

Guarantee Issuance Internal Amendment User Guide  
**Oracle Banking Trade Finance Process  
Management**

Release 14.7.4.0.0

**Part No. F99447-01**

June 2024

Oracle Banking Trade Finance Process Management - Guarantee Issuance Internal Amendment User Guide  
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# Contents

<b>1. Preface .....</b>	<b>1-1</b>
1.1 Introduction.....	1-1
1.2 Audience.....	1-1
1.3 Documentation Accessibility.....	1-1
1.4 Organization .....	1-1
1.5 Related Documents.....	1-1
1.6 Diversity and Inclusion.....	1-1
1.7 Conventions.....	1-2
1.8 Screenshot Disclaimer.....	1-2
1.9 Glossary of Icons.....	1-2
<b>2. Oracle Banking Trade Finance Process Management .....</b>	<b>2-3</b>
2.1 Overview.....	2-3
2.2 Benefits.....	2-3
2.3 Key Features .....	2-3
<b>3. Guarantee Issuance Internal Amendment .....</b>	<b>3-1</b>
3.1 Common Initiation Stage .....	3-1
3.2 Registration .....	3-2
3.2.1 <i>Application Details</i> .....	3-4
3.2.2 <i>Undertaking Details</i> .....	3-5
3.2.3 <i>Miscellaneous</i> .....	3-9
3.2.4 <i>Document Linkage</i> .....	3-10
3.2.5 <i>Bi-Directional Flow for Offline Transactions Initiated from OBTFPM</i> .....	3-14
3.3 Data Enrichment.....	3-15
3.3.1 <i>Main Details</i> .....	3-18
3.3.2 <i>Additional Fields</i> .....	3-21
3.3.3 <i>Advices</i> .....	3-24
3.3.4 <i>Additional Details</i> .....	3-28
3.3.5 <i>Settlement Details</i> .....	3-45
3.3.6 <i>Data Enrichment - Summary</i> .....	3-47
3.4 Multi Level Approval .....	3-51
3.5 Handoff.....	3-55

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# 1. Preface

## 1.1 Introduction

This user manual is designed to help you quickly get acquainted with Guarantee Issuance Internal Amendment process in Oracle Banking Trade Finance Process Management.

## 1.2 Audience

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

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

## 1.3 Documentation Accessibility

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

Access to Oracle Support

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

## 1.4 Organization

This manual is organized into the following chapters:

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

## 1.5 Related Documents

- Getting Started User Guide
- Common Core User Guide

## 1.6 Diversity and Inclusion

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

standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

## 1.7 Conventions

The following text conventions are used in this document:

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

## 1.8 Screenshot Disclaimer

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

## 1.9 Glossary of Icons

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

Icons	Function
	Exit
	Add row
	Delete row
	Option List

---

## 2. Oracle Banking Trade Finance Process Management

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

This document will take you through following activities in OBTFPM:

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

### 2.1 Overview

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

### 2.2 Benefits

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

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

### 2.3 Key Features

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

## 3. Guarantee Issuance Internal Amendment

Guarantee Issuance Internal Amendment allows the user to register a request for Internal Amendment of Guarantee/SBLC Issued received from the Applicant. If the request is received by mail/Courier, the user should be able to initiate the request.

This chapter contains the following topics:

[3.1 Common Initiation Stage](#)

[3.2 Registration](#)

[3.3 Data Enrichment](#)

[3.4 Multi Level Approval](#)

### 3.1 Common Initiation Stage

The user can initiate the new guarantee issuance internal amendment request from the common Initiate Task screen.

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

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

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

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

## 3.2 Registration

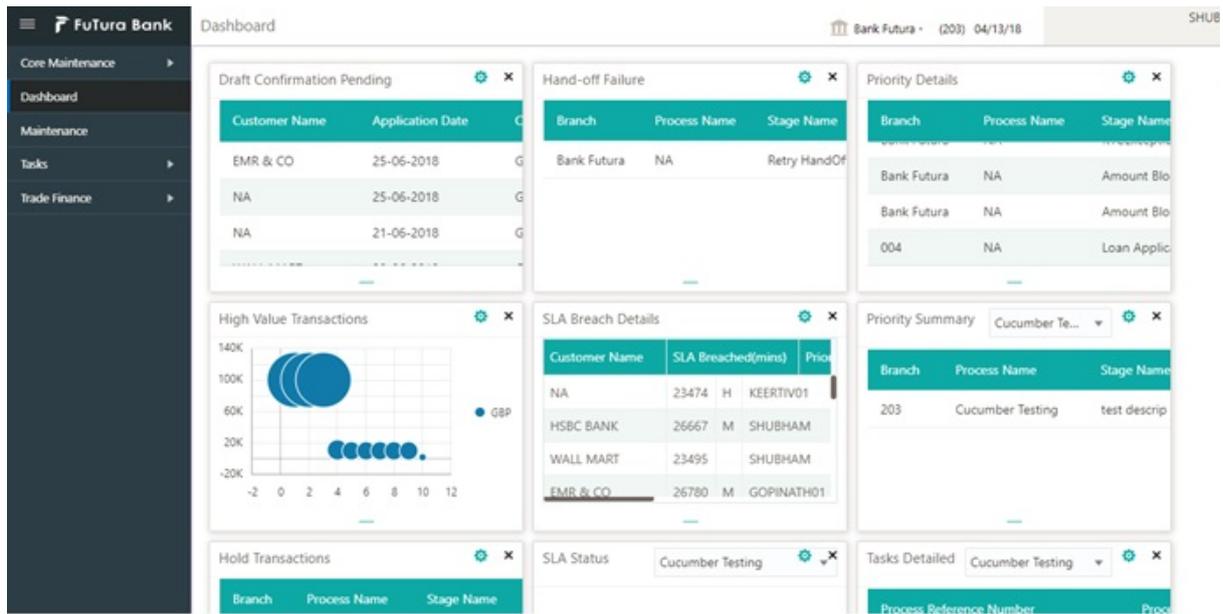
As a Registration user, you can register an internal amendment to a Guaranteed/SBLC issued request, also can upload relevant documents and verify checklist items. If the request is received by mail/Courier, you can update the request.

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.

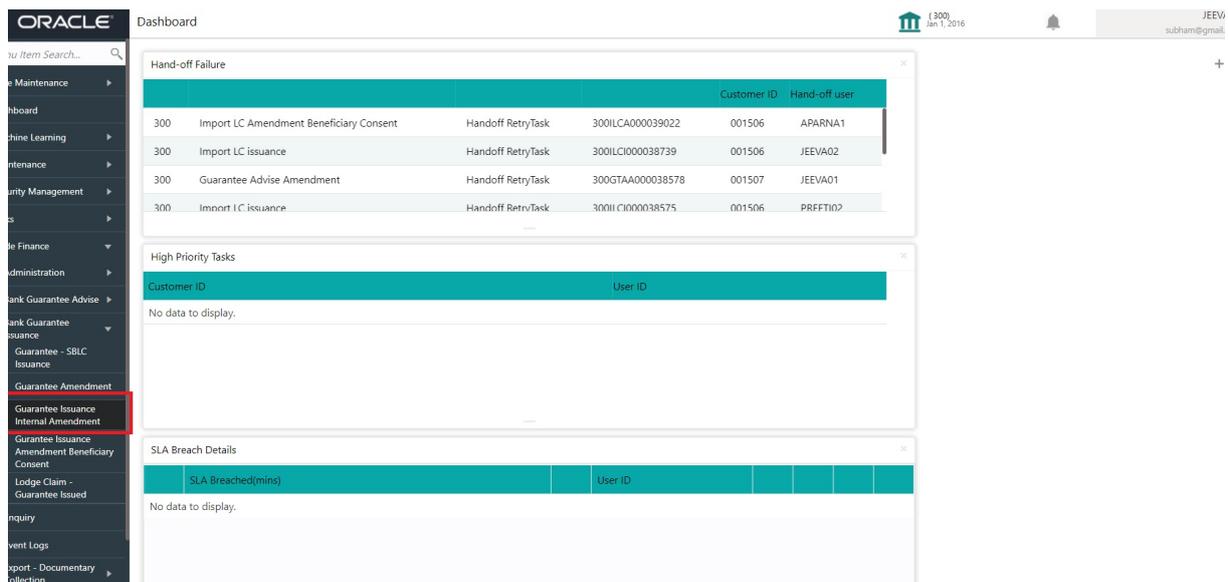
The OBTFPM user can process incoming MT798(up to a maximum of 8 messages) with sub messages MT788-MT799 message received through SWIFT and enables the user to cancel the previously received MT798 referenced message which is under process.

