

Export Documentary Collection Booking User Guide  
**Oracle Banking Trade Finance Process Management**  
Release 14.7.4.0.0

**Part No. F99447-01**

June 2024

Oracle Banking Trade Finance Process Management - Export Documentary Collection Booking User guide  
Oracle Financial Services Software Limited

Oracle Park  
Off Western Express Highway  
Goregaon (East)  
Mumbai, Maharashtra 400 063  
India

Worldwide Inquiries:

Phone: +91 22 6718 3000

Fax: +91 22 6718 3001

[www.oracle.com/financialservices/](http://www.oracle.com/financialservices/)

Copyright © 2024, Oracle and/or its affiliates. All rights reserved.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

U.S. GOVERNMENT END USERS: Oracle programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, delivered to U.S. Government end users are “commercial computer software” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, shall be subject to license terms and license restrictions applicable to the programs. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate failsafe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

This software or hardware and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services.

---

# Contents

<b>1. Preface</b> .....	<b>1-1</b>
1.1 Introduction.....	1-1
1.2 Audience.....	1-1
1.3 Documentation Accessibility.....	1-1
1.4 Organization .....	1-1
1.5 Related Documents.....	1-1
1.6 Diversity and Inclusion.....	1-1
1.7 Conventions.....	1-2
1.8 Screenshot Disclaimer.....	1-2
1.9 Glossary of Icons.....	1-2
<b>2. Oracle Banking Trade Finance Process Management</b> .....	<b>2-3</b>
2.1 Overview.....	2-3
2.2 Benefits.....	2-3
2.3 Key Features .....	2-3
<b>3. Export Documentary Collection Booking</b> .....	<b>3-1</b>
3.1 Common Initiation Stage .....	3-1
3.2 Registration .....	3-2
3.2.1 <i>Application Details</i> .....	3-4
3.2.2 <i>Collection Details</i> .....	3-5
3.2.3 <i>Miscellaneous</i> .....	3-8
3.2.4 <i>Document Linkage</i> .....	3-9
3.2.5 <i>Bi-Directional Flow for Offline Transactions Initiated from OBTFPM</i> .....	3-13
3.3 Data Enrichment.....	3-14
3.3.1 <i>Main Details</i> .....	3-17
3.3.2 <i>Document Details</i> .....	3-20
3.3.3 <i>Other Details</i> .....	3-24
3.3.4 <i>Shipment Details</i> .....	3-25
3.3.5 <i>Maturity Details</i> .....	3-31
3.3.6 <i>Additional Fields</i> .....	3-35
3.3.7 <i>Advices</i> .....	3-38
3.3.8 <i>Additional Details</i> .....	3-41
3.3.9 <i>Settlement Details</i> .....	3-67
3.3.10 <i>Summary</i> .....	3-68
3.4 Exceptions .....	3-71
3.4.1 <i>Exception - Amount Block</i> .....	3-71
3.4.2 <i>Exception - Know Your Customer (KYC)</i> .....	3-73
3.4.3 <i>Exception - Limit Check/Credit</i> .....	3-75
3.5 Multi Level Approval .....	3-77
3.5.1 <i>Authorization Re-Key (Non-Online Channel)</i> .....	3-78
3.5.2 <i>Summary</i> .....	3-79
3.6 Reject Approval .....	3-81
3.6.1 <i>Summary</i> .....	3-81
3.6.2 <i>Action Buttons</i> .....	3-81
<b>4. Reference and Feedback</b> .....	<b>4-84</b>
4.1 References .....	4-84
4.1.1 <i>Documentation Accessibility</i> .....	4-84
4.2 Feedback and Support .....	4-84

---

# 1. Preface

## 1.1 Introduction

This user manual is designed to help you quickly get acquainted with Export Documentary Collection Booking process in Oracle Banking Trade Finance Process Management.

## 1.2 Audience

This manual is intended for the following User/User Roles:

- Oracle Implementers
- Customer Service Representatives (CSRs)
- Oracle user

## 1.3 Documentation Accessibility

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

Access to Oracle Support

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

## 1.4 Organization

This manual is organized into the following chapters:

- Preface gives information on the intended audience, structure, and related documents for this User Manual.
- The subsequent chapters provide an overview to the module.

## 1.5 Related Documents

- Getting Started User Guide
- Common Core User Guide

## 1.6 Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing

technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

## 1.7 Conventions

The following text conventions are used in this document:





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

## 1.8 Screenshot Disclaimer

Personal information used in the interface or documents is dummy and does not exist in the real world. It is only for reference purposes.

## 1.9 Glossary of Icons

This User Manual may refer to all or some of the following icons.

Icons	Function
	Exit
	Add row
	Delete row
	Option List

---

## 2. 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

### 2.1 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).

### 2.2 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.

### 2.3 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.

## 3. Export Documentary Collection Booking

Export Documentary Collection Booking process enables the Drawee (exporter) to collect payment for document under collection from the Drawer (Importer) through intermediate banks (Remitting/Collecting Bank).

This section contains the following topics:

<a href="#">3.1 Common Initiation Stage</a>	<a href="#">3.2.4 Document Linkage</a>
<a href="#">3.4 Exceptions</a>	<a href="#">3.5 Multi Level Approval</a>
<a href="#">3.6 Reject Approval</a>	

### 3.1 Common Initiation Stage

The user can initiate the new shipping guarantee request from the common Initiate Task screen.

- Using the entitled login credentials, login to the OBTFPM application.
- 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.
Customer ID	Select the customer id of the applicant or applicant's bank.
Branch	Select the branch.

### 3.1.0.1 Action Buttons

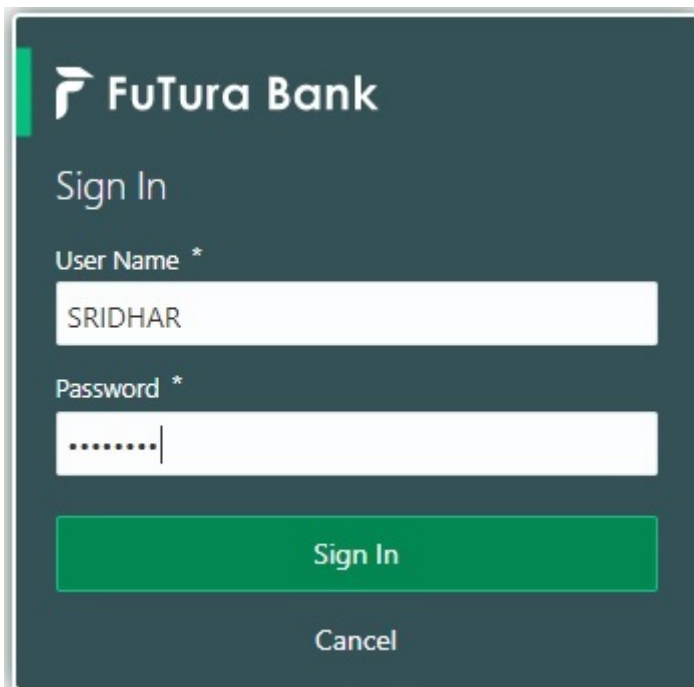
Use action buttons based on the description in the following table:

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

## 3.2 Registration

The process starts from Registration stage, during Registration stage, user can capture the basic details of the transaction and upload related documents. On submit, the request will be available for an collection expert to handle the request in the next stage.

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



**FuTura Bank**

Sign In

User Name \*  
SRIDHAR

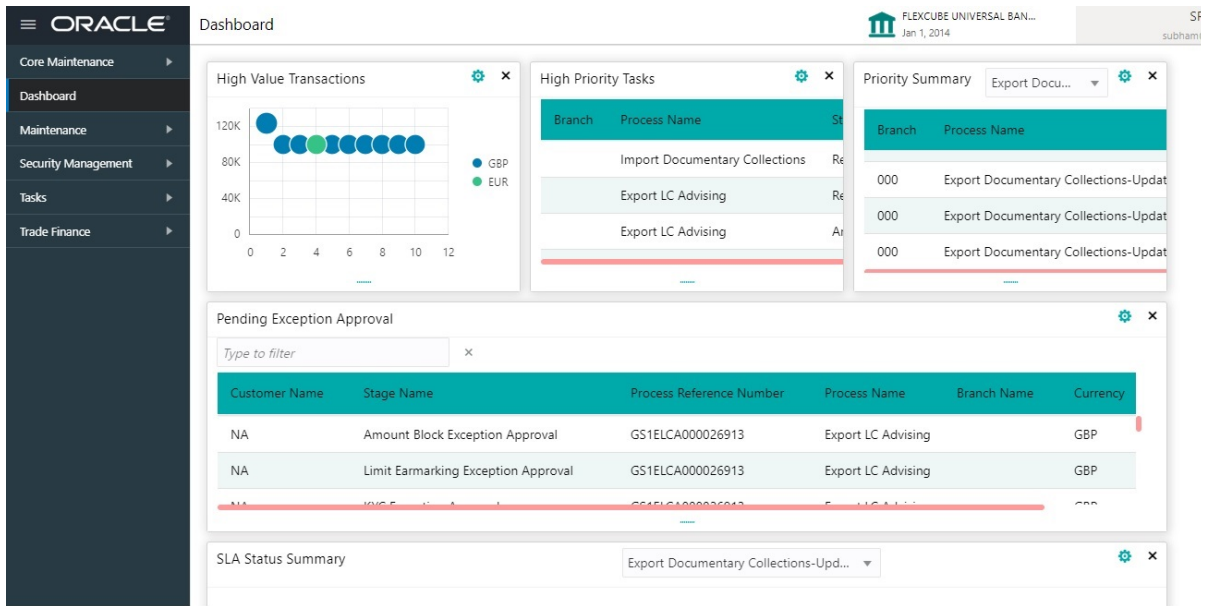
Password \*  
.....

Sign In

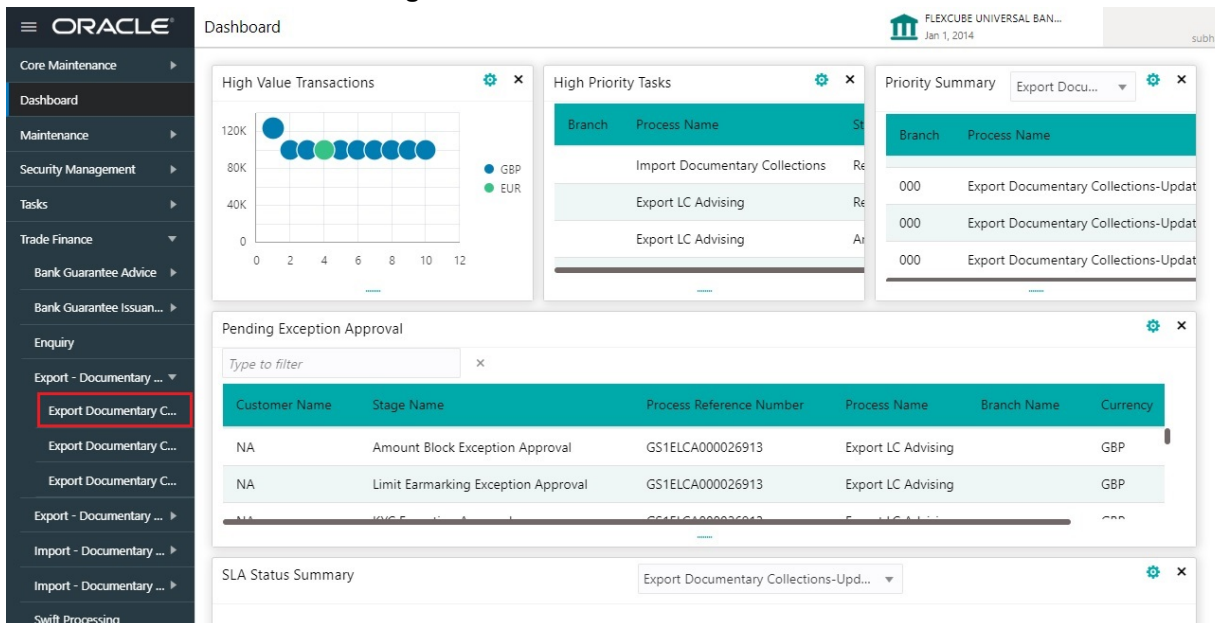
Cancel



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



- Click **Trade Finance > Export - Documentary Collection > Export Documentary Collection Booking**.



