Export Documentary Collection Update User Guide
Oracle Banking Trade Finance Process Management
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Oracle Banking Trade Finance Process Management - Export Documentary Collection Update User Guide Oracle Financial Services Software Limited

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1. Preface

1.1 Introduction

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

1.2 **Audience**

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

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

1.3 **Documentation Accessibility**

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

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Organization 1.4

This manual is organized into the following chapters:

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

1.5 **Related Documents**

- Getting Started User Guide
- Common Core User Guide

1.6 **Diversity and Inclusion**

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

1.8 <u>Screenshot Disclaimer</u>

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

1.9 Glossary of Icons

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

Icons	Function
×	Exit
+	Add row
_	Delete row
Q	Option List

2. Oracle Banking Trade Finance Process Management

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

This document will take you through following activities in OBTFPM:

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

2.1 Overview

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

2.2 Benefits

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

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

2.3 Key Features

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



3. Export Documentary Collection Update

Export Documentary collection Update process involves update of an existing documentary collection under Export LC.

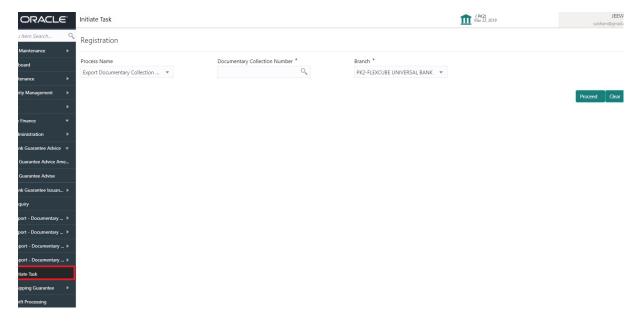
This section contains the following topics:

3.1 Common Initiation Stage	3.6 Reject Approval
3.2 Registration	3.2.4 Document Linkage
3.4 Exceptions	3.5 Multi Level Approval

3.1 Common Initiation Stage

The user can initiate the new export documentary collection update request from the common Initiate Task screen.

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



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

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

3.1.0.1 Action Buttons

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

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

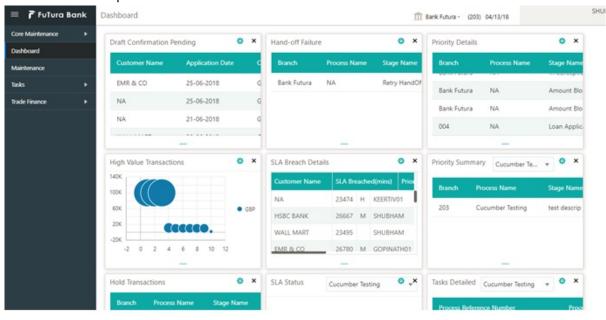
3.2 Registration

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

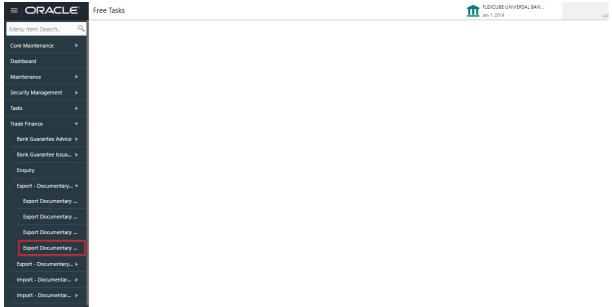
1. Using the entitled login credentials for Registration stage, login to the OBTFPM application.



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

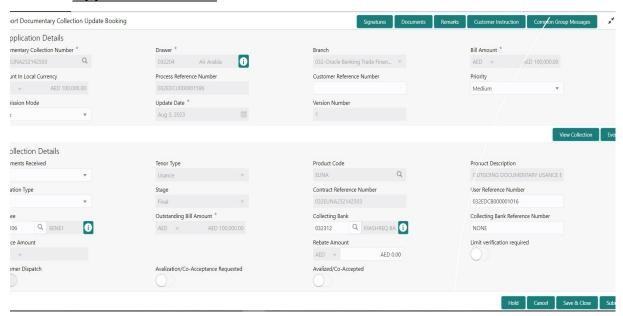


3. Click Trade Finance> Export - Documentary Collection> Export Documentary Collection Update.



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

Application Details 3.2.1



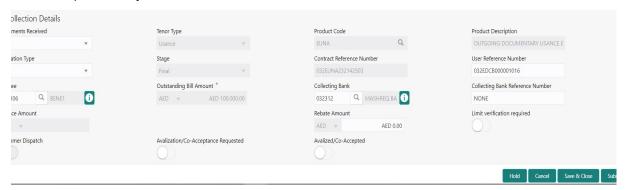
Provide the Application Details based on the description in the following table:

Field	Description	Sample Values
Documentary Collection Number	Provide the documentary collection reference. Alternatively, user can search the documentary collection reference using LOV.	
	In the LOV, user can search giving any combination details of Documentary Collection Number, Drawer, Currency, Amount, Product Code and Booking Date to fetch the collection details. Based on the search result, select the applicable documentary collection to update the details.	
Drawer	Read only field.	
	Drawer ID and name will be auto-populated based on the selected Documentary Collection Reference.	
	The user can change the parties in Update Collection Processes. Update summary should show both old and new parties.	
Note		
	If the values are allowed to change and the selected drawee/ party is blacklisted the system displays a warning message.	
Drawer	documentary collection to update the details. Read only field. Drawer ID and name will be auto-populated based on the selected Documentary Collection Reference. The user can change the parties in Update Collection Processes. Update summary should show both old and new parties. Note If the values are allowed to change and the selected drawee/ party is blacklisted the system displays a	

Field	Description	Sample Values
Branch	Read only field.	203-Bank
	Branch details will be auto-populated based on the selected Documentary Collection Reference.	Futura - Branch FZ1
Bill Amount		
	Bill amount will be auto-populated based on the selected Documentary Collection Reference.	
	Amendment to this field is enabled only if the Stage is Initial.	
Amount In Local Currency	Read only field.	
	System fetches the local currency equivalent value for the LC amount from back office (with decimal places).	
Process Reference Num-	Read only field.	
ber	Unique OBTFPM task reference number for the transaction.	
	This is auto generated by the system based on process name and branch code.	
Customer Reference Number	Specify the customer reference number.	
Priority	System will populate the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated any time before submit.	High
Submission Mode	Select the submission mode of Export Collection Booking Update request. By default the submis- sion mode will have the value as 'Desk'.	Desk
	Desk- Request received through Desk	
	Courier- Request received through Courier	
Update Date	Read only field.	04/13/
	By default, the application will display branch's current date.	2018
Version Number	Read only field.	
	Version Number will be auto-generated.	

3.2.2 Collection Details

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



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

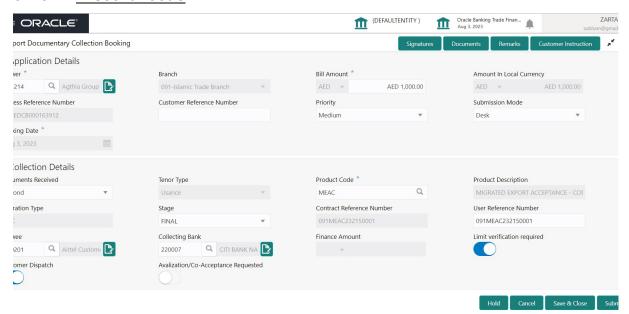
Field	Description	Sample Values
Documents Received	Documents Received will be auto-populated from the collection booking.	
	User can change the value.	
Tenor Type	Read only field.	
	Tenor Details will be auto-populated from the collection booking.	
Product Code	Read only field.	
	Product Code will be auto-populated from the Documentary Collection Number.	
Product Description	Read only field.	
	This field displays the description of the product as per the product code.	
Operation Type	Read only field.	
	System populates the operation type.	
	The options are:	
	• COL	
	• PUR	
	 FOP - Free of Payment for bills booked with operation Collection or Acceptance. 	
	Note	
	Change of Operation from Collection or Acceptance to Free of Payment should be enabled only for Documentary Bills.	

Field	Description	Sample Values
Stage	Stage will be auto-populated from the collection booking. User can update the stage to final, if it is set to Initial already.	
	Note	
	For Operation Type, FOP the Stage to be defaulted to Final as Free of Payment is not applicable for Bills in Initial stage.	
Contract Reference Num-	Dood only field	
ber	Read only field. System to populate contract reference number from the back end system once the Documentary Collection Number is selected.	
User Reference Number	User reference number is auto-populated from the collection booking.	
	User can change the value.	
Drawee	Read only field.	
	Drawee ID will be auto-populated from the collection booking.	
	The user can change the parties in Update Collection Processes. Update summary should show both old and new parties.	
	Note -	
	User can change the value of the Drawee for only those bills where Operation Type is COL.	
Outstanding Bill Amount	Read only field.	
<u>_</u> ,	Outstanding Bill Amount will be auto-populated from the collection booking.	