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.



- Click Trade Finance > Bank Guarantee Issuance > Guarantee Issuance Internal Amendment.



The Registration stage has two sections Application Details and Undertaking Details. Let's look at the Registration stage:

### 3.2.1 Application Details

The screenshot displays the Oracle application interface for 'Application Details' and 'Undertaking Details'. The 'Application Details' section includes fields for Undertaking Number (UIS23215CKLG), Received From Party (Applicant), Received From - Customer ID (032204), and Received From - Customer Name (Air Arabia). The 'Undertaking Details' section includes fields for Type of Undertaking (BILL - Bill of lading), Narrative (Bill of Lading Guarantee), and various codes like 22A - Purpose of Message (ICCO - Issuance of counter-coun...), 31E - Date of Expiry (Aug 31, 2026), 40C - Narrative, and 56A - Advising Bank.

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

Field	Description	Sample Values
Undertaking Number	Enter the undertaking number or alternatively select it from LOV'.  As part of LOV criteria; user can input the Applicant, , Currency, Amount and User Reference Number.	
Received From Party	Read only field.  System will default the name of the party as available in Guarantee.	Toggle off
Received From - Customer ID	Read Only Field  System defaults the customer ID available in Guarantee.	001345
Received From - Customer Name	Read Only Field  System defaults the customer name available in Guarantee.	EMR & CO
Branch	Read only field.  Branch Name will be auto-populated from Guarantee details.	203-Bank Futura -Branch FZ1
Priority	This field will be defaulted based on the priority maintained for the customer. Priority maintained will be populated as either 'Low or Medium or High'. If priority is not maintained for a customer, 'Medium' priority will be defaulted.  Users are allowed to change the priority.	High

Field	Description	Sample Values
Submission Mode	System defaults the submission mode as 'Desk' for the transactions created via registration. The values are: <b>Desk</b> - Request received through Desk <b>Courier</b> - Request received through Courier <b>Email</b> - Request received through Email <b>FAX</b> - Request received through FAX Users are allowed to change the values.	Desk
Process Reference Number	Read only field. Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.	203GTEADV00 15920
Amendment Date	Read only field. System defaults the branch's current system date.	04/13/2018
User Reference Number	System defaults the user reference number. Users can change the user reference number.	
Customer Reference Number	Specify the 'Reference number' provided by the applicant/applicant bank.	

### 3.2.2 Undertaking Details

Registration user can view the latest Guarantee/SBLC values defaulted in the respective fields in the Undertaking Details in this section. All the fields in this section is read only.

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

Field	Description	Sample Values
Form of Undertaking	Read only field. System defaults the value from Guarantee Issuance details.	

Field	Description	Sample Values
Type of Undertaking	<p>System defaults the type of undertaking.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>● Advance Payment Guarantee</li> <li>● BILL - Bill of Lading</li> <li>● CUST - Customs</li> <li>● DPAY - Direct Pay</li> <li>● INSU - Insurance</li> <li>● JUDI - Judicial</li> <li>● LEAS - Lease</li> <li>● PAYM - Payment</li> <li>● PERF - Performance</li> <li>● RETN - Retention</li> <li>● SHIP - Shipping</li> <li>● TEND - Tender or Bid</li> <li>● WARR - Warranty/ maintenance</li> </ul> <p>OTHR - Others</p>	
Narrative	Specify the narrative if <b>Type of Undertaking</b> is <b>Oth-ers</b>	
Product Code	<p>Read only field.</p> <p>System defaults the value from Guarantee Issuance details.</p>	GUIA
Product Description	<p>Description of the product. Read only field.</p> <p>System defaults the value from Guarantee Issuance details.</p>	Guarantee Advising
Undertaking Amount	<p>Read only field.</p> <p>System defaults the outstanding value available from Guarantee Issuance details.</p>	
Amount In Local Currency	<p>Read only field.</p> <p>System fetches the local currency equivalent value for the transaction amount from back office (with decimal places).</p>	
Purpose of message	<p>Read only field.</p> <p>System defaults the value from Guarantee Issuance details.</p>	
File Identification	<p>Read only field.</p> <p>The type of delivery channel and its associated file name or reference.</p> <p>System defaults the value from Guarantee Issuance details.</p>	

<b>Field</b>	<b>Description</b>	<b>Sample Values</b>
Narrative	Read only field. System defaults the value from Guarantee Issuance details.	
Expiry Type	Read only field. This field indicates whether undertaking has specified expiry date or is open-ended. System defaults the expiry type from Guarantee/SBLC Issuance.	
Date Of Expiry	Read only field. Expiry date of the Guarantee Advised. System defaults the expiry date from Guarantee/SBLC Issuance.	09/30/18
Auto Renewal	Enable this option for auto renewal of Guarantee amendment.	
Expiry Condition/Event	Read only field. Expiry condition of Guarantee. System defaults the value from Guarantee Issuance details.	09/30/18
Applicable Rules	Read only field. Rules for Guarantee. System defaults the value from Guarantee Issuance details.	URDG - Uniform rules for demand guarantees
Narrative	Read only field. System defaults the value from Guarantee Issuance details.	
Applicant Bank	Read only field. This system defaults the applicant bank name available in Guarantee.	
Applicant Name	Read only field. System defaults the details of the applicant from Guarantee Issuance details.	001345 Nestle
Beneficiary Name	Read only field. System defaults the beneficiary from Guarantee Issuance details.	001345 Nestle
Advising Bank	Read only field. System defaults the advising bank if available.	001343 - Bank Of America

Field	Description	Sample Values
Advising Through Bank	Read only field. System defaults the advising through bank if available.	Advising Bank Reference
Counter SBLC/Guarantee Issuing Bank	Read only field. System defaults the counter guarantee issuing through bank if available.	
Local SBLC/ Guarantee Issuing Bank	Read only field. System defaults the local guarantee issuing bank if available.	
Limits verification Required	Enable the option to enable limit check during the process flow of this request.  Disable the option to disable limit check during the process flow of this request.	
Additional Amounts	Read only field. Additional Amount covered as per the latest LC details is displayed in Guarantee Issuance details.	
Obligor/ Instructor Party	Read only field. The name of the obligor.	
Obligor Collateral Percentage	Read only field. The value for obligor collateral percentage.	
Auto Close	Read only field. 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" value, if any, from the contract.  If the system defaulted value for <b>Auto Close</b> is <b>Yes</b> , then <b>Closure Date</b> field will be a display only field and user is not allowed to edit the same.  If the system defaulted value for <b>Auto Close</b> is <b>No</b> , then user can edit the <b>Closure Date</b> field by enabling the "Auto Close" toggle as "Yes".  User can provide the value in this field, if <b>Auto Close</b> is enabled as a part of this internal amendment.	
Accountee	Read only field. System defaults the accountee name available in Guarantee.	

### 3.2.3 Miscellaneous

Enables the user to upload required documents. Provide the Miscellaneous Details based on the description in the following table:

Field	Description	Sample Values
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is available, system should display all the signatures.</p>	
Documents	Upload the required documents.	
Remarks	Provide any additional information regarding the Guarantee Issuance Internal Amendment. This information can be viewed by other users processing the request.	