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

### 3.2.1 Application Details

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

Field	Description	Sample Values
Drawer	<p>Provide the Drawer ID. Alternatively, user can search the Drawing reference number using LOV.</p> <p>In the LOV, user can search giving any combination details of party ID and the Party Name to fetch the drawing details. Based on the search result, select the applicable Drawer.</p> <hr/> <p><b>Note</b></p> <p>If the selected Drawer ID/party is blacklisted the system displays a warning message.</p>	
Branch	<p>Read only field. Branch details will be auto-populated based on the selected Drawer ID from the LOV.</p>	203-Bank Futura -Branch FZ1
Bill Amount	<p>Select the Bill currency and provide the Bill Amount.</p>	
Amount In Local Currency	<p>Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).</p>	

Field	Description	Sample Values
Process Reference Number	Read only field. Unique OBTFPM task reference number for the transaction. This is auto generated by the system based on process name and branch code.	
Customer Reference Number	Provide the customer reference number if available.	
Priority	System will populate the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated any time before submit.	High
Submission Mode	Select the submission mode of Export Documentary Collection Booking request. By default the submission mode will have the value as 'Desk'. <b>Desk-</b> Request received through Desk <b>Courier-</b> Request received through Courier	Desk
Booking Date	Read only field. By default, the application will display branch's current date.	04/13/2018

### 3.2.2 Collection Details

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

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

Field	Description	Sample Values
Documents Received	Select the number of sets of documents received: <ul style="list-style-type: none"> <li>• First</li> <li>• Second</li> <li>• Both</li> </ul>	

Field	Description	Sample Values
Tenor Type	Provide the tenor details based on the document received.	
Product Code	Select the product code for the collection booking.	
Product Description	Read only field. This field displays the description of the product as per the product code.	
Operation Type	Read only field. Operation type will be defaulted based on the product code. User can book a documentary collection using the <b>Operation Type</b> as <b>FOP</b> , to indicate if the documents are to be delivered Free of Payment to the Drawee by the Collecting Bank.	
Stage	<p>Select the stage from the following options:</p> <ul style="list-style-type: none"> <li>• Initial</li> <li>• Final</li> </ul> <p>By default, stage is set to 'Initial'.</p> <hr style="width: 20%; margin: 10px auto;"/> <p style="text-align: center;"><b>Note</b></p> <p style="text-align: center;">For <b>Operation Type, FOP</b> the Stage to be defaulted to <b>Final</b> as Free of Payment is not applicable for Bills in Initial stage.</p>	
Contract Reference Number	Read only field. System to populate contract reference number from the back end system once the product code is selected.	
User Reference Number	User reference number is defaulted based on the description of the product as per the product code.	

Field	Description	Sample Values
Drawee	<p>Select the Drawee from LOV.</p> <hr/> <p><b>Note</b></p> <p>If the selected drawee/ party is blacklisted the system displays a warning message.</p> <hr/> <p><b>Note</b></p> <p>If the KYC non-compliant party is selected then the system immediately gives instant alert as "Customer ID - (CIF ID) is not KYC compliant."</p>	
Collecting Bank	<p>Select the collecting bank from LOV.</p> <hr/> <p><b>Note</b></p> <p>This field is not applicable if the documents are to be received directly by Drawee.</p>	
Finance Amount	<p>Read only field.</p> <p>The amount that requires finance.</p>	
Limit verification required	<p>Toggle On- Enables for limit verification.</p> <p>If the toggle is disabled and <b>Finance amount</b> has been provided, the system prompts an override message on Submit.</p>	
Customer Dispatch	<p>The value will be populated from back office based on the maintenance.</p> <p><b>Toggle On:</b> If the toggle is set to <b>Yes</b>, the customer has the option to dispatch the documents directly to the importer's bank.</p> <p><b>Toggle Off:</b> If the toggle is set to <b>No</b>, the bank has to dispatch the documents to the importer's bank.</p> <p>Bank user is not allowed to edit the field, if the value defaulted from the back office is "No",</p>	

Field	Description	Sample Values
Avalization/Co-Acceptance Requested	<p>Option for the user to select if the bill is to be avalized.</p> <p>User can enable this option either during the Bill Booking or Amendment. During bill booking, the option can be enabled both INTIAL/FINAL stage and <b>Operation</b> is COL/ACC /DIS</p> <p>During the Amendment, stage should be Final.</p> <p>By default this option is disabled.</p> <p>Once the option is enabled, it can not be unchecked during any further actions or operations.</p> <p style="text-align: center;"><b>Note</b></p> <p style="text-align: center;">Option is not applicable for Sight bills, Multi-tenor and Bills Under LC.</p>	

### 3.2.3 Miscellaneous

The screenshot displays the Oracle Banking Trade Finance interface for a Documentary Collection Booking. The 'Miscellaneous Details' section is highlighted, showing the following fields and values:

- Branch:** 091-Islamic Trade Branch
- Bill Amount:** AED 1,000.00
- Amount In Local Currency:** AED 1,000.00
- Submission Mode:** Desk
- Tenor Type:** Usance
- Stage:** FINAL
- Collecting Bank:** CITI BANK NA
- Avalization/Co-Acceptance Requested:** Disabled (radio button)

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

Field	Description	Sample Values
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>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.</p> <p>If more than one signature is required, system should display all the signatures.</p>	

Field	Description	Sample Values
Documents	Upload the documents received under the Documentary Collection.	
Remarks	Provide any additional information regarding the collection. This information can be viewed by other users handling the request.	
Customer Instruction	Click to view/ input the following <ul style="list-style-type: none"> <li>● <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>● <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Checklist	Make sure that the details in the checklist are completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.	
<b>Action Buttons</b>		
Submit	On submit, task will move to next logical stage of Export Documentary Collection Booking. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.	
Cancel	Cancel the Export Documentary Collection Booking Task. Details entered will not be saved and the task will be removed.	
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.	

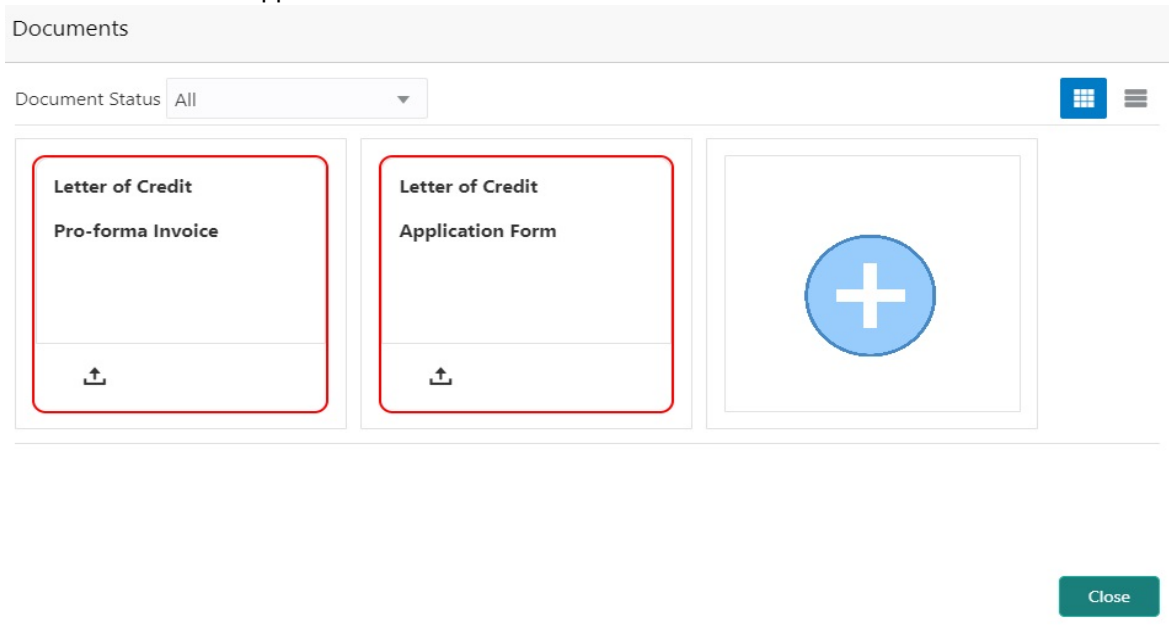
### 3.2.4 Document Linkage

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

In OBTFPM, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried in the Process flow stage screens to link with the task by using the Document ID.

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

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





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

Document

<p>Document Type *  <input type="text" value="Letter of Credit"/></p> <p>Document Title *  <input type="text"/></p> <p>Remarks  <input type="text"/></p> <div style="border: 1px dashed #ccc; padding: 5px; margin: 10px 0;">             Drop files here or click to select         </div> <p>Selected files: []</p>	<p>Document Code *  <input type="text" value="Insurance Policy"/></p> <p>Document Description  <input type="text"/></p> <p>Document Expiry Date  <input type="text" value=""/></p>
---	--

[Link Document](#)

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

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

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

Link Document

Customer Id *	Document Id
032204	
Document Type *	Document Code *
▼	▼

Fetch

Link Document	Document Id	Customer Id	Document Type	Document Code	Upload Date	Reference Number
No data to display.						
Page 1 (0 of 0 items) < > 1 < >						

Close

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.	
<b>Search Result</b>		
Link Document	The link to link the existing uploaded documents from DMS to the workflow task.	
Document ID	This field displays the document Code from meta data.	
Customer ID	This field displays the transaction Customer ID.	
Document Type	This field displays the document type from meta data.	
Document Code	This field displays the document code from meta data.	
Upload Date	The field displays the upload date of the document.	
Reference Number	The field displays the reference number of the document.	

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

Link Document

Customer Id \*  
032204

Document Type \*  
Documentary Collection

Document Id  
[ ]

Document Code \*  
Insurance Policy

**Fetch**

Link Document	Document Id	Customer Id	Document Type	Document Code	Upload Date	Reference Number
Link	1559	032204	HGJH	INSURANCE	Mar 9, 2023	032IDCB000017631
Link	2649	032204	testing	INSURANCE	Mar 29, 2023	032ILCC000021179
Link	4143	032204		INSURANCE	May 8, 2023	032ILCU000032029
Link	4145	032204		INSURANCE	May 8, 2023	032ILCU000032042
Link	4305	032204		INSURANCE	May 10, 2023	032IDCB000033105

Page 1 of 2 (1-5 of 7 items) < 1 2 >

**Close**

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

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

Edit Document

Document Id  
2400

Application Reference Number  
PK2ILCI000019041

Document Type Id  
TFPM\_DOCTYPE001

Remarks  
[ ]

Document Title  
wqwq

Entity Reference Number  
PK2ILCI000019041

Document Description  
[ ]

Document Expiry Date  
Jun 29, 2022

Drop files here or click to select

Current selected files: []

**Update** **Cancel**

### 3.2.5 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 validate 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.

### **3.3 Data Enrichment**

On successful completion of Registration of an Export Documentary Collection Booking, the task moves to Data Enrichment stage. At this stage the gathered information during registration are validated.

