Guarantee SBLC Issuance Claim Update User Guide

Oracle Banking Trade Finance Process Management

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Oracle Banking Trade Finance Process Management - Guarantee SBLC Issuance Claim Update User Guide
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Oracle Banking Trade Finance Process Management

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

This document will take you through following activities in OBTFPM:

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

Overview

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

Benefits

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

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

Key Features

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

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Claim Update Under Guarantee Issued

As part of update a claim lodged under a Guarantee/SBLC Issued process, the applicant can register an update to a claim against the Guarantee/SBLC issued.

The various scenarios to Update a claim lodged under a Guarantee/SBLC issued are:

- Capturing response from the Applicant/ Instructing party for Extend or Settle request

   (As per Article 23 or URDG - Extend or Pay, the guarantor may suspend payment for a period not exceeding 30 calendar days following its receipt of the demand an in case of counter-guarantees, the counter-guarantor may suspend payment for a period not exceeding four calendar days less than the period during which payment of the demand under the guarantee was suspended)

- Capturing details of further Presentation details/ Documents received from Beneficiary or claiming party
- Capturing details of any legal injunctions received from the Applicant/ Instructing Party
- Update of Settlement account or any other information in the underlying claim

In the subsequent sections, let's look at the details for update a claim lodged under a Guarantee/SBLC Issued process:

This section contains the following topics:

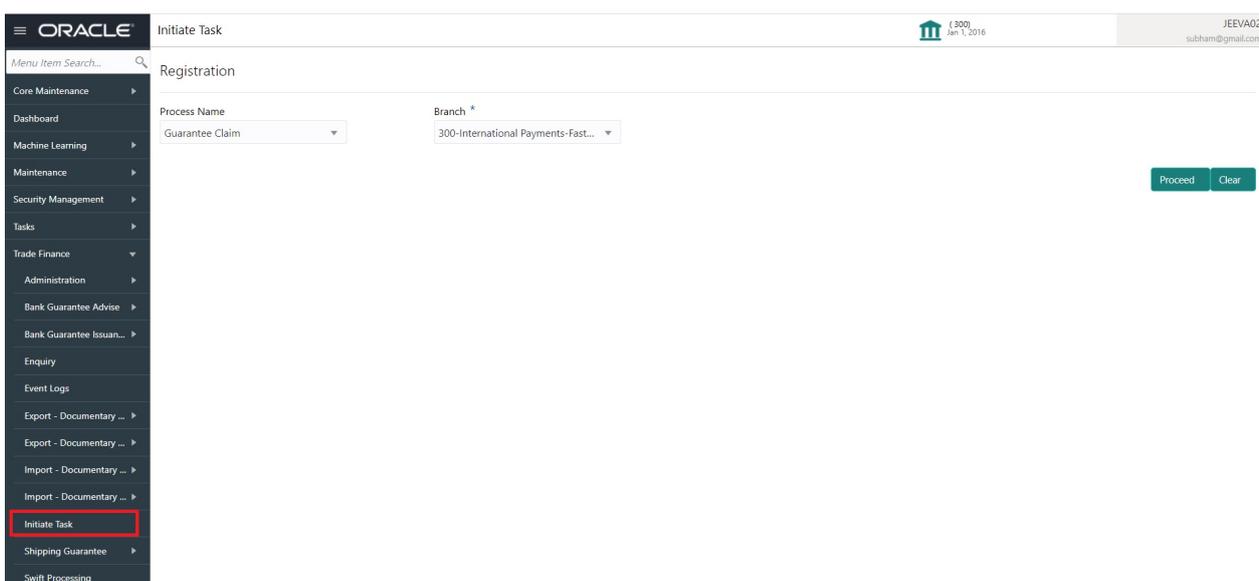|	
Common Initiation Stage	Registration
Data Enrichment	Multi Level Approval

Common Initiation Stage

The user can initiate the new update a claim lodged under a Guarantee/SBLC Issued request from the common Initiate Task screen.

1. Using the entitled login credentials, login to the OBTFPM application.

2. Click **Trade Finance > Initiate Task.**

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

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

Action Buttons

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

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

Registration

During the Registration stage, the user can register an update to the claim lodged under a Guarantee/ SBLC Issued.

In this stage the user can initiate an update to the Guarantee/ SBLC Claim Lodged. The user can capture the basic details of the application, check the signature of the applicant and upload the related documents of the applicant.

The OBTFPM user can process MT798 with sub messages MT726-MT759 message received through SWIFT. The OBTFPM verifies the field 21 and 26E (of the MT759 and identifies the Original Contract Reference Number and Amendment Number and invokes the process. The user can cancel the previously received MT798 referenced message which is under process.

The OBTFPM user can process incoming MT798(up to a maximum of 8 messages) with sub messages MT788-MT799 message received through SWIFT and enables the user to cancel the previously received MT798 referenced message which is under process.

