Application will display the mandatory and optional documents.	
	The user can view and input/view application details simultaneously.	
	When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.	
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.	
	Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view the overrides accepted by the user.	



Field	Description	Sample Values
Customer Instructions	Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.      Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.  In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.  In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.	
Request Clarification	On click the Request Clarification button the user can specify the clarification details for requests received online.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes:  R1- Documents missing  R2- Signature Missing  R3- Input Error  R4- Insufficient Balance/Limits  R5 - Others.  Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	



Field	Description	Sample Values
Refer	User must select a Refer Reason from the values displayed by the system.  Refer Codes:  R1- Documents missing  R2- Signature Missing  R3- Input Error  R4- Insufficient Balance/Limits  R5 - Others.	
Hold	The details provided will be on hold.  This option is used, if there are any pending information yet to be received from applicant.	
Cancel	Cancel the Guarantee Advice Scrutiny inputs.	
Save & Close	Save the information provided and holds the task for working later.  This option will not submit the request.	
Back	Click Back to move the task back to previous data segment.	
Next	On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.	

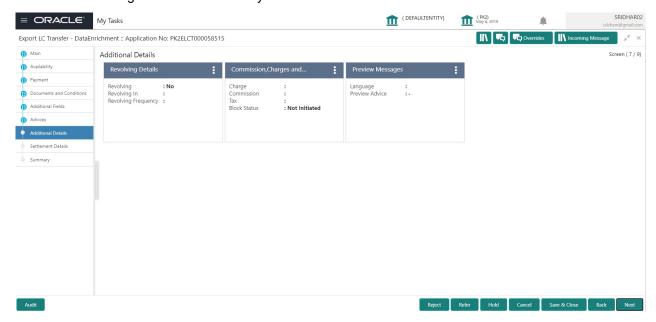
# **Additional Details**

DE user can verify and enter the basic additional details available for the Export LC Transfer request.

The various additional details should be available as tile. Each tile can be selected and the respective screen will open for the user to capture details.



This is a multi-grid section with facility to attach more than one line.



#### **Preview Message**

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



A bank user can share the Draft SWIFT message to the customer through email, before the actual transmission of SWIFT message to the Advising Bank.



Preview to have MT 720 as SWIFT and other advices as Mail Advice. This needs to be mentioned under Preview messages heading.

#### **Draft Confirmation**

The user can view the draft LC message (outgoing MT700 SWIFT message format) being displayed on the preview message text box.

If the user wants to send a copy of the draft LC for customer confirmation, the same can be done by choosing the customer response slider as 'Yes'. On submit of the data enrichment stage the mail message to the customer will be sent.

The OBTFPM user can send the draft of the message to the registered email id of the corporate customer as an attachment containing PDF. The PDF sent to the corporate customer is protected by a password. Password to be generated with first four digits of Customer Name and last four digits of Customer Number.

The task will not move to approval but to 'Pending customer response stage. Upon receipt of customer's confirmation, the transaction moves to approval.

In case the customer asks for changes, the transaction will move to data enrichment and after necessary changes, it will move to approval.



The Preview section consists of following.

Field	Description	Sample Values	
Preview - SWIFT Message	Preview - SWIFT Message		
Language	Read only field.  English is set as default language for the preview.		
Message type	Select the message type from the drop down. User can choose to see preview of different message like MT 700, MT 740 and MT 701.		
Preview Message	Display a preview of the draft message.		
Preview - Mail Device			
Language	Read only field.		
	English is set as default language for the preview.		
Advice Type	Select the advice type.		
Preview Message	Display a preview of the advice.		
Draft Confirmation			
Draft Confirmation Required	This toggle enables the user to select if draft confirmation is required or not		
Following fields will have values on receipt of customer response.			
Customer Response	User can enter the response received from customer. If the response is received online, the response is auto populated in this field by the system		
Customer Remarks	Remarks from the customer for the draft		
Response Date	Customer Response received date.		
Customer Email ID 1	Default email address of the customer.		
	System fetches the Email ID from Customer Address maintenance in Back office and auto populates the available Email ID.		
Customer Email ID 2	By default this field is blank.  User can search and select the Email ID from lookup from the Customer Email Address field of the customer maintenance in Back Office and replicated in OBTFPM.		