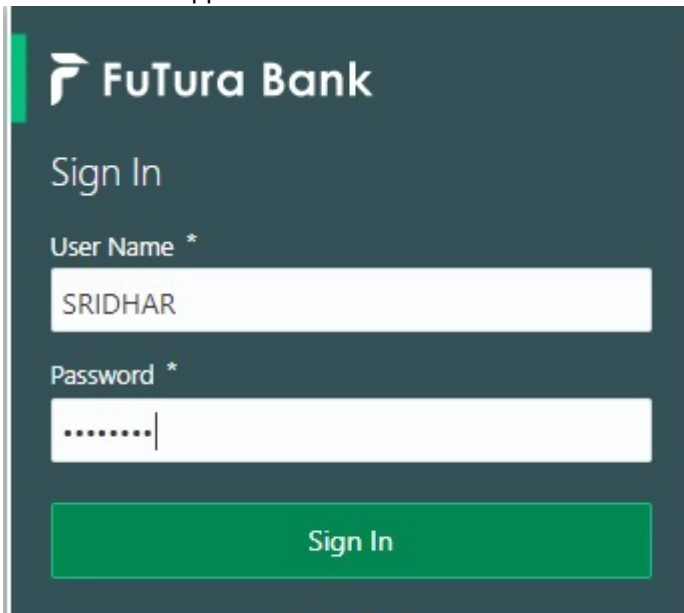
---

**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 Scrutiny stage:

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



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

Dashboard

FLEXCUBE UNIVERSAL BAN...  
Jan 1, 2014

subh

High Value Transactions

High Priority Tasks

Branch	Process Name	St
	Import Documentary Collections	Re
	Export LC Advising	Re
	Export LC Advising	Ar

Priority Summary

Branch	Process Name
000	Export Documentary Collections-Update
000	Export Documentary Collections-Update
000	Export Documentary Collections-Update

Pending Exception Approval

Type to filter

Customer Name	Stage Name	Process Reference Number	Process Name	Branch Name	Currency
NA	Amount Block Exception Approval	GS1ELCA000026913	Export LC Advising		GBP
NA	Limit Earmarking Exception Approval	GS1ELCA000026913	Export LC Advising		GBP

SLA Status Summary

Export Documentary Collections-Upd...

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

Free Tasks

Action	Priority	Process Name	Process Reference	Stage	Application Date	Branch	Customer Number
Acquire & Edit	M	Export Documentary- B...	300EDCB000029479	DataEnrichment	70-01-01	300	001506
Acquire & Edit	M	Guarantee Issuance	000GTEI000028744	Registration	70-01-01	300	000947
Acquire & Edit	M	Guarantee Issuance	000GTEI000028743	Registration	70-01-01	300	000947
Acquire & Edit	M	Import Documentary Li...	300IDCL000028742	Registration	70-01-01	300	001506
Acquire & Edit	M	Guarantee Issuance	000GTEI000028741	Registration	70-01-01	300	000947
Acquire & Edit	M	Guarantee Issuance	000GTEI000028740	Registration	70-01-01	300	000947
Acquire & Edit	M	Guarantee Issuance	000GTEI000028739	Registration	70-01-01	300	000947
Acquire & Edit	M	Guarantee Issuance	000GTEI000028738	Registration	70-01-01	300	000947
Acquire & Edit	M	Guarantee Issuance	000GTEI000028737	Registration	70-01-01	300	000947

Page 1 of 31 (1 - 20 of 612 items) | K < 1 2 3 4 5 ... 31 > X

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

My Tasks

Action	Priority	Process Name	Process Reference	Stage	Application Date	Branch	Customer Number	Amount
Edit	M	Export Documentary- B...	300EDCB000029479	DataEnrichment	70-01-01	300	001506	
Edit	M	Export Documentary Up...	000EDCU000029469	Registration	70-01-01	000	000009	
Edit	M	Export Documentary- B...	000EDCB000029467	Registration	70-01-01	000	000947	
Edit	M	Export LC Drawing	000ELCD000029464	Registration	70-01-01	000	000009	
Edit	M	Guarantee Advice	300GTEA000029335	Scrutiny	70-01-01	000		
Edit	M	Guarantee Advice	000GTEA000029297	Scrutiny	70-01-01	000		
Edit	M	Guarantee Advice	000GTEA000029121	Scrutiny	70-01-01	000		
Edit	M	Guarantee Issuance	000GTEI000028706	DataEnrichment	70-01-01	000	000947	
Edit	M	Guarantee Issuance	000GTEI000028811	Scrutiny	70-01-01	000	000947	
Edit	M	Import LC Issuance	000IDCL000028736	DataEnrichment	70-01-01	000	000763	

Page 1 of 1 (1 - 19 of 19 items) | K < 1 > X

### 5. The acquired task will be available in **My Tasks** tab. Click **Edit** to scrutinize the registered task.

The data enrichment stage has the following hops for data capture:

- Main Details
- Document Details
- Other Details
- Shipment Details
- Maturity 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. Some of the application details that are already having value from Registration channels may not be editable.

### 3.3.1 Main Details

Main details section has two sub section as follows:

- Application Details
- Collection Details

#### 3.3.1.1 Application Details

All fields displayed under Basic details section, would be read only except for the **Customer Reference Number, Priority and 'Submission Mode'**. Refer to [3.2.1 Application Details](#) for more information of the fields.

#### 3.3.1.2 Collection Details

The fields listed under this section are same as the fields listed under the [3.2.2 Collection Details](#) section in [3.2 Registration](#). Refer to [3.2.2 Collection Details](#) for more information of the fields. During Registration, if user has not captured input, then user can capture the details in this section.

#### Note

In case field Operation Type has value FOP (Free of Payment) that is populated from OBDX, system should retain the value and should not allow the user to edit the same.(Display only field if Submission mode is Online.

### 3.3.1.3 Action Buttons

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

Field	Description	Sample Values
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	
Documents	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application will display the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>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.</p>	
Remarks	<p>Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>	
Overrides	Click to view the overrides accepted by the user.	
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>● <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>● <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>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.</p> <p>If more than one signature is required, system should display all the signatures.</p>	



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.	
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.	
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.	
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes: <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	
Refer	User must select a Refer Reason from the values displayed by the system.  Refer Codes: <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul>	
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.	

### 3.3.2 Document Details

This section enables the user to capture the details of the documents received.

Capture the information based on the description in the following table:

Field	Description	Sample Values
Document Code	Select the document code from the LOV based on the document received. User can add or delete the code by deleting the line on the grid.	
Document Type	System will populate the document type based on the document code. Click the link to view the document type.	
Document Description	System will populate the document description based on the document code. User can edit the description. Click the link to view and edit the document description.	
Document Reference	Enables the user to capture the document reference.	
Copies Received	Provide the number copies received from the Drawer. User can edit the actual copies received.	
Originals Received	Provide the number of original documents received from the Drawer. User can edit the actual originals received.	

Field	Description	Sample Values
Document Date	<p>User can edit the date on which the document is received.</p> <p>On click of 'Next' system should validate the value in this field against the transport document/ Bill of Lading (MARDOC) against any Outstanding Shipping Guarantees issued for the drawee and is not linked to any Documentary Collection or Import Letter of Credit. System should default the Shipping Guarantee Reference in the next screen.</p>	
Action	<p>Click Edit icon to edit the document details.</p> <p>Click Delete icon to delete the document details.</p>	

### 3.3.2.1 Action Buttons

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

Field	Description	Sample Values
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	
Documents	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application will display the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>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.</p>	
Remarks	<p>Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>	
Overrides	Click to view the overrides accepted by the user.	

Field	Description	Sample Values
Customer Instructions	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>● <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>● <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>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.</p> <p>If more than one signature is required, system should display all the signatures.</p>	
Request Clarification	<p>User should be able to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.</p>	
Save & Close	<p>Save the details provided and holds the task in 'My Task' queue for further update.</p> <p>This option will not submit the request.</p>	
Cancel	<p>Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.</p>	
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	

Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Refer	<p>User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul>	
Next	<p>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.</p>	

### 3.3.3 Other Details

Other Details enables the user to capture details like Credit Value Date, Debit Value Date, Other Bank charges etc.

#### 3.3.3.1 Other Details

Provide the other bank charges based on the description in the following table:

Field	Description	Sample Values
Debit Value Date	System defaults the debit value date. The user can change the debit value date.	
Credit Value Date	System defaults the credit value date. The user can change the credit value date.	
Value Date	System defaults the value date. The user can change the value date.	

#### 3.3.3.2 Other Bank Charges

Provide the other bank charges based on the description in the following table:

Field	Description	Sample Values
Other Bank Charges - 1	Specify the charges to be collected for the other bank as part of the collection transaction.	
Other Bank Charges - 2	Specify the charges to be collected for the other bank as part of the collection transaction.	
Other Bank Charges - 3	Specify the charges to be collected for the other bank as part of the collection transaction.	

Field	Description	Sample Values
Other Bank Description -1	Specify the description of charges to be collected for the other bank as part of the drawings transaction.	
Other Bank Description -2 to 3	Specify the description of charges to be collected for the other bank as part of the drawings transaction.	
Other Bank Description -3	Specify the description of charges to be collected for the other bank as part of the drawings transaction.	

### 3.3.3.3 Other Bank Interest

The user can enter the Interest details to be captured as a part of “Other Bank Interest” details section.

Provide the other bank interest based on the description in the following table:

Field	Description	Sample Values
Start Date	Provide the date from which the system starts calculating the Interest.	
Other Bank Interest-1, 2 and 3		
Component	This field displays the name of the interest component.	
Component Description	Provide the description of the interest component.	
Interest Rate	Provide the rate to be applied for the interest component.	
Interest Basis	Select the calculation basis on which the Interest to be computed.	
Waive	Select whether the interest to be waived off. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	

### 3.3.4 Shipment Details

Update the goods and shipment details from the documents received.

### 3.3.4.1 Shipment Details

Port Documentary Collection Booking  
 Enrichment :: Application No:- PK1EDCB000026527

Clarification Details Documents Remarks Overrides Customer Instruction Signatures

Main Details Shipment Details Screen ( 4 /

Document Details

Other Details

**Shipment Details**

Maturity Details

Additional Fields

Advices

Additional Details

Settlement Details

Summary

Shipment Details

Transshipment: ALLOWED

Partial Shipments: NOT ALLOWED

Date of Shipment: Feb 1, 2019

Place of Taking in Charge: [ ]

Port of Loading: [ ]

Port of Discharge: [ ]

Place of Final Delivery: [ ]

Carrier Name: [ ]

Shipping Agent Name: [ ]

Shipping Agent Address: [ ]

INCO Terms: CPT

INCO Terms Description: Carriage Paid To (named place of destir

45A Description of Goods and/or Services

Goods Code	Goods Type	Goods Description	Action
MACHINE1	G	MACHINE AS PER ORDER N	[ ] [ ]

Country of Origin: California

Insurance Company Code: INSUR1

Insurance Company: INSURE CAPITAL LIMITED

Policy Number: 676700766

Multi-model/ Transshipment details

Carrier Name	Port	Action
SAS Carrier	London	[ ] [ ]

edit Request Clarification Reject Refer Hold Cancel Save & Close Back Next

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

Field	Description	Sample Values
Transshipment	Provide the transshipment details of goods (if any) from the document received. The values are: <ul style="list-style-type: none"> <li>Allowed</li> <li>Not Allowed</li> </ul>	
Partial Shipments	Provide the partial shipment details of goods (if any) from the document received. The values are: <ul style="list-style-type: none"> <li>Allowed</li> <li>Not Allowed</li> </ul>	
Date Of Shipment	Provide the date of shipment from the document received. Shipment date can be back dated but not future dated. This is a mandatory field, an error message will be displayed if not provided.	



