

Terms and Conditions Compliance Tracking User Guide

# **Oracle Banking Credit Facilities Process Management Cloud Service**

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# Chapter 1 - Introduction

## Preface

### About this guide




This guide provides the user with all the information necessary to initiate Terms and Conditions Compliance process in OBCFPM.

### Intended Audience

This document is intended for the banking personnel responsible for updating and approving the Terms and Conditions compliance status of the customer.

### Conventions Used




The following table lists the conventions that are used in this document:

Convention	Description
Italic	Italic denotes a screen name
Bold	Bold indicates <ul style="list-style-type: none"><li>• Field name</li><li>• Drop down options</li><li>• Other UX labels</li></ul>
	This icon indicates a note
	This icon indicates a tip
	This icon indicates a warning

# Chapter 1 - Introduction

## Common Icons in OBCFPM

The following table describes the icons that are commonly used in OBCFPM:

Icons	Icon Name
	Add icon
	Calendar icon
	Configuration / settings icon
	Delete icon
	Edit icon

# Chapter 3 - Overview

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## Overview

The Terms and Conditions Compliance process is a simple two stage work-flow for tracking the compliance status of various Terms and Conditions set for the customer during review process. This Terms and Conditions Compliance process must be initiated by the Banks at regular intervals throughout the life-cycle of the facilities to ensure the repayment of facility on stipulated time.

The two stages available in the Terms and Conditions Compliance process are:

- Initiation
- Approval

# Chapter 3 - Initiation

## Terms and Conditions Compliance Initiation

In this stage, the user can update the status of customer's compliance with various Terms and Conditions and send the same for approval.

### Initiation Steps

1. Login to OBCFPM.
2. Navigate to **Credit Facilities > My Portfolio**. The *My Portfolio* page appears:

The screenshot displays the 'My Portfolio' interface. At the top, there's a header with 'Bank Futura - Canary Whar...' and a date 'Apr 13, 2019'. Below this is a search bar 'Type to filter' and a '+ New Proposal' button. A table lists customer details. Below the table, there are summary cards for 'Funded' and 'Non Funded' amounts, and a section for 'Upcoming events'. Further down, there are tabs for 'Financial Info', 'WIP Applications', and 'Ratings'. The 'WIP Applications' tab is active, showing a list of applications: 'Facility Application', 'Collateral Application', and 'Policy Exception'. At the bottom, a row of buttons allows users to initiate various processes: 'Initiate Amendment', 'Initiate PSN', 'Initiate Closure', 'Initiate T&c Compliance', 'Initiate GC Amendment', 'Initiate GC Extension', 'Initiate Facility Review', and 'Initiate SF Credit Process'.

Customer	Customer Id	Amount Sanctioned	Balance Available	Earmarked	Annual Review Date
Bank Futura - Canary Whar...	PTY201514287	\$0.00	\$0.00	NA	

1 Entities

**Funded**

Sanctioned	Available
\$0.00	\$0.00

**Non Funded**

Sanctioned	Available
\$0.00	\$0.00

**Upcoming events** [View all](#)

No items to display.

**Financial Info** [View all](#)

No items to display.

**WIP Applications** [View all](#)

- Facility Application
- Collateral Application
- Policy Exception

**Ratings**

No items to display.

Initiate Amendment Initiate PSN Initiate Closure Initiate T&c Compliance Initiate GC Amendment Initiate GC Extension Initiate Facility Review Initiate SF Credit Process

3. Click and expand the required customer.
4. Click **Initiate T&C Compliance**. The *Initiation* page appears.

Or

5. Navigate to **Credit Facilities > Initiate Terms and Conditions Compliance**. The *Initiation* page appears.

# Chapter 3 - Initiation

ORACLE® Initiate Terms and Condition Compliance

Bank Futura - Canary Whar... Apr 13, 2019 Ayan sample@sample.com

Application Priority: ☐ Low ☐ Medium ☐ High

Application Branch:

Party Id:

Initiate T&C Compliance

6. Select the **Application Priority** based on requirement. The options available are **Low**, **Medium**, and **High**.

7. Search and select the **Application Branch** and **Party Id**.

Upon clicking the search icon in **Party Id** field, the *Party Search* window appears as shown below.

Choose PartyID

Party Id:

Fetch

Party Id

PTY201487484
PTY201674327
PTY202034189
PTY002
PTY201344329
PTY192341562
PTY201674320
PARTYTEST

Page 1 of 1 (1-9 of 9 items) < 1 >

8. Click **Fetch**. The Party IDs are populated.

9. Click on the Party Id. The system updates the **Party Id** field with the selected Id and displays the Terms and Conditions widget as shown below.



# Chapter 3 - Initiation

Application Priority	Application Branch	Party Id
<input type="radio"/> Low <input type="radio"/> Medium <input type="radio"/> High	004	PTY201487484

**Customer Information**  
A entity established & operating as a Company in

Customer ID  
PTY201487484

Register No

Legal Status

Liability Amount

Is KYC Compliant  
No

Share Holders  
0

Contractors  
0

Guarantors  
0

Bankers  
0

6  
Total Terms and Conditions

3  
Entry

0  
Facility

4  
Pre disbursement

2  
Post disbursement

6  
Not Updated

0	Met	0 Pre disbursement	0 Post disbursement
0	Breached	0 Pre disbursement	0 Post disbursement
6	Not Updated	4 Pre disbursement	2 Post disbursement

Initiate T&C Compliance

In the above screen, the following information are displayed:

- Customer Information
- T&C Widget with the following details
  - Total numbers of terms and conditions available for the customer
  - Number of terms and conditions directly linked to the customer
  - Number of terms and conditions linked to the facilities availed by the customer
  - Number of terms and conditions which must be satisfied before disbursement
  - Number of terms and conditions which must be satisfied after disbursement
  - Number of terms and conditions for which status is not yet updated
  - Met - Number of pre and post disbursement terms and conditions that are already met
  - Breached - Number of pre and post disbursement terms and conditions that are already breached
  - Not updated - Number of pre and post disbursement terms and conditions for which status is not updated yet

10. To initiate the Terms and Conditions Compliance process, click **Initiate T&C Compliance**. The *Terms and Conditions Details* page appears.