Field	Description	Sample Values
Collecting Bank	Read only field.	
	Collecting Bank Name will be auto-populated from the collection booking.	
	Note	
	In case the selected Bank is not RMA Compliant, the system displays error message "RMA arrangement not available".	
	The user can change the parties in Update Collection Processes. Update summary should show both old and new parties.	
	Note	
	User can change the value of the the Collecting Bank for only those bills where Operation Type is COL.	
Collecting Bank Reference Number	Collecting Bank reference number will be autopopulated from the collection booking.	
Finance Amount	Finance Amount will be auto-populated from the collection booking.	
	User can update the Finance Amount, if the operation if the operation is set to PUR or DIS.	
Rebate Amount	Read only field.	
	Rebate to the bill outstanding amount is auto- populated from the collection booking.	
Limit verification required	Toggle On- Enables for limit verification.	
	If the toggle is disabled and Finance amount has been provided, the system prompts an override message on Submit.	
Customer Dispatch	The value will be populated from back office based on the maintenance.	
	Toggle On: If the toggle is set to Yes , the customer has the option to dispatch the documents directly to the importer's bank.	
	Toggle Off : If the toggle is set to No , the bank has to dispatch the documents to the importer's bank.	
	Bank user is not allowed to edit the field, if the value defaulted from the back office is "No",	

Field	Description	Sample Values
Avalization/Co-Accep-	Enable this option, if the bill is to be avalized.	
tance Requested	User can enable this option either during the Bill Booking or Amendment. During bill booking, the option can be enabled both INTIAL/FINAL stage and Operation is COL/ACC /DIS	
	During the Amendment, stage should be Final.	
	By default this option is disabled.	
	Once the option is enabled, it can not be unchecked during any further actions or operations.	
	Note	
	Option is not applicable for Sight bills, Multi-tenor and Bills Under LC.	
Avalized/Co-Accepted	Enable this option, if the bill is Availized/Co Accepted by Collecting Bank.	
	If the "Avalization/Co-Acceptance Requested" flag is not selected, user cannot select the "Availized/Co-Accepted" flag.	
	Note	
	Option is not applicable for Sight bills, Multi-tenor and Bills Under LC.	

3.2.3 Miscellaneous



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

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

Field	Description	Sample Values
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
View Collection	Enables user to view the details of the collection.	
Events	On click, system will display the details of collection and liquidations if any, in chronological sequence.	
Checklist	Make sure that the details in the checklist are completed and acknowledge. If mandatory checklist items are not marked, system will display an error on submit.	
Action Buttons		
Submit	On submit, task will move to next logical stage of Import Documentary Collection Booking.	
	If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.	
Cancel	Cancels the Import Documentary Collection Booking Task. Details entered will not be saved and the task will be removed.	
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.	

3.2.4 **Document Linkage**

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

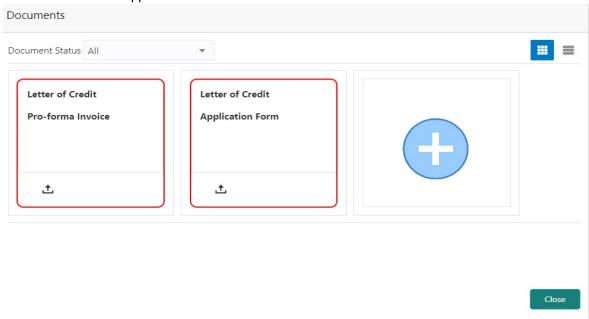
In OBTFPM, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried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

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

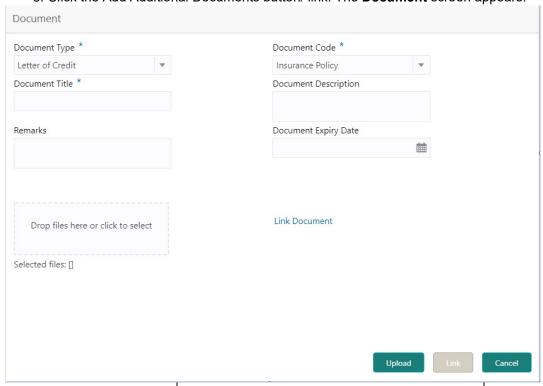
1. Navigate to the Registration screen.



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



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

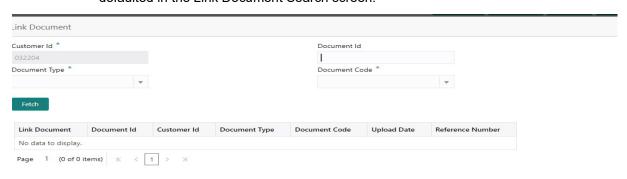


Field	Description	Sample Values
Document Type	Select the Document type from list. Indicates the document type from metadata.	
Document Code	Select the Document Code from list. Indicates the document Code from metadata.	