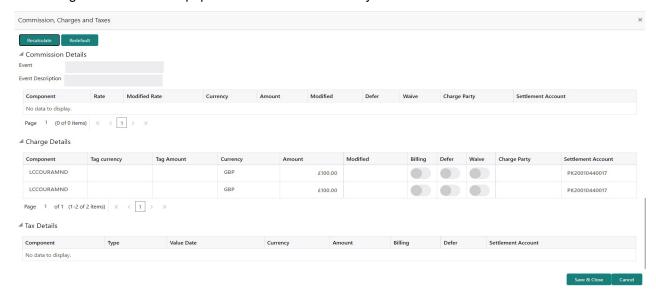
# **Commission, Charge and Taxes**

On click of 'Next' in the previous screen, system will auto populate the charges, commission and tax components mapped to the product from the back office system.

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



#### Charge Details are auto-populated from the back-end system.



#### **Commission Details**

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

Field	Description	Sample Values
Event	Read only field. This field displays the event name.	
Event Description	Read only field. This field displays the description of the event.	
Component	Select the commission component	
Rate	Defaults from product. User can change the rate, if required.	
	The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate.	
	If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.	
Modified Rate	From the default value, if the rate or amount is changed, the modified value gets updated in the modified amount field.	
Currency	Defaults the currency in which the commission needs to be collected.	



Field	Description	Sample Values
Amount	An amount that is maintained under the product code defaults in this field.	
	The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate, but not the commission amount directly. The amount gets modified based on the rate changed and the new amount is calculated in back office based on the new rate and is populated in OBTFPM.	
	If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.	
Modified Amount	From the default value, if the rate or amount is changed, the modified value gets updated in the modified amount field.	
Defer	Select the check box, if charges/commissions has to be deferred and collected at any future step.	
Waive	Select the check box to waive charges/ commission.	
	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer.	
	If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.	
Charge Party	Charge party will be 'Applicant' by Default. You can change the value to Beneficiary	
Settlement Account	Details of the Settlement Account.	



## **Charges Details**

Field	Description	Sample Values
Component	Charge Component type.	
Tag Currency	Defaults the tag currency in which the charges have to be collected.	
Tag Amount	Defaults the tag amount that is maintained under the product code gets defaulted in this field. User can edit the value, if required.	
Currency	Defaults the currency in which the charges have to be collected.	
Amount	An amount that is maintained under the product code gets defaulted in this field. User can edit the value, if required.	
Modified Amount	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.	
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
	On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically checked in OBTFPM.	
	The user can not select/de-select the check box if it is de-selected by default.	
	This field is disabled, if 'Defer' toggle is enabled.	
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected.	
	On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPM.	
	The user can select/de-select the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.	
Waive	If charges have to be waived, this check box has to be selected.	
	Based on the customer maintenance, the charges should be marked for Billing or for Defer.	
	This field is disabled, if 'Defer' toggle is enabled.	
Charge Party	Charge party will be applicant by default. You can change the value to beneficiary	



Field	Description	Sample Values
Settlement Account	Details of the settlement account.	

#### **Tax Details**

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

Field	Description	Sample Values
Component	Tax Component type	
Туре	Type of tax Component.	
Value Date	This field displays the value date of tax component.	
Currency	The tax currency is the same as the commission.	
Amount	The tax amount defaults based on the percentage of commission maintained. User can edit the tax amount, if required.	
Billing	If taxes are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.  This field is disabled, if 'Defer' toggle is enabled.	
Defer	If taxes have to be deferred and collected at any future step, this option has to be enabled.	
	The user can enable/disable the option the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.	
Settlement Account	Details of the settlement account.	
Charges From Beneficiary	Detail of charges to be collected from beneficiary.	