## Terms and Conditions Details

This data segments lists all the Terms and Conditions directly or indirectly associated with the selected customer. The user can select the required Terms and Conditions and modify the status of the same.

# Chapter 3 - Initiation

T&C compliance - Terms Conditions Compliance Initiation

Screen ( 1 / 3 )

Terms Conditions Details

Customer Summary

Comments

TCS India

2 Disbursement

Total 5 Total

Total Terms & Conditions 1 Facility Based 4 Entity Based

Met 0 Pre disbursement 0 Post disbursement

Breached 0 Pre disbursement 0 Post disbursement

Filter Type to filter

Type: Pre-disbursement Linkage ID: F202049 Condition Code: INRP Terms & Conditions: Interest Repayment

Not Updated

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

Hold Back Next Save & Close Cancel

In the above screen, the following widgets are displayed:

- Not Updated
- Total
- Met
- Breached

11. Click on the count on any of the required widget. The system displays Terms and Conditions of the selected category.

12. To filter the required Terms and Conditions, click the **Filter** icon and specify the search parameters or directly type the Terms and Conditions detail in the **Type to filter** text box.

Terms Conditions Details

Screen ( 1 / 3 )

TCS India

2 Disbursement

Total 5 Total

Total Terms & Conditions 1 Facility Based 4 Entity Based

Met 0 Pre disbursement 0 Post disbursement

Breached 0 Pre disbursement 0 Post disbursement

Filter Type to filter

Type: Pre-disbursement Linkage ID: PTY002 Condition Code: INRP Terms & Conditions: Interest Repayment

Not Updated

Type: Post-disbursement Linkage ID: PTY002 Condition Code: AFCH Terms & Conditions: Annual Fees Charges

Not Updated

Hold Back Next Save & Close Cancel

13. To update the Terms and Conditions status, select the required Terms and Conditions from the list and click the edit icon. The *Edit Terms And Conditions* window appears.

## Chapter 3 - Initiation

Edit Terms And Conditions

Customer Linkage

☐

T&C Type \*      Compliance Status \*

☒ Pre-disbursement    ☐ Post-disbursement    ☐ Met    ☐ Breached

Facility Id \*

Facility Id ▼

Compliance Remarks \*

Condition Code \*      Condition Description \*

Save Cancel

14. Enable the **Customer Linkage** flag to directly link the terms and conditions to the customer.

The **T&C Type** is automatically populated by the system and it cannot be modified.

15. Select the **Compliance Status** for the Terms and Conditions. The options available are **Met** and **Breached**.

16. Select the Facility Id from the drop down list. If the Customer Linkage flag is enabled, the user cannot select the Facility Id and link it with the Terms and Conditions.

17. Type the **Compliance Remarks**. The user can capture more details about the compliance status in this field.

The **Condition Code** is the predefined code of terms and conditions maintained by the bank. The user cannot change this code.

18. Type the name of Terms and Conditions in the **Condition Description** field.

19. Provide the full details of terms and conditions in the Terms and Conditions field.

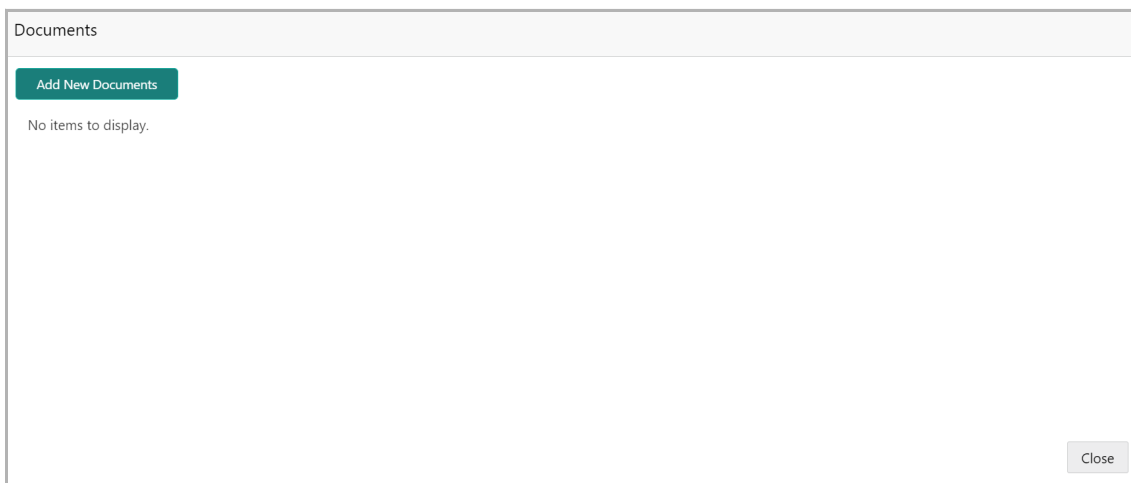
20. To save the compliance status, click **Save**.

21. To exit the Edit Terms And Conditions window without saving the information, click **Cancel**.

Upon clicking **Save**, the compliance status of the terms and conditions is updated and displayed in the *Terms and Condition Details* page.