Field	Description	Sample Values
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Common Group Messages	<p>Click Common Group Message button, to send MT799 and MT999 messages from within the task.</p> <p>A walk-in customer of the receiving bank can be sent a common group message by the BIC.</p>	
View Undertaking	Clicking on View Undertaking button, user can view the the snapshot of latest Guarantee Issuance details.	
Undertaking Events	Clicking on Guarantee Events button, user can view the snapshot of various events under the Guarantee Issuance.	
Checklist	System displays the mandatory and optional checklist items. Make sure that the details in the checklist are completed and acknowledge. If mandatory checklist items are not marked, system will display an error on submit.	

#### Action Buttons

Submit	<p>On Submit, system will give confirmation message for successful submission. Task will get moved to next logical stage of Guarantee Issuance Internal Amendment.</p> <p>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.</p>	
Save & Close	<p>Save the information provided and holds the task in you queue for working later.</p> <p>This option will not submit the request.</p>	
Cancel	<p>Cancels the Guarantee Issuance Internal Amendment. Registration stage inputs.</p>	
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	

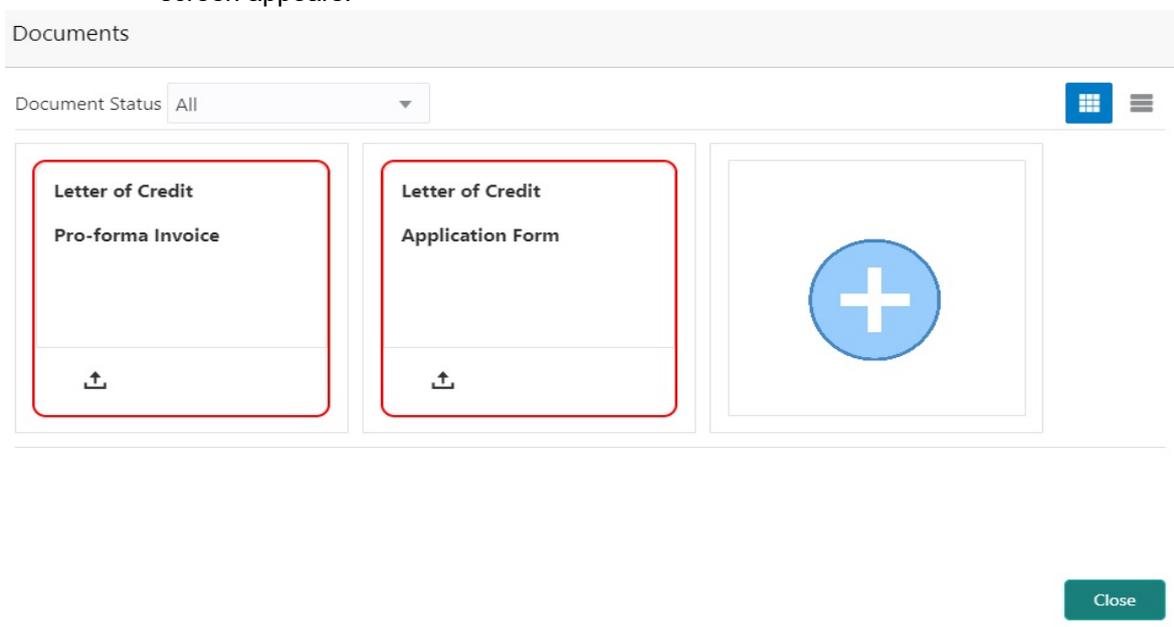
### 3.2.4 Document Linkage

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

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

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

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



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

Document

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

[Link Document](#)

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

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

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

Link Document

Customer Id \*  
032204

Document Type \*

Document Id

Document Code \*

Fetch

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

Close

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

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

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

Link Document

Customer Id \*  
032204

Document Type \*  
Documentary Collection

Document Id  
[ ]

Document Code \*  
Insurance Policy

**Fetch**

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

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

**Close**

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

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

Edit Document

Document Id  
2400

Application Reference Number  
PK2ILCI000019041

Document Type Id  
TFPM\_DOCTYPE001

Remarks  
[ ]

Document Title  
wqwq

Entity Reference Number  
PK2ILCI000019041

Document Description  
[ ]

Document Expiry Date  
Jun 29, 2022

Drop files here or click to select

Current selected files: []

**Update** **Cancel**

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

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

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

**Pre- Conditions:**

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

### **3.3 Data Enrichment**

At this stage you can register a request for Internal Amendment of Guarantee/SBLC Issued.

As part of Data Enrichment, you can update the details already captured in Registration stage. If details are not captured in DE stage, you can input the details.

If the request is received by mail/Courier, the user can update the request. The request will have the details entered during the Registration stage.

If the request is received by SWIFT, then the Internal Amendment task needs to be auto created and available for the user in the Data Enrichment stage to handle.

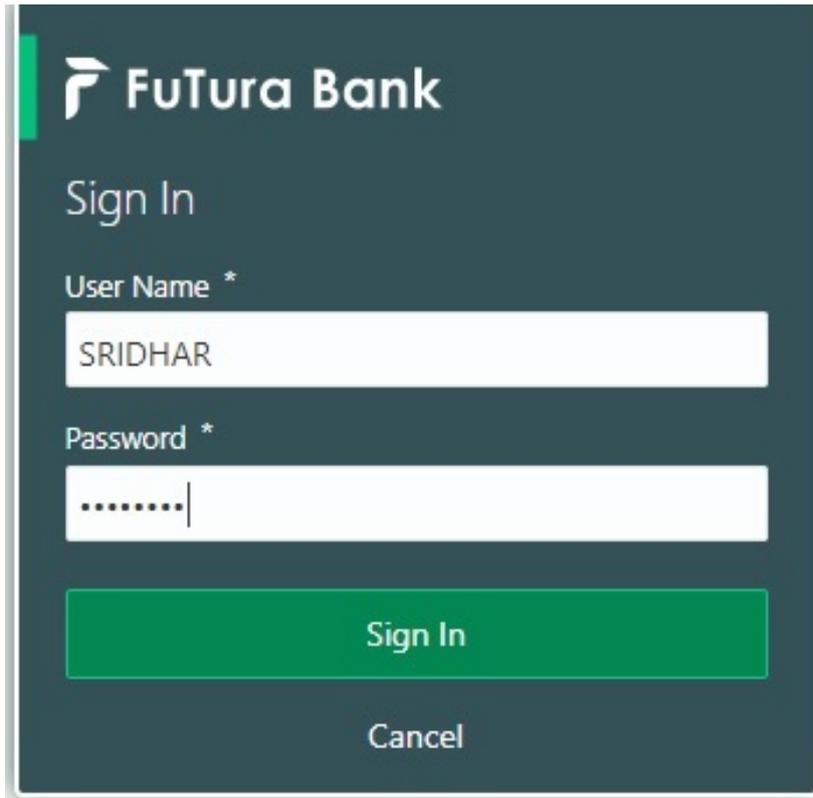
---

**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 currently at Data Enrichment stage:

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



2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.
3. Click **Trade Finance> Tasks> Free Tasks**.

ORACLE Free Tasks (PK2) Mar 22, 2019 JEEV subham@gmail

Item Search...

