# Export LC Advise User Guide Oracle Banking Trade Finance Process Management

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

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## 1. Preface

#### 1.1 Introduction

This user manual is designed to help you quickly get acquainted with Export LC Advice 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.

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#### **Organization** 1.4

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**

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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
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text.
italic	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 <u>Screenshot Disclaimer</u>

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
Q	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 LC Advise

As part of Export LC Advice, the advising bank receives the LC to be advised to the beneficiary from the issuing bank. The letter of credit is advised to the beneficiary through the advising bank. The various stages involved for advice of an Export Letter of Credit are:

- Receive and verify documents (Non Online Channel) Registration stage
- Input application details
- Upload of related mandatory and non mandatory documents
- Verify documents and capture details
- Input/Modify details of LC Data Enrichment stage
- Check for limit availability (In case of confirmation)
- Check balance availability for amount block
- Check for sanctions & KYC status
- Earmark limits/Create amount block for cash margin/charges, if applicable.
- · Capture remarks for other users to check and act.
- Hand off request to back office

#### **Note**

The user can initiate the transfer of LC advise process from the Export LC Advise screen. The process can be initiated manually at the branch or by parsing the incoming MT 700/720.

In the following sections, let's look at the details for Export LC Advising process:

This section contains the following topics:

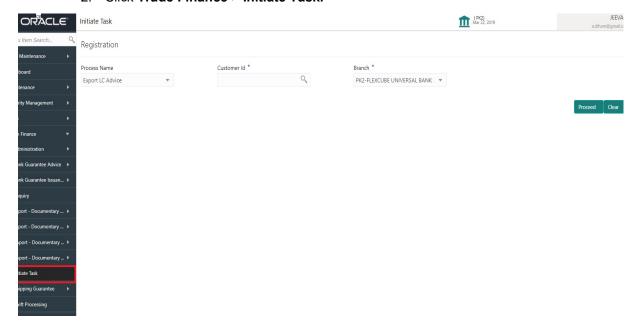
3.1 Common Initiation Stage	3.2.4 Document Linkage
3.2 Registration	3.3 Scrutiny
3.4 Data Enrichment	3.5 Exceptions
3.6 Multi Level Approval	3.7 Reject Approval

## 3.1 Common Initiation Stage

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

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

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



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

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

A user can register a request for an Islamic Export LC Advise received by mail/Courier at the front desk. During registration, user captures the basic details of the request, check the signature of authorized signatory of the issuing bank, and then upload related documents. On submit of the request, the task should be available for an LC expert to handle in the next stage.

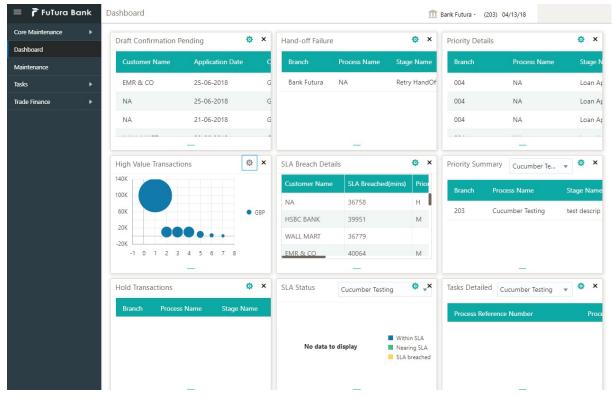
The OBTFPM user can process MT798 with sub messages MT726-MT759 message received through SWIFT. The OBTFPM verifies the field 21 and 26E (of the MT759 and identifies the Original Contract Reference Number and Amendment Number and invokes the process. The user can cancel the previously received MT798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

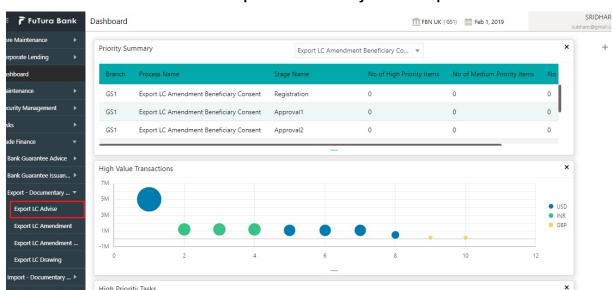
The OBTFPM user can process incoming MT798(up to a maximum of 8 messages) with sub messages MT788-MT799 message received through SWIFT and enables the user to cancel the previously received MT798 referenced message which is under process.

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



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

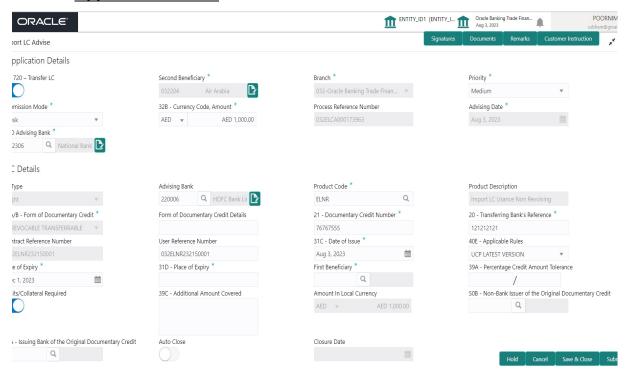




3. Click Trade Finance> Export - Documentary Credit> Export LC Advise.

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

#### 3.2.1 Application Details



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

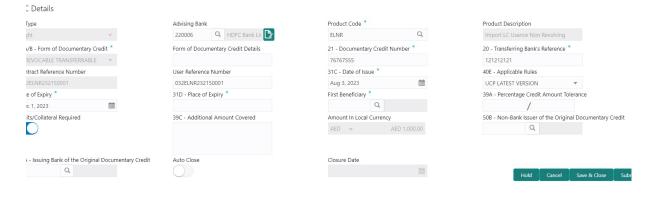
Field	Description	Sample Values
MT 720 – Transfer LC	Toggle On: If it is an Export LC Transfer     Advise request.  Toggle Off: If it is an Export LC Advise.	
	<ul> <li>Toggle Off: If it is an Export LC Advise request.</li> </ul>	
Beneficiary	Select the beneficiary customer from the LOV.	
	If beneficiary is a customer of the bank, system will check for valid KYC status. If KYC status is not valid, system will display alert message.	
	Note	
	For SWIFT processing of incoming MT 700, the user can edit the Party ID and or Name populated by the system to reflect the actual beneficiary details available in incoming MT 700.	
	This field will be renamed as <b>Second Beneficiary</b> , if the <b>MT 720 – Transfer LC</b> toggle is enabled.	
Branch	Customer's home branch will be displayed based on the customer ID and it can be changed, if required.	203-Bank Futura -Branch FZ1
	Note	
	Once the request is submitted, Branch field is non-editable.	
Priority	This field will be defaulted based on the priority maintenance, also enables the user to change the priority as per the requirement.	High
	Set the priority of the Export LC Advice request as Low/Medium/High. If priority is not maintained for a customer, 'Medium' priority will be defaulted.	
Submission Mode	Select the submission mode of Export LC Advice request. By default the submission mode will have the value as 'Desk'.	Desk
	Desk- Request received through Desk	
	Courier - Request received through Courier	
	SWIFT-Non STP - Request received through SWIFT-Non STP to register the task for the failed STP messages (MT798 and other MT Messages)	

Select the currency code.	GBP, 1,000.00
Provide the value of LC (with decimal places) as per currency type.	
Read only field.  Unique sequence number for the transaction.  This is auto generated by the system based on process name and branch code.	203IL- CISS00000050 0
By default, the application will display branch's current date and enables the user to change the date to any back date.	04/13/2018
Note	
Future date selection is not allowed.	
Select the issuing bank. Party type with banks will only be displayed in LOV.	
The system displays the	
a) SWIFT code (if available)	
b) Name and address of the bank	
On selection of the record if SWIFT code is available then SWIFT code will be populated, if SWIFT code is not available then the bank's name and address will be populated.	
Note	
If the KYC non-compliant party is selected then the system immediately gives instant alert as "Customer ID - (CIF ID) is not KYC compliant."	
	Provide the value of LC (with decimal places) as per currency type.  Read only field.  Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.  By default, the application will display branch's current date and enables the user to change the date to any back date.  Note  Future date selection is not allowed.  Select the issuing bank. Party type with banks will only be displayed in LOV. The system displays the a) SWIFT code (if available) b) Name and address of the bank  On selection of the record if SWIFT code is available then SWIFT code will be populated, if SWIFT code is not available then the bank's name and address will be populated.  Note  If the KYC non-compliant party is selected then the system immediately gives instant alert as "Customer ID - (CIF ID) is not KYC

Field	Description	Sample Values
OLD Advising Bank	Select the old advising bank.  Click the look up icon to search the advising bank based on Party ID/Party name.	001342 -HSBC Bank
	This field appears, if the <b>MT 720 – Transfer LC</b> toggle is enabled.	
	Note	
	If the KYC non-compliant party is selected then the system immediately gives instant alert as "Customer ID - (CIF ID) is not KYC compliant."	

#### 3.2.2 **LC Details**

Registration user can provide LC details in this section. Alternately, LC details can be provided by Scrutiny user.



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

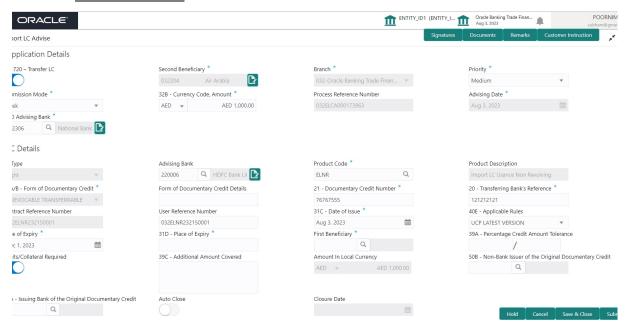
Field	Description	Sample Values
LC Type	Select the applicable LC type from LOV:  Sight Usance	
Advising Bank	Select the advising bank.  Click the look up icon to search the advising bank based on Party ID/Party name.	001342 -HSBC Bank

Field	Description	Sample Values
Product Code	Select the applicable product code.	ILUN
	Click the look up icon to search the product code with code or product description.	
	Product Code × Product Code Product Description	
	Fetch	
	Product Code Product Description  ILUN Import LC Usance Non Revolving	
	Page 1 of 1 (1 of 1 items)   K   <   1   >   X	
	Alternatively, enter the product code and on tab out system will validate and populate the selected product description.	
Product Description	Read only field.	Export LC
	Auto populated by the application based on the product code.	Usance Non Revolving
40A - Form of Documentary Credit	Select the type of LC (Documentary Credit) as per the requirement. Default LC type is <b>Irrevocable</b> .	Irrevocable
	This field will be renamed as <b>40B</b> - <b>Form of Documentary Credit</b> , if the <b>MT 720</b> - <b>Trans</b> - <b>fer LC</b> toggle is enabled.	
40A - Form of Documentary Credit Details	Form of Documentary Credit Details.	Irrevocable
20 - Documentary Credit	Specify the documentary credit number.	
Number	This field will be renamed as 21 - Documentary Credit Number, if the MT 720 - Transfer LC toggle is enabled.	
Contract Reference Num-	Read only field.	
ber	Contract Reference Number will be defaulted by the system based on selected product code.	
User Reference Number	User Reference Number will be defaulted by the system based on selected product code.	
	User can change the process reference number.	
Reference to Pre-Advice	Provide details of Pre-Advice, if issued by the bank.	
	This field will be removed if the MT 720 – Transfer LC toggle is enabled.	
Date Of Issue	Provide the LC date of issue. Future dates are not allowed.	04/13/18
Transferring Bank's Ref-	Provide the transferring bank's reference number.	
erence	This field appears if the <b>MT 720 – Transfer LC</b> toggle is enabled.	

Field	Description	Sample Values
Applicable Rules	Select the applicable rules for the LC. Default rule if UCP Latest Version.	UCP Latest Version.
Date Of Expiry	Provide the expiry date of the LC.  The expiry date can be equal or greater than the issue date. If the expiry date is earlier than the issue date, system will provide an error and if the expiry date is equal to the issue date, system will provide a alert message.	09/30/18
Place of Expiry	Provide the place of expiry of LC.	London
Applicant Bank	Select the applicant bank details, if applicable. This field will be removed if the MT 720 – Transfer LC toggle is enabled.	001343 Bank of America
Applicant	Select the applicant, if applicant is a customer of the bank.  If applicant is a walk in customer, provide the details.  This field will be renamed as <b>First Beneficiary</b> , if the <b>MT 720 – Transfer LC</b> toggle is enabled.	001344 EMR & CO
Percentage Credit Amount Tolerance	Enables the user to provide tolerance (+/-) on the total LC value. Tolerance value must be either one or two digit value.  If Tolerance is more than 10%, alert message will be displayed.	8/2
Limits/Collateral Required	Toggle On: Limit check is required.  Toggle Off: Limit check is not required.	
Additional Amount Covered	Provide additional amount included in LC.	
Amount In Local Currency	Read only field.	
	System fetches the local currency equivalent value for the LC amount from back office (with decimal places).	
50B - Non-Bank Issuer of the Original Documen-	Select the Non-Bank Issuer of the Original Documentary Credit from LOV.	
tary Credit	This field appears if the <b>MT 720 – Transfer LC</b> toggle is enabled.	
52A - Issuing Bank of the Original Documentary	Select the issuing Bank of the Original Documentary Credit from LOV.	
Credit	This field appears if the MT 720 – Transfer LC toggle is enabled.	