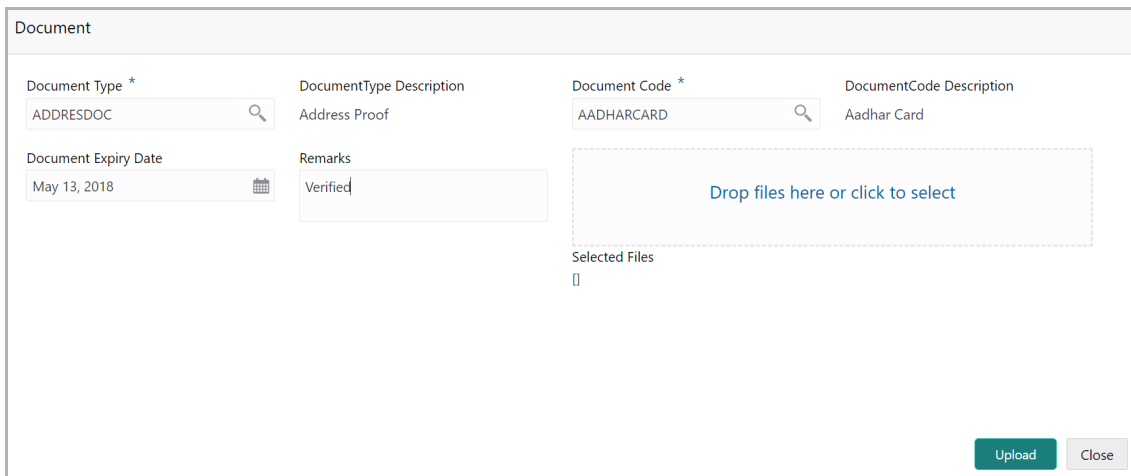
## Chapter 3 - Initiation

22. To link documents associated with the terms and conditions compliance, select the terms and conditions from the list and click the Documents (D) icon.



The screenshot shows a modal window titled "Documents". At the top left, there is a green button labeled "Add New Documents". Below this button, the text "No items to display." is shown. In the bottom right corner, there is a grey button labeled "Close".

23. Click **Add New Documents**.



The screenshot shows a "Document" form. It contains several input fields: "Document Type \*" with a dropdown menu showing "ADDRESDOC" and a search icon; "DocumentType Description" with the text "Address Proof"; "Document Code \*" with a dropdown menu showing "AADHARCARD" and a search icon; "DocumentCode Description" with the text "Aadhar Card"; "Document Expiry Date" with a date picker showing "May 13, 2018"; and "Remarks" with a text area containing "Verified". To the right of these fields is a large dashed box with the text "Drop files here or click to select". Below this box is a section labeled "Selected Files" with an empty array representation []. At the bottom right, there are two buttons: a green "Upload" button and a grey "Close" button.



Refer Document Upload chapter for information on uploading documents.

24. To change the layout of *Terms and Conditions Details* page to table view, click the Table View icon.

25. After updating the status of all the terms and conditions, click **Next**. The *Customer Summary* page appears.

### Customer Summary

This data segment is the graphical representation of the customer information. The Terms & Conditions tile in this page is updated based on the actions performed in the Terms and Conditions Details data segment.

# Chapter 3 - Initiation

Terms Conditions Details

Customer Summary

Comments

Customer Summary

Screen ( 2 / 3 )

Customer Information

TESTTL India, A Domestic entity established & operating as a Proprietorship Company in INDIA

Customer ID

PTY002

Register No

Legal Status

Proprietorship

Liability Amount

\$2,000.00

Is KYC Compliant

No

Share Holders

0

Contractors

0

Guarantors

0

Bankers

0

Facility Summary

Liability Sanctioned Amount

\$2,000.00

Liability Utilized Amount

\$1,000.00

Liability OverUtilized Amount

\$0.00

\$2,000.00

\$2,000.00

ffnn

TESTTL

2.4K

2.0K

1.6K

1.2K

0.8K

0.4K

0.0

ffnn

TESTTL

Sanctioned

Utilized

Collateral summary

\$0.00

Total collateral value

0%

Customer LTV

No data to display

Ratings

No items to display.

Covenants

0

Total Covenants

0

Entity Wide

0

Facility Wide

0

Financial

0

Non Financial

0

Newly Added

0

Financial

0

Non Financial

0

Met

0

Financial

0

Non Financial

0

Breached

0

Financial

0

Non Financial

Terms & conditions

5

Total Terms and Conditions

4

Entity

1

Facility

3

Pre disbursement

2

Post disbursement

0

Newly added

0

Pre disbursement

0

Post disbursement

0

Met

0

Pre disbursement

0

Post disbursement

0

Breached

0

Pre disbursement

0

Post disbursement

Financial Profile

View all

Show results for Previous 3 years

Category	2017-2018	Variance %	2018-2019	Variance %	2019-2020
No data to display.					

Projections

View all

Show results for Next 3 years

Category	2020-2021	Variance %	2021-2022	Variance %	2022-2023
No data to display.					

Upcoming events

View all

< September 2020 >

14-September-2020

WK	S	M	T	W	T	F	S
35			1	2	3	4	5
36	6	7	8	9	10	11	12
37	13	14	15	16	17	18	19
38	20	21	22	23	24	25	26
39	27	28	29	30			

No items to display.

Hold

Back

Next

Save & Close

Cancel

# Chapter 3 - Initiation



For information on the actions that can be performed in this *Customer Summary* page, refer Credit 360 User Manual.

26. View the customer summary and click **Next**. The *Comments* page appears.

## Comments

This data segment allows to capture overall comments for the Terms and Conditions Compliance initiation stage. Posting comments allows the senior officers to identify the actions performed in this stage.