#### Limit and Collateral

#### **Limits Details**

System will display the Limits available as applicable during the issuance.

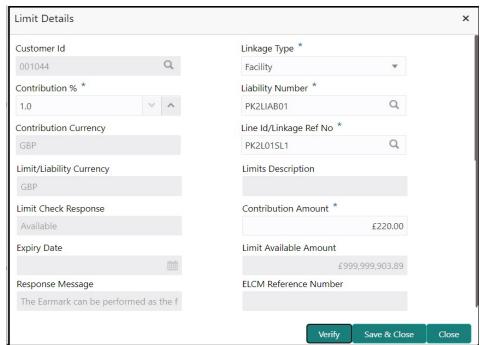
On Approval, system should not release the Earmarking against each limit line and system should handoff the "Limit Earmark Reference Number "to the back office. On successful handoff, back office will make use of these "Limit Earmark Reference Number" to release the Limit Earmark done in the mid office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

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



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





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

#### Limit Details

Click + plus icon to add new limit details.

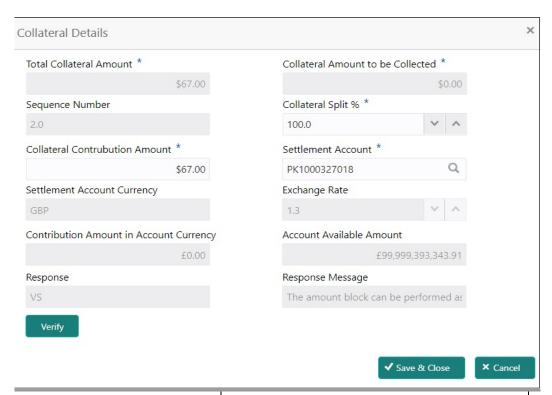
Below fields are displayed on the Limit Details pop-up screen, if the user clicks plus icon.

Customer ID	Applicant's/Applicant Bank customer ID will get defaulted.	



Field	Description	Sample Values
Line ID	User can choose from the various lines available and mapped under the customer id gets listed in the drop down. LINE ID-DESCRIPTION will be available for selection along with Line ID. When you click on 'verify', the system will return value if the limit check was successful or Limit not Available. If limit check fails, the outstanding limit after the transaction value will be shown in the limit outstanding amount.	
	Note User can also select expired Line ID from	
	the lookup and on clicking the verify button, system should default "The Earmarking cannot be performed as the Line ID is Expired" in the "Response Message" field.	
Contribution%	System will default this to 100%. User can modify, if contribution is more than 100%. System will display an alert message, if modified.	
	Once contribution % is provided, system will default the amount.	
	System to validate that if Limit Contribution% plus Collateral% is equal to 100. If the total percentage is not equal to 100 application will display an alert message.	
Limits Description	This field displays the limits description.	
Contribution Currency	The LC currency will be defaulted in this field.	
Contribution Amount	Contribution amount will default based on the contribution %.	
Limit Currency	Limit Currency will be defaulted in this field.	
Limit Available Amount	This field will display the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount.	
Limit Check Response	Response can be 'Success' or 'Limit not Available' based on the limit service call response.	
Response Message	Detailed Response message.	
Expiry Date	This field displays the date up to which the Line is valid	





Field	Description	Sample Values
Cash Collateral Details		
Collateral Percentage	Specify the percentage of collateral to be linked to this transaction.	
Collateral Currency and amount	System populates the contract currency as collateral currency by default.  User can modify the collateral Currency and amount.	
Exchange Rate	System populates the exchange rate maintained. User can modify the collateral Currency and amount. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.	

Click + plus icon to add new collateral details.

Below fields are displayed on the Collateral Details pop-up screen, if the user clicks plus icon.