Field	Description	Sample Values
Place Of Taking In Charge	<p>This field specifies the place of taking in charge (in case of a multi-modal transport document), the place of receipt (in case of a road, rail or inland waterway transport document or a courier or expedited delivery service document), the place of dispatch or the place of shipment to be indicated on the transport document.</p> <p>Provide the details of place of taking in charge from the document received.</p> <hr/> <p style="text-align: center;"><b>Note</b></p> <p style="text-align: center;">This field is alternate to <b>Port Of Loading</b>.</p>	
Port Of Loading	<p>This field specifies the port of discharge or airport of destination to be indicated on the transport document.</p> <p>Provide the details of Port/Airport of Loading from the document received.</p> <hr/> <p style="text-align: center;"><b>Note</b></p> <p style="text-align: center;">This field is alternate to <b>Place Of Taking In Charge</b>.</p>	
Port Of Discharge	<p>This field specifies the port of discharge or airport of destination to be indicated on the transport document.</p> <p>Provide the details of Port/Airport of Discharge from the document received.</p> <hr/> <p style="text-align: center;"><b>Note</b></p> <p style="text-align: center;">This field is alternate to <b>Place Of Final Destination</b>.</p>	
Place Of Final Delivery	<p>This field specifies the final destination or place of delivery to be indicated on the transport document.</p> <p>Provide the details of Place Of Final Destination from the document received.</p> <hr/> <p style="text-align: center;"><b>Note</b></p> <p style="text-align: center;">This field is alternate to <b>Port Of Discharge</b>.</p>	
Carrier Name	Provide the name of the carrier through which the goods were shipped.	
Shipping Agent Name	Provide the shipping agent name from the document received.	

Field	Description	Sample Values
Shipping Agent Address	Provide the shipping agent address from the document received.	
INCO Terms	Select the INCO terms from the document received.	
INCO Terms Description	The description of the INCO Term.	

### 3.3.4.2 Description of Goods and/or Services

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

Field	Description	Sample Values
+ Icon	Click + icon to add goods details.	
Goods Code	Click look up icon to select the goods code. Once you select goods code, value will default in Goods Type and Goods Description.	
Goods Type	The goods type is auto populated depending on selected goods code.	
Goods Description	This field displays the description of goods based on goods code.	
Action	Click Edit icon to edit the goods code. Click Delete icon to delete the goods code.	
Country of Origin	Provide the country of origin details from the documents received.	
Insurance Company Code	Select the Insurance Company Code from the LOV.	
Insurance Company	Read only field. Insurance company details will be displayed as per the selected Insurance Company Code from the LOV.	
Policy Number	Provide the policy number of the insurance.	

### 3.3.4.3 Multimodal/Transshipment Details

During shipment, if goods are shipped using multiple transports on its way or any transit ports, the details must be captured in this section.

Field	Description	Sample Values
Carrier Name	Provide the details of the carrier as per the documents received, if the goods were shipped via multiple carriers.	

Field	Description	Sample Values
Port	Provide the port details as per the document received, if the ship has transit on its way to the destination.	
Action	Click Edit icon to edit the Carrier name and port. Click Delete icon to delete the record.	

#### 3.3.4.4 Action Buttons

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

Field	Description	Sample Values
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	
Documents	Click the Documents icon to View/Upload the required documents.  Application will display the mandatory and optional documents.  The user can view and input/view application details simultaneously.  When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.	
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view the overrides accepted by the user.	
Customer Instructions	Click to view/ input the following <ul style="list-style-type: none"> <li>● <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>● <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	

Field	Description	Sample Values
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>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.</p> <p>If more than one signature is required, system should display all the signatures.</p>	
Request Clarification	<p>User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.</p>	
Save & Close	<p>Save the details provided and holds the task in 'My Task' queue for further update.</p> <p>This option will not submit the request.</p>	
Cancel	<p>Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.</p>	
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	

Field	Description	Sample Values
Refer	User must select a Refer Reason from the values displayed by the system. Refer Codes: <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul>	
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.	

### 3.3.5 Maturity Details

#### 3.3.5.1 Draft Details

Update the maturity details based on the description in the following table:

Field	Description	Sample Values
Draft Code	Update the draft code. Alternatively, user can search the draft details using LOV.	
Draft Amount	Update the draft amount.	
Action	Click Edit icon to edit the draft code. Click Delete icon to delete the draft code.	

### 3.3.5.2 Maturity and Multi Tenor Liquidation Details

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

Field	Description	Sample Values
SNo.	Serial number of the tenor record.	
Tenor Basis	Provide the tenor basis. This field is disabled if the Tenor Type is 'Mixed'.	
Tenor Description	The tenor base code description is displayed based on the selected tenor basis. The user to can edit the tenor description.	
Start Date	Provide the tenor start date.	
Tenor Days	Provide the number of tenor days	
Transit Days	Provide the transit days, if the tenor is sight.	
Maturity date	<p>System displays the due date for the bill based on tenor and tenor basis.</p> <p>If tenor is sight, system will calculate the maturity date as 5 working days from Document Received Date.</p> <p>If tenor is Usance, system will calculate the maturity date based on the tenor basis and populate the maturity date.</p> <hr/> <p style="text-align: center;"><b>Note</b></p> <p style="text-align: center;">In case if the Operation Type is FOP, Due date (Maturity date) is not applicable in this case and current branch date will be populated in the Maturity date field.</p>	
Bill Amount	Provide the bill amount.	
Liquidated Amount	Provide the liquidated amount.	
Exchange Rate	Provide the Exchange Rate.	
Liquidation Date	Provide the liquidation date.	
Liquidation Amount	Provide the bill amount.	
Rebate Amount	Provide the value for bill rebate amount.	
Action	Click Edit icon to edit the tenor record. Click Delete icon to delete the tenor record.	
Interest from Date	Select the interest from date. The interest from date cannot be earlier than branch date and later than maturity date.	

Field	Description	Sample Values
Interest to Date	Application defaults Maturity Date in this field, if Interest from Date is provided.	
Accept Commission From Date	Provide the accept commission from date.	
Accept Commission To Date	Provide the accept commission to date.	

### 3.3.5.3 Action Buttons

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

Field	Description	Sample Values
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	
Documents	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application will display the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>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.</p>	
Remarks	<p>Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>	
Overrides	Click to view the overrides accepted by the user.	
Customer Instructions	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	

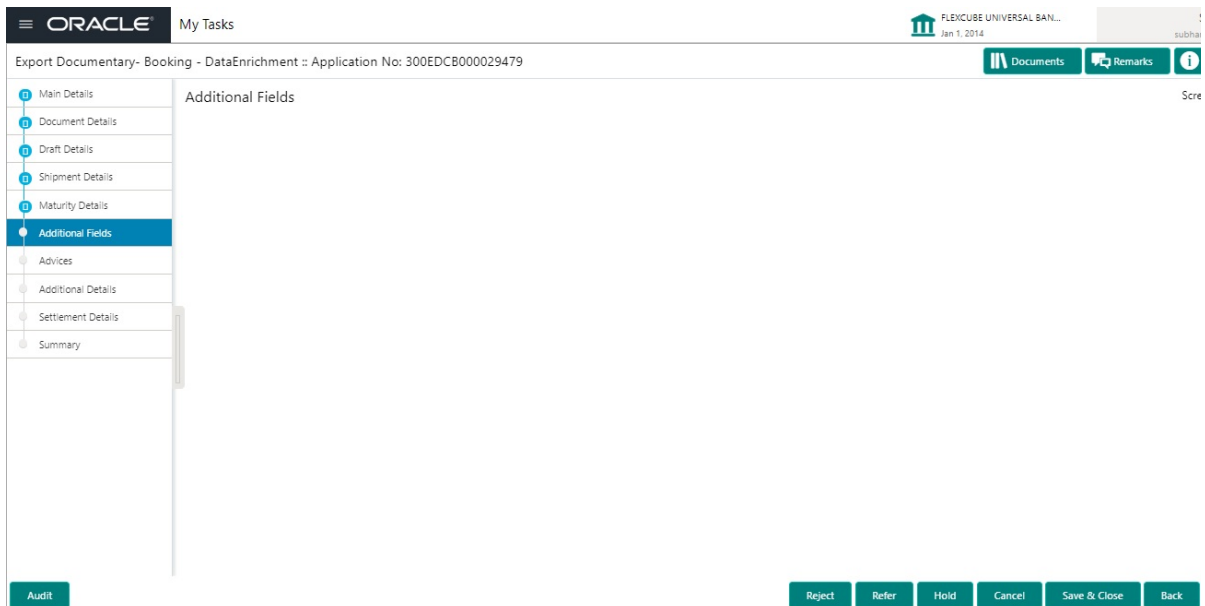
Field	Description	Sample Values
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>	
Request Clarification	<p>User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.</p>	
Save & Close	<p>Save the details provided and holds the task in 'My Task' queue for further update.</p> <p>This option will not submit the request.</p>	
Cancel	<p>Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.</p>	
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	



Field	Description	Sample Values
Refer	User must select a Refer Reason from the values displayed by the system. Refer Codes: <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul>	
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.	

### 3.3.6 Additional Fields

Banks can configure user defined fields as per their requirement in the Additional Fields Screen.



#### 3.3.6.1 Action Buttons

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

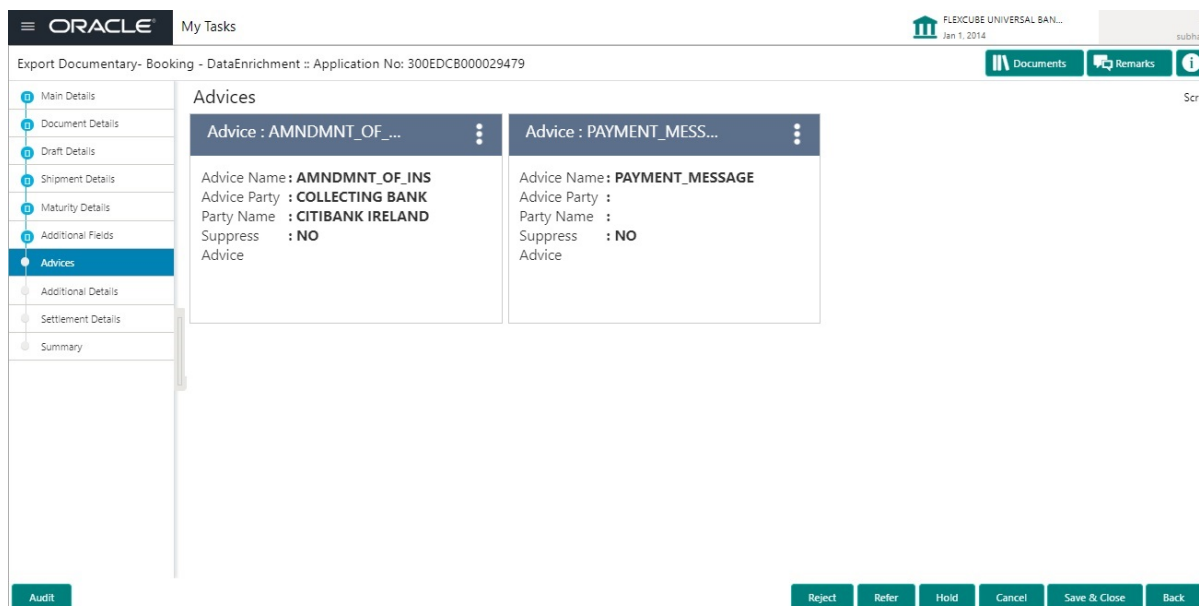
Field	Description	Sample Values
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	

Field	Description	Sample Values
Documents	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application will display the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>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.</p>	
Remarks	<p>Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>	
Overrides	Click to view the overrides accepted by the user.	
Customer Instructions	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>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.</p> <p>If more than one signature is required, system should display all the signatures.</p>	
Request Clarification	User should be able to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.	
Save & Close	<p>Save the details provided and holds the task in ‘My Task’ queue for further update.</p> <p>This option will not submit the request.</p>	

Field	Description	Sample Values
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.	
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Refer	<p>User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul>	
Next	<p>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.</p>	

### 3.3.7 Advices

Advices menu displays the advices available under a product code from the back office as tiles. User can edit the fields in the tile, if required. User can suppress the advice, if required.