Refresh Acquire Assign Flow Diagram

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date	Branch	Customer Number
<input type="checkbox"/> Acquire & E...	M	Guarantee Issuance Internal Am...	PK2GTEI000042222	PK2GTEI000042222	DataEnrichment	20-12-09	PK2	001044
<input type="checkbox"/> Acquire & E...	M	Import LC Amendment Benefic...	PK2ILCA000042220	PK2ILCA000042220	AmountBlock Exception App...	20-12-09	PK2	001044
<input type="checkbox"/> Acquire & E...		Lodge Claim - Guarantee Issued	PK2GTETC000042208	PK2GTETC000042208	Scrutiny	20-12-09	PK2	
<input type="checkbox"/> Acquire & E...		Lodge Claim - Guarantee Issued	PK2GTETC000042207	PK2GTETC000042207	Scrutiny	20-12-09	PK2	
<input type="checkbox"/> Acquire & E...	M	Export LC Advise	PK2ELCA000042196	PK2ELCA000042196	Scrutiny	20-12-09	PK2	001044
<input type="checkbox"/> Acquire & E...		Lodge Claim-Guarantee Advised	PK2GADC000042182	PK2GADC000042182	DataEnrichment	20-12-09	PK2	
<input type="checkbox"/> Acquire & E...		Lodge Claim-Guarantee Advised	PK2GADC000042180	PK2GADC000042180	DataEnrichment	20-12-09	PK2	
<input type="checkbox"/> Acquire & E...		Lodge Claim-Guarantee Advised	PK2GADC000042178	PK2GADC000042178	DataEnrichment	20-12-09	PK2	
<input type="checkbox"/> Acquire & E...	M	Import LC Issuance	PK2ILCI000042172	PK2ILCI000042172	Scrutiny	20-12-09	PK2	001044
<input type="checkbox"/> Acquire & E...	M	Import LC Issuance	PK2ILCI000041065	PK2ILCI000041065	Approval Task Level 1	20-11-27	PK2	001185
<input type="checkbox"/> Acquire & E...	M	Import LC Issuance	PK2ILCI000041058	PK2ILCI000041058	Approval Task Level 1	20-11-27	PK2	001185
<input type="checkbox"/> Acquire & E...	M	Import LC Issuance	PK2ILCI000042158	PK2ILCI000042158	Approval Task Level 1	20-12-08	PK2	001185
<input type="checkbox"/> Acquire & E...	M	Import LC Issuance	PK2ILCI000042049	PK2ILCI000042049	Approval Task Level 1	20-12-07	PK2	001044
<input type="checkbox"/> Acquire & E...	M	Import LC Issuance	PK2ILCI000041055	PK2ILCI000041055	Approval Task Level 1	20-11-27	PK2	001044

Page 1 of 65 (1 - 20 of 1291 items) | K < 1 2 3 4 5 ... 65 > X

4. Select the appropriate Internal Amendment task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task.

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date	Branch	Customer Number
<input checked="" type="checkbox"/> Acquire & E...	M	Guarantee Issuance Internal Am...	PK2GTEI000042222	PK2GTEI000042222	DataEnrichment	20-12-09	PK2	001044
<input type="checkbox"/> Acquire & E...	M	Import LC Amendment Beneficia...	PK2ILCA000042220	PK2ILCA000042220	AmountBlock Exception App...	20-12-09	PK2	001044
<input type="checkbox"/> Acquire & E...		Lodge Claim - Guarantee Issued	PK2GTGEC000042208	PK2GTGEC000042208	Scrutiny	20-12-09	PK2	
<input type="checkbox"/> Acquire & E...		Lodge Claim - Guarantee Issued	PK2GTGEC000042207	PK2GTGEC000042207	Scrutiny	20-12-09	PK2	
<input type="checkbox"/> Acquire & E...	M	Export LC Advise	PK2ELCA000042196	PK2ELCA000042196	Scrutiny	20-12-09	PK2	001044
<input type="checkbox"/> Acquire & E...		Lodge Claim-Guarantee Advised	PK2GADC000042182	PK2GADC000042182	DataEnrichment	20-12-09	PK2	
<input type="checkbox"/> Acquire & E...		Lodge Claim-Guarantee Advised	PK2GADC000042180	PK2GADC000042180	DataEnrichment	20-12-09	PK2	
<input type="checkbox"/> Acquire & E...		Lodge Claim-Guarantee Advised	PK2GADC000042178	PK2GADC000042178	DataEnrichment	20-12-09	PK2	
<input type="checkbox"/> Acquire & E...	M	Import LC Issuance	PK2ILCI000042172	PK2ILCI000042172	Scrutiny	20-12-09	PK2	001044
<input type="checkbox"/> Acquire & E...	M	Import LC Issuance	PK2ILCI000041065	PK2ILCI000041065	Approval Task Level 1	20-11-27	PK2	001185
<input type="checkbox"/> Acquire & E...	M	Import LC Issuance	PK2ILCI000041058	PK2ILCI000041058	Approval Task Level 1	20-11-27	PK2	001185
<input type="checkbox"/> Acquire & E...	M	Import LC Issuance	PK2ILCI000042158	PK2ILCI000042158	Approval Task Level 1	20-12-08	PK2	001185
<input type="checkbox"/> Acquire & E...	M	Import LC Issuance	PK2ILCI000042049	PK2ILCI000042049	Approval Task Level 1	20-12-07	PK2	001044

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

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date	Branch	Customer Number	Amou
<input checked="" type="checkbox"/> Edit	M	Guarantee Issuance Inter...	300GTAI000038844	300GTAI000038844	DataEnrichment	20-11-17	300	001505	
<input type="checkbox"/> Edit		Guarantee Advise Inter...	300GTAI000038843	300GTAI000038843	Registration	20-11-17	300	001505	
<input type="checkbox"/> Edit		Guarantee Advise Inter...	300GTAI000038842	300GTAI000038842	Registration	20-11-17	300	001505	
<input type="checkbox"/> Edit	M	Guarantee Issuance	000GTEI000038837	000GTEI000038837	Scrutiny	20-11-16	300	000863	
<input type="checkbox"/> Edit	M	Guarantee Advise Amen...	300GTEA000038705	300GTEA000038705	DataEnrichment	20-11-11	300	001507	
<input type="checkbox"/> Edit	M	Guarantee Advise Amen...	300GTEA000038704	300GTEA000038704	DataEnrichment	20-11-11	300	001507	
<input type="checkbox"/> Edit	M	Export LCCancellation	300ELCC000038683	300ELCC000038683	DataEnrichment	20-11-10	300	001506	
<input type="checkbox"/> Edit		Export LC Drawing Upd...	300ELCU000038666	300ELCU000038666	Registration	20-11-10	300	001564	
<input type="checkbox"/> Edit		Export LC Drawing Upd...	300ELCU000038665	300ELCU000038665	Registration	20-11-10	300	001506	
<input type="checkbox"/> Edit		Export LC Drawing Upd...	300ELCU000038664	300ELCU000038664	Registration	20-11-10	300	001506	
<input type="checkbox"/> Edit		Export LC Drawing Upd...	300ELCU000038662	300ELCU000038662	Registration	20-11-10	300	001506	
<input type="checkbox"/> Edit		Export LC Drawing Upd...	300ELCU000038661	300ELCU000038661	Registration	20-11-10	300	001506	
<input type="checkbox"/> Edit		Export LC Drawing Upd...	300ELCU000038660	300ELCU000038660	Registration	20-11-10	300	001506	

The Guarantee Issuance Internal Amendment - Data Enrichment stage has three sections as follows:

- Main Details
- Additional Fields
- Advices
- Additional Details
- Settlement Details
- Summary

Let's look at the details for Guarantee Issuance Internal Amendment - Data Enrichment 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 sub section as follows:

- Application Details
- Undertaking Details

#### 3.3.1.1 Application Details

Refer to [3.2.1 Application Details](#) in the Registration section for more information of the fields.

The screenshot shows the Oracle application details form for a Guarantee Issuance Internal Amendment. The form is divided into two main sections: Application Details and Undertaking Details. The Application Details section includes fields for Undertaking Number (032GUIR23215FAZ6), Branch (032-Oracle Banking Trade Finan...), Amendment Date (Aug 3, 2023), Received From Party (Applicant), Priority (Medium), User Reference Number (032GUIR23215FAZ6), Received From - Customer ID (032204), Submission Mode (Desk), Received From - Customer Name (Air Arabia), Process Reference Number (032GTEI000166454), and Customer Reference Number. The Undertaking Details section includes fields for 22D - Form of Undertaking (DGAR - Guarantee), Product Description (Guarantee Issuance upon receiving req), 23X - File Identification, Auto Renewal (disabled), Applicant Bank, Advise Through Bank, 39D - Additional Amounts, Closure Date (Sep 2, 2026), Type of Undertaking (BILL - Bill of lading), 32B - Undertaking Amount (AED 100.00), 23X - Narrative, 35G - Expiry Condition/ Event, 50 - Applicant Name (032204 Air Arabia), Counter SBLC/Guarantee Issuing Bank, 51 - Obligor/ Instructing Party, Accountee, Narrative (Bill of Lading Guarantee), Amount In Local Currency (AED 100.00), 23B - Expiry Type (OPEN), 40C - Applicable Rules (URDG - Uniform rules for dema...), 59A - Beneficiary Name (032206 Aramex), Local SBLC/Guarantee Issuing Bank, Obligor Collateral Percentage (0), Product Code (GUIL), 22A - Purpose of Message (ISSU - Issue of undertaking), 31E - Date of Expiry, 40C - Narrative, 56A - Advising Bank, Limit verification required (checked), and Auto Close (disabled).