27. **Post** comments about the customer's overall terms and conditions compliance. Comments are displayed below the Comments text box.

28. To hold the Compliance Initiation task, click **Hold**.

29. To go back to the previous page, click **Back**.

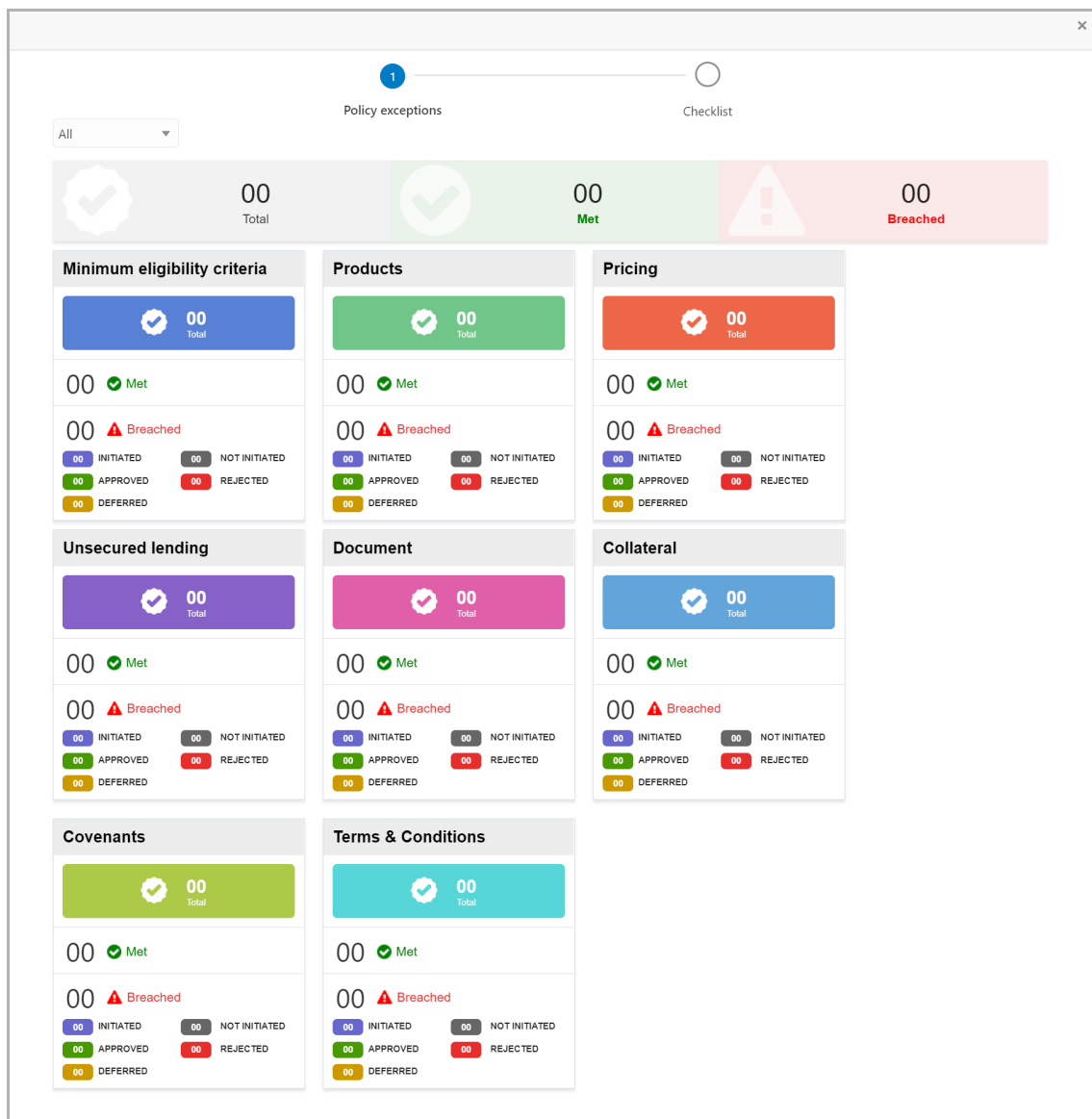
30. To save and exit the window, click **Save & Close**.

31. To submit the Compliance Initiation task, click **Submit**.

32. To cancel the operation, click **Cancel**.

Upon clicking **Submit**, the *Policy Exception* window appears.

# Chapter 3 - Initiation



By default, policy exceptions are displayed for both the party and child parties. To view the policy exceptions for particular party / child party, select the required party / child party from the drop down list at top left corner.

33. View the policy exceptions and make necessary actions, if required.
34. Click the **Checklist** data segment.

## Chapter 3 - Initiation

The screenshot displays a web application interface for the 'Initiation' process. At the top, a progress bar shows two steps: 'Policy exceptions' (Step 1) and 'Checklist' (Step 2, currently active). Below the progress bar, a message box states 'No items to display.' At the bottom right, there is a dropdown menu labeled '\* Outcome' with 'Proceed' selected, and a green 'Submit' button.

35. Select the **Outcome** as 'Proceed' and click **Submit**. The Terms and Conditions Compliance initiation task will be submitted for approval.



# Chapter 3 - Approval

## Terms and Conditions Compliance Approval

In this stage, the Approver can view the Terms and Conditions Compliance status modified in the Initiation stage and approve / reject the same.