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

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

3. Click **Trade Finance> Bank Guarantee Issuance > Guarantee SBLC Issuance - Claim Update.**

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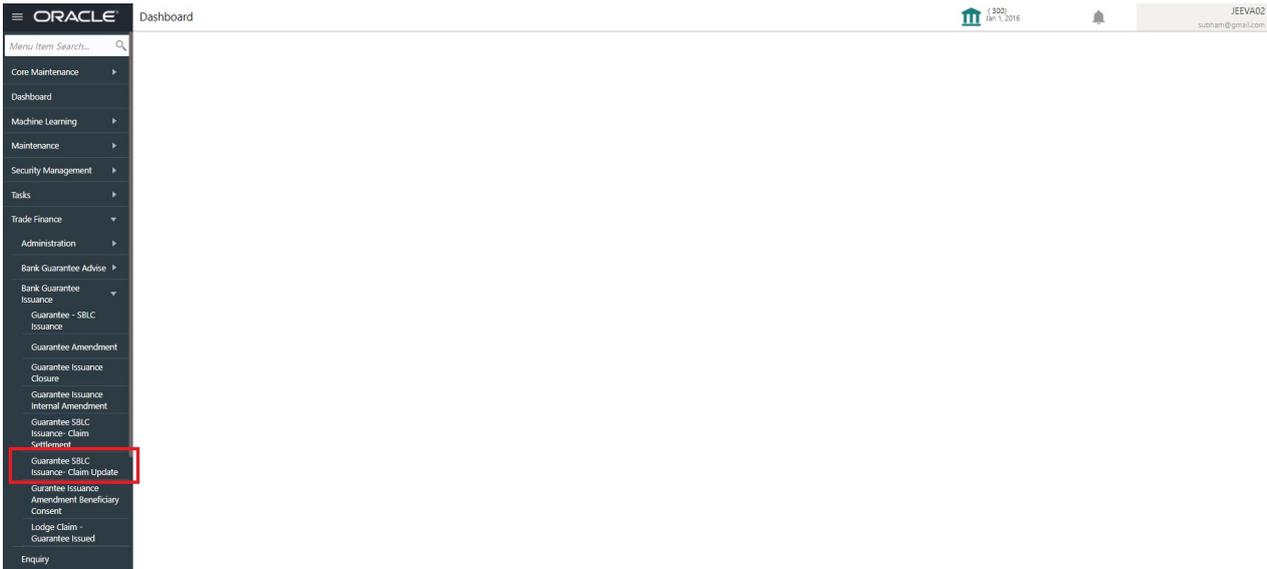
The Registration stage has two sections Application Details and Guarantee Details. Let's look at the registration screens below:

Application Details

The request is received at the Branch/ Front office or Processing center. The user should be able to input the following details.

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

Field	Description	Sample Values
Guarantee/SBLC Number	User can enter the undertaking number. The user can also search the undertaking number through LOV search. System displays all the claims loldged under the Guarantee/ SBLC and user can select the claim for which update is required.	
Claim Serial Number	Read only field. System defaults the claim serial number from Guarantee/ SBLC Issuance to which update has to be done.	
Beneficiary ID/ Name	Read only field. System defaults the Beneficiary ID/ Name from Guarantee/ SBLC claim.	001345
Branch	Customer's home branch will be displayed. Read only field. System defaults the branch name from Guarantee/ SBLC Issuance.	203-Bank Futura -Branch FZ1
Process Reference Number	Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.	203GTEISS000 001134
Priority	Priority maintained will be populated as either 'Low or Medium or High'. If priority is not maintained for a customer, 'Medium' priority will be defaulted.	High
Submission Mode	Select the submission mode of Guarantee Issuance request. By default the submission mode will have the value as 'Desk'. **Desk-** Request received through Desk **Fax -** Request received through Fax **Email -** Request received through Email	Desk
Claim Update Date	By default, the application will display branch's current date. Read only field. **Note** Future date and back date selection is not allowed.	04/13/2018
Beneficiary Reference Number	Read only field. System defaults the Beneficiary Reference Number from Guarantee/ SBLC claim.	
Issuing Bank	Read only field.	
Issuing Bank Reference Number	Read only field.	203GTEISS000 001134

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Field	Description	Sample Values
Version	System defaults the version number.	

Guarantee Details

Registration user can provide Guarantee details in this section. Alternately, guarantee details can be provided by Data Enrichment user.

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

Field	Description	Sample Values
Guarantee Type	Read only field. System defaults the value from Guarantee/ SBLC Issuance.	ADVP
Date of Issue	Read only field. System defaults the value from Guarantee/ SBLC Issuance.	04/13/18
Purpose of message	Read only field. System defaults the purpose of message from Guarantee/ SBLC Issuance.	
Expiry Type	This field indicates whether undertaking has specified expiry date or is open-ended. System defaults the expiry type from Guarantee/ SBLC Issuance.	
Date Of Expiry	Expiry date of the Guarantee Issuance. System defaults the expiry date from Guarantee/ SBLC Issuance.	09/30/18
Claim Date	System defaults the claim date from Guarantee/ SBLC Issuance.	04/13/2018
Claim Expiry Date	System defaults the claim expiry date from Guarantee/ SBLC Issuance.	04/13/2018
Outstanding Currency/ Amount	System defaults the outstanding currency and amount from Guarantee/ SBLC Issuance.	

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Field	Description	Sample Values
Applicable Rules	Rules for Guarantee. Read only field. System defaults the value from Guarantee/ SBLC Issuance.	URDG - Uniform rules for demand guarantees
Applicant Bank	Read only field. System defaults the applicant bank details from Guarantee/ SBLC Issuance.	001345 Nestle
Applicant	Read only field. System defaults the applicant from Guarantee/ SBLC Issuance.	001345 Nestle
Beneficiary	Read only field. System defaults the beneficiary from Guarantee/ SBLC Issuance. User can modify the beneficiary if required.	001345 Nestle
Advising Bank	Read only field. System defaults the advising bank if available.	001343 - Bank Of America
Advising Through Bank	Read only field. System defaults the advising through bank if available.	Advising Bank Reference
Counter Guarantee Issuing Bank	Read only field. System defaults the counter guarantee issuing through bank if available.	
Local Guarantee Issuing Bank	Read only field. System defaults the local guarantee issuing bank if available.	
Accountee	Read only field. System defaults the value from Guarantee/ SBLC Claim	

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Miscellaneous

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

Field	Description	Sample Values
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures	
Documents	User can upload the claim documents. Application will display the mandatory and optional documents.	
Remarks	User can enter the additional information regarding the Claim Guarantee Issuance. This information can be viewed by other users in other stages of the process. Content from Remarks Field should be handed off to Remarks field in Backend application.	