#### 3.3.1.2 Undertaking Details

The fields listed under this section are same as the fields listed under the [3.2.2 Undertaking Details](#) section in [3.2 Registration](#). Refer to [3.2.2 Undertaking Details](#) for more information of the fields.

The screenshot shows the Oracle undertaking details form. The form is divided into two main sections: Undertaking Details and Product Code. The Undertaking Details section includes fields for 22D - Form of Undertaking (DGAR - Guarantee), Product Description (Guarantee Issuance upon receiving req), 23X - File Identification, Auto Renewal (disabled), Applicant Bank, Advise Through Bank, 39D - Additional Amounts, Closure Date (Sep 2, 2026), Type of Undertaking (BILL - Bill of lading), 32B - Undertaking Amount (AED 100.00), 23X - Narrative, 35G - Expiry Condition/ Event, 50 - Applicant Name (032204 Air Arabia), Counter SBLC/Guarantee Issuing Bank, 51 - Obligor/ Instructing Party, Accountee, Narrative (Bill of Lading Guarantee), Amount In Local Currency (AED 100.00), 23B - Expiry Type (OPEN), 40C - Applicable Rules (URDG - Uniform rules for dema...), 59A - Beneficiary Name (032206 Aramex), Local SBLC/Guarantee Issuing Bank, Obligor Collateral Percentage (0), Product Code (GUIL), 22A - Purpose of Message (ISSU - Issue of undertaking), 31E - Date of Expiry, 40C - Narrative, 56A - Advising Bank, Limit verification required (checked), and Auto Close (disabled).

### 3.3.1.3 Action Buttons

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

Field	Description	Sample Values
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	
Documents	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application will display the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.</p>	
Remarks	Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users.	
Overrides	Click to view overrides, if any.	
Customer Instructions	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>● <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>● <b>Transaction Level Instructions</b> – In this section, OBTfPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
Incoming Message	<p>Clicking this button allows the user to see the message in case of STP of incoming MT 767.</p> <p>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.</p> <p>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.</p>	

Field	Description	Sample Values
View Undertaking	Clicking this button allows the user should to view the undertaking details.	
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>	
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Refer	<p>On click of Refer, user will be able to refer the task back to the previous stage user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul>	
Hold	<p>The details provided will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Cancel	Cancel the details captured in the screen.	

Field	Description	Sample Values
Next	Task will get moved to next logical stage of Guarantee Issuance Internal Amendment.  If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in 'My Task' for working later.  This option will not submit the request	

### 3.3.2 Additional Fields

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

#### 3.3.2.1 Action Buttons

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

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

Field	Description	Sample Values
Documents	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application will display the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.</p>	
Remarks	<p>Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users.</p>	
Overrides	<p>Click to view overrides, if any.</p>	
Customer Instructions	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Common Group Message	<p>Click Common Group Message button, to send MT799 and MT999 messages from within the task.</p>	
Incoming Message	<p>Clicking this button allows the user to see the message in case of STP of incoming MT 767.</p> <p>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.</p> <p>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.</p>	
View Undertaking	<p>Clicking this button allows the user should to view the undertaking details.</p>	

Field	Description	Sample Values
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>	
Request Clarification	<p>User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.</p>	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Refer	<p>On click of Refer, user will be able to refer the task back to the previous stage user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul>	
Hold	<p>The details provided will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Cancel	<p>Cancel the Guarantee Issuance Internal Amendment inputs.</p>	
Back	<p>On clicking the Back, system should move the task to the previous segment.</p>	

Field	Description	Sample Values
Next	Task will get moved to next logical stage of Guarantee Issuance Internal Amendment.  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	

### 3.3.3 Advices

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

The screenshot displays the Oracle Trade Finance application interface. At the top, the Oracle logo is on the left, and user information (ZARTAB) and application title (Oracle Banking Trade Finan...) are on the right. Below this is a secondary navigation bar with tabs: Clarification Details, Documents, Remarks, Overrides, Customer Instruction, Common Group Messages, Incoming Message, View Undertaking, and Signatures. The main content area is titled 'Advices' and shows a list of advices. One advice is selected, and a pop-up window displays its details: Advice Name : PAYMENT\_MESSAGE, Advice Party : , Party Name : , Suppress : NO, and Advice : . At the bottom, there is a navigation bar with buttons: Request Clarification, Reject, Refer, Hold, Cancel, Save & Close, Back, and Next.

The user can also suppress the Advice, if required.

Advice Details

---

# Advice Details

Suppress Advice

Advice Name: PAYMENT\_MESSAGE Medium: Advice Party:

Party ID: Party Name:

# FFT Code

+ -

No data to display.

# Instructions

OK Cancel

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

Field	Description	Sample Values
Action	Click edit icon to edit the existing FFT code. Click delete icon to remove any existing FFT code.	
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 FFT code selected. User can update if required.	
Edit icon	Click edit icon to edit the existing Instruction description.	
Action	Click edit icon to edit the existing Instruction code. Click delete icon to remove any existing Instruction code.	

### 3.3.3.1 Action Buttons

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

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

Field	Description	Sample Values
Remarks	Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users.	
Overrides	Click to view overrides, if any.	
Customer Instructions	Click to view/ input the following <ul style="list-style-type: none"> <li>● <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>● <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.	
View Undertaking	Clicking this button allows the user should to view the undertaking details.	
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.	
Request Clarification	User should be able to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.	

Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Refer	<p>On click of Refer, user will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul>	
Hold	<p>The details provided will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Cancel	<p>Cancel the Guarantee Issuance Internal Amendment inputs.</p>	
Next	<p>Task will get moved to next logical stage of Guarantee Issuance Internal Amendment.</p> <p>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.</p>	
Save & Close	<p>Save the information provided and holds the task in you queue for working later.</p> <p>This option will not submit the request</p>	
Back	<p>On clicking the Back, system should move the task to the previous segment.</p>	

### 3.3.4 Additional Details

In the Additional details section, user can enter, update and verify the additional details Data Segment of Internal Amendment of Guarantee/ SBLC Issued request. User can change the values in 'Limits and Collateral' section and 'Charges and Commission' section.

The customer can request for change to existing Line or cash collateral or replacing Line with Cash or vice-versa.

### 3.3.4.1 Limit and Collateral

In this section user can to attach more than one line.

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

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

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

Field	Description	Sample Values
Plus Icon 	Click plus icon to add new Limit Details.	
Limit Details Click + plus icon to add new limit details. Below fields are displayed on the Limit Details pop-up screen, if the user clicks plus icon.		
Customer ID	Applicant's/Applicant Bank customer ID will get defaulted.	
Linkage Type	Select the linkage type. Linkage type can be: <ul style="list-style-type: none"> <li>• Facility</li> <li>• Liability</li> </ul> By default Linkage Type should be "Facility".	