### Approval Steps

1. In OBCFPM, navigate to **Tasks > Free Tasks** from the left navigation menu. The *Free Tasks* page appears.

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date	Branch	
<input type="checkbox"/> <a href="#">Acquire &amp; Edit</a>	Low	T&C compliance	APP202507546	APP202507546	Approval	20-09-06	004	P
<input type="checkbox"/> <a href="#">Acquire &amp; Edit</a>	Medium	Short Form Credit Proce...	APP202487518	APP202487518	Approval	20-09-04	004	P
<input type="checkbox"/> <a href="#">Acquire &amp; Edit</a>	Low	Credit Origination	APP202487517	APP202487517	Proposal Initiation	20-09-04	004	J
<input type="checkbox"/> <a href="#">Acquire &amp; Edit</a>	High	Credit Origination	APP202487515	APP202487515	Proposal Initiation	20-09-04	004	J
<input type="checkbox"/> <a href="#">Acquire &amp; Edit</a>	Low	Group Concentration Li...	APP202477502	APP202477502	Manual Retry	20-09-03	004	T
<input type="checkbox"/> <a href="#">Acquire &amp; Edit</a>	Low	Group Concentration Li...	APP202477501	APP202477501	Group Concentration Initiation	20-09-03	004	D
<input type="checkbox"/> <a href="#">Acquire &amp; Edit</a>	Low	Group Concentration A...	APP202477498	APP202477498	Group Concentration Amend...	20-09-03	004	
<input type="checkbox"/> <a href="#">Acquire &amp; Edit</a>	Low	Group Concentration Li...	APP202477497	APP202477497	Manual Retry	20-09-03	004	G
<input type="checkbox"/> <a href="#">Acquire &amp; Edit</a>	Low	Group Concentration Li...	APP202477489	APP202477489	Group Concentration Docum...	20-09-03	004	C
<input type="checkbox"/> <a href="#">Acquire &amp; Edit</a>		Collateral Perfection	APP202457469	APP202457469	Initiation		004	
<input type="checkbox"/> <a href="#">Acquire &amp; Edit</a>		Collateral Review	APP202457468	APP202457468	DataEnrichment		004	
<input type="checkbox"/> <a href="#">Acquire &amp; Edit</a>		Collateral Perfection	APP202457467	APP202457467	Initiation		000	
<input type="checkbox"/> <a href="#">Acquire &amp; Edit</a>		Collateral Review	APP202457466	APP202457466	DataEnrichment		004	

Page 1 of 27 (1 - 20 of 535 items) | K < 1 2 3 4 5 ... 27 > X

2. **Acquire & Edit** the required 'Approval' task. The *Customer Summary* page appears.

### Customer Summary

This data segment is the graphical representation of the customer information. The Terms & Conditions tile in this page is updated based on the actions performed in the Initiation stage.

# Chapter 3 - Approval

TC Compliance - Terms Conditions Compliance Approval

Customer Summary

Terms Conditions Details

Comments

Customer Summary

Screen ( 1 / 3 )

TCS India

Customer Information

A Domestic entity established & operating as a Proprietorship Company in INDIA

Customer ID

PTY002

Register No

Legal Status

Proprietorship

Liability Amount

\$2,000.00

Is KYC Compliant

No

Share Holders

0

Contractors

0

Guarantors

0

Bankers

0

Facility Summary

Liability Sanctioned Amount

\$2,000.00

Liability Utilized Amount

\$1,000.00

Liability OverUtilized Amount

\$0.00

\$2,000.00

\$2,000.00

ffnn

TESTTL

Sanctioned

Utilized

2.4K

2.0K

1.6K

1.2K

0.8K

0.4K

0.0

ffnn

TESTTL

Collateral summary

\$0.00

Total collateral value

0%

Customer LTV

No data to display

Covenants

0

Total Covenants

0

Entry Wise

0

Facility Wise

0

Financial

0

Non Financial

0

Newly Added

0

Financial

0

Non Financial

0

Met

0

Financial

0

Non Financial

0

Breached

0

Financial

0

Non Financial

Terms & conditions

5

Total Terms and Conditions

4

Entry

1

Facility

3

Pre disbursement

2

Post disbursement

0

Newly added

0

Pre disbursement

0

Post disbursement

0

Met

0

Pre disbursement

0

Post disbursement

0

Breached

0

Pre disbursement

0

Post disbursement

Financial Profile

View all

Show results for Previous 3 years

Category	2017-2018	Variance %	2018-2019	Variance %	2019-2020
No data to display.					

Projections

View all

Show results for Next 3 years

Category	2020-2021	Variance %	2021-2022	Variance %	2022-2023
No data to display.					

Upcoming events

View all

< September 2020 >

14-September-2020

WK	S	M	T	W	T	F	S
35			1	2	3	4	5
36		6	7	8	9	10	11
37	13	14	15	16	17	18	19
38	20	21	22	23	24	25	26
39	27	28	29	30			

No items to display.

Hold

Back

Next

Save & Close

Cancel

# Chapter 3 - Approval



For information on the actions that can be performed in this *Customer Summary* page, refer Credit 360 User Manual.

3. View the **Customer Summary** and click **Next**. The *Terms and Conditions Details* page appears.

## Terms and Conditions Details

This data segments lists all the Terms and Conditions directly or indirectly associated with the selected customer. The user can select the required Terms and Conditions for which approval is pending and take necessary action.

The screenshot displays the 'Terms Conditions Details' screen. At the top, there are several summary widgets: 'Pending Approval' (0), 'Not Updated' (Pre disbursement: 3, Post disbursement: 2), 'Total' (5), 'Total Terms & Conditions' (Facility Based: 1, Entity Based: 4), and 'Met' (Pre disbursement: 0, Post disbursement: 0). Below these is a filter section with a 'Filter' icon, a text box 'Type to filter', and icons for checkmark, refresh, and delete. The main list shows two entries: one for 'Pre-disbursement' with Linkage ID: PTY002, Condition Code: INRP, and Terms & Conditions: Interest Repayment; and another for 'Post-disbursement' with Linkage ID: PTY002, Condition Code: AFCH, and Terms & Conditions: Annual Fees Charges. At the bottom, there are buttons for 'Hold', 'Back', 'Next', 'Save & Close', and 'Cancel'.