Field	Description	Sample Values
Auto Close	Toggle On: Enable the toggle, if Auto close is required for that transactions.	
	Toggle Off: Disable the toggle, if Auto close is not required for that transactions.	
Closure Date	System default the "Closure Date" with the value "Expiry Date" + No of Closure days maintained in the respective Product in which the contract has been created.	
	System automatically close the contract on the specified "Closure Date" if "Auto Close" is selected as "Yes" for the specific contract.	
	User can modify the system defaulted "Closure Date" and system should validate the same for the below conditions,	
	<ul> <li>Closure Date must be after the Issue Date.</li> </ul>	
	<ul> <li>Closure Date must be after the Expiry Date.</li> </ul>	
	<ul> <li>Closure Date cannot be blank, when the "Auto Close" is checked.</li> </ul>	

#### 3.2.3 **Miscellaneous**



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

Field	Description	Sample Values
Signatures	Click the Signature button to verify the signature of the customer/ bank if required.	
	The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.	
	If more than one signature is required, system should display all the signatures.	
Documents	Upload the mail LC received from issuing bank.	
Remarks	Provide any additional information regarding the LC. This information can be viewed by other users processing the request.	
Customer Instructions	Click to view/ input the following	
	Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.	
	Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing.	

**Action Buttons** 

Field	Description	Sample Values
Submit	On Submit, system will trigger acknowledgment to the customer and give confirmation message for successful submission. Task will get moved to next logical stage of Export LC Advice.	
	If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the informations provided and holds the task in you queue for working later. This option will not submit the request	
Cancel	Cancel the Export LC Advice Registration inputs.	
Hold	The details provided will be registered and status will be on hold.  This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Checklist	Make sure that the details in the checklist are completed and acknowledged.	

#### 3.2.4 **Document Linkage**

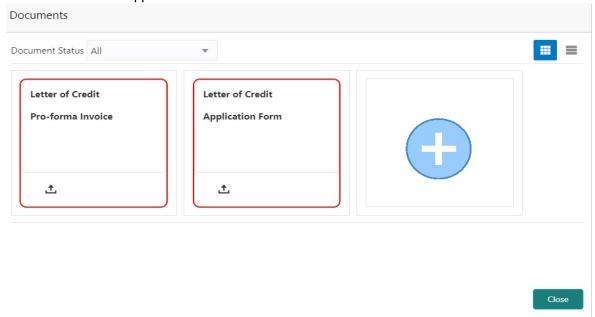
The user can link an existing uploaded document in any of the process stages.

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.

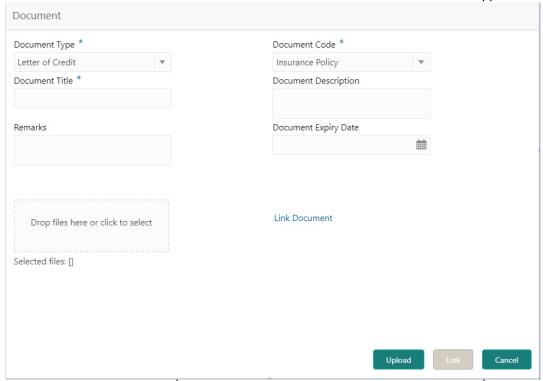
System displays the Documents ids which is not linked with any of the task. Mid office should allow either upload the document or link the document during task processing. The Mid office should allow to Link the same Document in multiple tasks.

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.

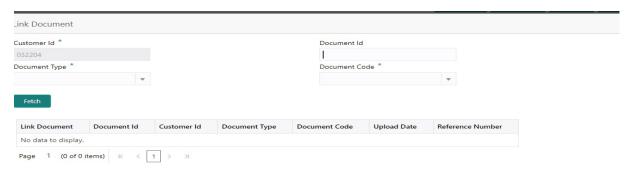


Field	Description	Sample Values
Document Type	Select the Document type from list. Indicates the document type from metadata.	
Document Code	Select the Document Code from list. Indicates the document Code from metadata.	

Field	Description	Sample Values
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.



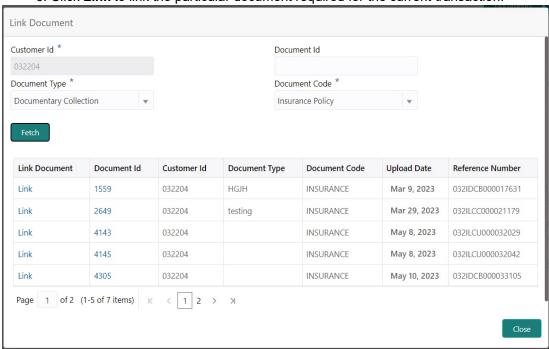
Close

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.	
Search Result		
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.	

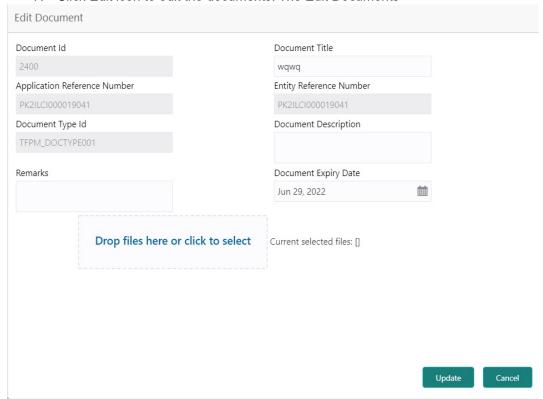
Field	Description	Sample Values
Customer ID	This field displays the transaction Customer ID.	
Document Type	This field displays the document type from meta data.	
Document Code	This field displays the document code from meta data.	
Upload Date	The field displays the upload date of the document.	
Reference Number	The field displays the reference number of the document.	

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



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

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



## 3.3 Scrutiny

On successful completion of Registration of an Export LC Advice request, the request moves to Scrutiny stage. At this stage the gathered information during Registration are scrutinized.

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

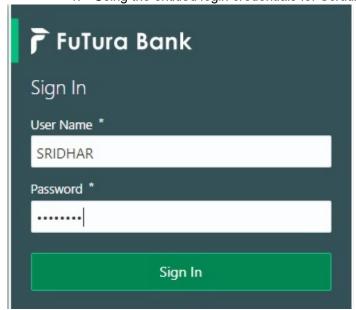
**Online Channel** - Requests that are received via online channels like trade portal, external system and SWIFT are available directly for further processing from Scrutiny stage and available data for all data segments from Application stage to Data Enrichment stage would be auto populated.

#### **Note**

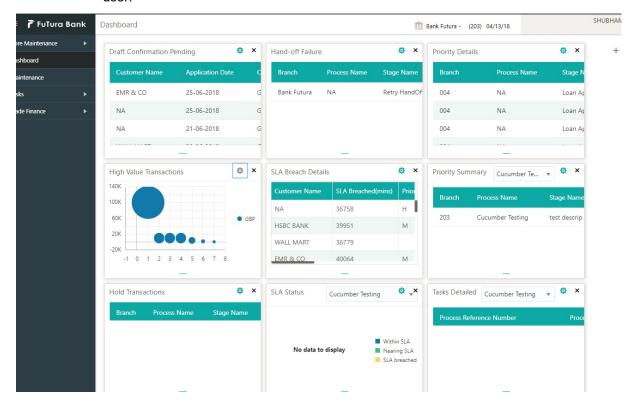
In case of SWIFT MT720, requests that are received via online channels like trade portal, external system and SWIFT should be available directly for further processing in OBTFPM from Scrutiny stage.

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

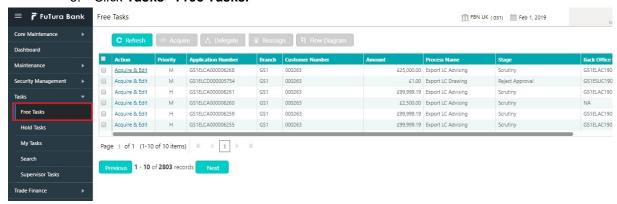
1. Using the entitled login credentials for Scrutiny stage, login to the OBTFPM application.



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



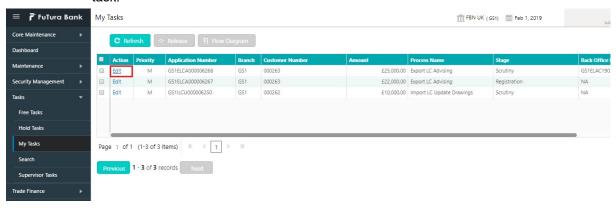
3. Click Tasks> Free Tasks.



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



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



The Scrutiny stage has five sections as follows:

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

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

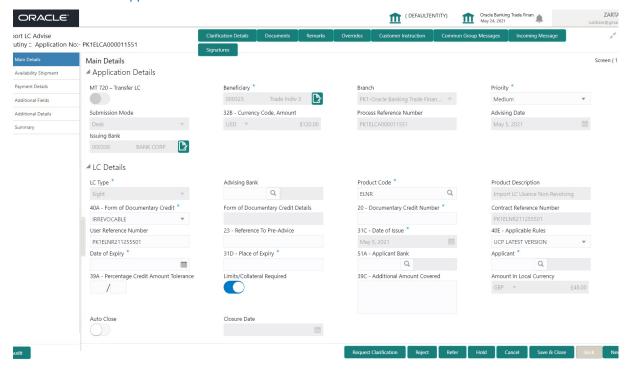
#### 3.3.1 Main Details

Main details section has two sub section as follows:

- Application Details
- LC Details

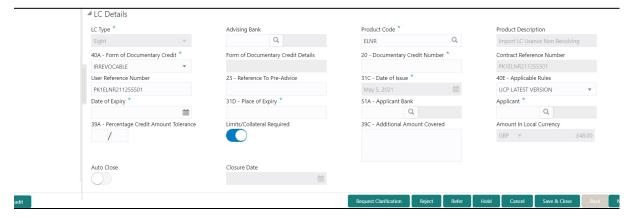
#### 3.3.1.1 Application Details

All fields displayed under Application Details section, would be read only except for the **Priority**. Refer to 3.2.1 Application Details for more information of the fields.



#### 3.3.1.2 LC Details

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



## 3.3.1.3 <u>Action Buttons</u>

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

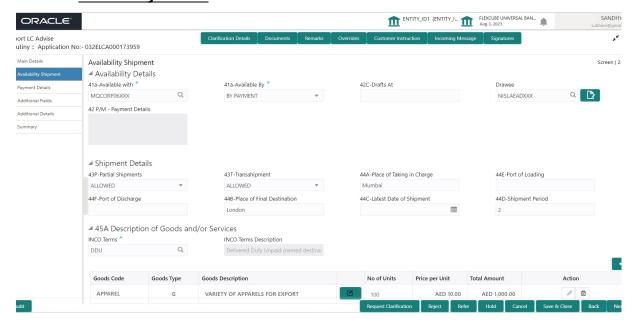
Field	Description	Sample Values
Documents	Upload the required documents.	
	The user can view and input/view application details simultaneously.	
	When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get 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	Provide any additional information regarding the LC. This information can be viewed by other users processing the request.	
Overrides	Click to view overrides, if any.	
Customer Instructions	Click to view/ input the following	
	<ul> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> </ul>	
	<ul> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761.	
	In case of MT798, the User can click and view the MT798 message(770,700/701).	
	In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this place-holder in Header of the task.	
	In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.	
Signatures	Click the Signature button to verify the signature of the customer/ bank if required.	
	The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.	
	If more than one signature is required, system should display all the signatures.	

Field	Description	Sample Values
Save & Close	Save the informations provided and holds the task in you queue for working later.  This option will not submit the request	
Cancel	Cancel the Scrutiny stage inputs and return to dashboard. The data input will not be saved.	
Hold	The details provided will be on hold.  This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes:  R1- Documents missing  R2- Signature Missing  R3- Input Error  R4- Insufficient Balance/Limits  R5 - Others.  Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	
Refer	User must select a Refer Reason from the values displayed by the system.  Refer Codes:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.	
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 **Availability Shipment**

User must verify/input/update Availability, Shipment and Goods details of an Export LC request for the different fields under the respective data segments.

#### 3.3.2.1 Availability Details



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

Field	Description	Sample Values
Available With	This field identifies the bank with which the credit is available.	
	Online Channel - Read only	
	Non Online Channel - User must capture the bank details or any free text.	
	<ul> <li>If the LC is restricted to any particular bank,, search the bank with SWIFT code (BIC) or Bank Name.</li> </ul>	
	Available With × BIC Bank Name	
	Fetch BIC Bank Name	
	No data to display.	
	On selection of the record if SWIFT code is available, then SWIFT code will be defaulted, if SWIFT code is not available then the bank's name and address to be defaulted.	
	<ul> <li>If the LC is not restricted to any bank, provide free text - (YOURSELVES, WITH ANY BANK etc.).</li> </ul>	

Field	Description	Sample Values
Available By	Online Channel – Read only	
	Non Online Channel – Choose one of the following values from drop down.	
	BY NEGOTIATION	
	BY PAYMENT	
	Validation:	
	If <b>By Mixed Payment</b> option is selected, there must be a value in tag 42M- Mixed payment	
	If <b>By Deferred Payment</b> is selected, there must be a value in tag 42P- Deferred payment	
	3) if <b>By Payment</b> is selected, payment at sight is applicable. It must be applicable for sight type of product only.	
Drafts At	Online Channel - Read only	
	Non Online Channel - Provide the draft details.	
	This field specifies the tenor of drafts to be drawn under the documentary credit.	
	• SIGHT	
	NN DAYS SIGHT	
	USANCE (payable in full or parts)	
	NN DAYS FROM SHIPMENT DATE (e.g. 1. 30 days from BL date	
	2. 10% payable 30 days from BL date, 40% payable 60 days from BL date 50% payable 90 days from BL date)	
	b) NN DAYS FROM INVOICE DATE	
	c) NN DAYS FROM ACCEPTANCE	
	d) NN DAYS FROM DRAFT	
	4. MIXED	
	a) X percentage SIGHT (100-X) percentage USANCE FROM	
	i) NN DAYS FROM SHIPMENT DATE	
	ii) NN DAYS FROM INVOICE DATE	
	iii) NN DAYS FROM ACCEPTANCE	
	iv) NN DAYS FROM DRAFT	
	ı	Į.