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Field	Description	Sample Values
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.	
View Guarantee/SBLC	User can view all the latest Guarantee/Standby LC details.	
Guarantee/SBLC Events	User can view all the previous events under the Guarantee/Standby LC.	
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.	
Cancel	Cancels the Guarantee Issuance Claim Update Registration stage input.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request.	
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 Guarantee/ SBLC Claim. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
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. 1. Signatures on Claim verified 2. Mandatory claim Documents received	

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.

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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.

Documents

| Document Status | All |

Letter of Credit

Pro-forma Invoice

Letter of Credit

Application Form

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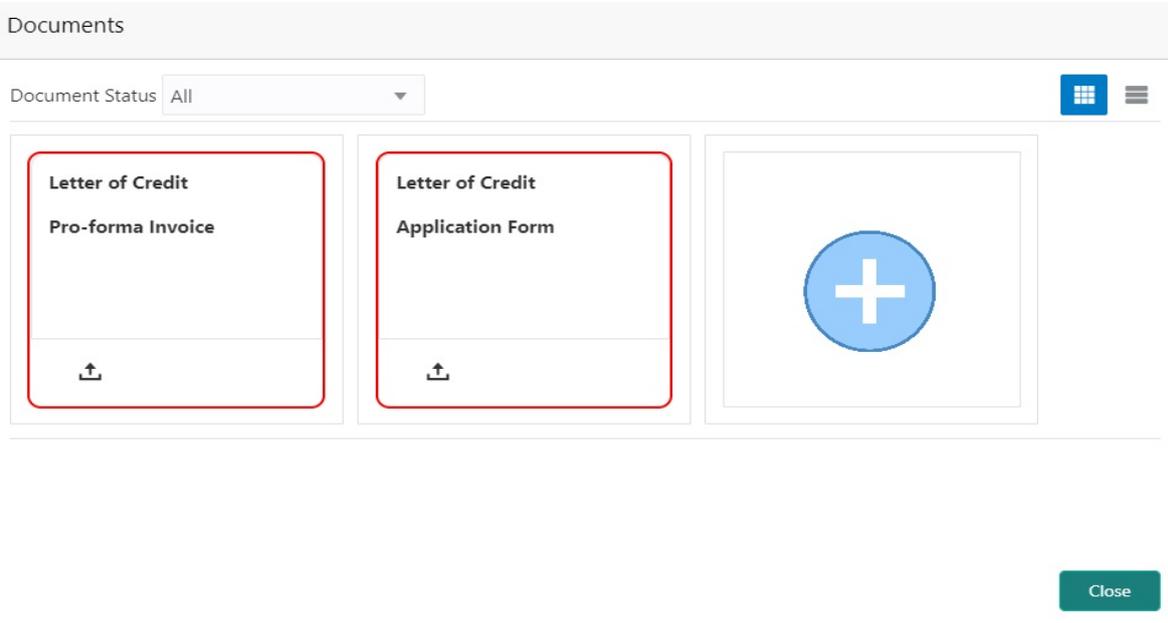
3. Click the Add Additional Documents button/ link. The **Document** screen appears.

Document

Document Type *
Letter of Credit

Document Code *
Insurance Policy

Document Title *

Document Description

Remarks

Document Expiry Date

Drop files here or click to select

Link Document

Selected files: []

Upload   Link   Cancel

Field	Description	Sample Values
Document Type	Select the Document type from list. Indicates the document type from metadata.	

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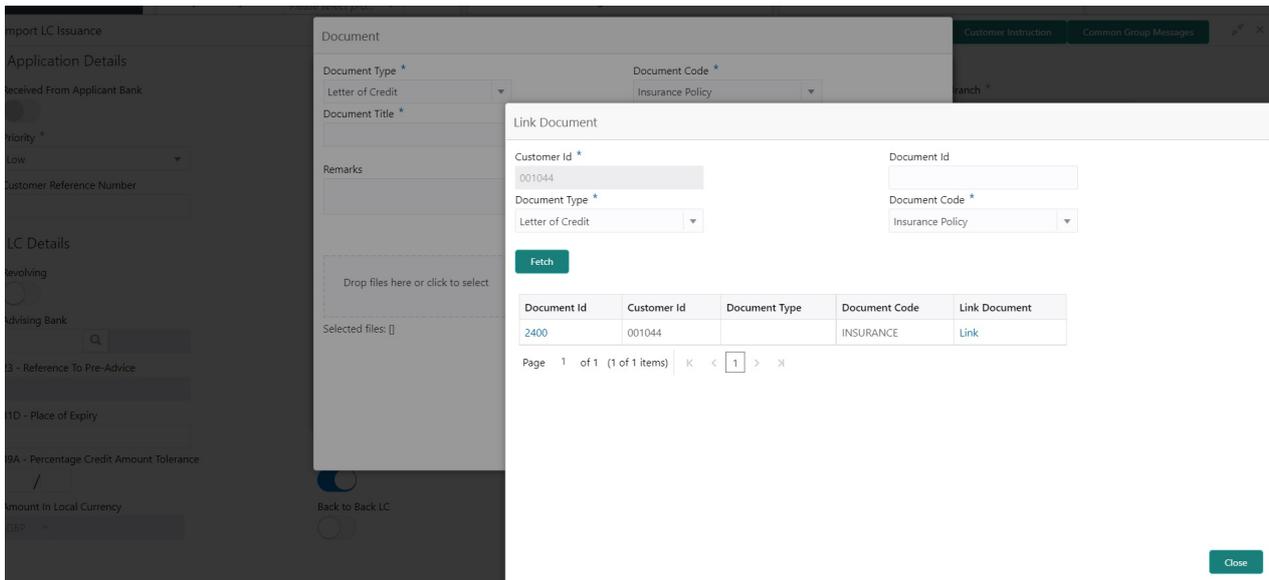
5. Click **Fetch** to retrieve the details from DMS. System Displays all the documents available for the given Document Type and Document Code for the Customer.