#### 3.3.7.1 Action Buttons

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

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

Field	Description	Sample Values
Customer Instructions	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>● <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>● <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>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.</p> <p>If more than one signature is required, system should display all the signatures.</p>	
Request Clarification	<p>User should be able to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.</p>	
Save & Close	<p>Save the details provided and holds the task in 'My Task' queue for further update.</p> <p>This option will not submit the request.</p>	
Cancel	<p>Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.</p>	
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	

Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Refer	<p>User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul>	
Next	<p>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.</p>	

### 3.3.8 Additional Details

ort Documentary Collection Booking - DataEnrichment :: Application No: PK1EDCB000002366



Main Details

Document Details

Other Details

Shipment Details

Maturity Details

Additional Fields

Advices

**Additional Details**

Settlement Details

Summary

**Additional Details**

Limit & Collateral	Charge Details	Preview Message	Payment Details
Limit Currency : Limit Contribution : Limit Status : Collateral Currency : Collateral : Contribution : Collateral Status :	Charge : Commission : Tax : Block Status :	Language : Preview Message : -	Allow Rollover : <b>No</b> Auto Change from : <b>No</b> Acceptance to Advance : <b>No</b> Liquidate using Collateral
FX Linkage	Interest Details	Tracer Details	Pre-Shipment Details
Reference Number : Currency : Contract Amount :	Component : Amount : Event :	Payment Tracer : <b>No</b> Acceptance Tracer : <b>No</b> Charges Details : <b>No</b>	No data to display.

Reject Refer Hold Cancel Save & Close Back Next

#### 3.3.8.1 Limits & Collateral

Limit availability needs to be checked if amendment involves increase in amount or tolerance or both.

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

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

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

Limit & Collateral									
--------------------	--	--	--	--	--	--	--	--	--

Limit Details										
Customer ID	Linkage Type	Liability Number	Line Id/Linkage Ref No	Line Serial	Contribution %	Contribution Currency	Amount to Earmark	Limit Check Response	Response Message	Edit
100172	Facility				100	AED	1000			11

Cash Collateral Details							
Sequence Number	Settlement Account Currency	Settlement Account	Exchange Rate	Collateral %	Contribution Amount	Contribution Amount in Account Currency	Account Balance Check Response
No data to display.							

Deposit Linkage Details							
Deposit Account	Deposit Currency	Deposit Maturity Date	Transaction Currency	Deposit Available In Transaction Currency	Linkage Amount(Transaction Currency)	Edit	Delete
PK2CDP1221100002	GBP	2023-04-20	GBP	87508	£495.00	PK2CDP1221100002	

Page 1 (0 of 0 items) | 1

Save & Close Close

Limit Details
✕

<p>Customer Id 001044 <input type="text"/></p> <p>Contribution % * 1.0 <input type="text"/></p> <p>Contribution Currency GBP <input type="text"/></p> <p>Limit/Liability Currency GBP <input type="text"/></p> <p>Limit Check Response Available <input type="text"/></p> <p>Expiry Date <input type="text"/></p> <p>Response Message The Earmark can be performed as the f <input type="text"/></p>	<p>Linkage Type * Facility <input type="text"/></p> <p>Liability Number * PK2LIAB01 <input type="text"/></p> <p>Line Id/Linkage Ref No * PK2L01SL1 <input type="text"/></p> <p>Limits Description <input type="text"/></p> <p>Amount to Earmark * <input type="text" value="AED 100.00"/></p> <p>Limit Available Amount <input type="text" value="£999,999,903.89"/></p> <p>ELCM Reference Number <input type="text"/></p>
--	--

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

**Limit Details**

Click + plus icon to add new limit details.

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

Customer ID	Applicant's/Applicant Bank customer ID will get defaulted.	
Linkage Type	Select the linkage type. Linkage type can be: <ul style="list-style-type: none"> <li>• Facility</li> <li>• Liability</li> </ul> By default Linkage Type should be "Facility".	
Contribution%	System will default this to 100%. User can modify, if contribution is more than 100%. System will display an alert message, if modified.  Once contribution % is provided, system will default the amount.  System to validate that if Limit Contribution% plus Collateral% is equal to 100. If the total percentage is not equal to 100 application will display an alert message.	



Field	Description	Sample Values
Liability Number	Click <b>Search</b> to search and select the Liability Number from the look-up. The list has all the Liabilities mapped to the customer.	
Contribution Currency	The LC currency will be defaulted in this field.	
Line ID/Linkage Ref No	Click <b>Search</b> to search and select the from the various lines available and mapped under the customer id gets listed in the drop down. LINE ID-DESCRIPTION will be available for selection along with Line ID. When you click on 'verify', the system will return value if the limit check was successful or Limit not Available. If limit check fails, the outstanding limit after the transaction value will be shown in the limit outstanding amount.  <hr/> <b>Note</b>  User can also select expired Line ID from the lookup and on clicking the verify button, system should default "The Earmarking cannot be performed as the Line ID is Expired" in the "Response Message" field.  This field is disabled and read only, if <b>Linkage Type</b> is <b>Liability</b> .	
Limit/ Liability Currency	Limit Currency will be defaulted in this field, when you select the <b>Liability Number</b>	
Limits Description	This field displays the limits description.	
Limit Check Response	Response can be 'Success' or 'Limit not Available' based on the limit service call response.	
Amount to Earmark	Amount to earmark will default based on the contribution %. User can change the value.	
Expiry Date	This field displays the date up to which the Line is valid	
Limit Available Amount	This field will display the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount.  The value in this field appears, if you click the Verify button.	
Response Message	Detailed Response message.  The value in this field appears, if you click the Verify button.	

Field	Description	Sample Values
ELCM Reference Number	This field displays the ELCM reference number.	
Below fields appear in the Limit Details grid along with the above fields.		
Line Serial	Displays the serial of the various lines available and mapped under the customer id. This field appears on the Limits grid.	
Edit	Click the link to edit the Limit Details	
Delete icon	Click delete icon to delete the existing limit details.	

### Collateral Details

Collateral availability needs to be checked if amendment involves increase in amount or tolerance. Provide the collateral details based on the description provided in the following table:

Field	Description	Sample Values
Cash Collateral Details		


Click + plus icon to add new collateral details.

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

Field	Description	Sample Values
Total Collateral Amount	Read only field. This field displays the total collateral amount provided by the user.	
Collateral Amount to be Collected	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.	
Sequence Number	Read only field. The sequence number is auto populated with the value, generated by the system.	
Collateral Split %	Specify the collateral split% to be collected against the selected settlement account.	
Collateral Contribution Amount	Specify the collateral amount to be collected against the selected settlement account. User can either provide the collateral % where the collateral amount will be auto populated or modifying the collateral amount will auto correct the collateral %.	
Settlement Account	Select the settlement account for the collateral amount.	
Settlement Account Currency	Read only field. This field displays the settlement account currency defaulted by the system.	
Exchange Rate	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.	
Contribution Amount in Account Currency	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.	
Account Available Amount	Read only field. System populates the account available amount on clicking the <b>Verify</b> button.	
Response	Read only field. System populates the response on clicking the <b>Verify</b> button.	
Response Message	Read only field. System populates the response message on clicking the <b>Verify</b> button.	
Verify	Click to verify the account balance of the Settlement Account.	

Field	Description	Sample Values
Save & Close	Click to save and close the record.	
Cancel	Click to cancel the entry.	

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

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

### Deposit Linkage Details

In this section which the deposit linkage details is captured.

System should allow the user to Link one or more existing Deposits as a contribution to secure underlying transactions. On Submit of DE stage, system will create Linkage of the Deposit/ modification of existing Linkage by calling Back-office system (DDA) system directly.

Deposit Linkage Details
✕

Customer Id  
032204

Deposit Branch  
032

Deposit Maturity Date  
Apr 2, 2023

Deposit Available In Transaction Currency  
AED 31,323.00

Linkage Amount(Transaction Currency) \*  
AED 4,500.00


Deposit Account  
032CD01230310001

Deposit Available Amount  
AED AED 31,323.00

Exchange Rate  
1

Linkage Percentage % \*  
45.0

Field	Description	Sample Values
Click + plus icon to add new deposit details.		
Customer Id	Customer ID is defaulted from the system. User can change the customer ID.	
Deposit Account	Click <b>Search</b> to search and select the deposit account from the look-up. All the Deposits of the customer should be listed in the LOV search. User should be able to select the deposit for linkage.	
Deposit Branch	Branch will be auto populated based on the Deposit account selection.	
Deposit Available Amount	Amount will be auto-populated based on the Deposit Account selection.	
Deposit Maturity Date	Maturity Date of deposit is displayed based on the Deposit Account selection.	
Exchange Rate	Latest Exchange Rate for deposit linkage should be displayed. This will be picked up from the exchange rate maintenance from the common core.	
Deposit Available in Transaction Currency	Deposit amount available should be displayed after exchange rate conversion, if applicable.	
Linkage Percentage%	Specify the value for linkage percentage.	

Field	Description	Sample Values
Linkage Amount (Transaction Currency):	System to default the transaction amount user can change the value.  System validates the linking amount with available Deposit balance and should not allow to link more than the available amount.	
Below fields appear in the <b>Deposit Details</b> grid along with the above fields.		
Deposit Currency	The currency will get defaulted in this field.	
Transaction Currency	The currency will get defaulted in this field from the underlying task.	
Delete Icon 	Click minus icon to remove the existing Linked deposit details by selecting the Deposit.	
Edit Link	Click edit link to edit any existing deposit Details.	

### 3.3.8.2 Charge Details

This section displays charge details:

Charge Details

Recalculate Redefault

Commission Details

amt

amt Description

Component	Rate	Mod. Rate	Currency	Amount	Modified	Defer	Waive	Charge Party	Settl. Acct	Amendable
No data to display.										

Page 1 (0 of 0 items) < >

Charge Details

Component	Tag currency	Tag Amount	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party	Settlement Account
No data to display.										

Page 1 (0 of 0 items) < >

Tax Details

Component	Type	Value Date	Ccy	Amount	Billing	Defer	Settl. Acct
No data to display.							

Save & Close Close

This section displays the commission details:

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	This field displays the commission component.	

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

Field	Description	Sample Values
Settlement Account	Details of the Settlement Account.	
Amendable	Displays if the field is amendable or not.	

### 3.3.8.3 Charge Details

Provide the charge details based on the following table:

Field	Description	Sample Values
Component	Charge Component type.	
Tag Currency	Defaults the tag currency in which the charges have to be collected.	
Tag Amount	Defaults the tag amount that is maintained under the product code gets defaulted in this field.	
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.	
Modified Amount	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.	
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
Defer	<p>If charges have to be deferred and collected at any future step, this check box has to be selected.</p> <p>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.</p> <p>The user can select/de-select the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.</p>	
Waive	<p>If charges have to be waived, this check box has to be selected.</p> <p>This field is disabled, if 'Defer' toggle is enabled.</p>	
Charge Party	Charge party will be Drawer by default. You can change the value to Drawee.	
Settlement Account	Details of the settlement account.	



The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details 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.

This section displays the tax details:

<b>Field</b>	<b>Description</b>	<b>Sample Values</b>
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 applicable.	
Billing	If taxes are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
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.	