Field	Description	Sample Values
Drawee	Select the Drawee bank (Advising bank or Confirming bank).  • Search the bank with SWIFT code (BIC) or Bank Name.  Select Drawee  Party ID  Party Name  O01346  Marks and Spencer  Party ID  Party Name  O01346  Marks and Spencer  Party ID  Party Name  O01346  Reach  Party ID  Party Name  O01346  Reach  Party ID  Party Name  O01346  Party ID  Party Name  O01346  Party ID  Party Name  O01346  Party ID  Party Name  O1346  Party Name  O1346  Party ID  Party Name  O1346  Party ID  Party Name  O1346  Party ID  P	Sample values
Payment Details	On selection of the record if SWIFT code is available, then SWIFT code will be defaulted, if SWIFT code is not available then the bank's name and address to be defaulted. This field is enabled if BY NEGOTIATION option is selected in the Available By field.  Provide the payment details if, Available By filed has Mixed Payment or Deferred Payment.	

## 3.3.2.2 Shipment Details

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

Description	Sample Values
This field specifies whether or not partial shipments are allowed under the documentary credit.	
Online Channel – Read only	
Non Online Channel - Select the appropriate value from the drop down. Available values are:	
<ul><li>ALLOWED</li></ul>	
<ul> <li>CONDITIONAL</li> </ul>	
<ul> <li>NOT ALLOWED</li> </ul>	
This field specifies whether or not transshipment is allowed under the documentary credit.	
Online Channel - Read only	
Non Online Channel - Select the appropriate value from the drop down. Available values are:	
<ul><li>ALLOWED</li></ul>	
<ul> <li>CONDITIONAL</li> </ul>	
<ul> <li>NOT ALLOWED</li> </ul>	
	This field specifies whether or not partial shipments are allowed under the documentary credit.  Online Channel – Read only  Non Online Channel - Select the appropriate value from the drop down. Available values are:  • ALLOWED  • CONDITIONAL  • NOT ALLOWED  This field specifies whether or not transshipment is allowed under the documentary credit.  Online Channel - Read only  Non Online Channel - Select the appropriate value from the drop down. Available values are:  • ALLOWED  • CONDITIONAL

Field	Description	Sample Values
Place Of Taking In Charge	This field specifies the place of taking in charge (in case of a multi-modal transport document), the place of receipt (in case of a road, rail or inland waterway transport document or a courier or expedited delivery service document), the place of dispatch or the place of shipment to be indicated on the transport document.	
	Online Channel – Read only	
	Non online Channel - Provide the details of place of taking in charge.	
	Note	
	This field is alternate to <b>Port Of Loading</b> . Any of these fields must have value and if both the fields has values, application will display an error message.	
Port Of Loading	This field specifies the port of discharge or airport of destination to be indicated on the transport document.  Online Channel – Read only  Non online Channel - Provide the details of Port/ Airport of Loading.	
	Note	
	This field is alternate to <b>Place Of Taking In Charge</b> . Any of these fields must have value and if both the fields has values, application will display an error message.	
Port Of Discharge	This field specifies the port of discharge or airport of destination to be indicated on the transport document.	
	Online Channel – Read only	
	Non Online Channel - Provide the details of Port/ Airport of Discharge.	
	Note	
	This field is alternate to <b>Place Of Final Destination</b> . Any of these fields must have value and if both the fields has values, application will display an error message.	

Field	Description	Sample Values
Place Of Final Destination	This field specifies the final destination or place of delivery to be indicated on the transport document.	
	Online Channel – Read only	
	Non Online Channel - Provide the details of Place Of Final Destination.	
	Note	
	This field is alternate to <b>Port Of Discharge</b> . Any of these fields must have value and if both the fields has values, application will display an error message.	
Latest Date Of Shipment	Provide the latest date for loading on board/dispatch/taking in charge.	
	Note	
	This field is alternate to <b>Shipment Period</b> . Latest date of shipment or shipment period must have value and if both the fields has values, application will display an error message.	
Shipment Period	Online Channel – Read only	
	Non Online Channel - Provide the details of Shipment.	
	Note	
	This field is alternate to <b>Latest Date Of Shipment</b> . Latest date of shipment or shipment period must have value and if both the fields has values, application will display an error message.	

## 3.3.2.3 <u>Description Of Goods And Or Services</u>

This field contains a description of the goods and/or services. Provide the goods and services details based on the description in the following table:

Field	Description	Sample Values
INCO Terms	Online Channel - Read only.	
	Non Online Channel - Select the appropriate INCO terms.	
INCO Term Description	The description of the INCO Term.	
+ Icon	Click + icon to add goods details.	
- Icon	Click - icon to remove goods details.	
Goods Code	Click look up icon to select the goods code. Once you select goods code, value will populate in Goods Type and Goods Description.	
Goods Type	The goods type is auto populated depending on selected goods code.	
Goods Description	The goods description is auto populated depending on selected goods code.	
No of Units	Enter the number of units being imported or exported.	
Price per Unit	Enter the value for price per unit.	
Total Amount	System to calculate the total price	
	In case of online request, the system should populate the total amount from incoming request.	
	System should validate that the total amount is equal to the value of the transaction (LC/Collection).	
Action	Click Edit icon to edit the goods detail.	
	Click Delete icon to delete the goods detail.	

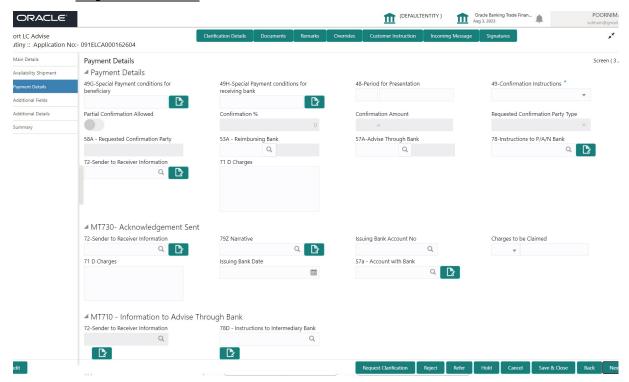
## 3.3.2.4 Action Buttons

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

Field	Description	Sample Values
Documents	Upload the required 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	Provide any additional information regarding the LC. This information can be viewed by other users processing the request.	
Overrides	Click to view overrides, if any.	
Customer Instructions	Click to view/ input the following	
	Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer.  User will not be able to edit this.	
	<ul> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761.	
	In case of MT798, the User can click and view the MT798 message(770,700/701).	
	In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this place-holder in Header of the task.	
	In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.	
Signatures	Click the Signature button to verify the signature of the customer/ bank if required.	
	The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.	
	If more than one signature is required, system should display all the signatures.	

Field	Description	Sample Values
Save & Close	Save the informations provided and holds the task in you queue for working later. This option will not submit the request	
Cancel	Cancel the operation and return to dashboard. The data input will not be saved.	
Hold	The details provided will be registered and status will be on hold.  This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Reject	On click of reject, user must select a reject reason from a list displayed by the system.  Reject Codes:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.  Select a reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	
Refer	User must select a Refer Reason from the values displayed by the system.  Refer Codes:  R1- Documents missing  R2- Signature Missing  R3- Input Error  R4- Insufficient Balance/Limits  R5 - Others.	
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.	

## 3.3.3 Payment Details



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

Field	Description	Sample Values
Special Payment conditions for beneficiary	Online and Non Online Channels – If any special payment condition has to be provided to beneficiary, the details for the same must be captured in this field.	
Special Payment conditions for receiving bank	Online and Non-online channels –If any special payment condition has to be provided to receiving bank, the details for the same must be captured in this field. This field specifies special payment conditions applicable to the receiving bank without disclosure to the beneficiary, for example, post-financing request/conditions for receiving bank only.	
Period for Presentation	Online Channel – Read-only.  Non Online channel – If the period of presentation is based on any event other than shipment, then you can capture the event name in text along with the number of days in number.	

Field	Description	Sample Values
Confirmation Instructions	Online Channel – Read only.	
	Non Online Channel - Select the confirmation instruction for the LC from the available LOV values – CONFIRM, MAY ADD, WITHOUT.	
	Applicable only if field 49 - confirmation instruction is 'confirm' or 'may add'. You can search through LOV, Party type with banks should only be displayed in LOV. The system should display the	
	a) SWIFT code (if available),	
	b) Name and address of the bank	
	On selection of the record if SWIFT code is available then SWIFT code will be defaulted, if SWIFT code is not available then the bank's name and address to be defaulted.	
Partial Confirmation Allowed	Toggle On: Set the toggle 'On' to enable partial confirmation.	
	Toggle Off: Set the toggle 'Off' to disable partial confirmation.	
	If <b>Confirmation%</b> field value is less than 100%, system marks Partial confirmation to Yes. If <b>Confirmation%</b> is equal to 100%, Partial confirmation to be marked as No.	
Confirmation%	Provide the confirmation percentage.	
	Note	
	This field is alternate to 'Confirmation Amount'.	
Confirmation Amount	Provide the confirmation amount.	
	This field is auto-populated if Confirmation Instructions is set to Confirm or May Add and Requested Confirmation Party has value as Advising Bank. The user can change the value.	
	Note	
	This field is applicable only if Confirmation Instructions is set to Confirm or May Add and Partial Confirmation Toggle is 'On'.	

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Field	Description	Sample Values
Requested Confirmation Party	Select the requested confirmation party from the drop-down.	
	The options are:	
	Advising Bank -	
	<ul> <li>Advise Through Bank</li> </ul>	
	Other	
	This field is enabled if the Confirmation Instructions is CONFIRM or MAY ADD.	
Requested Confirmation Party	Select the requested confirmation party from LOV.	
	Online and Non-Online Channels – Provide requested confirmation party details.	
	This field is enabled if the Confirmation Instructions is CONFIRM or MAY ADD and To be confirmed by Advising Bank toggle is disabled.	
	Note	
	This field is applicable only for LC Type - Confirmed LC.	
Reimbursing Bank	If reimbursing bank is applicable user must update the field.	
	Online Channel - Update the details received.	
	Non online channel - Search through LOV. Party type with banks will be displayed in LOV.	
	<ul> <li>SWIFT code (if available),</li> </ul>	
	<ul> <li>Name and address of the bank</li> </ul>	
	On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.	

Field	Description	Sample Values
Advise Through Bank	Online Channel – User can update the details received.	
	Non Online Channel -	
	Search through LOV. Party type with banks must be displayed in LOV.	
	SWIFT code (if available)	
	<ul> <li>Name and address of the bank</li> </ul>	
	On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.	
	Note	
	In case the selected Bank is not RMA Compliant, the system displays error message "RMA arrangement not available".	
Instructions to P/A/N Bank	Online Channel- User can update details received.	
	Non online channel – Provide the details in this field.	
Sender to Receiver Information	Online Channel – User can update details received.	
	Non Online Channel – Provide details (FFT).	
Charges	Online Channel – User can update details received.	
	Non Online Channel – Provide details (FFT).	

# MT730 - Acknowledgement Sent

Provide MT730 - Information to Issuing Bank details based on the description in the following table:

Field	Description	Sample Values
Sender to Receiver Information	Select a FFT to provide the additional information to receiver.	
Narrative	Select a FFT to provide the additional information from the advising bank to the issuing bank.	
Issuing Bank Account No	Select the issuing bank account number from the LOV.	
Charges to be Claimed	Select the FFT from the LOV for the charges to be claimed.	

Field	Description	Sample Values
Charges	Provide the charge details for advising.	
Issuing Bank Date	Select the issuing bank date.	
Account with Bank	Select the account to which the charges needs to be paid.	

# MT710 - Information to Advise Through Bank

Provide MT710 - Information to Advise Through Bank details based on the description in the following table:

Field	Description	Sample Values
Sender to Receiver Information	Select a FFT to provide the additional information to receiver.	
Instruction to Intermediary Bank	Select the instruction to intermediary bank value from the look-up.	

## 3.3.3.1 Action Buttons

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

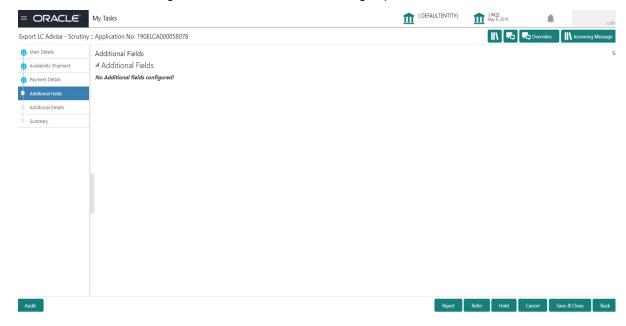
Field	Description	Sample Values
Documents	Upload the required documents.	
	The user can view and input/view application details simultaneously.	
	When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get 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	Provide any additional information regarding the LC. This information can be viewed by other users processing the request.	
Overrides	Click to view overrides, if any.	

Field	Description	Sample Values
Customer Instruction	Click to view/ input the following	
	Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer.  User will not be able to edit this.	
	Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.	
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761.	
	In case of MT798, the User can click and view the MT798 message(770,700/701).	
	In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this place-holder in Header of the task.	
	In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.	
Signatures	Click the Signature button to verify the signature of the customer/ bank if required.	
	The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.	
	If more than one signature is required, system should display all the signatures.	
Save & Close	Save the informations provided and holds the task in you queue for working later. This option will not submit the request	
Cancel	Cancel Scrutiny stage inputs and return to dash-board.	
Hold	The details provided will be registered and status will be on hold.  This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	

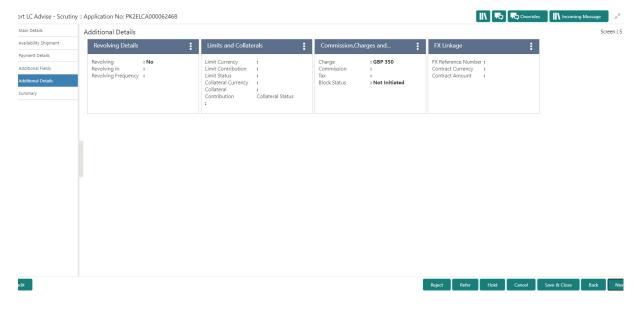
Field	Description	Sample Values
Reject	On click of Reject, user must select a reject reason from a list displayed by the system.	
	Reject Codes:	
	<ul><li>R1- Documents missing</li><li>R2- Signature Missing</li></ul>	
	R3- Input Error	
	R4- Insufficient Balance/Limits  R5 - Others.	
	Select a reject code and give a reject description.	
	This reject reason will be available in the remarks window throughout the process.	
Refer	User must select a Refer Reason from the values displayed by the system.	
	Refer Codes:	
	R1- Documents missing	
	<ul><li>R2- Signature Missing</li><li>R3- Input Error</li></ul>	
	R4- Insufficient Balance/Limits	
	R5 - Others.	
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.	