Field	Description	Sample Values
Contribution%	<p>System will default this to 100%. User can modify, if contribution is more than 100%. System will display an alert message, if modified.</p> <p>Once contribution % is provided, system will default the amount.</p> <p>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.</p>	
Liability Number	<p>Click <b>Search</b> to search and select the Liability Number from the look-up.</p> <p>The list has all the Liabilities mapped to the customer.</p>	
Contribution Currency	The LC currency will be defaulted in this field.	
Line ID/Linkage Ref No	<p>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.</p> <hr/> <p style="text-align: center;"><b>Note</b></p> <p>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.</p> <p>This field is disabled and read only, if <b>Linkage Type</b> is <b>Liability</b>.</p>	
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	<p>Amount to Earmark will default based on the contribution %.</p> <p>User can change the value.</p>	
Expiry Date	This field displays the date up to which the Line is valid	

<b>Field</b>	<b>Description</b>	<b>Sample Values</b>
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.	

### 3.3.4.2 Collateral Details

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

Collateral Details
✕

Total Collateral Amount * <input style="width: 90%; border: 1px solid #ccc;" type="text" value="AED 10.00"/>	Collateral Amount to be Collected * <input style="width: 90%; border: 1px solid #ccc;" type="text" value="AED 10.00"/>
Sequence Number <input style="width: 90%; border: 1px solid #ccc;" type="text" value="1.0"/>	Collateral Split % * <input style="width: 80%; border: 1px solid #ccc;" type="text" value="10.0"/> <span style="float: right; border: 1px solid #ccc; padding: 2px;">▼ ▲</span>
Collateral Contribution Amount * <input style="width: 90%; border: 1px solid #ccc;" type="text" value="AED 1.00"/>	Settlement Account * <input style="width: 90%; border: 1px solid #ccc;" type="text" value="0912160013"/> <span style="float: right; border: 1px solid #ccc; padding: 2px;">🔍</span>
Settlement Account Currency <input style="width: 90%; border: 1px solid #ccc;" type="text" value="AED"/>	Exchange Rate <input style="width: 80%; border: 1px solid #ccc;" type="text" value="1.0"/> <span style="float: right; border: 1px solid #ccc; padding: 2px;">▼ ▲</span>
Contribution Amount in Account Currency <input style="width: 90%; border: 1px solid #ccc;" type="text" value="AED 1.00"/>	Account Available Amount <input style="width: 90%; border: 1px solid #ccc;" type="text" value="AED 1,984,452.45"/>
Response <input style="width: 90%; border: 1px solid #ccc;" type="text" value="VS"/>	Response Message <div style="border: 1px solid #ccc; padding: 5px; font-size: small;">                     The amount block can be performed as the account has sufficient balance                 </div>

Verify

✔ Save & Close
✕ Cancel

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

Click + plus icon to add new collateral details.

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

Total Collateral Amount	Read only field. This field displays the total collateral amount provided by the user.	
Collateral Amount to be Collected	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.	

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

Field	Description	Sample Values
Below fields appear in the <b>Cash Collateral Details</b> grid along with the above fields.		
Collateral %	<p>User must enter the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message.</p> <p>System defaults the collateral % maintained for the customer into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product.</p> <p>User can modify the defaulted collateral percentage, in which case system should display an override message "Defaulted Collateral Percentage modified".</p>	
Contribution Amount	<p>This field displays the collateral contribution amount.</p> <p>The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.</p>	
Account Balance Check Response	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.

Deposit Linkage Details
✕

Customer Id  
091215

Deposit Branch  
PK2

Deposit Available Amount  
AED  AED 87,508.00

Exchange Rate

Linkage Percentage % \*  
45.00

Deposit Account  
PK2CDP1221100002

Deposit Maturity Date

Deposit Available In Transaction Currency

Linkage Amount(Transaction Currency) \*  
AED  AED 450.00

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

Field	Description	Sample Values
Below fields appear in the <b>Deposit Details</b> grid along with the above fields.		
Deposit Currency	The currency will get defaulted in this field.	
Transaction Currency	The currency will get defaulted in this field from the underlying task.	
Delete Icon 	Click minus icon to remove the existing Linked deposit details by selecting the Deposit.	
Edit Link	Click edit link to edit any existing deposit Details.	

### 3.3.4.3

### 3.3.4.4 Charge Details

After Advices, clicking on Next button and landing on the additional tab, charges and tax if any will get defaulted from Back end simulation. 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 Commission section displays the previous event BISS post LC Issuance to amend the Commission rate.

Charge Details

Recalculate Redefault

Commission Details

Event BISS

Event Description Booking LC or Guarantee Issue

Component	Rate	Mod. Rate	Currency	Amount	Modified	Defer	Waive	Charge Party	Settl. Acct	Amendable
AGUIR_COMM	3		GBP	£166.66		<input type="checkbox"/>	<input type="checkbox"/>	Air Arabia	0322040001	<input type="checkbox"/>
AGUIS_COMM	1		GBP	£56.33		<input type="checkbox"/>	<input type="checkbox"/>	Air Arabia	0322040001	<input type="checkbox"/>

Page 1 of 1 (1-2 of 2 items) | < 1 >

Charge Details

Component	Tag currency	Tag Amount	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party	Settlement Account
LCCOURAMND	AED	0	AED	AED 100.00	AED 0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Air Arabia	0322040001
LCSWIFTAMN	AED	0	AED	AED 100.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Air Arabia	0322040001

Page 1 of 1 (1-2 of 2 items) | < 1 >

Tax Details

Component	Type	Value Date	Ccy	Amount	Billing	Defer	Settl. Acct
LCTAX7	WITHHOLDING	Aug 3, 2023	AED	AED 44.39	<input type="checkbox"/>	<input type="checkbox"/>	0322040001

Save & Close Close

### 3.3.4.5 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	This field displays the commission component.  <hr/> <b>Note</b>  For the first and further Internal Amendments, the commission components parameters associated with the Previous LC Issuance event as well as the Current event are not allowed to modify.	
Rate	This field displays the rate that is defaulted 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.  <hr/> <b>Note</b>  For the first and further Internal Amendments, the commission components associated with (Current) Event is displayed and allowed to change the commission Rate.	
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. User can modify the value, if required.	
Modified	From the default value, if the rate or amount is changed, the modified value gets updated in the modified amount field.	

<b>Field</b>	<b>Description</b>	<b>Sample Values</b>
Defer	Select the check box, if charges/commissions has to be deferred and collected at any future step.	
Waive	Select the check box to waive charges/commission.  Based on the customer maintenance, the charges/commission can be marked for Billing or Defer.	
Charge Party	Charge party will be 'Applicant' by Default. You can change the value to Beneficiary.	
Settlement Account	Details of the Settlement Account.	
Amendable	Displays if the field is amendable or not.	

### 3.3.4.6 Charge Details

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

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

### 3.3.4.7 Tax Details

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

Following Tax Details will be displayed:

Field	Description	Sample Values
Component	Tax Component type.	
Type	Type of tax Component.	
Value Date	This field displays the value date of tax component.	
Currency	The tax currency is the same as the commission.	
Amount	The tax amount defaults based on the percentage of commission maintained. User can edit the tax amount, if required.	
Billing	If tax are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
Defer	Select the check box, if charges/commissions has to be deferred and collected at any future step.	
Settlement Account	Details of the settlement account.	

### 3.3.4.8 Preview Message

The bank user can view a preview of the outgoing SWIFT message and advise simulated from back office. The preview message simulated from the back office and the user can view the message.

Field	Description	Sample Values
<b>Preview SWIFT Message</b>		
Language	Read only field. The language to preview the draft guarantee details. English is set as default language for the preview.	
Message Type	Select the message type.	
Message Status	Read only field. Display the message status of draft message of guarantee details.	
Repair Reason	Read only field. Display the message repair reason of draft message of guarantee details.	
Preview Advice	Display a preview of the draft message.	
<b>Preview Mail Device</b>		
Language	Select the language for the advice message.	
Advice Type	Select the advice type.	
Message Type	Display a preview of the advice.	
Message Status	Read only field. Display the message status of draft message of guarantee details.	

Field	Description	Sample Values
Repair Reason	Read only field. Display the message repair reason of draft message of guarantee details.	