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.	

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Field	Description	Sample Values
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.
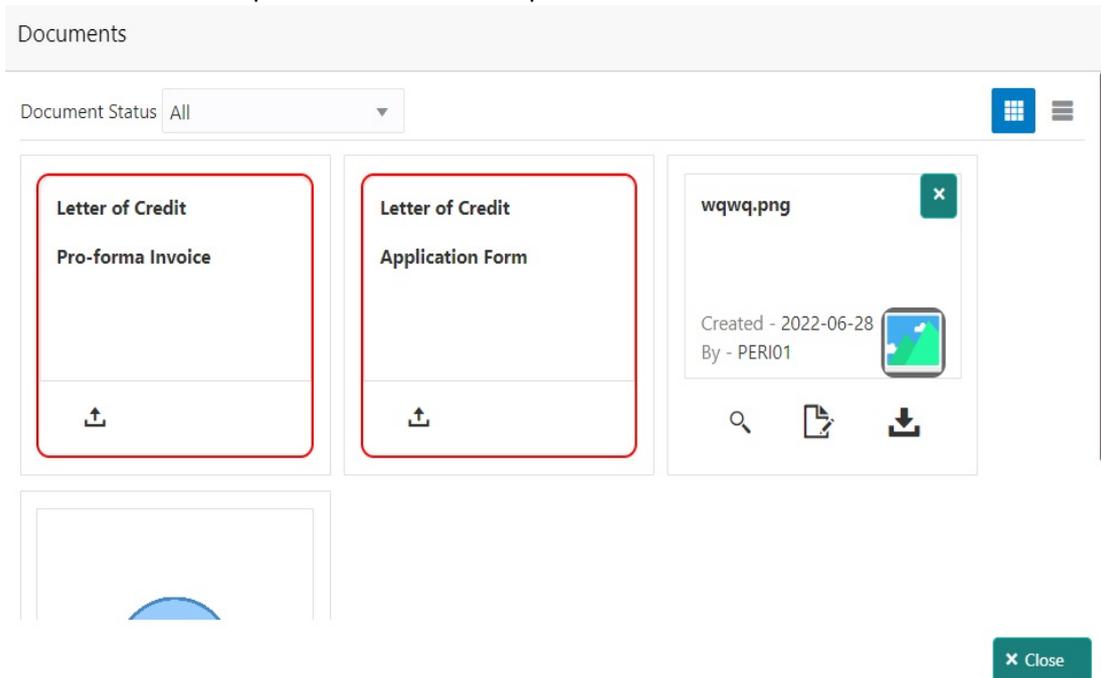
Post linking the document, the user can View, Edit and Download the document.

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

Edit Document

Document Id	Document Title
2400	wqwq
Application Reference Number	Entity Reference Number
PK2ILCI000019041	PK2ILCI000019041
Document Type Id	Document Description
TFPM_DOCTYPE001	
Remarks	Document Expiry Date
	Jun 29, 2022 🛗

Drop files here or click to select   Current selected files: []

Update   Cancel

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.

Data Enrichment

On successful completion of Registration of a Guarantee SBLC Claim update request, the request moves to Data Enrichment stage. At this stage the bank user can update the various claim fields. The user can input the transaction details.

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At this stage the gathered information during Registration stage and claim update request are scrutinized and enter the data as required.

Note

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 currently at Data Enrichment stage:

1. Using the entitled login credentials for scrutiny 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.

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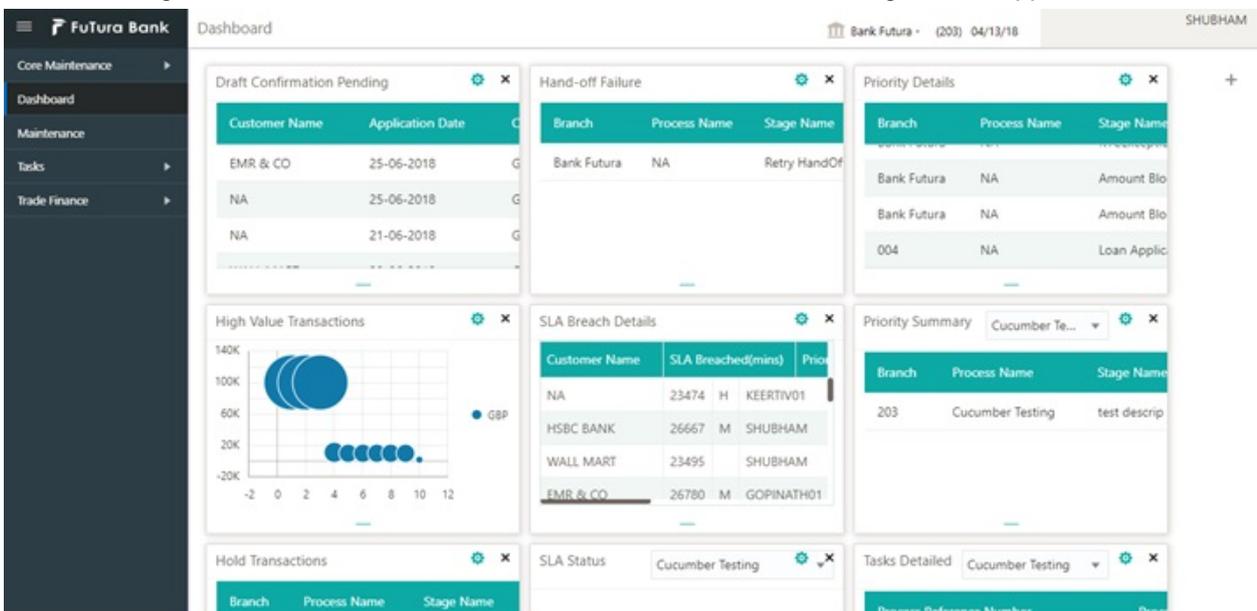
3. Click **Trade Finance> Tasks> Free Tasks.**