Total Collateral Amount	Read only field.	
	This field displays the total collateral amount provided by the user.	
Collateral Amount to be Collected	Read only field.  This field displays the collateral amount yet to be collected as part of the collateral split.	
Sequence Number	Read only field.  The sequence number is auto populated with the value, generated by the system.	



Field	Description	Sample Values
Collateral Split %	Specify the collateral split% to be collected against the selected settlement account.	
Collateral Contribution Amount	Collateral contribution amount will get defaulted in this field.	
	The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.	
Settlement Account	Select the settlement account for the collateral.	
Settlement Account Currency	Settlement Account Currency will be autopopulated based on the Settlement Account selection.	
Exchange Rate	Read only field.	
	This field displays the exchange rate, if the settlement account currency is different from the collateral currency.	
Contribution Amount in	Read only field.	
Account Currency	This field displays the contribution amount in the settlement account currency as defaulted by the system.	
Account Available Amount	Read only field.	
	Account available amount will be auto-populated based on the Settlement Account selection.	
Response	Response can be 'Success' or 'Amount not Available'.	
	System populates the response on clicking the <b>Verify</b> button.	
Response Message	Detailed Response message.	
	System populates the response on clicking the <b>Verify</b> button.	
Verify	Click to verify the account balance of the Settlement Account.	
Save & Close	Click to save and close the record.	
Cancel	Click to cancel the entry.	

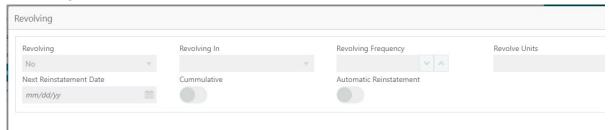
Below fields appear in the **Cash Collateral Details** grid along with the above fields.



Field	Description	Sample Values
Collateral %	User must enter the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message.	
	System defaults the collateral % maintained for the customer into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product.	
	User can modify the defaulted collateral percentage, in which case system should display an override message "Defaulted Collateral Percentage modified".	
Contribution Amount	This field displays the collateral contribution amount.	
	The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.	
Account Balance Check Response	This field displays the account balance check response.	
Delete Icon	Click minus icon to remove any existing Collateral Details.	
Edit Link	Click edit link to edit any existing Collateral Details.	



## **Revolving Details**



Field	Description	Sample Values
Revolving	Read only field.	
	Displays the LC is revolving or non-revolving.	
Revolving In	Read only field.	
	The LC can revolve with Time or Units.	
Revolving Frequency	Read only field.	
	This field captures the frequency in days and months by which the LC revolves.	
Revolving Units	Read only field.	
	This field captures the units by which the LC revolves.	
Next Reinstatement Date	Read only field.	
	This field defaults the date of next reinstatement for the LC based on the revolving frequency	
	selected.	
Cumulative	Read only field.	
	This field is a toggle to indicate if the LC value has to be cumulative or not on reinstatement.	
Automatic Reinstatement	Read only field.	
	This field enables to have automatic reinstatement on the reinstatement day without	
	manual intervention.	

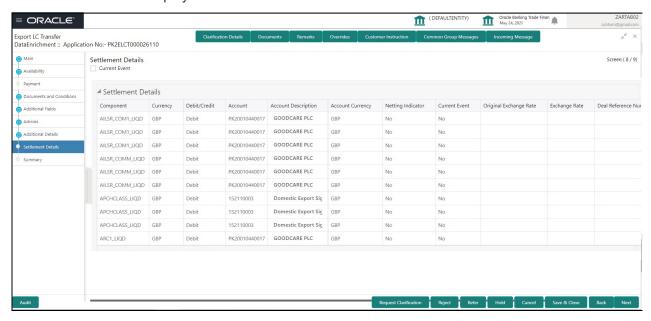
#### **Action Buttons**

For Action Buttons, Refer to Additional Details.



#### **Settlement Details**

The user can view/input the settlement details for Export LC Transfer request. The following are the list of fields to be displayed.



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

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



Field	Description	Sample Values
Exchange Rate	The exchange rate.	
Deal Reference Number	The exchange deal reference number.	