### 3.3.8.4 Payment Details

PaymentDetails

Liquidate
  Allow Rollover
  Auto Change from Acceptance to Advance
  Liquidate using Collateral

Outstanding Collateral Amount: 
 Split Settlement
  Avalization

Settlement Details - Liquidation

Component	Currency	Debit/Credit	Account	Account Description	Branch	Account Currency	Original Exchange Rate	Exchange Rate	Deal Reference
ILL_LIQ_AMT	GBP	Debit	PK20010440017	GOODCARE PLC	PK2	GBP	1		
ILL_LIQ_AMTEQ	GBP	Credit	PK20010440017	FIXNETIX	PK1	GBP	1		

Page 1 of 1 (1-2 of 2 items)

Split Settlement

Component	Contract Currency	Amount
BILL_LIQ_AMTEQ	GBP	100

Page 1 of 1 (1 of 1 items)

Split Settlement Details

Sequence	Amount	Settlement Account	Account Custom...	Account Currency	Account Branch	Original Exchange Rate	Exchange Rate	Deal Reference Number	Action
1		1122334455	000335	GBP	000				

Page 1 of 1 (1 of 1 items)

Save & Close Close

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

Field	Description	Sample Values
Auto Liquidate	<p><b>Toggle On:</b> Set the toggle 'On' if the auto liquidation is required.</p> <p><b>Toggle Off:</b> Set the toggle 'Off' if the auto liquidation is not required.</p>	
Allow Roll over	Read only field.	
Auto Change from Acceptance to Advance	<p>Read only field.</p> <p>This flag indicates whether an Acceptance type of bill should be automatically converted into an Advance type of bill on its liquidation date.</p> <hr/> <p><b>Note</b></p> <p>This option is applicable only for the bills that are co-accepted by the bank.</p>	
Liquidate using Collateral	Read only field.	
Outstanding Collateral Amount	<p>Read only field.</p> <p>Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system.</p>	

Field	Description	Sample Values
Split Settlement	<p><b>Toggle On:</b> Enables the user to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill</p> <p><b>Toggle Off:</b> Disables the user to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill</p>	Disable
Avalization	Enable the option as 'On' for availization.	
Settlement Details - Liquidation		
Component	Components gets defaulted based on the product selected.	
Currency	Application displays the default currency for the component.	
Debit/Credit	Application displays the debit/credit indicators for the components.	
Account	Application Displays the account details for the components.	
Account Description	Application displays the description of the selected account.	
Branch	Application displays the branch of the selected account.	
Account Currency	Application defaults the currency for all the items based on the account number.	
Original Exchange Rate	System displays the Original Exchange Rate as simulated in settlement details section from OBTF	
Exchange Rate	The exchange rate for the settlement.	
Deal Reference Number	The exchange deal reference number.	
Split Settlement		
Component	Components gets defaulted based on the product selected.	
Currency	Application displays the default currency for the component.	
Amount	Amount for each component. This is populated from the transaction details of the drawing.	
Split Settlement Details		
Select	Check box to select the record	
Sequence	Sequence of the settlement details.	

Field	Description	Sample Values
Amount	Amount for the split settlement.	
Settlement Currency	Currency for the split settlement.	
Account Customer	Customer account.	
Account Currency	Currency of the account.	
Account Branch	Branch of the customer's account.	
Original Exchange Rate	System displays the Original Exchange Rate as simulated in settlement details section from OBTF	
Exchange Rate	The exchange rate for the split settlement.	
Deal Reference Number	The exchange deal reference number.	
Action	Click Edit icon to edit the split settlement details record.  Click Delete icon to delete the split settlement details record.	

### 3.3.8.5 FX Linkage

This section enables the user to link the existing FX contract(s) to the Bill. User can link one or more FX deals to a bill. The linked value of an FX deal(s) must not exceed the value of the bill.

FX contract linkage with the Bill booking can happen only for immediate liquidation of sight payment or for Usance. For manual sight payment, the user needs to link the FX contract on the date of liquidation of the bill.

Following are the features of FX Linkage in BC.

- FX linkage cannot be linked at Bills at initial stage.
- When a bill is drawn under LC, the details of forward contract linked as a part of the LC, will be defaulted at bill.
- Linked amount will be defaulted against the corresponding FX sequentially.
- User can delink or modify the defaulted FX details at in the Bill.
- Bill maturity date should be greater than or equal to FX Value date.
- Sum of Linked amount will not be greater than Bill contract amount.
- Linked amount will not be greater than the available amount for linkage.
- Current Utilized amount will display the liquidated/purchased/discounted/negotiated amount of Bill contract. It cannot go beyond the linked FX amount.
- When a bill is drawn under LC, delink of FX at BC is allowed only if the linked FX is not utilized by the bill.
- Multiple forward FX contract could be linked and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average

method and it is utilized during purchase/negotiation/discount or liquidation of the bill. The same will be populated in the Average FX Rate.

FX Reference Number	Bought Currency	SOLD Currency	Available Contract Amount	Rate	Linked Amount	Total Utilized Amount	FX Expiry Date	Action
032FXF2232155502	AED	USD	AED 222,999.99	1.4	AED 100,000.00	AED 0.00	Jan 31, 2025	

Page 1 of 1 (1 of 1 Items) 1

Average FX Rate

FX Linkage
✕

FX Reference Number \*

Contract Amount

Linkage Amount \*

FX Amount in Local Currency

FX Delivery Period From

Currency

Available FX Contract Amount

Rate

FX Expiry Date

FX Delivery Period To

Provide the FX linkage detail based on the description in the following table

Field	Description	Sample Values
-------	-------------	---------------

Click + plus icon to add new FX linkage details.

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

Field	Description	Sample Values
FX Reference Number	<p>Select the FX contract reference number from the LOV.</p> <p>On select and save and close, system defaults the available amount, bot currency, sold currency and rate.</p> <p>Forward FX Linkage available for selection at bill would be as follows,</p> <ul style="list-style-type: none"> <li>• Counterparty of the FX contract should be the counterparty of the Bill contract.</li> <li>• Active Forward FX transactions authorized not marked for auto liquidation.</li> </ul> <p>Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill.</p>	
Currency	This field displays the FX BOT currency from the linked FX contract.	
Contract Amount	<p>This field displays the FX BOT currency and Amount.</p> <p>The user can change the currency.</p>	
Available FX Contract Amount	<p>This field displays the available FX contract amount.</p> <p>The value is from the “Available Amount” in FXDLINKG screen in OBTR.</p> <p>Available Amount BOT currency and Amount is displayed.</p>	
Linkage Amount	<p>This field displays the amount available for linkage.</p> <p>The Linkage amount should default the LC Contract Currency and allowed to change the linkage amount alone.</p> <p>The validation “Sum of Linked amount will not be greater than contract amount” or “Linkage amount will not be greater than the available amount for linkage” should be triggered on save of the FX linkage screen when trying to link the single FX or multiple FX.</p>	
Rate	This field displays the exchange rate defaulted from the linked FX Contract.	
FX Amount in Local Currency	<p>This field displays the FX amount in local currency.</p> <p>The value is defaulted as FX BOT currency and Amount from FXDTRONL</p>	
FX Expiry Date	This field displays the expiry date from the linked FX contract.	

Field	Description	Sample Values
FX Delivery Period - From	This field displays the date from which the contract is valid for utilization.	
FX Delivery Period - To	This field displays the date to which the contract is valid for utilization.	
Below fields appear in the FX linkage grid along with the above fields.		
Bought Currency	This field displays the currency from the linked FX contract.	
Sold Currency	This field displays the currency from the linked FX contract.	
Available Contract Amount	Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.	
Linked Amount	Sum of Linked amount will not be greater than LC contract amount.  Linked amount will not be greater than the available amount for linkage.	
Total Utilized amount	This field displays the total amount utilized against the corresponding linked FX. On query, both Utilized and Total Utilized amount holds the amount of latest version.  The value is Total Utilized Amount BOT currency and Amount for Import LC/Guarantee Issuance from FXDLINKG	
Average FX Rate	Multiple forward FX contract could be linked, and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. This will be populated in the Average FX Rate.	
Action	Click the Edit icon to modify the FX details.  Click the Delete icon to delete the FX details.	

### 3.3.8.6 Tracers

This section enables the user to view the default Tracer details from back end application. It also allows the user to add new Tracer details. Add new Tracer details based on the description in the following table:

Acknowledgement Tracer, Acceptance Tracer and Payment Tracer are applicable for this

Field	Description	Sample Values
Tracer Required	Enable the option, if tracer is required or not. <ul style="list-style-type: none"> <li>Toggle On: Required</li> <li>Toggle Off: Not required.</li> </ul>	
Number of Tracers	Provide the number of tracers required.	
Tracer Frequency	Select the frequency for generation of the Tracer. The options are: <ul style="list-style-type: none"> <li>Daily</li> <li>Weekly</li> <li>Fortnightly</li> </ul>	
Tracer Medium	Select the tracer medium from the LOV. The options are: <ul style="list-style-type: none"> <li>MAIL</li> <li>EMAIL</li> <li>SWIFT</li> </ul>	
Tracer Receiver Party	Select the tracer receiver party from the LOV.	
Tracer Start Date	Select the tracer start date. Start date cannot be earlier than the branch date.	
Template ID	Click Search to search and select the template ID.	

process.

Tracer Details

---

**Payment Tracer**

Tracer Required

Number of Tracers

Tracer Frequency

Tracer Medium

Tracer Receiver Party

Tracer Start Date

---

**Acceptance Tracer**

Tracer Required

Number of Tracers

Tracer Frequency

Tracer Medium

Tracer Receiver Party

Tracer Start Date

Template ID

### 3.3.8.7 Interest Details

The user can view and modify the Interest Details Simulated from Back Office system. On update of the Interest rate user has to click on Recalculate button. System will trigger a



simulation call to the back office and the updated Interest details will be reflected in this section.

Interest Details

Recalculate Recdefault

Interest Details

Component	Component Description	Rate Type	Rate Code	Min Spread	Max Spread	Spread	Min Rate	Max Rate	Rate	Modified Rate	Special Pricing Reference Number	Currency	Interest
No data to display.													

Save & Close Cancel

### 3.3.8.8

Field	Description	Sample Values
Component	This field displays the component maintained in the back office.	
Component Description	This description of the component.	
Rate Type	System defaults the rate type maintained for the component in back office. Value can be: <ul style="list-style-type: none"> <li>• Fixed Floating</li> <li>• Special</li> </ul>	
Rate Code	This field displays the rate code applicable for the Component.	
Min Spread	This field displays the minimum spread applicable for the Rate Code. This field have value only if the <b>Rate Type</b> is <b>Floating</b> .	
Max Spread	This field displays the maximum spread applicable for the Rate Code. This field have value only if the <b>Rate Type</b> is <b>Floating</b> .	
Spread	This field displays the spread applicable for the Component in case of Floating Rate Component. User can change the defaulted value. System validates whether the spread input is within the Minimum to Maximum Spread.	
Min Rate	This field displays the minimum rate applicable for the Rate Code.	
Max Rate	This field displays the maximum rate applicable for the Rate Code.	
Rate	This field displays the value applicable for the Rate Code. User can change the value if the <b>Rate Type</b> is <b>Fixed</b> . System validates whether the Rate input is between the Minimum and Maximum Rate.	
Modified Rate	This field displays the modified rate.	