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

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

The Data Enrichment stage has five sections as follows:

- Main Details
- Claim Details

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- Document Details
- Additional Fields
- Advices
- Additional Details
- Settlement Details
- Summary

Let's look at the details for Data Enrichment stage. User can enter/update the following fields as part of Guarantee/SBLC claim update - Data Enrichment Stage. Some of the fields that are already having value from registration/ online channels may not be editable.

In case of requests received through SWIFT MT799, the task will be created in DE stage directly and the fields will be populated based on the incoming request.

Main Details

Main details section has three sub section as follows:

- Application Details
- Guarantee Details

Application Details

All fields displayed under Application details section, would be read only except for the **Priority**. Refer to Application Details in the Registration stage for more information of the fields.

Guarantee Details

The fields listed under this section are same as the fields listed under the Guarantee Details section in Registration. Refer to Guarantee Details for more information of the fields. During registration, if user has not captured input, then user can capture the details in this section.

Action Buttons

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

Field	Description	Sample Values
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.	
Reject	On click of Reject, user must select a reject reason from a list displayed by the system and the task may be terminated or moved to Reject Approval Stage. 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	On click of Refer, user will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. 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.	

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Field	Description	Sample Values
Cancel	Cancel the Guarantee/ SBLC Claim update DE stage inputs.	
Save & Close	Save the information provided and holds the task in you queue 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.	
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 view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users.	
Overrides	Click to view overrides, if any.	
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.	

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Field	Description	Sample Values
Incoming Message	Clicking this button allows the user should be able 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.	
View Undertaking	Clicking this button allows the user should to view the undertaking details.	
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures	

Claim Details

As part of DE, the bank user can update the various claim fields. The user can also be able to input the transaction details.

The user can scrutinize the claim update request and input data as required.

In case of requests received through SWIFT MT799, the task will be created in DE stage directly and the fields will be populated based on the incoming request.

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

Field	Description	Sample Values
Claiming Bank Reference	Read Only field. System defaults value from Guarantee /SBLC claim.	
Date of Demand	Read Only field. System defaults value from Guarantee /SBLC claim.	
Demand Indicator	Read Only field. System defaults value from Guarantee /SBLC claim.	
Demand Type	Read Only field. System defaults value from Guarantee /SBLC claim.	
Claim Currency/ Amount	Read Only field. System defaults currency for claim and the claim amount from Guarantee /SBLC claim.	
New Expiry Date	Read Only field. System defaults value from Guarantee /SBLC claim. If the applicant has accepted the extension in expiry date, then the new expiry date should be updated in the Guarantee Amend module in OBTF. Any additional commission for the extension to be calculated from the Amendment module.	
Demand Statement	Read Only field. System defaults value from Guarantee /SBLC claim.	
Presentation Completion Details	Read Only field. System defaults value from Guarantee /SBLC claim.	
Additional Amount Information	Read Only field. System defaults value from Guarantee /SBLC claim.	
Intermediary	Read Only field. System defaults value from Guarantee /SBLC claim. This field specifies the financial institution through which the amount claimed must pass to reach the account with institution.	

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Field	Description	Sample Values
Account with Institution	Read Only field. System defaults value from Guarantee /SBLC claim. This field specifies the financial institution at which the amount claimed is to be settled.	
File Identification	User can capture the 23X file Identification to be available in the outgoing MT787,MT759 message.FFT to be available are 23XFILEIDENMT787, 23XFILEIDENMT759	
Sender to Receiver Information	User can capture the sender to receiver information to be available in the outgoing MT787,MT759 message.FFT to be available are SND2RECMT765, SND2RECMT787, SND2RECMT759, SND2RECMT799.	

Claim Update Details

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

Field	Description	Sample Values
Guarantor Response	The user can select the guarantor response. This values are: • Accept Extension • Reject Extension • Invalid Claim	

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Field	Description	Sample Values
Status	System with default status based on the user acceptance or rejection of the extension request. If the applicant has accepted the extension, the status of the claim update should be Extension – Accepted and handoff from OBTFPM should be provided to the Guarantee Amendment function id in OBTF. If the applicant has rejected the extension, the status of the claim update should be Extension – Rejected and handoff from OBTFPM should be provided to the Guarantee Claim Update function id in OBTF. If the applicant has provided the legal injunction, the status of the claim update should be Injunction and handoff from OBTFPM should be provided to the Guarantee Claim Update function id in OBTF. If the bank has found discrepancy in the claim, user selects Invalid Claim. The status should be Rejected and handoff from OBTFPM should be provided to the Guarantee Claim Update function id in OBTF.	
Legal Injunction	User can update the claim status if there is any legal injunction in processing the claim. Toggle On: If Legal injunction toggle is set to 'Yes' all other subsequent fields will be ready only. User cannot update any other field.	
Reason for Refusal	User can enter the reason for refusal.	
Disposal of Documents	User can enter the mode in which the documents have to be disposed in case of rejection of claim.	

Action Buttons

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

Field	Description	Sample Values
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.	

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Field	Description	Sample Values
Reject	On click of Reject, user must select a reject reason from a list displayed by the system and the task may be terminated or moved to Reject Approval Stage. 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	On click of Refer, user will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. 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	On click of Cancel the user can cancel the task window and return to the dashboard. The data input will not be saved.	
Save & Close	Save the information provided and holds the task in 'My Tasks' for working later. This option will not submit the request	
Back	On clicking Back, system should move the task to the previous 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.	
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.	