### 3.3.4 Additional Fields

Banks can configure these additional fields during implementation.



#### 3.3.5 Additional Details



#### 3.3.5.1 Limits & Collateral

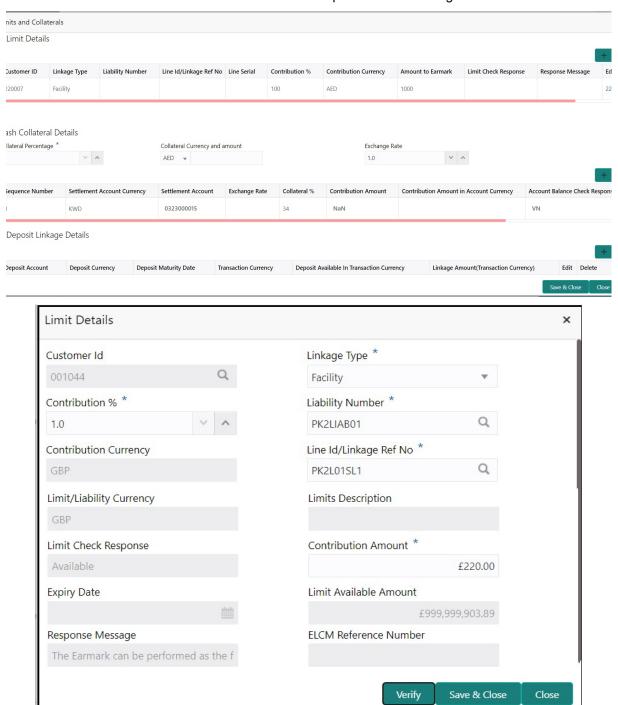
#### Note

The fields in this section is applicable only if LC type is Confirmed LC.

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

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

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



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

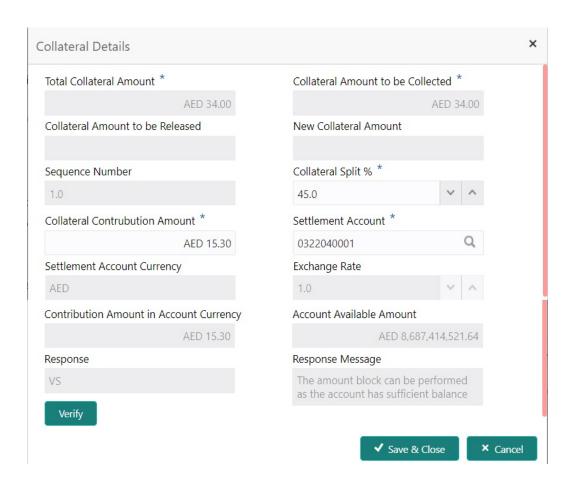
Field	Description	Sample Values
Limit Details		
Click + plus icon to add new	limit details.	
Below fields are displayed of	on the Limit Details pop-up screen, if the user clicks p	olus icon.
Customer ID	Applicant's/Applicant Bank customer ID will get defaulted. User can change the customer ID.	
Linkage Type	Select the linkage type. Linkage type can be: Facility Liability 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.	
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.	
	Note	
	User can also select expired Line ID from the lookup and on clicking the verify button, system should default "The Earmarking cannot be performed as the Line ID is Expired" in the "Response Message" field.	
	This field is disabled and read only, if <b>Linkage</b>	

Type is Liability.

Field	Description	Sample Values
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 be 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.	
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**

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



Field	Description	Sample Values
Cash Collateral Details		
Collateral Percentage	Specify the percentage of collateral to be linked to this transaction.	
Collateral Currency and amount	System populates the contract currency as collateral currency by default.  User can modify the collateral Currency and amount.	
Exchange Rate	System populates the exchange rate maintained. User can modify the collateral Currency and amount. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.	
Click + plus icon to add new collateral details.		
Below fields are displayed on the Collateral Details pop-up screen, if the user clicks plus icon.		
Customer Id	Customer ID is defaulted from the system. User can change the customer ID.	

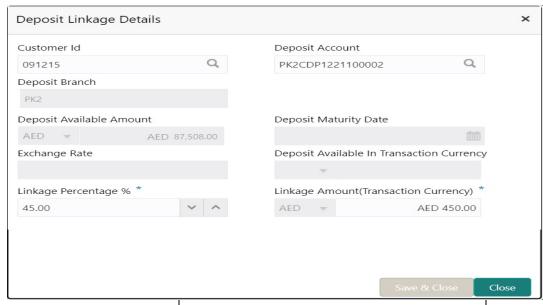
Field	Description	Sample Values
Total Collateral Amount	Read only field.	
	This field displays the total collateral amount provided by the user.	
Collateral Amount to be Collected	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.	
Sequence 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	Collateral contribution amount will get defaulted in this field.	
Settlement Account	Select the settlement account for then collateral.	
Settlement Account Currency	Select the Settlement Account Currency.	
Exchange Rate	Read only field.	
	This field displays the exchange rate, if the settlement account currency is different from the collateral currency.	
Contribution Amount in	Read only field.	
Account Currency	This field displays the contribution amount in the settlement account currency as defaulted by the system.	
Account Available Amount	Account Available Amount will be auto-populated based on the Settlement Account selection.	
	System populates the response on clicking the <b>Verify</b> button.	
Response	Response can be 'Success' or 'Amount not Available'.	
	System populates the response on clicking the <b>Verify</b> button.	
Response Message	Detailed Response message.	
	System populates the response on clicking the <b>Verify</b> button.	
Verify	Click to verify the account balance of the Settlement Account.	
Save & Close	Click to save and close the record.	
Cancel	Click to cancel the entry.	

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

#### **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.



Field	Description	Sample Values		
Click + plus icon to add nev	Click + plus icon to add new deposit details.			
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.			
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>I</b>	Deposit Details grid along with the above fields.			
Deposit Currency	The currency will get defaulted in this field.			

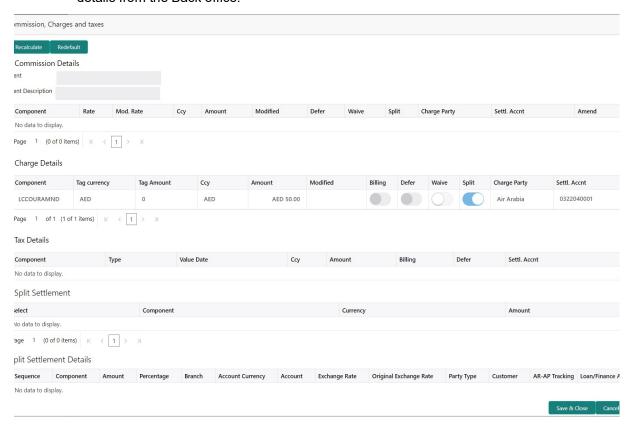
Field	Description	Sample Values
Transaction Currency	The currency will get defaulted in this field from the underlying task.	
Delete Icon	Click minus icon to remove the existing Linked deposit details by selecting the Deposit.	
Edit Link	Click edit link to edit any existing deposit Details.	

#### 3.3.5.2 Commission, Charges and Taxes Details

After payment, click on **Default Charges** button to the default commission, charges and tax if any will get populated.

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

The system also default the Charges/Commission Party maintained for the customer as per defined Class Maintenance in OBTF. System simulates the Charges, Commission and Tax details from the Back office.



#### 3.3.5.3 Commission Details

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

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

Field	Description	Sample Values
Waive	Select the check box to waive charges/commission.	
	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer.	
	If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.	
Split	The user can split the Commission by enabling/ disabling the flag as per the requirement.	
Charge Party	Charge party will be 'Applicant' by Default. You can change the value to Beneficiary	
Settlement Account	Details of the Settlement Account.	
Amend	Displays if the field is amendable or not.	

# 3.3.5.4 Charges Details

Provide the Charge Details based on the description provided in 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. User can edit the value, if required.	
Currency	Defaults the currency in which the charges have to be collected.	
Amount	An amount that is maintained under the product code gets defaulted in this field. User can edit the value, if required.	
Modified	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.	

Field	Description	Sample Values
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
	On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically checked in OBTFPM.	
	The user can not select/de-select the check box if it is de-selected by default.	
	This field is disabled, if 'Defer' toggle is enabled.	
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected.	
	On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPM.	
	The user can select/de-select the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.	
Waive	If charges have to be waived, this check box has to be selected.	
	Based on the customer maintenance, the charges should be marked for Billing or for Defer.	
	This field is disabled, if 'Defer' toggle is enabled.	
Split	The bank User can split the Charges/Commission by enabling/disabling the flag as per the requirement.	
Charge Party	Charge party will be applicant by default. You can change the value to beneficiary	
Settlement Account	Details of the settlement account.	

#### **3.3.5.5** Tax Details

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

Provide the Tax Details based on the information in the following table:

Field	Description	Sample Values
Component	Tax Component type	

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

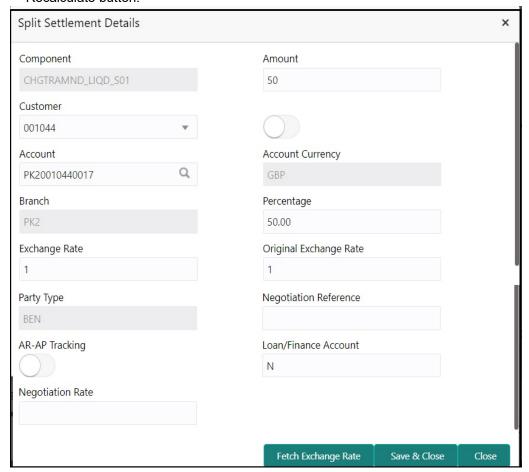
#### **Split Settlement**

Once the user clicks on the Recalculate button to fetch the Split Settlement details from Backoffice, new section "Split Settlement" will appear below the 'Tax' section. The default parties in Split row should be fetched from OBTF.

Field	Description	Sample Values
Component	The split component type eligible for Split .	
Currency	The currency of split settlement.	
Amount	The amount of split settlement.	

#### **Split Settlement Details**

Split Settlement details section appears from Back office, when the user clicks on the Recalculate button.



# 3.3.5.6

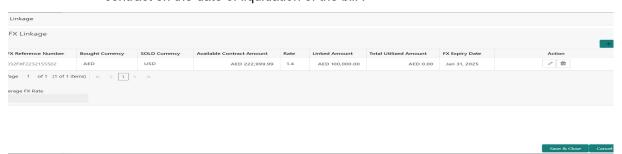
Field	Description	Sample Values
Sequence	The sequence number is auto populated with the value, generated by the system.	
Component	The split component type eligible for Split.	
Amount	The system splits the respective Charge/Commission amount automatically between counter party and third party with 50% value by default.	
	The bank user can modify the amount.	
	More than two splits are not allowed.	
Customer	Indicates the ID of the Customer in Split Settlement Details section.	
Account	The system defaults the settlement account.	
	User can modify the settlement account. System initiates a call to common core tables within OBT-FPM to select the account	
Account Currency	Defaults the currency of the account.	
Branch	Indicates the branch of the customer where transaction is getting processed.	
Percentage	The system splits the respective Charge/Commission percentage automatically between counter party and third party with 50% value by default.	
	More than two splits are not allowed.	
	The bank user can modify the amount.	
	The system should validate that the total percentage of each component doesn't exceed 100 and the total amount of each component doesn't exceed total component amount.	
Exchange Rate	System populates the exchange rate maintained.	
Original Exchange Rate	System displays the Original Exchange Rate as simulated in split settlement details section.	
Party Type	System displays the party type in split settlement details section.	
Negotiation Reference	Specify the negotiation reference number.	
AR-AP Tracking	Indicates to defer the charge/ commission in Split Settlement Details section.	
	The user can modify the AR-AP Tracking flag as per the requirements.	
Loan/Finance Account	Displays the loan account.	

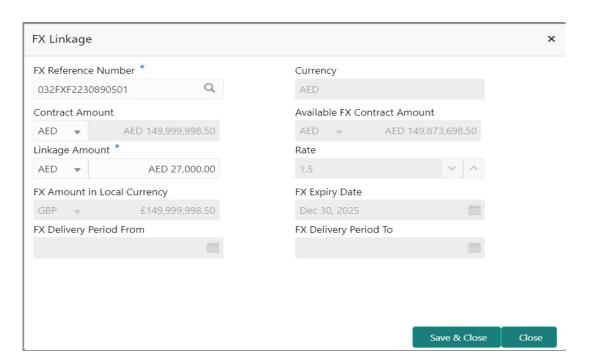
Field	Description	Sample Values
Negotiation Rate	Specify the negotiation rate.	

#### 3.3.5.7 FX Linkage

This section enables the user to link the existing FX contract(s) to the LC transactions. User can link multiple forward FX contracts.

 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.