In the above screen, the following widgets are displayed:

- Pending Approval
- Not Updated
- Total
- Met
- Breached

4. Click on the count on any of the required widget. The system displays Terms and Conditions of the selected category.
5. To filter the required Terms and Conditions, click the **Filter** icon and specify the search parameters or directly type the Terms and Conditions detail in the **Type to filter** text box.
6. To approve the Terms and Conditions compliance status, select the Terms and Conditions from the list and click the Approve icon (tick mark).
7. To reject the Terms and Conditions status, select the Terms and Conditions from the list and click the Reject icon next to the Approve icon.

# Chapter 3 - Approval

8. To link documents associated with the terms and conditions compliance, select the terms and conditions from the list and click the Documents (D) icon.

Documents

Add New Documents

No items to display.

Close

9. Click **Add New Documents**.

Document

Document Type \*

ADDRESDOC

DocumentType Description

Address Proof

Document Code \*

AADHARCARD

DocumentCode Description

Aadhar Card

Document Expiry Date

May 13, 2018

Remarks

Verified

Drop files here or click to select

Selected Files

Upload

Close



Refer **Document Upload** chapter for information on uploading documents.

10. To change the layout of *Terms and Conditions Details* page to table view, click the Table View icon.

11. After approving or rejecting all the terms and conditions compliance status, click **Next**. The *Comments* page appears.

## Comments

This data segment allows to capture overall comments for the Terms and Conditions Compliance approval stage. The user can specify the reason for rejection, if the compliance status is not approved.

Comments

Screen ( 3 / 3 )

B

I

U

T

A

- size -

H1

>

Enter text here...

Post

14  
Sep '20

Terms Conditions Compliance Approval

Approved Terms and Conditions Compliance

Hold

Back

Next

Save & Close

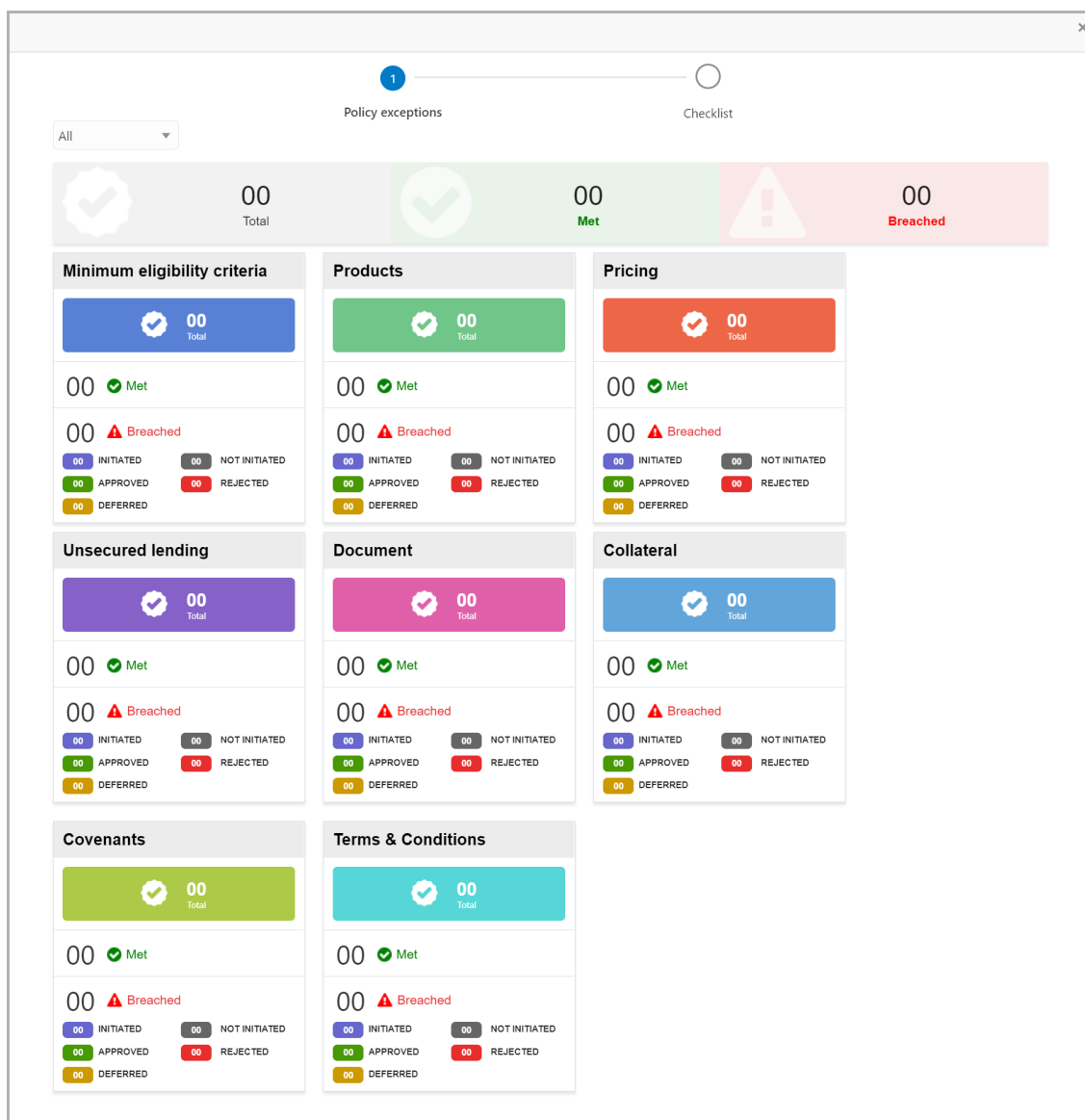
Submit

Cancel

12. Type the necessary comments for the Approval stage in the text box.
13. Click **Post**. Comments are added below the text box.
14. To hold the Approval task, click **Hold**.
15. To go back to the previous page, click **Back**.
16. To save and exit the window, click **Save & Close**.
17. To submit the Approval task, click **Submit**.
18. To cancel the operation, click **Cancel**.