## **Action Buttons**

Field	Description	Sample Values
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	
Documents	Click the Documents icon to View/Upload the required documents.	
	Application will display the mandatory and optional documents.	
	The user can view and input/view application details simultaneously.	
	When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.	
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.	
	Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view the overrides accepted by the user.	
Customer Instructions	Click to view/ input the following	
	<ul> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this</li> </ul>	
	section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	



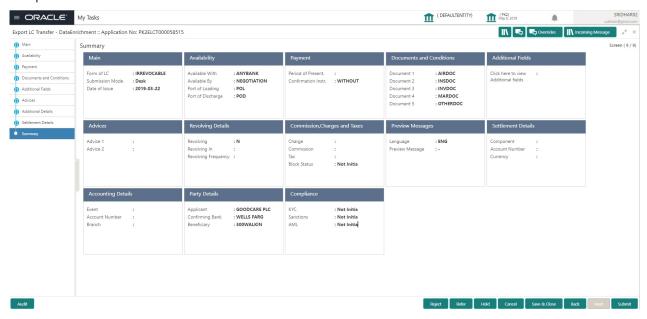
Field	Description	Sample Values
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.	
	In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.	
	In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.	
Request Clarification	On click the Request Clarification button the user can specify the clarification details for requests received online.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	R1- Documents missing	
	R2- Signature Missing	
	R3- Input Error	
	R4- Insufficient Balance/Limits  D5. Others.	
	• R5 - Others.	
	Select a Reject code and give a Reject Description.	
	This reject reason will be available in the remarks window throughout the process.	
Refer	User must select a Refer Reason from the values displayed by the system.	
	Refer Codes:	
	<ul> <li>R1- Documents missing</li> </ul>	
	R2- Signature Missing	
	R3- Input Error	
	R4- Insufficient Balance/Limits	
	R5 - Others.	
Hold	The details provided will be on hold.	
	This option is used, if there are any pending information yet to be received from applicant.	
Cancel	Cancel the Guarantee Advice Scrutiny inputs.	
Save & Close	Save the information provided and holds the task	
	for working later.	
	This option will not submit the request.	
Back	Click Back to move the task back to previous data segment.	



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

#### Summary

User can review the summary of details updated in Data Enrichment stage Export LC Transfer request. As part of summary screen, I should be able to see the summary tiles. The tiles should display a list of important fields with values.



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

- Main Details User can view the application details details and Transfer LC details. User can modify the details, if required.
- Availability User can view already captured availability and shipment details. User can modify the details, if required.
- Payments User can view all details related to payments. User can modify the details, if required.
- Additional Fields: Banks can configure the additional fields during implementation.
- Limits and Collaterals: User should be able to see captured details of limits and collateral. User should be able to update data of any field in details.
- Commission, Charges and Taxes: User can see the details provided for charges. User should be able to update the details if required.
- Settlement Details: User can see the Settlement details.
- Revolving Details: User can drill down into revolving details tile to see more information on revolving LC if applicable.



#### **Action Buttons**

Field	Description	Sample Values
Submit	On Submit, system should validate for all mandatory field values and the task should move to the next logical stage. If the user submits without visiting other mandatory hops, then error message should be displayed and force the user to visit mandatory tabs/update mandatory fields.	
Refer	User must select a Refer Reason from the values displayed by the system. Refer Codes: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.	
Save & Close	Save the information provided and holds the task in for working later. This option will not submit the request.	
Cancel	Cancel the Data Enrichment stage inputs.	
Hold	The details provided will be on hold.  This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.  Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	
Next	On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.	



Field	Description	Sample Values
Back	Click of Back to move the task to the previous segment.	

## **Customer Response - Draft Confirmation**

The user can review and handle the customer's response received for the draft confirmation for Transfer LC transactions, which is sent to the customer for their verification and confirmation.

The customer response can be received both by online and offline mode. In non-online mode, user receives the response in the branch.