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Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents. Application will display the mandatory and optional documents.	
Remarks	Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users.	
Overrides	Click to view overrides, if any.	
Incoming Message	Clicking this button allows the user should be able 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.	
View Undertaking	Clicking this button allows the user should to view the undertaking details.	
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures	

Document Details

In Document Details, the user can to view the Documents required for a claim and verify if the Claim Documents are submitted as per documents required. The user, can scrutinize the claim request and input data as required.

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The user can view the documents as part of claim under Guarantee/SBLC - DE Stage.
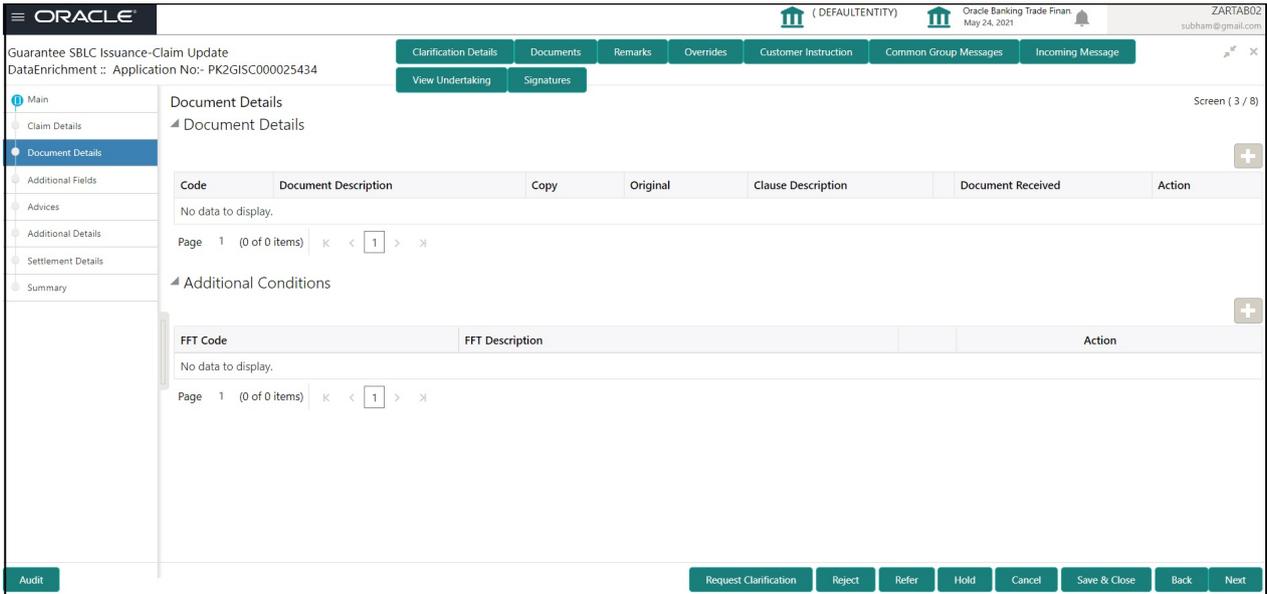
If documents to be submitted were provided in the Guarantee Issuance they will be defaulted, else the user can capture the documents submitted under the claim in this section.

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

Field	Description	Sample Values
Code	User can enter the document code.	
Name	System defaults the document name based on the document code.	
Copy	Copy of the document.	
Original	Original claim document.	
Description	User can enter the description of the document if any.	
Documents Received	User can enter the details of document received.	

Action Buttons

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

| Field	Description	Sample Values
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.	

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Field	Description	Sample Values
Reject	On click of Reject, user must select a reject reason from a list displayed by the system and the task may be terminated or moved to Reject Approval Stage. 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	On click of Refer, user will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. 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	On click of Cancel the user can cancel the task window and return to the dashboard. The data input will not be saved.	
Save & Close	Save the information provided and holds the task in 'My Tasks' for working later. This option will not submit the request	
Back	On clicking Back, system should move the task to the previous 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.	
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.	

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Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents. Application will display the mandatory and optional documents.	
Remarks	Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users.	
Overrides	Click to view overrides, if any.	
Incoming Message	Clicking this button allows the user should be able 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.	
View Undertaking	Clicking this button allows the user should to view the undertaking details.	
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures	

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Additional Fields

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

Action Buttons

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

Field	Description	Sample Values
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.	
Reject	On click of Reject, user must select a reject reason from a list displayed by the system and the task may be terminated or moved to Reject Approval Stage. 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	On click of Refer, user will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. 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	On click of Cancel the user can cancel the task window and return to the dashboard. The data input will not be saved.	
Save & Close	Save the information provided and holds the task in 'My Tasks' for working later. This option will not submit the request	
Back	On clicking Back, system should move the task to the previous 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.	
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.	
Remarks	Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users.	
Overrides	Click to view overrides, if any.	

Field	Description	Sample Values
Incoming Message	Clicking this button allows the user should be able 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.	
View Undertaking	Clicking this button allows the user should to view the undertaking details.	
Signatures	Click the Signature button to verify the signature of the customer/ bank if required.	
	The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.	
	If more than one signature is available, system should display all the signatures	

Advices

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

The user can also suppress the Advice, if required.