### 3.3.4.9 Action Buttons

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

Field	Description
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.  The reject codes are: <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance- Limits</li> <li>● R5 - Others. The user would be able to select a Reject code and give a Reject Description.</li> </ul> Other users should be able to see the reject reason in remarks window throughout the process.
Refer	User will be able to refer the task back to the previous stage user. User must select a Refer Reason from the values displayed by the system. Refer Codes: <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance- Limits</li> <li>● R5 - Others</li> </ul>
Hold	The details provided will be registered and status will be on hold.
Cancel	Cancels the details captured in the screen. The task will get deleted.
Save and Close	User will save the information provided and close the details captured.  This option will not submit the request.
Back	On click <b>Back</b> , user navigates to previous step.

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
Documents	Click the Documents icon to View/Upload the required documents. Application will display the mandatory and optional documents.
Remarks	Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users.
Overrides	Click to view overrides, if any.
Customer Instructions	Click to view/ input the following <ul style="list-style-type: none"> <li>● <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>● <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View Undertaking	Clicking this button allows the user should to view the undertaking details.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.

### 3.3.5 Settlement Details

The user can view the settlement details during internal amendment of Guarantee/SBLC Issued request.

The screenshot displays the Oracle Settlement Details screen. At the top, there are navigation tabs: Clarification Details, Documents, Remarks, Overrides, Customer Instruction, Common Group Messages, and Incoming Message. Below these, there are buttons for View Undertaking and Signatures. The main content area is divided into several sections:

- Settlement Details Table:** A table with columns: Component, Currency, Debit/Credit, Account, Account Description, Account Currency, Netting Indicator, and Current Event. The table lists various components like AGLIR\_COM1\_LIQD, AGLUR\_COMM\_LIQD, AVL\_SET\_LCAMT, etc.
- AVL\_SET\_LCAMT - Party Details:** This section contains several input fields for:
  - Transfer Type (Bank Transfer)
  - Ordering Institution (Name/Account)
  - Account With Institution (Name/Account)
  - Receiver (032204)
  - Charge Details (Remitter All Charges)
  - Senders Correspondent (Name/Account)
  - Beneficiary Institution (Name/Account)
  - Netting Indicator
  - Receivers Correspondent (Name/Account)
  - Ultimate Beneficiary (Name/Account)
  - Ordering Customer (Name/Account)
  - Intermediary Institution (Name/Account)
  - Intermediary Reimbursement Institution (Name/Account)
- Payment Details:** This section contains input fields for Sender To Receiver 1 through 6, with a note: "/BX/XXX or /XXX format is allowed".
- Remittance Information:** This section contains input fields for Payment Detail 1 through 4.

At the bottom of the screen, there are buttons for Request Clarification, Reject, Refer, Hold, Cancel, Save & Close, Back, and Next.

The following fields should be displayed during internal amendment of Guarantee/SBLC Issued:

Field	Description	Sample Values
Current Event	The user can select the check box to populate the settlement details of the current event associated with the task. On De-selecting the check box, the system list all the accounts under the settlement details irrespective of the current event.	
Component	Read only field. System defaults the components based on the product selected.	
Currency	Read only field. System displays the currency for components.	
Debit/Credit	Read only field. System defaults the debit/credit indicators for the components.	
Account	Read only field. System displays the account number chosen.	

Field	Description	Sample Values
Account Description	Read only field. System displays the account description for the account chosen.	
Account Currency	Read only field. System displays the account currency for all items based on account number.	
Netting Indicator	System displays the applicable Netting Indicator.	
Current Event	System 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.

### 3.3.5.1 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: <ul style="list-style-type: none"> <li>● Customer Transfer</li> <li>● Bank Transfer for own account</li> <li>● Direct Debit Advice</li> <li>● Managers Check</li> <li>● Customer Transfer with Cover</li> <li>● Bank Transfer</li> </ul>	
Charge Details	Select the charge details for the transactions: <ul style="list-style-type: none"> <li>● Beneficiary All Charges</li> <li>● Remitter Our Charges</li> <li>● Remitter All Charges</li> </ul>	
Netting Indicator	Select the netting indicator for the component: <ul style="list-style-type: none"> <li>● Yes</li> <li>● No</li> </ul>	
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.	

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

### **3.3.5.2 Payment Details**

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

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

### **3.3.5.3 Remittance Information**

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

<b>Field</b>	<b>Description</b>	<b>Sample Values</b>
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.	

### **3.3.6 Data Enrichment - Summary**

User can review the summary of details updated in Data Enrichment Internal Amendment of Guarantee/SBLC Issuance.

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

The screenshot shows the Oracle Summary tile interface. The top navigation bar includes the Oracle logo, user information (ENTITY\_ID1, ENTITY\_L...), and the date (Aug 3, 2023). The main content area is titled 'Summary' and contains several data segments:

- Main Details:** SBLG/Guarantee Type : **RETN**, Submission Mode : **Desk**, Date of Issue : **2023-08-03**
- Guarantee Details:** FFT Code 1 : **45LTRNDTLS**, FFT Code 2 : **GUARANTEE**, FFT Code 3 : **SND2RECM1760**
- Limits and Collaterals:** Contribution Currency : , Amount to Earmark : **null**, Limit Status : **Not Verified**, Collateral Currency : , Collateral Contr. : , Collateral Status : **Not Verified**, Deposit Linkage CCY : , Deposit Linkage Amount :
- Commission,Charges and Taxes:** Charge : , Commission : , Tax : , Block Status : **Not Initiated**
- Advices:** Advice 1 : , Advice 2 :
- Preview Messages:** Language : **ENG**, Preview Message : -
- Additional Fields:** Click here to view : , Additional fields :
- Settlement Details:** Component : , Account Number :
- Parties Details:** Advising Bank : **Union Nation...**, Applicant : **Air Arabia**, Beneficiary : **Aldar Proper...**
- Accounting Details:** Event : **CLIQ**, AccountNumber : **0322040001**, Branch : **032**

The interface also includes a left sidebar with navigation options (Main Details, Additional Fields, Advices, Additional Details, Settlement Details, Summary) and a bottom navigation bar with buttons like 'Request Clarification', 'Reject', 'Refer', 'Hold', 'Cancel', 'Save & Close', 'Back', 'Next', and 'Submit'.

### Tiles Displayed in Summary

- Main Details - User can view the application details and guarantee details. User can only view but cannot modify the details.
- Guarantee Details - User can view the Guarantee details.
- Limits and Collaterals - User can view the limits and collateral details. User can only view but cannot modify the details.
- Commission Charges and Taxes - User can view the details provided for charges. User can only view but cannot modify the details.
- Advices - User can view the advice details.
- Preview Messages - User can have the preview of message.
- Additional Fields - User can view the additional fields details, if any.
- Settlement Details - User can view the Settlement details.
- Parties Details - User can view the party details like beneficiary, advising bank etc. User can only view but cannot modify the details.
- Accounting Details - User can view the accounting entries generated by back office system.

### Note

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

### 3.3.6.1 Action Buttons

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

Field	Description	Sample Values
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	
Documents	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application will display the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.</p>	
Remarks	Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users.	
Overrides	Click to view overrides, if any.	
Customer Instructions	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>● <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>● <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
Incoming Message	<p>Clicking this button allows the user to see the message in case of STP of incoming MT 767.</p> <p>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.</p> <p>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.</p>	

Field	Description	Sample Values
View Undertaking	Clicking this button allows the user should to view the undertaking details.	
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>	
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Refer	<p>On click of Refer, user will be able to refer the task back to the previous stage user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul>	
Hold	<p>The details provided will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Cancel	Cancel the Guarantee Issuance Internal Amendment inputs.	

Field	Description	Sample Values
Submit	On Submit, system will give confirmation message for successful submission. Task will get moved to next logical stage of Guarantee Issuance Internal Amendment.  If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Back	On clicking the Back, system should move the task to the previous segment.	
Save & Close	Save the information provided and holds the task in you queue for working later.  This option will not submit the request	

### 3.4 Multi Level Approval

The Approval user can review and approve a Guarantee Issuance Internal Amendment Transaction.