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	Select the FX contract reference number from the LOV.	
	On select and save and close, system defaults the available amount, bot currency, sold currency and rate.	
	Forward FX Linkage available for selection at bill would be as follows,	
	<ul> <li>Counterparty of the FX contract should be the counterparty of the Bill contract.</li> </ul>	
	<ul> <li>Active Forward FX transactions authorized not marked for auto liquidation.</li> </ul>	
	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.	
Currency	This field displays the FX BOT currency from the linked FX contract.	
Contract Amount	This field displays the FX BOT currency and Amount.	
	The user can change the currency.	
Available FX Contract Amount	This field displays the available FX contract amount.	
	The value is from the "Available Amount" in FXDLINKG screen in OBTR.	
	Available Amount BOT currency and Amount is displayed.	
Linkage Amount	This field displays the amount available for linkage.	
	The Linkage amount should default the LC Contract Currency and allowed to change the linkage amount alone.	
	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.	
Rate	This field displays the exchange rate defaulted from the linked FX Contract.	
FX Amount in Local Currency	This field displays the FX amount in local currency.	
	The value is defaulted as FX BOT currency and Amount from FXDTRONL	
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 F	X 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.	

# 3.3.5.8 Action Buttons

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

Field	Description	Sample Values
Documents	Upload the required 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	Provide any additional information regarding the LC. This information can be viewed by other users processing the request.	
Overrides	Click to view overrides, if any.	
Customer Instructions	Click to view/ input the following	
	Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.	
	<ul> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761.	
	In case of MT798, the User can click and view the MT798 message(770,700/701).	
	In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this place-holder in Header of the task.	
	In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.	

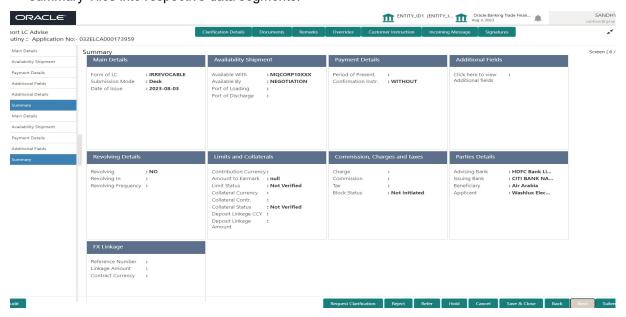
Field	Description	Sample Values
Signatures	Click the Signature button to verify the signature of the customer/ bank if required.	
	The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.	
	If more than one signature is required, system should display all the signatures.	
Save & Close	Save the information provided and holds the task in you queue for working later.  This option will not submit the request	
Cancel	Cancel the Scrutiny stage inputs and return to dashboard.	
Hold	The details provided will be registered and status will be on hold.	
	This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	<ul> <li>R1- Documents missing</li> </ul>	
	R2- Signature Missing	
	R3- Input Error	
	<ul> <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:	
	R1- Documents missing	
	R2- Signature Missing	
	R3- Input Error	
	R4- Insufficient Balance/Limits	
	R5 - Others.	

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

#### 3.3.6 Summary

User can review the summary of details updated in Scrutiny Export LC Advice request.

Log in to Oracle Banking Trade Finance Process Management (OBTFPM) system to see the summary tiles. The tiles must display a list of important fields with values. User can drill down from summary Tiles into respective data segments.



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

- Main Details User can view and modify details about application details and LC details, if required.
- Availability and Shipment User can view and modify availability and shipment details, if required.
- Payment Details User can view and modify all details related to payments, if required.
- Additional Fields User can view the details of additional fields.
- Revolving Details User can view and modify revolving details on revolving LC, if applicable.
- Limits and Collaterals User can view and modify limits and collateral details, if required.
- Commission, Charges and taxes User can view and modify commission, charges and taxes details, if required.
- Party Details User can view and modify party details like beneficiary, advising bank etc., if required.
- FX Linkage User can view the FX linkage details.

# 3.3.6.1 Action Buttons

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

Field	Description	Sample Values
Documents	Upload the required 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	Provide any additional information regarding the LC. This information can be viewed by other users processing the request.	
Overrides	Click to view overrides, if any.	
Customer Instructions	Click to view/ input the following	
	<ul> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> </ul>	
	<ul> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761.	
	In case of MT798, the User can click and view the MT798 message(770,700/701).	
	In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this place-holder in Header of the task.	
	In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.	

Field	Description	Sample Values
Signatures	Click the Signature button to verify the signature of the customer/ bank if required.	
	The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.	
	If more than one signature is required, system should display all the signatures.	
Submit	Task will get moved to next logical stage of Export LC Advice.	
	If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the informations provided and holds the task in you queue for working later. This option will not submit the request	
Cancel	Cancel Scrutiny stage inputs and return to dashboard.	
Hold	The details provided will be registered and status will be on hold.	
	This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	R1- Documents missing	
	R2- Signature Missing	
	R3- Input Error	
	R4- Insufficient Balance/Limits	
	R5 - Others.	
	Select a Reject code and give a Reject Description.	
	This reject reason will be available in the remarks window throughout the process.	

Field	Description	Sample Values
Refer	User must select a Refer Reason from the values displayed by the system.  Refer Codes:	
	<ul> <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>	

# 3.4 Data Enrichment

#### **Note**

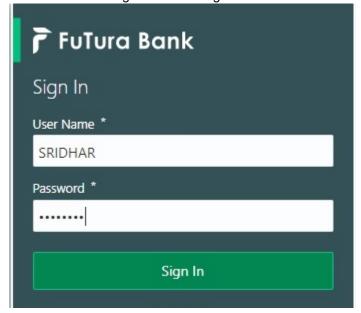
As part of Data Enrichment, you can enter/update basic details of the incoming request.

#### **Note**

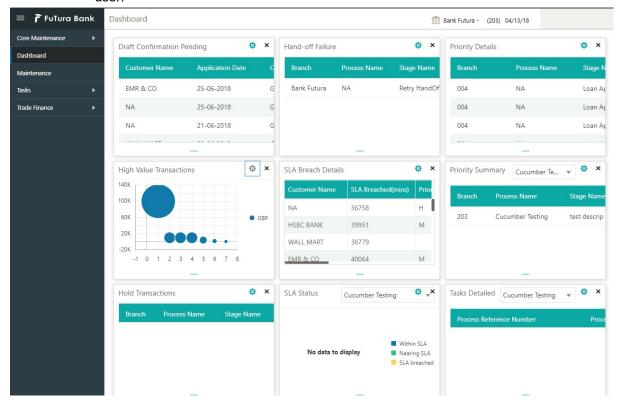
For expired line of limits, the task moves to "Limit Exception" stage under Free Tasks, on 'Submit' of DE Stage with the reason for exception as "Limit Expired".

Do the following steps to acquire a task which completed the Registration and Scrutiny and currently at Data Enrichment stage:

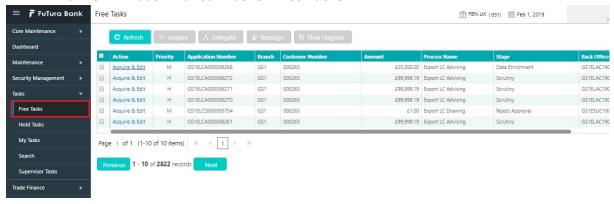
1. Using the entitled login credentials for Scrutiny stage, login to the OBTFPM application.



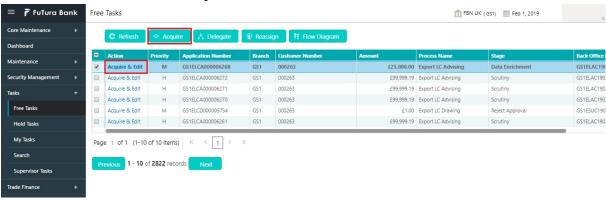
2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.



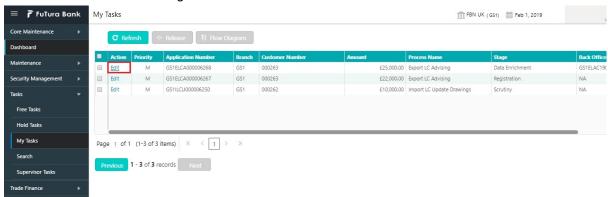
3. Click Trade Finance> Tasks> Free Tasks.



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



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



The Data Enrichment stage has following hops for data capture:

- Main Details
- Availability & Shipment
- Documents Details
- Payment Details
- Additional Fields
- Advices
- Additional Details
- Settlement Details
- Summary

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

#### 3.4.1 Main Details

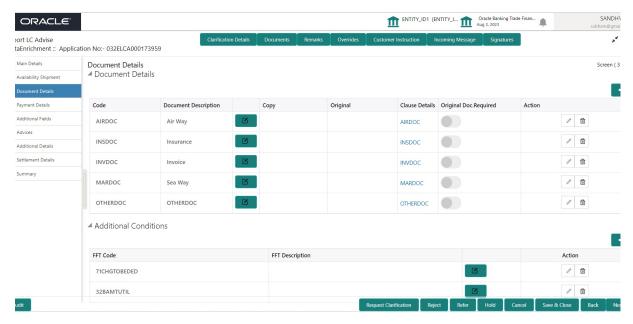
Refer to 3.3.1 Main Details.

### 3.4.2 Availability & Shipment

Refer to 3.3.2 Availability Shipment.

### 3.4.3 Document Details

User must provide the required documents and additional conditions (if applicable) in this section.



#### 3.4.3.1 <u>Documents Details</u>

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

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

Based on the 'Product' selected, Application will default the documents required under the LC. User can edit the details, delete an existing document and also add additional documents to the defaulted list.

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

Field	Description	Sample Values		
Click '+' icon to add the multiple document code.				
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 Description	System will populate the document description based on the document code. User can edit the description, by clicking the edit icon.			
Сору	Provide the number copies received from the Drawer. User can edit the actual copies received.			

Field	Description	Sample Values
Original	Provide the number of original documents received from the Drawer. User can edit the actual originals received.	
Clause Details	Displays the description of the clause.	
	User can view the clause details by clicking the link.	
Original Doc. Required	System defaults the value to display whether the original document is required or not.	
	The user can enable the option, if document is required.	
Action	Click Edit icon to edit the document details.	
	Click Delete icon to delete the document details.	

### 3.4.3.2 Additional Conditions

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

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

Field	Description	Sample Values		
Click '+' icon to add the multiple FFT code.				
FFT Code	Select the FFT code from the lookup.			
FFT Description	System will populate the FFT description based on the FFT code. User can edit the description.			
Action	Click Edit icon to edit the FFT details			
	Click Delete icon to delete the FFT details.			

# 3.4.3.3 Action Buttons

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

Field	Description	Sample Values
Documents	Upload the required 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	Provide any additional information regarding the LC. This information can be viewed by other users processing the request.	
Overrides	Click to view overrides, if any.	
Customer Instructions	Click to view/ input the following	
	<ul> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> </ul>	
	<ul> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761.	
	In case of MT798, the User can click and view the MT798 message(770,700/701).	
	In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.	
	In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.	

Field	Description	Sample Values
Signatures	Click the Signature button to verify the signature of the customer/ bank if required.	
	The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.	
	If more than one signature is required, system should display all the signatures.	
Save & Close	Save the information provided and holds the task in you queue for working later.  This option will not submit the request	
Cancel	Cancel the Scrutiny stage inputs and return to dashboard.	
Hold	The details provided will be registered and status will be on hold.	
	This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	<ul> <li>R1- Documents missing</li> </ul>	
	R2- Signature Missing	
	R3- Input Error	
	<ul> <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:	
	R1- Documents missing	
	R2- Signature Missing	
	R3- Input Error	
	R4- Insufficient Balance/Limits	
	R5 - Others.	

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

# 3.4.4 Payment Details

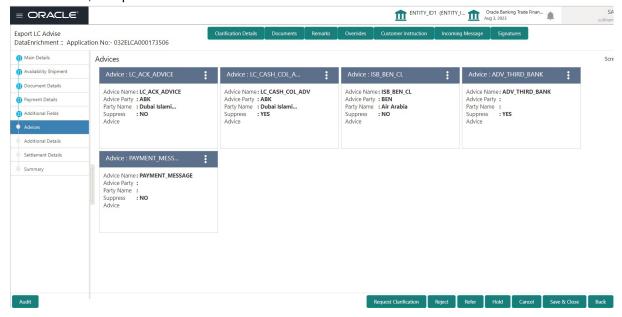
Refer to 3.3.3 Payment Details.

# 3.4.5 Additional Fields

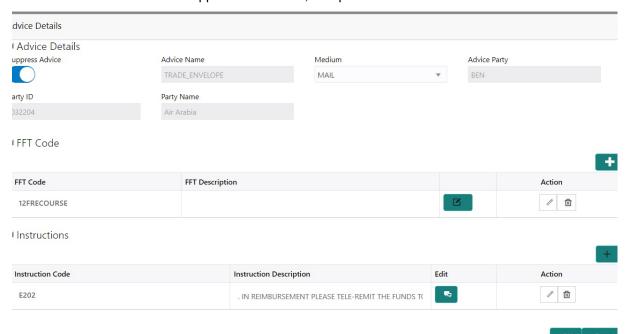
Refer to 3.3.4 Additional Fields.

## 3.4.6 Advices

Advices menu displays the advices from the back office as tiles. User can edit the fields in the tile, if required.



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



Field	Description	Sample Values
Suppress Advice	<b>Toggle on</b> : Switch on the toggle if advice is suppressed.	
	<b>Toggle off</b> : Switch off the toggle if suppress advice is not required for the amendments	
Advice Name	Read only field.	
	This field displays the advice name defaulted from drawing LC.	
Medium	The medium of advices is defaulted from the system.	
	User can update if required.	
Advice Party	Read only field.	
	Value be defaulted from drawing LC.	
Party ID	Read only field.	
	Value be defaulted from drawing LC.	
Party Name	Read only field.	
	Value be defaulted from drawing LC .	
Free Format Text		
	Click plus icon to add new FFT code.	
+		
FTT Code	User can select the FFT code as a part of free text.	