Field	Description	Sample Values
Special Pricing Reference Number	<p>User can capture the Special Pricing Reference Number, when there is a special Interest rate to be provided for that customer against the interest component (Main Component).</p> <p>Special Pricing Reference is not applicable for Penal Interest components.</p> <p>For transactions initiated from OBDX, the Special Pricing Reference Number will be populated from OBDX and user cannot edit the same.</p> <hr/> <p style="text-align: center;"><b>Note</b></p> <p style="text-align: center;">System shows an override as “Special Pricing Applicable”, on clicking “Save” in the Interest Details screen, if Special Pricing Reference number has been provided.</p>	
Currency	System defaults the Interest currency in this field.	
Amount	User can input the interest amount, in case the <b>Rate Type</b> is <b>Special</b> , else user can not be able to input the amount. In such cases, the amount will be calculated by back office immediately only if the Interest is collected in Advance or if Back Dated Interest is collected. In that scenario, the Amount will be populated on Re-simulation from back office. Otherwise Interest will be calculated only in the batch as maintained.	
Waive	User can waive the Interest applicable. System displays an override, if the user has waived the Interest.	
Charge Party	<p>System displays the Charge Party based on the type of transaction.</p> <p>In case of Export Transactions, Drawer should be the defaulted Charge Party for Collection Bills and Beneficiary for the LC Bills. In case of Import Transactions, Drawee should be the Charge Party for Collection and Applicant for the LC Bills..</p>	

Field	Description	Sample Values
Settlement Account	System defaults the Settlement Account of the Charge Party for debit of Interest. User can change the value. System should display an error if a different customer is chosen. If different account of the Charge Party is selected, system should display a override.  In case the user modifies the Interest Rate, the user should click on Recalculate button to get the modified amount from the back office and display the new Amount.(Recalculation is done in back office and not in OBTfPM).	
Settlement Currency	System defaults the currency of the Settlement Account.	
Settlement Branch	System defaults the branch of the Settlement Account.	

### 3.3.8.9 Pre Shipment Details

This section links an existing Preshipment Credit.

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

Field	Description	Sample Values
Loan Account Number	Select the pre-shipment Loan Account number from the LOV.	
Currency	The currency of the pre-shipment loan account number.	
Outstanding Amount	The pre-shipment credit outstanding amount.	
Action	Click the Edit icon to modify the Pre Shipment details.  Click the Delete icon to delete the Pre Shipment details.	

Settled Loan

Field	Description	Sample Values
Sequence Number	This field displays the sequence of the settled loan.	
Loan Account Number	This field displays the pre-shipment Loan Account number.	
Currency	This field displays the currency of the pre-shipment loan account number.	
Outstanding Amount	This field displays the pre-shipment credit outstanding amount.	
Event	This field displays the event.	
Settled Amount	This field displays the settled amount.	

### 3.3.8.10 Preview Message

User can preview the message simulated for correspondence with Remitting Bank.

Preview - SWIFT Message

Language:

Message Status:

Preview - Mail Advice

Language:

Message Status:

Message Type:

Repair Reason:

Advice Type:

Repair Reason:

Preview Message

Preview Message

```

DRAWER REFERENCE      : NONE
DRAWER COUNTRY        : UNITED ARAB EMIRATES

BILL AMOUNT           : AED 10,000.00
  AMOUNT IN WORDS     : Ten Thousand
BILL CURRENCY         : UAE Dirham
TENOR OF BILL         : Sight
TENOR DAYS OF BILL   : SIGHT
BILL MATURITY DATE   : 14-AUG-23
CLOSURE REASON       : STWII ATTON

```

### 3.3.8.11

Field	Description	Sample Values
Preview - SWIFT Message		
Language	Read only field. English is set as default language for the preview.	
Message type	Select the message type from the drop down. User can choose to see preview of different message like MT 700, MT 740 and MT 701.	
Message Status	Read only field. Display the message status of draft message of liquidation details.	
Repair Reason	Read only field. Display the message repair reason of draft message of liquidation details.	
Preview Message	Display a preview of the draft message.	
Preview - Mail Device		
Language	Read only field. English is set as default language for the preview.	
Advice Type	Select the advice type.	
Message Status	Read only field. Display the message status of draft message of liquidation details.	
Repair Reason	Read only field. Display the message repair reason of draft message of liquidation details.	
Preview Message	Display a preview of the advice.	

### 3.3.8.12 Action Buttons

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

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

Field	Description	Sample Values
Documents	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application will display the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>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.</p>	
Remarks	<p>Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>	
Overrides	Click to view the overrides accepted by the user.	
Customer Instructions	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>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.</p> <p>If more than one signature is required, system should display all the signatures.</p>	
	.	
Request Clarification	User should be able to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.	
Save & Close	<p>Save the details provided and holds the task in ‘My Task’ queue for further update.</p> <p>This option will not submit the request.</p>	

Field	Description	Sample Values
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.	
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Refer	<p>User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul>	
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.	



### 3.3.9 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	Components gets defaulted based on the product selected.	
Currency	Application displays the default currency for the component.	
Debit/Credit	Application displays the debit/credit indicators for the components.	
Account	Application Displays the account details for the components.	
Account Description	Application displays the description of the selected account.	
Account Currency	Application defaults the currency for all the items based on the account number.	
Netting Indicator	Application displays the applicable netting indicator.	
Current Event	Application displays the current event as Y or N.	
Original Exchange Rate	System displays the Original Exchange Rate as simulated in settlement details section from OBTF	
Exchange Rate	The exchange rate.	

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

### 3.3.10 Summary

User can review the summary of details updated in Data Enrichment stage of Export Documentary Collection Booking request.

The tiles must display a list of important fields with values. User can drill down from summary Tiles into respective data segments.

The screenshot displays the Oracle Financials Summary page for an Export Documentary Collection Booking. The page is titled "Summary" and shows a grid of summary tiles for various details. The tiles are organized into a grid with the following sections:

- Main Details:** Booking Date : 2023-08-03, Submission Mode : Desk, Remitter Reference : Test123, Bill Amount : AED 1000
- Document Details:** Document 1, Document 2
- Other Details:** Value Date, Debit Value Date, Credit Value Date
- Shipment Details:** Port of Loading, Port of Discharge, Shipment Date, Carrier Name
- Maturity Details:** Tenor Type : Usance
- Additional Fields:** Click here to view Additional fields
- Pre Shipment Details:** Freshment Credit, OutstandingAmount, RepayAmount
- Advices:** Advice 1 : DISCREPANCY..., Advice 2 : REMITTANCE L..., Advice 3 : ACKNOWLEDGEM..., Advice 4 : PAYMENT MESS...
- Limits and Collaterals:** Contribution Currency, Amount to Earmark : null, Limit Status : Not Verified, Collateral Currency, Collateral Contr., Collateral Status : Not Verified, Deposit Linkage CCY, Deposit Linkage, Amount
- Commission, Charges and taxes:** Charge, Commission, Tax, Block Status : Not Initiated
- Preview Messages:** Language : ENG, Preview Message : -
- Payment Details:** Advance by Loan, Allow Rollover, Liquidate using, Collateral
- Tracer Details:** Payment Tracer : No, Acceptance Tracer : No, Charge Tracer : No, Acknowledgement Tracer : No
- FX Linkage:** Reference Number, Linkage Amount, Contract Currency
- Settlement Details:** Component, Account Number, Currency
- Parties Details:** Drawee : Aldar Proper..., Drawer : Air Arabia
- Compliance details:** KYC : Not Initiate..., Sanctions : Not Initiate..., AML : Not Initiate...
- Accounting Details:** Event, AccountNumber, Branch
- Interest Details:** Component, Amount, Event

#### Tiles Displayed in Summary

- Main Details - User can view details about application details and LC details.
- Document Details - User can view the document details.
- Other Details - User can view the other details.
- Shipment Details - User can view the shipment details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view the details of additional fields.
- Pre Shipment Details - User can view the pre shipment details.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details.
- Commission, Charges and taxes - User can view Commission, Charges and taxes details.
- Preview message - User can view the preview message.
- Payment Details - User can view the payment details.

- Tracer Details - User can view the tracer details.
- FX Linkage - User can view the details of FX Linkage.
- Loan Preference - User can view the loan preference details.
- Settlement Details - User can view settlement details.
- Parties Details - User can view party details like applicant, advising bank etc.
- Compliance Details - User can view the compliance details.
- Accounting Details - User can view the accounting entries generated by back office system.

---

**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.

- Interest Details - User can view the interest details.

### 3.3.10.1 Action Buttons

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

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

Field	Description	Sample Values
Customer Instructions	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>● <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>● <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>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.</p> <p>If more than one signature is required, system should display all the signatures.</p>	
Request Clarification	<p>User should be able to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.</p>	
Save & Close	<p>Save the details provided and holds the task in 'My Task' queue for further update.</p> <p>This option will not submit the request.</p>	
Cancel	<p>Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.</p>	
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	

Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Refer	<p>User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul>	
Submit	<p>Task will move to next logical stage of Export Documentary Collection Booking.</p> <p>If mandatory fields have not been captured, system will display an error message highlighting that the mandatory fields have to be updated. In case of duplicate documents' system will terminate the process after handing off the details to back office.</p>	

## 3.4 Exceptions

The Export Collection Booking request, before the task moves to the approval stage, the application will validate the Amount Block, KYC and AML. A failure in validation of any of them, the task will reach exception stage for further approval for the exceptions.

### 3.4.1 Exception - Amount Block

As part of amount block validation, application will check if sufficient balance is available in the account to create an amount block. On hand-off, system will debit the blocked account to the extent earmark and credit charges/ commission account in case of charges block or credit the amount in suspense account for earmarks created for collateral.

The transactions that have failed amount block due to non-availability of amount in respective account will reach the amount block exception stage.

Log in into OBTFPM application, amount block exception queue. Amount block validation failed tasks for trade transactions will be listed in the queue. Open the task to view summary of updated available fields with values.

On Approval, system should not release the Amount Block against each applicable account and system should handoff the “Amount Block Reference Number” to the back office. On successful handoff, back office will make use of these “Amount Block

Reference Number” to release the Amount Block done in the mid office (OBTFPM) and should debit the CASA account from the Back office. If multiple accounts are applicable, Amount Block

Reference for all accounts to be passed to the back office.

Exception is created when sufficient balance is not available for blocking the settlement account and the same can be addressed by the approver in the following ways:

Approve:

- Settlement amount will be funded (outside of this process)
- Allow account to be overdrawn during hand-off

Refer:

- Refer back to DE providing alternate settlement account to be used for block.
- Different collateral to be mapped or utilize lines in place of collateral.

Reject:

Reject the transaction due to non-availability of sufficient balance in settlement account

#### **3.4.1.1 Amount Bock Exception**

This section will display the amount block exception details.

#### **3.4.1.2 Summary**

Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Document Details - User can view the document details.
- Other Details - User can view the other details.
- Shipment Details - User can view the shipment details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view the details of additional fields.
- Pre Shipment Details - User can view the pre shipment details.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details.
- Commission, Charges and taxes - User can view Commission, Charges and taxes details.
- Preview message - User can view the preview message.
- Payment Details - User can view the payment details.
- Tracer Details - User can view the tracer details.
- FX Linkage - User can view the details of FX Linkage.
- Loan Preference - User can view the loan preference details.

- Settlement Details - User can view settlement details.
- Compliance Details - User can view the compliance details.
- Interest Details - User can view the interest details. Action Buttons

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

Field	Description	Sample Values
Reject	<p>On click of reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Refer	<p>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.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance- Limits</li> <li>• R5 - Others</li> </ul>	
Cancel	<p>Cancel the Export Collection Booking Amount Block Exception check.</p>	
Approve	<p>On approve, application must validate for all mandatory field values, and task must move to the next logical stage.</p>	
Back	<p>Task moves to previous logical step.</p>	

### 3.4.2 Exception - Know Your Customer (KYC)

As part of KYC validation, application will check if necessary KYC documents are available and valid for the applicant. The transactions that have failed KYC due to non-availability / expired KYC verification will reach KYC exception stage.

Log in into OBTFPM application, KYC exception queue. KYC exception failed tasks for trade finance transactions will be listed in your queue. Open the task, to see summary tiles that display a summary of available updated fields with values.

User can pick up a transaction and do the following actions:

### **Approve**

- After changing the KYC status in the back end application (outside this process).
- Without changing the KYC status in the back end application.
- Reject (with appropriate reject reason).