Non Online mode - User will have a physical response of the customer.

In online mode the customer will share their response online that will be automatically updated in the customer response field in the task, which is available in the customer response pending stage.

Log in into OBTFPM application, and open the task to see customer response screen.

#### **Application**

All fields displayed under Application details section, would be read only.

Received from Applicant Bank: Read Only field

Received from-Customer Id: Read Only field

Customer Name: Read Only field.

Branch: Read Only field.

Currency Code: Read Only field.

Amount: Read Only field.

Priority: Read Only field

Submission Mode: Read Only field.

Process Reference Number: Read Only field

Application Date: Read Only field.

Customer Reference Number: Read Only field.

#### **Customer Response**

All fields displayed under Application details section, would be read only.

Language - Read only field

Draft Message - Read only field

#### **Draft Confirmation**

Draft Confirmation required - Read only field



Customer Response - This field will be available for you to update any of the below response based on the customer's reply

- Accepted
- Not Accepted (Remarks)

For non-online response – User can select customer response from one of the three drop list values mentioned above.

For Online response – Read only

For Non Online response – The default would be pending. The user will be able to select from the drop list if the customer has accepted the draft or has request for change based on the above drop list responses.

Customer Remarks: The user can capture the remarks of the customer.

**Response Date**: Non Online channel – I will update the date on which the customer response has been received.

Online Channel - Read Only

#### **Summary**

Tiles Displayed in Summary

- Main Details User can view the details about application details and LC details.
- Party Details User can view the party details like beneficiary, advising bank etc.
- Availability and Shipment User can view the availability and shipment details.
- Payments User can view all details related to payments.
- Documents & Condition User can view the documents required grid and the additional conditions grid.
- Charges: User can see the details for charges, commission and taxes.
- Preview Messages User can view the preview details.
- Compliance User can view compliance details with statuses.

Documents – User must be able to view the documents uploaded in the system and upload documents if customer response has been received through non- online channel.

Remark - Capture remarks if required and must be able to view the remarks captured during earlier stages.

#### **Action Buttons**

Field	Description	Sample Values
Submit	Task will get moved to next logical stage of Export LC Transfer.	
	If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Cancel	Cancel the Draft Confirmation.	



Field	Description	Sample Values
Hold	The details provided will be registered and status will be on hold.  This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.  Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process. On reject, a reject notification gets generated to the applicant.	
Refer	User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes:  • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance- Limits • R5 - Others	

## **Multi Level Approval**

This stage allows the approver user to review and approve the Export LC Transfer transaction.

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



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

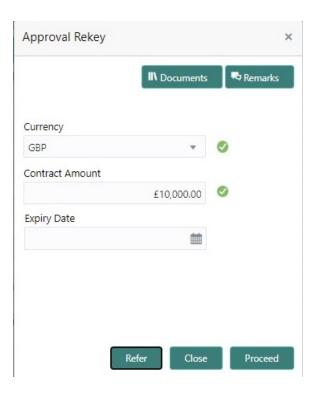
## Re-Key Authorization

For non-online channel, application will request approver for few critical field values as an authorization step. If the values captured match with the values available in the screen, system will allow user to open the transaction screens for further verification. If the re-key values are different from the values captured, then application will display an error message.



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

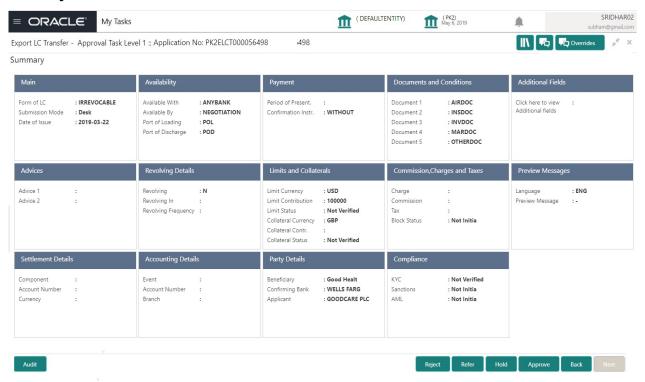
- Currency
- Contract Amount
- Expiry Date



Re-key is applicable to the first approver in case of multiple approvers. All approvers will however be able see the summary tiles and the details in the screen by drill down from tiles.