Field	Description	Sample Values
FFT Description	FFT description is populated based on the FFT code selected.	
	Click edit icon to edit any existing FFT code.	
Action	Click Edit icon to edit the FFT details.	
	Click Delete icon to delete the FFT details.	
Instruction Details		
+	Click plus icon to add new instruction code.	
Instruction Code	User can select the instruction code as a part of free text.	
Instruction Description	Instruction description is populated based on the Instruction code selected.	
	Click edit icon to edit any existing Instruction code.	
Action	Click Edit icon to edit the instruction details.	
	Click Delete icon to delete the instruction details.	

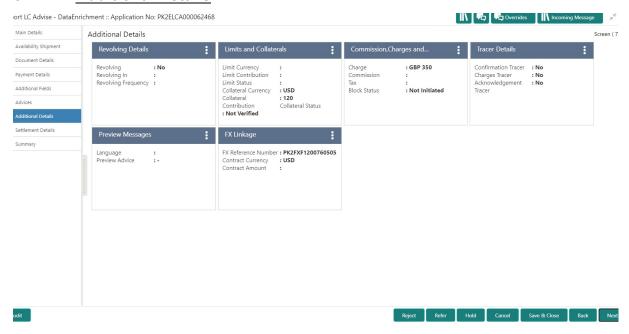
# 3.4.6.1 <u>Action Buttons</u>

Field	Description	Sample Values
Documents	Upload the required 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	Provide any additional information regarding the LC. This information can be viewed by other users processing the request.	
Overrides	Click to view overrides, if any.	

Field	Description	Sample Values
Customer Instructions	Click to view/ input the following	
	Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer.  User will not be able to edit this.	
	Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761.	
	In case of MT798, the User can click and view the MT798 message(770,700/701).	
	In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this place-holder in Header of the task.	
	In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.	
Signatures	Click the Signature button to verify the signature of the customer/ bank if required.	
	The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.	
	If more than one signature is required, system should display all the signatures.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request	
Cancel	Cancel the Scrutiny stage inputs and return to dashboard.	
Hold	The details provided will be registered and status will be on hold.	
	This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	

Field	Description	Sample Values
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	R1- Documents missing	
	<ul> <li>R2- Signature Missing</li> </ul>	
	R3- Input Error	
	R4- Insufficient Balance/Limits	
	R5 - Others.	
	Select a Reject code and give a Reject Description.	
	This reject reason will be available in the remarks window throughout the process.	
Refer	User must select a Refer Reason from the values displayed by the system.	
	Refer Codes:	
	R1- Documents missing	
	R2- Signature Missing	
	R3- Input Error	
	R4- Insufficient Balance/Limits	
	R5 - Others.	
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.	

# 3.4.7 Additional Details



## 3.4.7.1 Revolving Details



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

Field	Description	Sample Values
Revolving	Select if the LC is revolving or not using the drop down.	
Revolving In	Select the mode of revolving in this field. The LC can revolve with Time or Units.	
Revolving Frequency	In case the LC revolves with time, then this field should be updated. This field captures the frequency in days and months by which the LC revolves.	
Revolving Units	You can capture the units by which the LC revolves.	

Field	Description	Sample Values
Next Reinstatement Date	This field defaults the date of next reinstatement for the LC based on the revolving frequency selected.	
Cumulative	This field is a toggle to indicate if the LC value has to be cumulative or not on reinstatement.	
Automatic Reinstatement	This field enables you to have automatic reinstatement on the reinstatement day without manual intervention.	

# 3.4.7.2 Limits & Collateral

Refer to 3.3.5.1 Limits & Collateral.

# 3.4.7.3 Commission, Charges and Taxes Details

Refer to 3.3.5.2 Commission, Charges and Taxes Details.

## 3.4.7.4 Tracers Details



Save & Close Cance

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

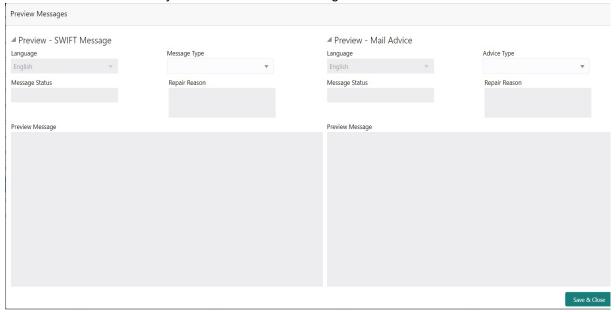
Field	Description	Sample Values
Tracer Code	Tracer code is auto-populated from the latest LC.	
Description	Tracer description is auto-populated from the latest LC.	
Party Type	Click <b>Search</b> to search and select the party type of the tracers from the lookup.	
Required	Toggle on - Switch on the toggle to capture the tracer details.	
	Toggle off - Switch of the toggle, if user does not require to capture tracer details.	
Maximum Tracers	Provide the value for maximum number of tracers.	
Number Sent	Provide the number of tracers sent.	

Field	Description	Sample Values
Start Days	Capture the tracer start days.	
Last Sent On	Capture the date on which the tracer is last sent.	
Medium	Select the tracer medium from the LOV:  • Mail  • Swift	
Frequency	System will default the days set up at the product level. Value can be 1, 2 etc. which represents daily, once in 2 days etc.	
Template ID	Click <b>Search</b> to search and select the party type of the template ID from the lookup.	

# 3.4.7.5 Preview Messages

User can view the draft message (outgoing MT754 and MT742/MT750/MT742 SWIFT message format) being displayed on the preview message text box.

User can preview the MT999 messages for the applicable MT7XX messages generated by the Back office system in the Preview Message.



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.	

Field	Description	Sample Values
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.	

# 3.4.7.6 FX Linkage

Refer to 3.3.5.7 FX Linkage

# 3.4.7.7 Action Buttons

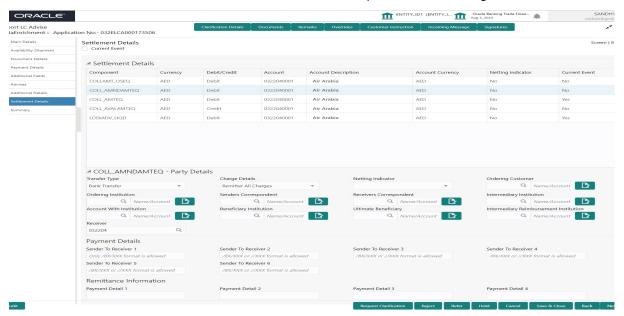
Field	Description	Sample Values
Documents	Upload the required documents.	
	The user can view and input/view application details simultaneously.	
	When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get 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	Provide any additional information regarding the LC. This information can be viewed by other users processing the request.	
Overrides	Click to view overrides, if any.	

Field	Description	Sample Values
Customer Instructions	Click to view/ input the following	
	<ul> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> </ul>	
	<ul> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761.	
	In case of MT798, the User can click and view the MT798 message(770,700/701).	
	In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this place-holder in Header of the task.	
	In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.	
Signatures	Click the Signature button to verify the signature of the customer/ bank if required.	
	The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.	
	If more than one signature is required, system should display all the signatures.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request	
Cancel	Cancel the Scrutiny stage inputs and return to dashboard.	
Hold	The details provided will be registered and status will be on hold.  This option is used, if there are any pending infor-	
	mation yet to be received from applicant and appropriate remarks must be provided.	

Field	Description	Sample Values
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	R1- Documents missing	
	<ul> <li>R2- Signature Missing</li> </ul>	
	R3- Input Error	
	R4- Insufficient Balance/Limits	
	R5 - Others.	
	Select a Reject code and give a Reject Description.	
	This reject reason will be available in the remarks window throughout the process.	
Refer	User must select a Refer Reason from the values displayed by the system.	
	Refer Codes:	
	R1- Documents missing	
	R2- Signature Missing	
	R3- Input Error	
	R4- Insufficient Balance/Limits	
	R5 - Others.	
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.	

# 3.4.8 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.	

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

# 3.4.8.1 Party Details

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

Field	Description	Sample Values
Transfer Type	Select the transfer type from the drop list:  Customer Transfer  Bank Transfer for own account  Direct Debit Advice  Managers Check  None  Customer Transfer with Cover  Bank Transfer	
Charge Details	Select the charge details for the transactions:  Beneficiary All Charges Remitter Our Charges Remitter All Charges	
Netting Indicator	Select the netting indicator for the component:  • Yes  • No	
Ordering Customer	Select the ordering customer from the LOV.	
Ordering Institution	Select the ordering institution from the LOV.	
Senders Correspondent	Select the senders correspondent from the LOV.	
Receivers Correspondent	Select the receivers correspondent from the LOV.	
Intermediary Institution	Select the intermediary institution from the LOV.	
Account with Institution	Select the account with institution from the LOV.	
Beneficiary Institution	Select the beneficiary institution from the LOV.	
Ultimate Beneficiary	Select the ultimate beneficiary from the LOV.	
Intermediary Reimburse- ment Institution	Select the intermediary reimbursement institution from the LOV.	
Receiver	Select the receiver from the LOV.	

# 3.4.8.2 Payment Details

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

Field	Description	Sample Values
Sender to Receiver 1	Provide the sender to receiver message.	
Sender to Receiver 2	Provide the sender to receiver message.	

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

# 3.4.8.3 Remittance Information

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

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

# 3.4.8.4 Action Buttons

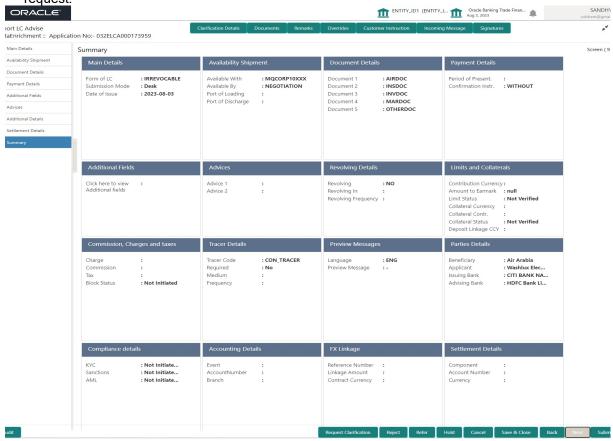
Field	Description	Sample Values
Documents	Upload the required documents.	
	The user can view and input/view application details simultaneously.	
	When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get 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	Provide any additional information regarding the LC. This information can be viewed by other users processing the request.	
Overrides	Click to view overrides, if any.	

Field	Description	Sample Values
Customer Instructions	Click to view/ input the following	
	Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer.  User will not be able to edit this.	
	Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761.	
	In case of MT798, the User can click and view the MT798 message(770,700/701).	
	In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this place-holder in Header of the task.	
	In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.	
Signatures	Click the Signature button to verify the signature of the customer/ bank if required.	
	The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.	
	If more than one signature is required, system should display all the signatures.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request	
Cancel	Cancel the Scrutiny stage inputs and return to dashboard.	
Hold	The details provided will be registered and status will be on hold.	
	This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	

Field	Description	Sample Values
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	R1- Documents missing	
	<ul> <li>R2- Signature Missing</li> </ul>	
	R3- Input Error	
	R4- Insufficient Balance/Limits	
	R5 - Others.	
	Select a Reject code and give a Reject Description.	
	This reject reason will be available in the remarks window throughout the process.	
Refer	User must select a Refer Reason from the values displayed by the system.	
	Refer Codes:	
	R1- Documents missing	
	R2- Signature Missing	
	R3- Input Error	
	R4- Insufficient Balance/Limits	
	R5 - Others.	
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.	

## 3.4.9 Summary

User can review the summary of details updated in Data Enrichment stage Export LC Advise request.



#### Tiles Displayed in Summary

- Main Details User can view and modify details about application details and LC details, if required.
- Availability Shipment User can view and modify availability and shipment details, if required.
- Documents Details User can view and modify the documents required grid and the additional conditions grid, if required.
- Payment Details User can view and modify all details related to payments, if required.
- Additional Fields User can view the details of additional fields of the issued LC.
- Advices User can view the advices details.
- Revolving Details User can view and modify revolving details on revolving LC, if applicable.
- Limits and Collaterals User can view and modify limits and collateral details, if required.
- Commission, Charges and Taxes User can view and modify the commission, charges and taxes details, if required.
- Tracer Details User can view the tracer details.
- Preview Messages User can view and modify preview details, if required.
- Parties Details User can view and modify party details like beneficiary, advising bank etc., if required
- Compliance Details User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

 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.

- FX Linkage User can view the FX linkage details.
- Settlement Details User can view the settlement details.

## 3.4.9.1 Action Buttons

Field	Description	Sample Values
Documents	Upload the required 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	Provide any additional information regarding the LC. This information can be viewed by other users processing the request.	
Overrides	Click to view the overrides accepted by the user.	
Customer Instructions	Click to view/ input the following	
	<ul> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> </ul>	
	Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.	
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	

Field	Description	Sample Values
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761.	
	In case of MT798, the User can click and view the MT798 message(770,700/701).	
	In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this place-holder in Header of the task.	
	In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.	
Signature	Click the Signature button to verify the signature of the customer/ bank if required.	
	The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.	
	If more than one signature is required, system should display all the signatures.	
Submit	Task will get moved to next logical stage of Export LC Advise.	
	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 you queue for working later.  This option will not submit the request.	
Cancel	Cancel the Scrutiny stage inputs.	
Hold	The details provided will be on hold.  This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Reject	On click of Reject, user must select a Reject Rea-	
	son from a list displayed by the system.  Reject Codes:	
	R1- Documents missing	
	<ul><li>R2- Signature Missing</li></ul>	
	R3- Input Error	
	R4- Insufficient Balance/Limits     R5- Others	
	<ul> <li>R5 - Others.</li> <li>Select a Reject code and give a Reject Description.</li> </ul>	
	This reject reason will be available in the remarks window throughout the process.	



Field	Description	Sample Values
Refer	User must select a Refer Reason from the values displayed by the system.  Refer Codes:	
	<ul> <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>	

# 3.5 **Exceptions**

The Export LC Advice request, before it reaches the approval stage, the application will validate the Amount Block, KYC and AML. If any of these failed in validation will reach exception stage for further clearance for the exceptions.