Field	Description	Sample Values
Suppress Advice	**Toggle on**: Switch on the toggle if advice is suppressed. **Toggle off**: Switch off the toggle if suppress advice is not required for the amendments	
Advice Name	User can select the instruction code as a part of free text.	
Medium	The medium of advices is defaulted from the system. User can update if required.	
Advice Party	Value be defaulted from Guarantee /SBLC Issuance. User can update if required.	
Party ID	Value be defaulted from Guarantee /SBLC Issuance. User can update if required.	
Party Name	Read only field. Value be defaulted from Guarantee /SBLC Issuance.	
Free Format Text		
FTT Code	User can select the FFT code as a part of free text.	
FFT Description	FFT description is populated based on the FFT code selected.	
+	Click plus icon to add new FFT code.	
–	Click minus icon to remove any existing FFT code.	
Instruction Details		

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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

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

Field	Description	Sample Values
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.	
Reject	On click of Reject, user must select a reject reason from a list displayed by the system and the task may be terminated or moved to Reject Approval Stage. 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	On click of Refer, user will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others.	

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Field	Description	Sample Values
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	On click of Cancel the user can cancel the task window and return to the dashboard. The data input will not be saved.	
Save & Close	Save the information provided and holds the task in 'My Tasks' for working later. This option will not submit the request	
Back	On clicking Back, system should move the task to the previous 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.	
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.	
Remarks	Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users.	
Overrides	Click to view overrides, if any.	
Incoming Message	Clicking this button allows the user should be able 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.	
View Undertaking	Clicking this button allows the user should to view the undertaking details.	

ORACLE®

Field	Description	Sample Values
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures	

Additional Details

As a part of Additional details section, Guarantee /Standby claim may have impact on Charges.

If any of the fields in the financial section of the pop up screen is checked then the limits and collaterals screen will be enabled.

Commission, Charges and Taxes

Click on **Default Charges** button to 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.

Commission Details

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

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.	
Modified Rate	From the default value, if the rate is changed or the amount is changed, the same gets updated in 'Modified' 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. User can modify the value, if required.	
Modified	From the default value, if the rate is changed or the amount is changed, the same gets updated in 'Modified' field.	
Defer	Select the check box, if charges/commissions has to be deferred and collected at any future step.	

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

Charge Details

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

Field	Description	Sample Values
Tag Currency	Defaults the tag currency in which the charges have to be collected.	
Tag Amount	Tag amount that is maintained under the product code.	
Component	Charge Component type.	
Currency	Defaults the currency in which the charges have to be collected.	
Amount	An amount that is maintained under the product code gets defaulted in this field. User can edit the value, if required.	
Modified	From the default value, if the rate is changed or the amount is changed, the same gets updated in 'Modified' 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.	

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

Tax Details

The tax component defaults if maintained in the product level. Tax detail cannot be updated by you 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.

Following Tax Details will be displayed:

Field	Description	Sample Values
Component	Tax Component type.	
Type	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.	

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Field	Description	Sample Values
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.	

Tracers Details

The bank users can capture these tracer details for Claim Lodgment in Guarantee and should send the tracers to the customer till its Settled / Extended / Rejected / Injunction.

Field	Description	Sample Values
Tracer Code	Read only field. Tracer code is defaulted by the system maintained in the Product level.	
Description	Read only field. Description of the racer code is auto populated.	
Party Type	Specify the party type or click 'Search' to search and select the Receiver party type from the lookup.	
Required	Enable this option, if the respective tracer is required.	
Maximum Tracers	Specify the value for maximum number of tracers to be sent. Maximum allowed is 99 exceeding the same system should prompt an error message for the same "Maximum number of numerals allowed is: 2" and should clear the field to enter the correct value by the user. Maximum Tracers cannot be less than the "Number Sent", system needs to validate the same.	
Number Sent	Number Sent is defaulted by the System with the value, where the number of tracers sent so far. And it cannot be greater than the "Maximum Tracers".	

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Field	Description	Sample Values
Start Days	Specify the number of days after which the tracer has to be sent from the Tracer Start date. It should be positive numeric value.	
Last Sent On	Read only field. Tracer last sent date is defaulted by the system.	
Medium	Select the medium in which the Tracer has to be generated. It lists all the possible mediums maintained in the system. The options are: • SWIFT • MAIL	
Frequency	Specify the medium in which the Tracer has to be generated. It should be positive numeric value. System should default the Frequency captured as part of the Contract here and should allow the user to modify the same.	
Template ID	Specify the party type or click 'Search' to search and select the template ID in which the tracer has to be generated from the lookup. It is a lookup which lists all the possible templates maintained in the system. Template ID is nothing but the data that goes in Tag 79 in MT799. This template ID is applicable only for medium 'SWIFT' Template lookup displays all the template ids applicable for the given Tracer Code.	
Action	Click the Edit icon to edit the tracer details.	

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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.

The Preview section consists of following.

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

Action Buttons

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

Field	Description	Sample Values
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.	

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Field	Description	Sample Values
Reject	On click of Reject, user must select a reject reason from a list displayed by the system and the task may be terminated or moved to Reject Approval Stage. 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	On click of Refer, user will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. 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	On click of Cancel the user can cancel the task window and return to the dashboard. The data input will not be saved.	
Save & Close	Save the information provided and holds the task in 'My Tasks' for working later. This option will not submit the request	
Back	On clicking Back, system should move the task to the previous 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.	
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.	

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Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents. Application will display the mandatory and optional documents.	
Remarks	Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users.	
Overrides	Click to view overrides, if any.	
Incoming Message	Clicking this button allows the user should be able 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.	
View Undertaking	Clicking this button allows the user should to view the undertaking details.	
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures	

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Settlement Details

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	Read only field. System defaults the value from Guarantee /SBLC claim.	
Currency	Read only field. System defaults the value from Guarantee /SBLC claim.	
Debit/Credit	Read only field. System defaults the value from Guarantee /SBLC claim.	
Account	Read only field. System defaults the value from Guarantee /SBLC claim.	
Account Description	Read only field. System defaults the value from Guarantee /SBLC claim.	
Account Currency	Read only field. System defaults the value from Guarantee /SBLC claim.	