Log in into OBTFPM application and acquire 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.

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#### 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.

The user should be able to view the Approval summary.

### 3.4.0.1 Summary

Main Details		Guarantee Details		Limits and Collaterals		Commission,Charges and Taxes		Advices	
LC/Guarantee Type : <b>OTHR</b>	FFC Code 1 : <b>23XFILEIDENT</b>	Contribution Currency :	Charge : <b>AED 100.00</b>	Advice 1 : <b>AMD_IMP_CR</b>					
Submission Mode : <b>Desk</b>	FFC Code 2 : <b>24EDLRYGUAMD</b>	Amount to Earmark : <b>null</b>	Commission : <b>GBP 222.99</b>	Advice 2 : <b>GUA_ACK_ADVI...</b>					
Issue Date : <b>2023-08-03</b>	FFC Code 3 : <b>GUARAMEND</b>	Limit Status : <b>Not Verified</b>	Tax : <b>AED 44.39</b>	Advice 3 : <b>LC_CASH_COL...</b>					
	FFC Code 4 : <b>SND2RECM767</b>	Collateral Currency :	Block Status : <b>Success</b>	Advice 4 : <b>TRADE_ENVELO...</b>					
		Collateral Contr. :		Advice 5 : <b>GUA_AMD_INST...</b>					
		Collateral Status : <b>Not Verified</b>							
		Deposit Linkage CCY :							
		Deposit Linkage Amount :							
Preview Messages		Additional Fields		Settlement Details		Parties Details		Accounting Details	
Language : <b>ENG</b>	Click here to view :	Component : <b>LCTAX7_AMT</b>	Applicant : <b>Air Arabia</b>	Event : <b>AMND</b>					
Preview Message : -	Additional fields	Account Number : <b>0322040001</b>	Beneficiary : <b>Jumeirah Gro...</b>	AccountNumber : <b>0322040001</b>					
		Currency : <b>AED</b>		Branch : <b>032</b>					
Exception(Approval)									
Exception : <b>Nil</b>									

#### Tiles Displayed in Summary:

The tiles pertaining to the fields that are amended is highlighted in different color for the approver user.

- Main Details - User can view the application details and LC details. User can only view but cannot modify the details.
- Guarantee Details - User can view the Guarantee details.
- Limits and Collaterals - User can view the limits and collateral details. User can only view but cannot modify the details.
- Commission Charges and Taxes - User can view the details provided for charges. User can only view but cannot modify the details.
- Advices - User can view the advice details.
- Preview Messages - User can have the preview of message.
- Additional Fields - User can view the additional fields details, if any.
- Settlement Details - User can view the Settlement details.
- Party Details - User can view the party details like beneficiary, advising bank etc. User can only view but cannot modify the details.
- Accounting Details - User can view the accounting entries generated by back office system.

#### Note

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

- Exception(Approval) - User can view the exception (approval) details.

### 3.4.0.2 Documents and Checklist

- Documents: Approval user can open the uploaded documents and verify them.

- Checklist: Verify the uploaded documents.
- Remarks: Approval user can view the remarks captured in the process during earlier stages.

### 3.4.0.3 Action Buttons

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

Field	Description	Sample Values
Documents	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application will display the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.</p>	
Remarks	<p>Click the Remarks icon to view the remarks captured as part of Registration stage and also can input Remarks, which can be seen by other users.</p>	
Overrides	<p>Click to view overrides, if any.</p>	
Customer Instructions	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Common Group Message	<p>Click Common Group Message button, to send MT799 and MT999 messages from within the task.</p>	
Incoming Message	<p>Clicking this button allows the user to see the message in case of STP of incoming MT 767.</p> <p>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.</p> <p>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.</p>	

Field	Description	Sample Values
View Undertaking	Clicking this button allows the user should to view the undertaking details.	
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Refer	<p>User will be able to refer the task back to the previous stage user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance- Limits</li> <li>● R5 - Others</li> </ul>	
Cancel	Cancel the Guarantee Issuance Internal Amendment approval.	
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.	

## 3.5 Handoff

Once the task is Approved, the task is handed off to the back office for postings. In the back office, the relevant accounting entries are posted, advises are generated, charges and tax to be collected are posted.

In case there is a failure in Handoff, the task goes to retry handoff queue. The user can manually try to initiate handoff.

### 3.5.0.1 Format of Guarantee Internal Amendment Registration Acknowledgment Letter

<BANK NAME>

<ADDRESS>

|

To:

<CUSTOMER NAME>

DATE: DD-MM-YYYY

<CUSTOMER ADDRESS>

Dear Sir,

SUB: Acknowledgement to your Guarantee / SBLC Internal Amendment- Application number <USER REFERENCE> dated <APPLICATION DATE>

This letter is to let you know that we have received your application requesting Internal Amendment to Guarantee/ SBLC Issued with the below details.

APPLICATION DATE: < APPLICATION DATE>

APPLICANT NAME: <APPLICANT NAME>

YOUR REFERENCE NO: <USER REFERENCE NUMBER>

OUR REF NUMBER: <PROCESS REF NUMBER>

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

This acknowledgement does not warrant Internal Amendment of Guarantee/SBLC on your behalf.

Thank You for banking with us.

Regards,

<DEMO BANK>

### Format of Response from Customer

---

**FROM:**

<BANK NAME>

<BANK ADDRESS>

**TO:**

DATE <dd/mm/yyyy>

<CUSTOMER NAME>

<CUSTOMER ADDRESS>

<CUSTOMER ID>

Dear Sir,

SUB: Your Guarantee Internal Amendment Application <User Ref> under our Process Ref <Process Ref No> - Rejected

Further to your recent Guarantee/SBLC cancellation application request dated <Application Date -dd/mm/yy>, under our process ref no <process ref no>, this is to advise you that we will not be able to process Internal Amendment of the undertaking.

After a thorough review of your application and the supporting documents submitted, we have concluded we will not be able to process Internal amendment of the undertaking due to the below reasons

1. XXXXXXXXX
2. XXXXXXXXX
3. XXXXXXXXX

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

For any further queries about details of your Internal Amendment of the undertaking, please contact us at <bank customer support ph.no>

Yours Truly

<Authorized Signatory>

<b>A</b>		<b>M</b>	
Acknowledgement Details .....	16	Main Details .....	12
Action Buttons .....	16	Action Buttons .....	13
Additional Details .....	21	Application Details .....	12
Action Buttons .....	27	Undertaking Details .....	12
Limits & Collateral .....	22	Miscellaneous .....	8
Additional Fields .....	14	Multi .....	33
Action Buttons .....	14	Multi Level Approval .....	33
Advices .....	16, 18	Action Buttons .....	34
Action Buttons .....	19	Summary .....	33
Amendment of Guarantee/SBLC Issued - Customer Draft Confirmation .....	35	<b>O</b>	
Application Details .....	4	Overview .....	1
<b>B</b>		<b>P</b>	
Benefits .....	1	Preview .....	28
<b>C</b>		Action Buttons .....	29
Charge Details .....	25	<b>R</b>	
Commission .....	26	Registration .....	2, 3
Commission Details .....	26	Action Buttons .....	8
Common Initiation Stage .....	2	Application Details .....	4
Action Buttons .....	2	Miscellaneous .....	8
<b>D</b>		<b>S</b>	
Data Enrichment .....	9	Scrutiny	
Data Enrichment - Summary .....	30	Main Details .....	12
Action Buttons .....	31	Summary .....	31
<b>F</b>		<b>T</b>	
Format of Response from Customer .....	36	Tax Details .....	26
Format of the Draft mail to customer .....	36	<b>U</b>	
<b>G</b>		Undertaking Details .....	5
Guarantee Advice .....	2		
Guarantee Preferences			
Demand Indicator .....	18		
Preferences .....	16		
Guarantee preferences .....	14		
<b>K</b>			
Key Features .....	1		
<b>L</b>			
Limit and Collateral .....	21		
Collateral Details .....	24		
Limits Details .....	22		