# 3.5.1 <u>Exception - Amount Block</u>

As part of amount block validation, application will check if sufficient balance is available in the account to create the block. On hand-off, system will debit the blocked account to the extent of block and credit charges/ commission account in case of charges block or credit the amount in suspense account for blocks created for collateral. Amount block check will be done for all the parties related to the LC.

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 important 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.

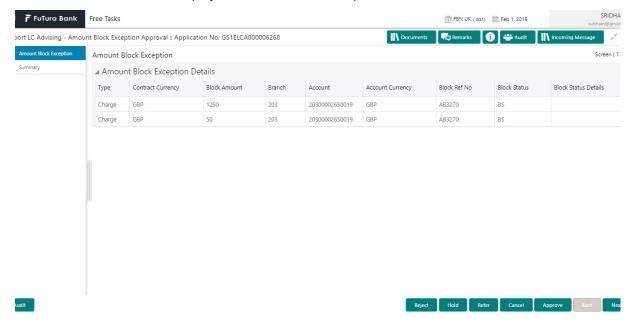
#### Reject:



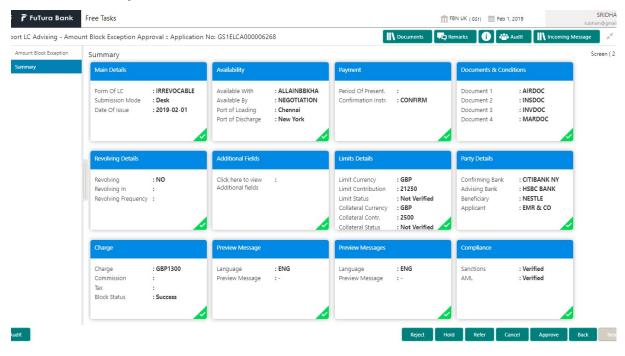
Reject the transaction due to non-availability of sufficient balance in settlement account

## 3.5.1.1 Amount Bock Exception

This section will display the amount block exception details.



#### 3.5.1.2 Summary



Tiles Displayed in Summary:

- Main Details User can view and modify details of application and LC, if required.
- Party Details User can view and modify party details like beneficiary, advising bank etc., if required
- Availability and Shipment User can view and modify availability and shipment details, if required.
- Payments User can view and modify all details related to payments, if required.

- Documents Details User can view and modify the documents required grid and the additional
- conditions grid, if required.
- Limits and Collaterals User can view and modify limits and collateral details, if required.
- Charges User can view and modify charge details, if required.
- Revolving Details User can view and modify revolving details on revolving LC, if applicable.
- Preview Messages User can view and modify preview details, if required.
- Compliance User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

# 3.5.1.3 Action Buttons

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

Field	Description	Sample Values
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.	
Back	Task moves to previous logical step.	

# 3.5.2 Exception - Know Your Customer (KYC)

As part of KYC validation, application will check if necessary KYC documents are available and valid for the customer. 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 must be listed in your queue. Open the task, to see summary tiles that display a summary of important fields with values.

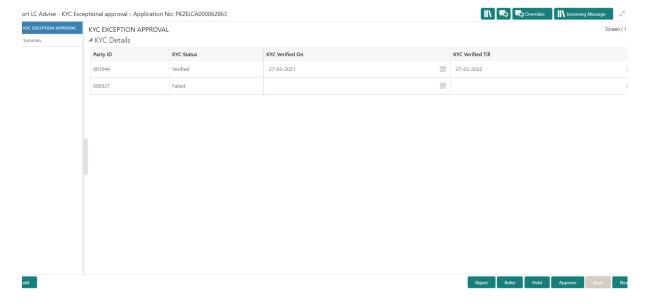
User can select a transaction and do the following actions:

#### **Approve**

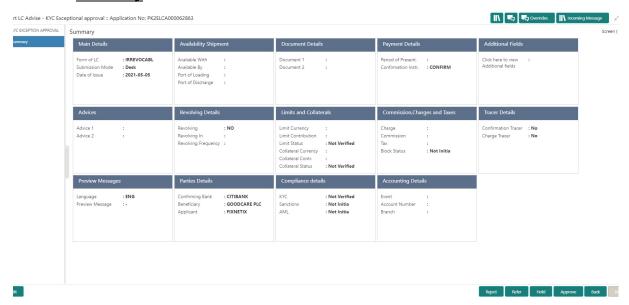
- After changing the KYC status in the back end application (outside this process).
- Without changing the KYC status in the back end application.
- Reject (with appropriate reject reason).

#### 3.5.2.1 KYC Details

This section will display the KYC details.



#### 3.5.2.2 **Summary**



#### Tiles Displayed in Summary:

- Main Details User can view and modify details about application details and LC details, if required.
- Party Details User can view and modify party details like beneficiary, advising bank etc., if required
- Availability and Shipment User can view and modify availability and shipment details, if required.
- Payments User can view and modify all details related to payments, if required.
- Documents Details User can view and modify the documents required grid and the additional conditions grid, if required.
- Limits and Collaterals User can view and modify limits and collateral details, if required.
- Charges User can view and modify charge details, if required.
- Revolving Details User can view and modify revolving details on revolving LC, if applicable.
- Preview Messages User can view and modify preview details, if required.
- Compliance User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

# 3.5.2.3 Action Buttons

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

Field	Description	Sample Values
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	R1- Documents missing	
	R2- Signature Missing	
	R3- Input Error	
	R4- Insufficient Balance/Limits	
	R5 - Others.	
	Select a Reject code and give a Reject Description.	
	This reject reason will be available in the remarks window throughout the process.	
Hold	The details provided will be registered and status will be on hold.	
	This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Refer	User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes:	
	<ul> <li>R1- Documents missing</li> </ul>	
	<ul> <li>R2- Signature Missing</li> </ul>	
	R3- Input Error	
	R4- Insufficient Balance- Limits	
	R5 - Others	
Cancel	Cancel the Export LC Drawing KYC exception check.	
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.	
Back	Task moves to previous logical step.	

# 3.5.3 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

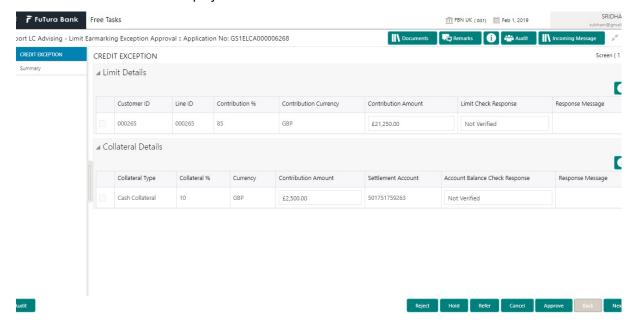
- Refer back to DE providing alternate limit id to map
- Refer additional collateral to be mapped

#### Reject

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

#### 3.5.3.1 Limit/Credit Check

This section will display the limit and collateral details.



#### 3.5.3.2 **Summary**

Tiles Displayed in Summary:

- Main Details User can view and modify details about application details and LC details, if required.
- Party Details User can view and modify party details like beneficiary, advising bank etc., if required
- Availability and Shipment User can view and modify availability and shipment details, if required.

- Payments User can view and modify all details related to payments, if required.
- Documents & Condition User can view and modify the documents required grid and the additional conditions grid, if required.
- Limits and Collaterals User can view and modify limits and collateral details, if required.
- Charges User can view and modify charge details, if required.
- Revolving Details User can view and modify revolving details on revolving LC, if applicable.
- Preview Messages User can view and modify preview details, if required.
- Compliance User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

#### 3.5.3.3 Action Buttons

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

Field	Description	Sample Values
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.	
Back	Task moves to previous logical step.	

# 3.6 Multi Level Approval

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

#### Note

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

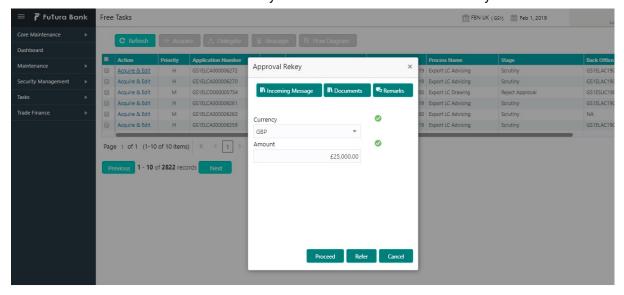
# 3.6.1 <u>Authorization Re-Key (Non-Online Channel)</u>

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.:

- Applicant Party
- LC Currency, Amount
- Beneficiary party
- Expiry Date
- Issuing Bank

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.

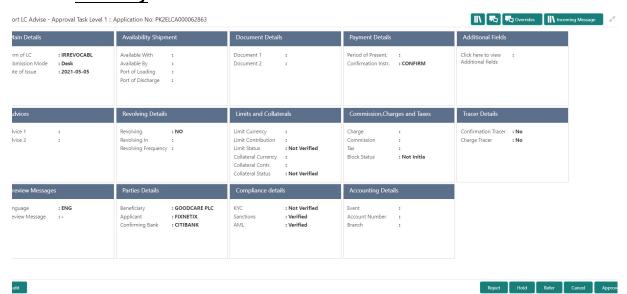


# 3.6.1.1 Action Buttons

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

Field	Description	Sample Values
Documents	Upload the required documents.	
Remarks	Provide any additional information regarding the LC. This information can be viewed by other users processing the request.	
Incoming Message	Displays the incoming message, if any.	
Action Buttons		
Proceed	On proceed, the screen navigates to approval summary screen.	
Refer	User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes:	
	R1- Documents missing	
	R2- Signature Missing	
	R3- Input Error	
	R5 - Others	
Cancel	Cancel the Import LC Drawing Approval Rekey.	

# 3.6.2 Summary



#### Tiles Displayed in Summary:

- Main Details User can view and modify details about application details and LC details, if required.
- Party Details User can view and modify party details like beneficiary, advising bank etc., if required

- Availability and Shipment User can view and modify availability and shipment details, if required.
- Payments User can view and modify all details related to payments, if required.
- Documents & Condition User can view and modify the documents required grid and the additional
- conditions grid, if required.
- Limits and Collaterals User can view and modify limits and collateral details, if required.
- Charges User can view and modify charge details, if required.
- Revolving Details User can view and modify revolving details on revolving LC, if applicable.
- Preview Messages User can view preview details.
- Compliance User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

#### 3.6.2.1 Action Buttons

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

# 3.7 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 Export LC Advising in queue. On opening the task, you will see summary tiles. The tiles will display a list of important fields with values.

The tile containing the screen from where the reject was triggered will be highlighted in red.

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

## 3.7.1 Application Details

The application details data segment have values for requests received from both non-online and online channels.

#### **3.7.2 Summary**

The data captured during handling of the transaction until the stage when reject is given will be available 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 and modify details about application details and LC details, if required.
- Party Details User can view and modify party details like beneficiary, advising bank etc., if required
- Availability and Shipment User can view and modify availability and shipment details, if required.
- Payments User can view and modify all details related to payments, if required.
- Documents & Condition User can view and modify the documents required grid and the additional conditions grid, if required.
- Limits and Collaterals User can view and modify limits and collateral details, if required.
- Charges User can view and modify charge details, if required.
- Revolving Details User can view and modify revolving details on revolving LC, if applicable.
- Preview Messages User can view and modify preview details, if required.
- Compliance User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.



# 3.7.3 <u>Action Buttons</u>

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.	
Hold	User can put the transaction on 'Hold'. Task will remain in Pending state.	
Cancel	Cancel the Reject Approval.	

# 4. Processing Incoming MT 710 at the Advise - Through Bank

An advise- through bank is involved in an Export LC Advising process, when the advising bank passes on the LC through another bank for advising the LC to the beneficiary.

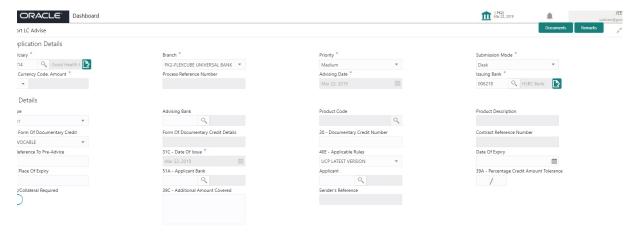
The OBTFPM user can process the incoming MT 710 for further advising to the beneficiary. The advise through bank will process the incoming MT 710 in OBTFPM and advise the LC to the beneficiary.

The incoming MT 710 is processed as an STP transaction and the system creates a task in Scrutiny stage of LC Advising process. The MT 710 can also be manually processed if required.

# 4.1 Registration Stage

#### 4.1.0.1 Application Details

All fields displayed under Application details section, would be same as **Export LC Advise -** 3.2 Registration - **Application Details**. Refer to 3.2.1 Application Details for more information of the fields.



# Hold Cancel Save & Close Sub

#### 4.1.0.2 LC Details

The fields listed under this section are same as the fields listed under the **Export LC Advise** 3.2.2 LC Details section in 3.2 Registration. Refer to 4.1.0.2 LC Details for more information of the fields.

Following fields are the additional new fields or label changed apart from the fields carried over from 3.2.2 LC Details of 3.2 Registration.

Provide the details for the additional fields based on the description in the following table:

Field	Description	Sample Values
Form of Documentary Credit (with same values as 40A –in MT 700)	This field gets auto populated from incoming MT 710.	
Documentary Credit Number (Same as 20- Documentary Credit Number in MT 700).	This field represents the issuing bank reference and gets auto populated from incoming MT 710.	
Sender's Reference	This field represents the issuing bank reference and field gets auto populated from incoming MT 710.	

# 4.2 **Scrutiny**

All the fields in the incoming MT 710 will be auto populated in Scrutiny Stage, if the MT 710 is received and processed as an STP transaction.