Upon clicking **Submit**, the *Policy Exception* window appears.

# Chapter 3 - Approval



By default, policy exceptions are displayed for both the party and child parties. To view the policy exceptions for particular party / child party, select the required party / child party from the drop down list at top left corner.

19. View the policy exceptions and make necessary actions, if required.
20. Click the **Checklist** data segment.

## Chapter 3 - Approval

The screenshot shows a web interface for the approval process. At the top, there is a progress bar with two steps: 'Policy exceptions' (indicated by a white circle) and 'Checklist' (indicated by a blue circle with the number 2). Below the progress bar, there is a message box that says 'No items to display.' At the bottom right, there is a dropdown menu labeled '\* Outcome' with 'Proceed' selected. Next to the dropdown is a green 'Submit' button.

21. Select the required **Outcome**. The options available are **Approve** and **Reject**.
22. Click **Submit**.

If the **Outcome** is selected as 'Approve', the process is completed on clicking **Submit**.

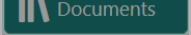
If the **Outcome** is selected as 'Reject', the task is sent back to the Initiation stage on clicking **Submit**. The user must modify the compliance status and submit it to the Approval stage again.

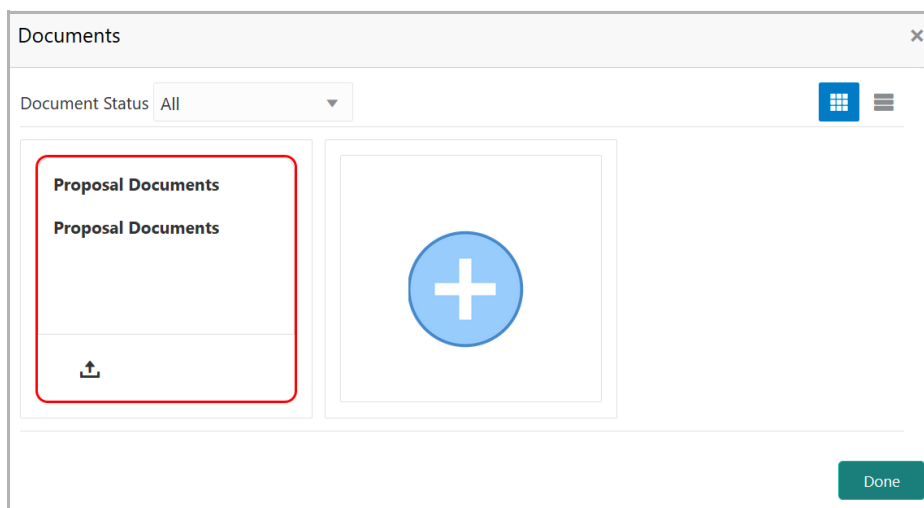
# Chapter 3 - Document Upload

## Document Upload and Checklist

In OBCFPM, supporting documents such as insurance certificate, valuation report, and machine fitness certificate can be uploaded in any stage of Terms and Conditions Compliance Tracking process. Supporting documents act as a proof for customer's compliance with respect to the terms and conditions set by bank. Added documents can be removed whenever the document expires.

### Steps to upload documents

1. Click  at the top right corner of any page. The *Documents* window appears.



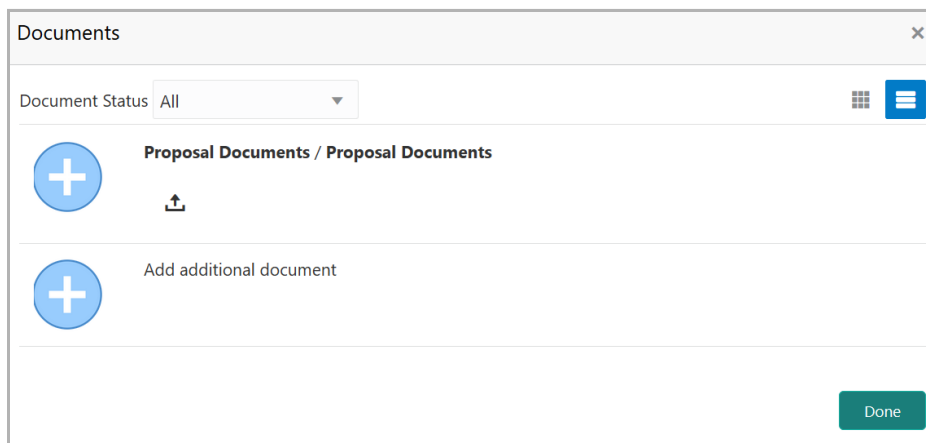
If the document list is configured in Business Process Maintenance, the same appears in the above window. You can also click the add icon to upload other documents.

In case the mandatory document is not uploaded, the system prompts an alert. You need to upload the necessary documents and proceed further.

2. To change the table view to the list view, click the list icon at the top right corner. The *Documents* window appears as shown below.