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

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

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



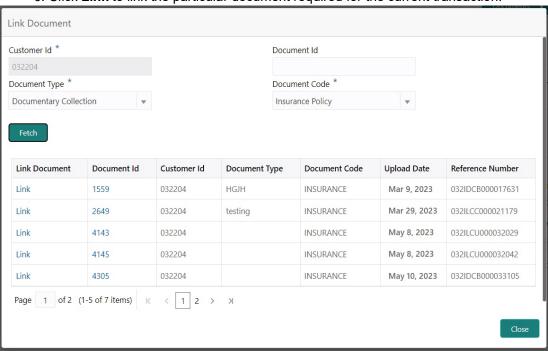
Close

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

Field	Description	Sample Values
Customer ID	This field displays the transaction Customer ID.	
Document ID	Specify the document Id.	
Document Type	Select the document type from list.	
Document Code	Select the document code from list.	
Search Result		
Link Document	The link to link the existing uploaded documents from DMS to the workflow task.	

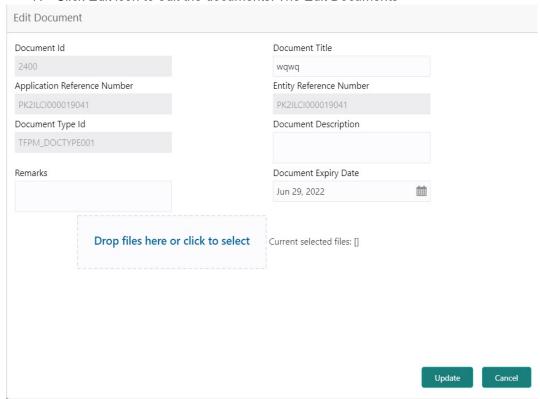
Field	Description	Sample Values
Document ID	This field displays the document Code from meta data.	
Customer ID	This field displays the transaction Customer ID.	
Document Type	This field displays the document type from meta data.	
Document Code	This field displays the document code from meta data.	
Upload 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.



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

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



3.2.5 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 validates if the counterparty is a OBDX customer by checking the flag "Trade Finance Portal" in the Customer Maintenance table replicated from OBTF. In this case, the user can submit clarification.
- 4. In case submission mode is not "Online", and if the "Trade Finance Portal" flag is set to 'No' in Customer Maintenance Table, the system should display the error message that 'The customer is not subscribed to Trade Finance Portal'. Once the request is submitted, the Request Clarification functionality would be applicable to offline initiated transactions also

3.3 Data Enrichment

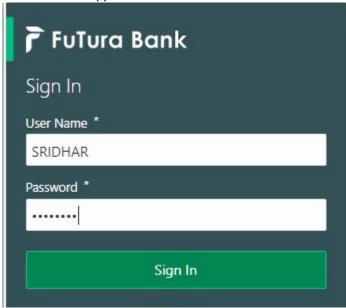
On successful completion of Registration of an Export Documentary Collection Update, the task moves to Data Enrichment stage. At this stage the gathered information during registration are validated.

Note

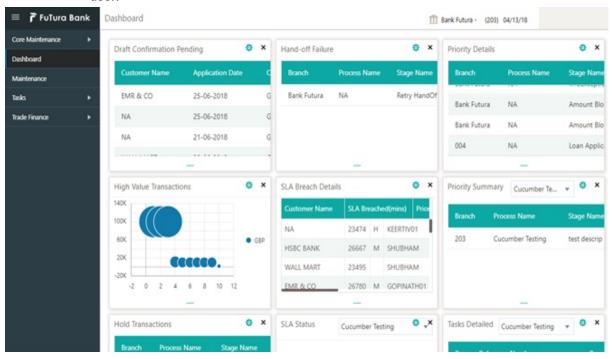
For expired line of limits, the task moves to "Limit Exception" stage under Free Tasks, on 'Submit' of DE Stage with the reason for exception as "Limit Expired".

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

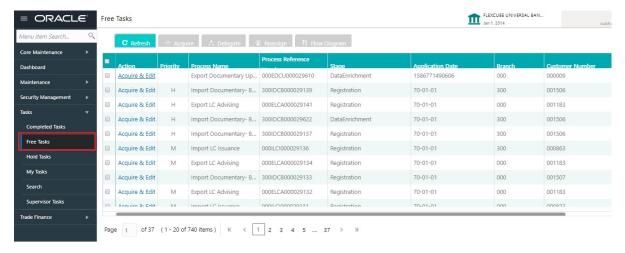
1. Using the entitled login credentials for Data Enrichment stage, login to the OBTFPM application.