# 4.2.1 Main Details

Fields listed under the MT710 Scrutiny stage is same as **Export LC Advise** 3.3 Scrutiny stage 3.3.1 Main Details section. Refer to 3.3.1 Main Details for more information of the fields.

Following fields are the additional new fields or label changed apart from the fields carried over from 3.3.1 Main Details of 3.3 Scrutiny.

Field	Description	Sample Values
Beneficiary	The system will check the Beneficiary name available in the incoming MT 710 with the bank customers data and populate the CIF and the details of the customer if the Beneficiary is a customer of the bank. If the beneficiary is not a customer of the bank, the system should populate the Walk-in CIF and the user should be able to update the name and address of the beneficiary.	

# 4.2.1.1 Action Buttons

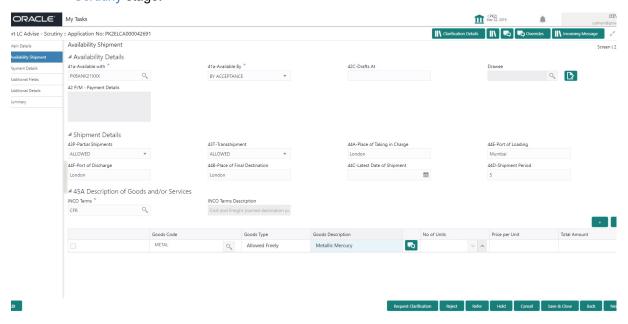
Field	Description	Sample Values
Request Clarification	On click the Request Clarification button the user can request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.	

Field	Description	Sample Values
Submit	Task will get moved to next logical stage of Export LC Advice.	
	If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the informations provided and holds the task in you queue for working later. This option will not submit the request	
Cancel	Cancel Scrutiny stage inputs and return to dashboard.	
Hold	The details provided will be registered and status will be on hold.  This option is used, if there are any pending information yet to be received from applicant and	
	appropriate remarks must be provided.	
Reject	On click of Reject, user must select a reject reason from a list displayed by the system.	
	Reject Codes:	
	R1- Documents missing	
	<ul><li>R2- Signature Missing</li><li>R3- Input Error</li></ul>	
	R4- Insufficient Balance/Limits	
	R5 - Others.	
	Select a reject code and give a reject description.	
	This reject reason will be available in the remarks window throughout the process.	
Next	Click Next to move to next logical step in Scrutiny stage.	
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.	

# 4.2.2 **Availability Shipment**

The fields are populated with the value available in MT 710, in case of STP of MT 710.

For field descriptions, refer 3.3.2 Availability Shipment section of **Export LC Advise** 3.3 Scrutiny stage.



#### 4.2.2.1 Action Buttons

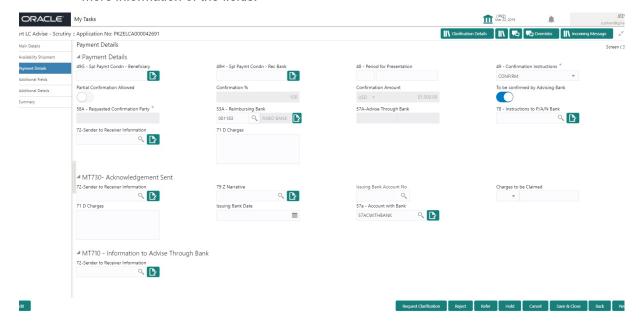
Field	Description	Sample Values
Request Clarification	On click the Request Clarification button the user can request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.	
Submit	Task will get moved to next logical stage of Export LC Advice.  If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the informations provided and holds the task in you queue for working later.  This option will not submit the request	
Cancel	Cancel Scrutiny stage inputs and return to dashboard.	
Hold	The details provided will be registered and status will be on hold.  This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	

Field	Description	Sample Values
Reject	On click of Reject, user must select a reject reason from a list displayed by the system.	
	Reject Codes:	
	R1- Documents missing	
	<ul> <li>R2- Signature Missing</li> </ul>	
	R3- Input Error	
	R4- Insufficient Balance/Limits	
	R5 - Others.	
	Select a reject code and give a reject description.	
	This reject reason will be available in the remarks window throughout the process.	
Next	Click Next to move to next logical step in Scrutiny stage.	
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.	

# 4.2.3 Payment Details

In case LC is processed through STP, system should populate the fields with the value available in MT 710.

Fields listed under the MT710 Scrutiny stage Payment Details section is same as **Export LC Advise** 3.3 Scrutiny stage 3.3.3 Payment Details section. Refer to 3.3.3 Payment Details for more information of the fields.



Following fields are the additional new fields or label changed apart from the fields carried over from 3.3.3 Payment Details of 3.3 Scrutiny.

Field	Description	Sample Values
To be confirmed by Advis- ing Bank	<b>Toggle On:</b> Set the toggle on to confirm by advising bank.	
	<b>Toggle Off:</b> Set the toggle off for not to be confirmed by advising bank.	

# MT730 - Acknowledgment Sent

Fields listed under this section is same as MT730 - Acknowledgement Sent section in Export LC Advise 3.3.3 Payment Details section. Only the section label is changed. Refer to MT730 - Acknowledgement Sent for more information of the fields.

Confirmation to be done by ATB only if To be confirmed by ATB is enabled.

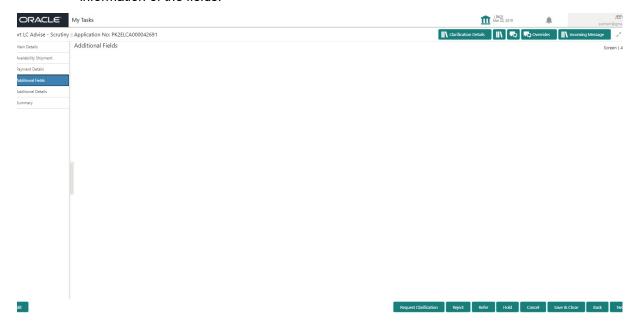
# 4.2.3.1 Action Buttons

Use action buttons based on the description in the following table: **Additional fields** – Same as in Export

Field	Description	Sample Values
Request Clarification	On click the Request Clarification button the user can request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.	
Submit	Task will get moved to next logical stage of Export LC Advice.	
	If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the informations provided and holds the task in you queue for working later. This option will not submit the request	
Cancel	Cancel Scrutiny stage inputs and return to dash-board.	
Hold	The details provided will be registered and status will be on hold.	
	This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Reject	On click of Reject, user must select a reject reason from a list displayed by the system.	
	Reject Codes:	
	<ul> <li>R1- Documents missing</li> </ul>	
	R2- Signature Missing	
	R3- Input Error  R4- Input Friend Release # limits	
	<ul> <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.	
Next	Click Next to move to next logical step in Scrutiny stage.	
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.	

# 4.2.4 Additional Fields

Fields listed under the MT710 Additional Fields Scrutiny stage is same as **Export LC Advise** 3.3 Scrutiny stage 3.3.4 Additional Fields section. Refer to 3.3.4 Additional Fields for more information of the fields.

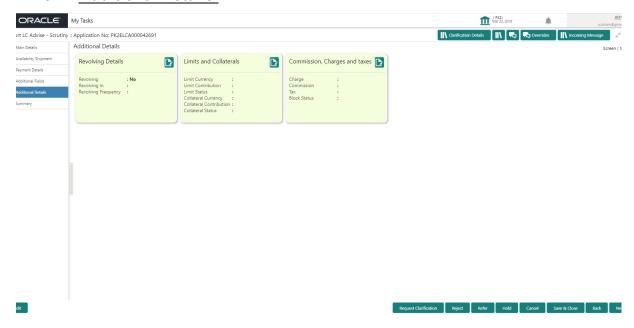


# 4.2.4.1 Action Buttons

Use action buttons based on the description in the following table: Additional fields – Same as in Export

Field	Description	Sample Values
Request Clarification	On click the Request Clarification button the user can request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.	
Submit	Task will get moved to next logical stage of Export LC Advice.  If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the informations provided and holds the task in you queue for working later. This option will not submit the request	
Cancel	Cancel Scrutiny stage inputs and return to dashboard.	
Hold	The details provided will be registered and status will be on hold.  This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Reject	On click of Reject, user must select a reject reason from a list displayed by the system.  Reject Codes:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.  Select a reject code and give a reject description. This reject reason will be available in the remarks window throughout the process.	
Next	Click Next to move to next logical step in Scrutiny stage.	
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.	

# 4.2.5 Additional Details



### 4.2.5.1 **Charges**

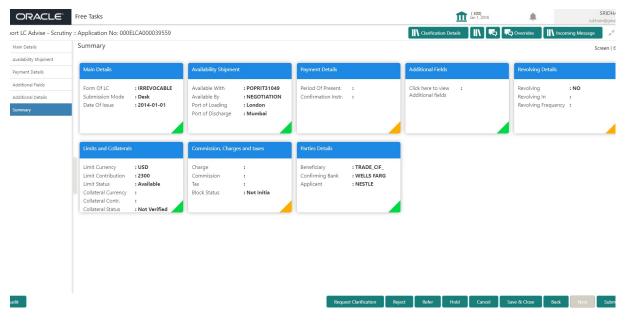
Fields listed under the MT710 Additional Details - Charges is same as **Export LC Advise** 3.3 Scrutiny stage 3.2.1 Application Details section. Refer to 3.3.5 Additional Details for more information of the fields.

#### 4.2.5.2 Limits and Collateral

This section is available if Advise Through Bank is confirming the LC.

## 4.2.6 Summary

Fields listed under the MT710 Summary is same as **Export LC Advise** 3.3 Scrutiny stage 3.3.6 Summary section. Refer to 3.3.6 Summary for more information of the fields.



# 4.3 <u>Data Enrichment Stage</u>

All fields with values are populated from scrutiny stage. In addition, if the transaction is created through STP, the Documents and Conditions fields are also auto populated.

## 4.3.1 Availability and Shipment

Fields are same as Scrutiny stage.

## 4.3.2 Payment Details Confirmation

Fields are same as Scrutiny stage.

## 4.3.3 Additional fields

Fields listed under the Additional fields are same as **Export LC Advise** 3.3 Scrutiny stage 3.3.4 Additional Fields section. Refer to 3.4.5 Additional Fields for more information of the fields.

#### **4.3.3.1** Advices

Advises are to be simulated from back office and displayed to the user. User should be able to suppress the advices. If FFT are available for the advices, the FFT should be populated automatically under th advice. If the advice is suppressed, the system should prompt the user to remove any attached FFT from the respective screens.

#### 4.3.3.2 Charges

Fields listed under the Additional fields- Charges are same as **Export LC Advise** 3.3 Scrutiny stage.

#### 4.3.3.3 Limits and Collateral

This section is available if Advise Through Bank is confirming the LC as in Scrutiny stage.

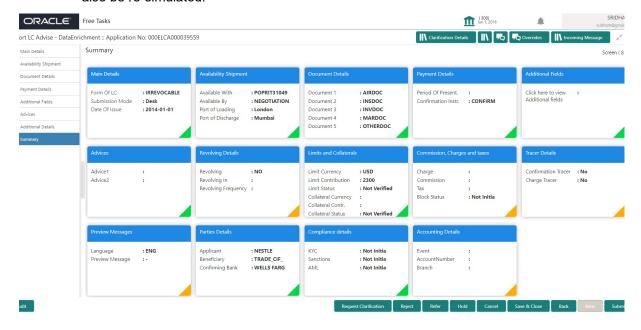
#### 4.3.3.4 Preview Message

All the messages (SWIFT and mail advice) to be available for preview. If any of the advices are suppressed the corresponding Preview message should not be displayed.

## 4.3.4 Summary

The tiles displayed in this section is same as 3.4 Data Enrichment stage of Export LC Advise. In addition to DE stage of Export LC Advising, system should also display Advices and Accounting entries tile and the user should be able to see the accounting entries simulated

from back office. After simulation, if the values are changed, the accounting entries should also be re-simulated.



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

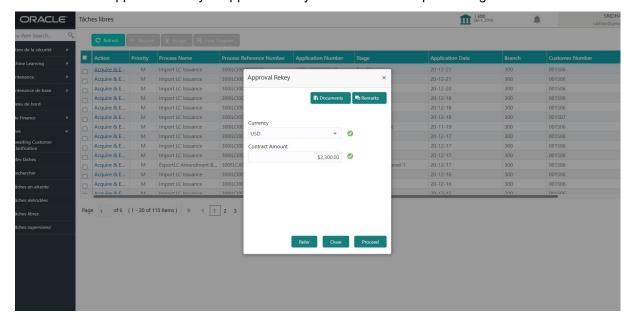
In addition to Data Enrichment stage of Export LC Advising, system should also display the below tiles.

- Advices User can view the advice details.
- Accounting Entries User can view the accounting entries generated in back office.

# 4.4 Approval

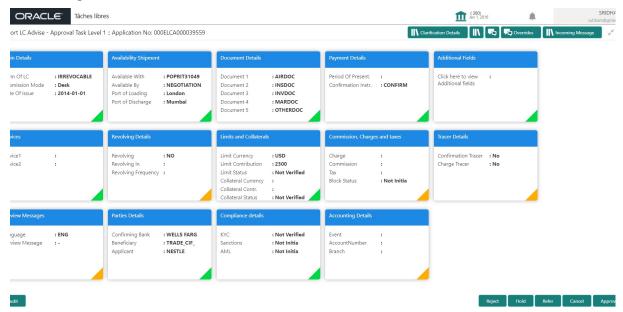
# 4.4.1 Approval Re-key

This Approval Re-key is applicable only in case of manual processing of MT 710.



# 4.4.2 **Approval Summary**

The tiles displayed in this section is same as 4.4.2 Approval Summary of **Export LC Advise**. In addition to Approval Summary stage of Export LC Advising, system should also display **Advices** and **Accounting entries** tiles.



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

In addition to Data Enrichment stage of Export LC Advising, system should also display the below tiles.

- Advices User can view the advice details.
- Accounting Details User can view the accounting entries generated in back office.

#### 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.

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