#### Summary



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

- Main Details User can view and modify details about application details and Export LC details. User can modify the details, if required.
- Availability and Shipment User can view already captured availability and shipment details. User can modify the details, if required.
- Documents and Conditions: User can to view the details of Documents and Conditions.
- Payments User can view all details related to payments. User can modify the details, if required.
- Amendment Details User can view the amended details.
- Additional Fields: Banks can configure the additional fields during implementation.
- Advices: User should be able to view the advice details.
- Commission, Charges and Taxes: User can see the details provided for charges. User should be able to update the details if required.
- Parties Details: User can see the party details like beneficiary, advising bank etc.
- Preview Messages: User can see the preview details grid.
- Settlement Details: User can see the Settlement details.
- Compliance Details: User can see the compliance details tiles. The status should be verified for KYC,
   AML and Sanction Checks.
- Accounting Details: User can view the accounting details.

#### **Action Buttons**

Field	Description	Sample Values
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	



Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents.	
	Application will display the mandatory and optional documents.	
	The user can view and input/view application details simultaneously.	
	When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.	
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.	
	Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view the overrides accepted by the user.	
Customer Instructions	Click to view/ input the following	
	Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer.  User will not be able to edit this.	
	<ul> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.	
	In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.	
	In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.	
Request Clarification	On click the Request Clarification button the user can specify the clarification details for requests received online.	



Field	Description	Sample Values
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.  Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	
Refer	User must select a Refer Reason from the values displayed by the system. Refer Codes: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.	
Hold	The details provided will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Cancel	Cancel the Guarantee Advice Scrutiny inputs.	
Save & Close	Save the information provided and holds the task for working later. This option will not submit the request.	
Back	Click Back to move the task back to previous data segment.	
Submit	On Submit, system validates all mandatory field values and the task should move to the next logical stage. If the user submits without visiting other mandatory hops, then error message should be displayed and force the user to visit mandatory tabs/update mandatory fields.	

# **Customer - Acknowledgement Format**

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

To:



<CUSTOMER NAME>

DATE: DD-MM-YYYY

#### <CUSTOMER ADDRESS>

Dear Sir,

SUB: Acknowledgement to your LC Application number < CUSTOMER REFERENCE NUMBER > dated < APPLICATION DATE >

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

Applicant: XXXX

Beneficiary:XXXX

Currency: XXXX

Amount: XXXX

Issue Date: XXXX

We have also received the following Documents from you for processing the request:

**Document Name 1** 

Document Name 2

Document Name n

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

This acknowledgement does not constitute transfer of Export LC.

Thank you for banking with us.

Regards,

<DEMO BANK>

Notice: This document is strictly private, confidential and personal to its recipients and should not be copied, distributed or reproduced in whole or in part, nor passed to any third party. The information contained in this e-mail/ message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments.

Thank you

## **Customer - Reject Format**

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

FROM:



<bank name=""></bank>	
<bank address=""></bank>	
TO:	DATE <dd mm="" yyyy=""></dd>
<customer name=""></customer>	
<customer address=""></customer>	
<customer id=""></customer>	
Dear Sir	

SUB: Your Export LC Transfer Application <Customer Reference Number> under our Process Ref <Process Ref No> - Rejected

After a thorough review of your application and the supporting documents submitted, we have concluded we will not be able to issue the LC due to the below reason

<Reject Reason >

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

For any further queries about details of your Export LC Transfer review, please contact us at our bank customer support ph.no xxxxxxxxxxxx

Yours Truly

**Authorized Signatory** 



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## Reference and Feedback

#### References

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

- Getting Started User Guide
- Common Core User Guide

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