### **3.4.2.1 Summary**

Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Document Details - User can view the document details.
- Other Details - User can view the other details.
- Shipment Details - User can view the shipment details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view the details of additional fields.
- Pre Shipment Details - User can view the pre shipment details.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details.
- Commission, Charges and taxes - User can view Commission, Charges and taxes details.
- Preview message - User can view the preview message.
- Payment Details - User can view the payment details.
- Tracer Details - User can view the tracer details.
- FX Linkage - User can view the details of FX Linkage.
- Loan Preference - User can view the loan preference details.
- Settlement Details - User can view settlement details.
- Compliance Details - User can view the compliance details.
- Interest Details - User can view the interest details.



### 3.4.2.2 Action Buttons

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

Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"><li>• R1- Documents missing</li><li>• R2- Signature Missing</li><li>• R3- Input Error</li><li>• R4- Insufficient Balance/Limits</li><li>• R5 - Others.</li></ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Refer	<p>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.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"><li>• R1- Documents missing</li><li>• R2- Signature Missing</li><li>• R3- Input Error</li><li>• R4- Insufficient Balance- Limits</li><li>• R5 - Others</li></ul>	
Cancel	<p>Cancel the Export Collection Booking KYC exception check.</p>	
Approve	<p>On approve, application must validate for all mandatory field values, and task must move to the next logical stage.</p>	
Back	<p>Task moves to previous logical step.</p>	

### 3.4.3 Exception - Limit Check/Credit

The transactions that have failed limit check due to non-availability of limits will be available in limit check exception queue for further handling.

Log in into OBTFPM application, limit check exception queue. Limit check exception failed tasks for trade finance transactions must be listed in your queue. Open the task, to see summary tiles that display a summary of important fields with values.

---

**Note**

On Approval of the exception task, system should validate the Limit Availability, Limit Expiry Date in the Limit System and create Earmark in the ELCM system. In case if the Limit is not available or the Limit is expired, then system should display an error message and should not allow the user to approve and proceed.

Limit check Exception approver can do the following actions:

**Approve**

- Limit enhanced in the back end (outside this process).
- Without enhancing limit in the back end.

**Refer**

- Refer back to DE providing alternate limit id to map
- Refer additional collateral to be mapped

**Reject**

The transaction due to non-availability of limits capturing reject reason.

**3.4.3.1 Limit/Credit Check**

This section will display the amount block exception details.

**3.4.3.2 Summary**

Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Document Details - User can view the document details.
- Other Details - User can view the other details.
- Shipment Details - User can view the shipment details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view the details of additional fields.
- Pre Shipment Details - User can view the pre shipment details.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details.
- Commission, Charges and taxes - User can view Commission, Charges and taxes details.
- Preview message - User can view the preview message.
- Payment Details - User can view the payment details.
- Tracer Details - User can view the tracer details.
- FX Linkage - User can view the details of FX Linkage.
- Loan Preference - User can view the loan preference details.
- Settlement Details - User can view settlement details.
- Compliance Details - User can view the compliance details.

### 3.4.3.3 Interest Details - User can view the interest details. **Action Buttons**

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

Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"><li>• R1- Documents missing</li><li>• R2- Signature Missing</li><li>• R3- Input Error</li><li>• R4- Insufficient Balance/Limits</li><li>• R5 - Others.</li></ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Refer	<p>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.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"><li>• R1- Documents missing</li><li>• R2- Signature Missing</li><li>• R3- Input Error</li><li>• R4- Insufficient Balance- Limits</li><li>• R5 - Others</li></ul>	
Cancel	<p>Cancel the Export Collection Booking Limit exception check.</p>	
Approve	<p>On approve, application must validate for all mandatory field values, and task must move to the next logical stage.</p>	
Back	<p>Task moves to previous logical step.</p>	

## 3.5 Multi Level Approval

Log in into OBTFPM application and acquire the task available in the approval stage in free task queue. Authorization User can acquire the task for approving.

---

### 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.

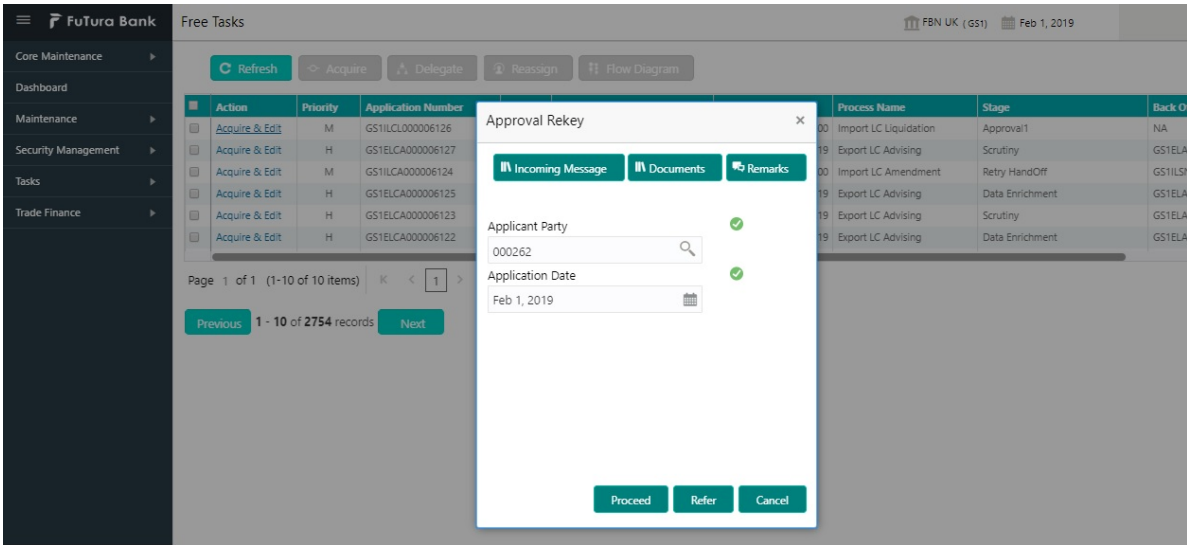
### 3.5.1 Authorization Re-Key (Non-Online Channel)

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

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

- Bill Currency Code
- Bill Amount

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.



## 3.5.2 Summary

Main Details		Document Details		Other Details		Shipment Details		Maturity Details	
Booking Date	: 2023-08-03	Document 1	:	Value Date	: 2023-08-03	Port of Loading	: NEW YORK	Tenor Type	: Sight
Submission Mode	: Desk	Document 2	:	Debit Value Date	: 2023-08-03	Port of Discharge	: NEW YORK	Tenor Basis	:
Bill Amount	: AED 100			Credit Value Date	: 2023-08-03	Shipment Date	: 2023-08-03	Maturity Date	:
						Carrier Name	: DHL		
Additional Fields		Pre Shipment Details		Advices		Limits and Collaterals		Commission, Charges and taxes	
Click here to view additional fields	:	Preshipment Credit	:	Advice 1	:	Contribution Currency	:	Charge	:
		OutstandingAmount	:	Advice 2	:	Amount to Earmark	: null	Commission	:
		RepayAmount	:			Limit Status	: Not Verified	Tax	:
						Collateral Currency	:	Block Status	: Not Initiated
						Collateral Contr.	:		
						Collateral Status	: Not Verified		
						Deposit Linkage CCY	:		
						Deposit Linkage Amount	:		
Preview Messages		Payment Details		Tracer Details		FX Linkage		Settlement Details	
Language	: ENG	Advance by Loan	:	Payment Tracer	: No	Reference Number	:	Component	:
Preview Message	: -	Allow Rollover	:	Acceptance Tracer	: No	Linkage Amount	:	Account Number	:
		Liquidate using Collateral	:	Charge Tracer	: No	Contract Currency	:	Currency	:
				Acknowledgement Tracer	: No				
Compliance details		Accounting Details		Interest Details		Exception(Approval)			
KYC	: Not Initiate...	Event	:	Component	:	KYC	: EXCEPTION		
Sanctions	: Verified	AccountNumber	:	Amount	:	PLEASE VISIT	: -		
ML	: Verified	Branch	:	Event	:	REMARKS FOR MORE DETAILS	:		

### Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Document Details - User can view the document details.
- Other Details - User can view the other details.
- Shipment Details - User can view the shipment details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view the details of additional fields.
- Pre Shipment Details - User can view the pre shipment details.
- Advice Details - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details.
- Commission, Charges and taxes - User can view Commission, Charges and taxes details.
- Preview message - User can view the preview message.
- Payment Details - User can view the payment details.
- Tracer Details - User can view the tracer details.
- FX Linkage - User can view the details of FX Linkage.
- Settlement Details - User can view settlement details.
- Compliance - User can view the compliance details.

- Accounting Details - User can view the accounting entries generated by back office system.

---

**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.

- Interest Details - User can view the interest details.
- Exception(Approval) - User can view the Exception(Approval) details.

### 3.5.2.1 Action Buttons

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

Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Refer	<p>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.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance- Limits</li> <li>• R5 - Others</li> </ul>	
Cancel	Cancel the approval.	

Field	Description	Sample Values
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.	

## 3.6 Reject Approval

As a Reject approver, user can review a transaction rejected and waiting for reject confirmation.

Log in into OBTFPM application to view the reject approval tasks for Import Documentary Collection Booking available in queue. On opening the task, you will see summary tiles. The tiles will display a list of important fields with values.

The screen from which the reject was initiated can be seen highlighted in the tile view.

User can drill down from reject summary tiles into respective data segments to verify the details of all fields under the data segment.

### 3.6.1 Summary

The screen up to which data was captured before reject will be available for the user to view in the summary tile. Other fields will be blank when verified from summary tile.

The data segment in which the task was rejected will have the tiles highlighted in a different colour (red).

- Main Details - User can view details about application details and document under collection.
- Party Details - User can view party details like applicant, Remitting Bank etc.
- Document Details - User can view document details.
- Shipment Details - User can view shipment details.
- Charges - User can view charge details.
- Maturity Details - User can view the maturity details.
- Message Preview - User can view the preview of the simulating message to the remitting bank.

### 3.6.2 Action Buttons

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

Field	Description	Sample Values
Reject Approve	On click of Reject Approve, the transaction is rejected.	
Reject Decline	On click of Reject Decline, the task moves back to the stage where it was rejected. User can update the reason for reject decline in remarks.	

<b>Field</b>	<b>Description</b>	<b>Sample Values</b>
Hold	User can put the transaction on 'Hold'. Task will remain in Pending state.	
Cancel	Cancel the Reject Approval.	



## A

Additional Details	
Action Buttons	29
Charge Details	23
FX Linkage	26
Limits & Collateral	23
Payment Details	26
Preview Message	29
Tracers	28

## B

Benefits	1
----------	---

## D

Data Enrichment	
Additional Details	23
Additional Fields	22
Advices	22
Document Details	13
Draft Details	15
Main Details	11
Settlement Details	30
Shipment Details	15
Summary	31
Document Details	
Action Buttons	14

## E

Exception - Amount Block	
Action Buttons	34
Amount Block Exception	33
Summary	33
Exception - Know Your Customer (KYC)	
Action Buttons	35
Summary	35
Exception - Limit Check/Credit	
Action Buttons	37
Limit/Credit Check	36
Summary	36
Exceptions	
Exception - Amount Block	33
Exception - Know Your Customer (KYC)	34
Exception - Limit Check/Credit	36
Exort Documentary Collection Booking	2
Export Documentary Collection Booking	
Data Enrichment	8
Exceptions	33
Multi Level Approval	38
Registration	2
Reject Approval	40

## K

Key Features	1
--------------	---

## M

Main Details	
Action Buttons	12
Application Details	11
Collection Details	11

## O

Overview	1
----------	---

## R

Registration	2
Miscellaneous	7
Reject Approval	40
Action Buttons	41
Summary	41

## S

Shipment Details	
Action Buttons	20
Goods Details	18
Multimodal/Transshipment Details	19
Shipment Details	16