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Field	Description	Sample Values
Netting Indicator	Read only field. System defaults the value from Guarantee /SBLC claim.	
Current Event	System 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	
Exchange Rate	The exchange rate.	
Deal Reference Number	The exchange deal reference number.	

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

Party Details

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

Field	Description	Sample Values
Transfer Type	Select the transfer type from the drop list: • Customer Transfer • Bank Transfer for own account • Direct Debit Advice • Managers Check • Customer Transfer with Cover • Bank Transfer	
Charge Details	Select the charge details for the transactions: • Beneficiary All Charges • Remitter Our Charges • Remitter All Charges	
Netting Indicator	Select the netting indicator for the component: • Yes • No	
Ordering Customer	Select the ordering customer from the LOV.	
Ordering Institution	Select the ordering institution from the LOV.	
Senders Correspondent	Select the senders correspondent from the LOV.	
Receivers Correspondent	Select the receivers correspondent from the LOV.	
Intermediary Institution	Select the intermediary institution from the LOV.	
Account with Institution	Select the account with institution from the LOV.	
Beneficiary Institution	Select the beneficiary institution from the LOV.	

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Field	Description	Sample Values
Ultimate Beneficiary	Select the ultimate beneficiary from the LOV.	
Intermediary Reimbursement Institution	Select the intermediary reimbursement institution from the LOV.	

Payment Details

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

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

Remittance Information

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

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

Action Buttons

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

Field	Description	Sample Values
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.	

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Field	Description	Sample Values
Reject	On click of Reject, user must select a reject reason from a list displayed by the system and the task may be terminated or moved to Reject Approval Stage. 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	On click of Refer, user will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. 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	On click of Cancel the user can cancel the task window and return to the dashboard. The data input will not be saved.	
Save & Close	Save the information provided and holds the task in 'My Tasks' for working later. This option will not submit the request	
Back	On clicking Back, system should move the task to the previous 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.	
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.	

ORACLE®

Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents. Application will display the mandatory and optional documents.	
Remarks	Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users.	
Overrides	Click to view overrides, if any.	
Incoming Message	Clicking this button allows the user should be able 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.	
View Undertaking	Clicking this button allows the user should to view the undertaking details.	
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures	

Summary

User can review the summary screen for Guarantee /Standby Claim update request.

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In this section the user can see the summary tiles. The tiles must display a list of important fields with values. The tiles where fields have been amended is highlighted in different color, User must be also able to drill down from summary tiles into respective data segments.

Tiles Displayed in Summary

- Main Details - User can view the application details and Guarantee/ Standby details. User can modify the details if required.

- Party Details - User can view the party details like beneficiary, advising bank etc.

- Claim Update Details - User can view the claim details.

- Documents Details - User can view the Document details.

- Additional Fields - User can view the additional fields.

- Commission, Charges and taxes - User can view the details provided for charges. User can modify the details if required.

- Preview Message - User can drill down to view the message preview, legal verification and customer draft confirmation details. The message preview screen has the Legal Verification details.

- Settlement Details – User should be able to view the settlement details.

- Accounting Entries - User can see the accounting details.

Note

When the Value Date is different from the Transaction Date for one or more accounting entries, system displays an Alert Message "Value Date is different from Transaction Date for one or more Accounting entries.

Action Buttons

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

Field	Description	Sample Values
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.	

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Field	Description	Sample Values
Reject	On click of Reject, user must select a reject reason from a list displayed by the system and the task may be terminated or moved to Reject Approval Stage. 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	On click of Refer, user will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. 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	On click of Cancel the user can cancel the task window and return to the dashboard. The data input will not be saved.	
Save & Close	Save the information provided and holds the task in 'My Tasks' for working later. This option will not submit the request	
Back	On clicking Back, system should move the task to the previous segment.	
Submit	On clicking Submit, system validates for all mandatory field values and the task should move to the next logical stage. If the user submits without visiting other mandatory steps, then error message is displayed and force the user to visit mandatory tabs/update mandatory fields.	

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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.	
Remarks	Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users.	
Overrides	Click to view overrides, if any.	
Incoming Message	Clicking this button allows the user should be able 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.	
View Undertaking	Clicking this button allows the user should to view the undertaking details.	
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures	

Multi Level Approval

This stage allows the approver user to approve a Claim Lodged under Guarantee Issued 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.

Note

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.

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Re-Key Authorization

The 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.:

- Applicant Name
- Beneficiary Name
- Undertaking Currency
- Undertaking 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.

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Summary

Tiles Displayed in Summary

- Main Details - User can view the application details and Guarantee/ Standby details. User can modify the details if required.

- Party Details - User can view the party details like beneficiary, advising bank etc.

- Claim Update Details - User can view the claim details.

- Documents Details - User can view the Document details.

- Additional Fields - User can view the additional fields.

- Commission, Charges and taxes - User can view the details provided for charges. User can modify the details if required.

- Preview Message - User can drill down to view the message preview, legal verification and customer draft confirmation details. The message preview screen has the Legal Verification details.

- Settlement Details – User should be able to view the settlement details.

- Accounting Entries - User can see the accounting details.

Note

When the Value Date is different from the Transaction Date for one or more accounting entries, system displays an Alert Message "Value Date is different from Transaction Date for one or more Accounting entries.

- Compliance – The compliance tile has the KYC, Sanctions and AML

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Action Buttons

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

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.	
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.	
Refer	User will be able to refer the task back to the Data Enrichment user.User must select a Refer Reason from the values displayed by the system. Refer Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance- Limits • R5 - Others	
Cancel	Cancel the Guarantee Issuance approval.	
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.	

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References

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

- Getting Started User Guide
- Common Core User Guide

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