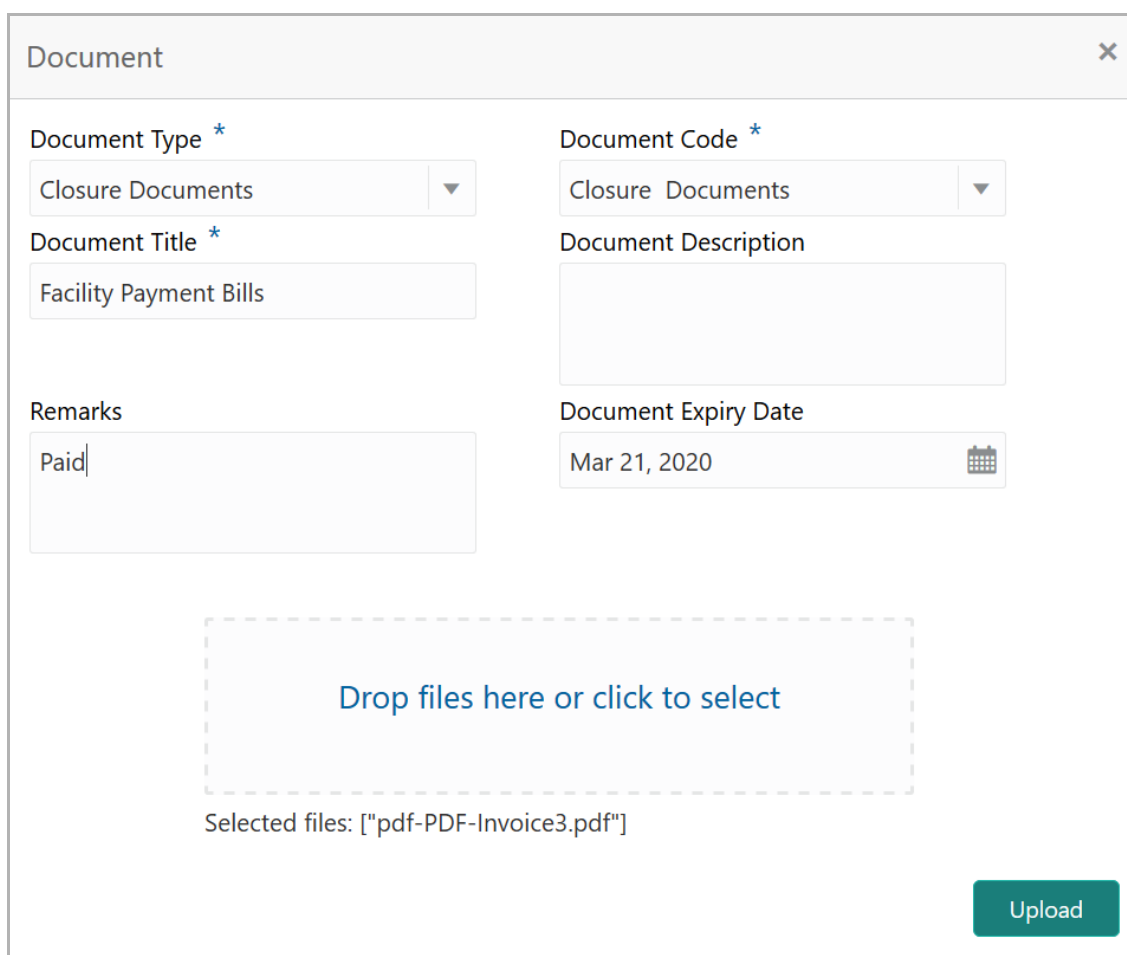


# Chapter 3 - Document Upload



The 'Documents' window has a title bar with a close button. Below the title bar is a 'Document Status' dropdown menu set to 'All'. There are two document entries, each with a blue circular icon containing a white plus sign. The first entry is labeled 'Proposal Documents / Proposal Documents' and has an upload icon. The second entry is labeled 'Add additional document'. A 'Done' button is located at the bottom right of the window.

3. Click the add icon. The *Document Details* window appears.



The 'Document' window has a title bar with a close button. It contains several form fields: 'Document Type' and 'Document Code' are dropdown menus, both set to 'Closure Documents'. 'Document Title' is a text field containing 'Facility Payment Bills'. 'Document Description' is a large text area. 'Remarks' is a text field containing 'Paid'. 'Document Expiry Date' is a date picker set to 'Mar 21, 2020'. Below these fields is a dashed box with the text 'Drop files here or click to select'. Below the dashed box is the text 'Selected files: ["pdf-PDF-Invoice3.pdf"]'. An 'Upload' button is located at the bottom right of the window.

4. Select the **Document Type** and **Document Code** from the drop down list. The options available are: Amendment Documents, Proposal Documents and Closure Documents.
5. Type the **Document Title**.
6. Type a brief description about the document in the **Document Description** field.

## Chapter 3 - Document Upload

7. Type the **Remarks**, if any.
8. Click the calendar icon and select the **Document Expiry Date**.
9. In **Drop files here or click to select** area, drag and drop the documents or click and select the documents. Selected files are displayed at the bottom.



10. Click **Upload**. The *Checklist* window appears.

Checklist

Proposal Enrichment

☒ Company Registration document Uploaded

Remarks

☐ Incorporation document Uploaded

Remarks

☐ Collateral document Uploaded

Remarks

\* Outcome

Proceed

Submit

11. Manually verify all the checklist and enable the corresponding check box.
12. Select the **Outcome** as **Proceed**.
13. Click **Submit**. Document is uploaded and listed in Document window.
14. To edit or delete the document, click the edit or delete icons.

# Chapter 3 - Reference and Feedback

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## Reference and Feedback

### References

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

- Oracle Banking Procedure User Guide
- Oracle Banking SMS User Guide
- Oracle Banking Common Core
- Oracle Banking Credit Facilities Process Management Installation Guides

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