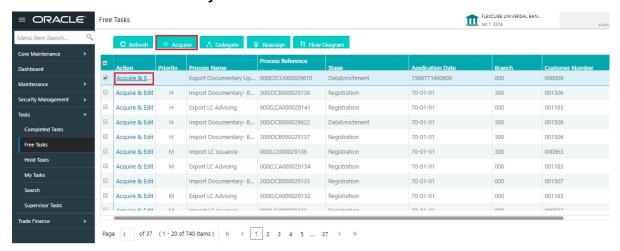
2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.



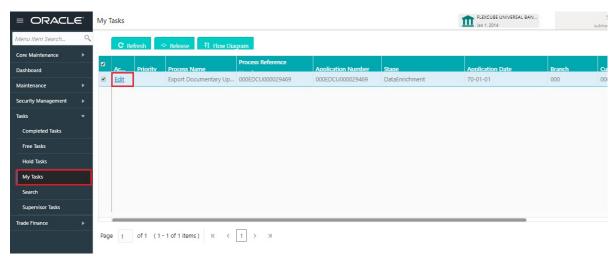
3. Click Trade Finance> Tasks> Free Tasks.



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



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



The Data Enrichment stage has six sections as follows:

- Main Details
- Document Details
- Shipment Details
- Maturity Details
- Other Details
- Additional Fields
- Advices
- Additional Details
- Settlement Details
- Updated Details
- Summary

Let's look at the details for 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

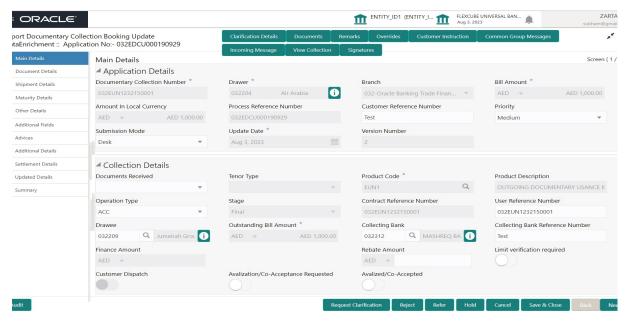
Main details section has two sub section as follows:

- Application Details
- Collection Details

3.3.1.1 Application Details

All fields displayed under Basic details section, would be read only except for the Bill Amount,

Customer Reference Number, Priority and **Submission Mode**. Refer to 3.2.1 Application Details for more information of the fields.

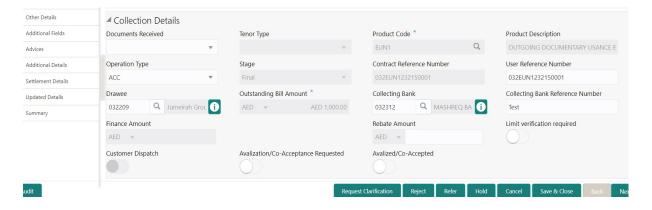


3.3.1.2 Collection Details

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

Note

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



3.3.1.3 Action Buttons

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

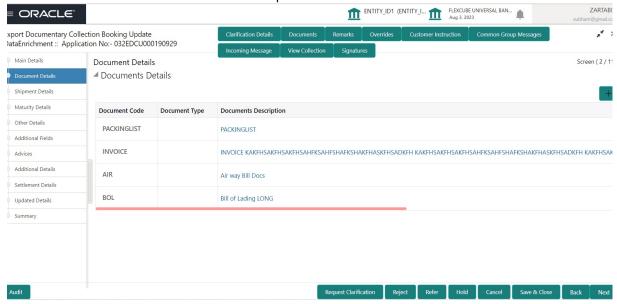
Field	Description	Sample Values
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	
Documents	Click the Documents icon to View/Upload the required documents.	
	Application will display the mandatory and optional documents.	
	The user can view and input/view application details simultaneously.	
	When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.	
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.	
	Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view the overrides accepted by the user.	
Customer Instruction	Click to view/ input the following	
	 Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. 	
	 Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions. 	
Common Group Messages	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.	
View Collection	Enables the user to view the latest collection values displayed in the respective fields.	

Field	Description	Sample Values
Signatures	Click the Signature button to verify the signature of the customer/ bank if required.	
	The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.	
	If more than one signature is available, system should display all the signatures.	
Next	On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.	
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.	
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.	
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others. Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	

Field	Description	Sample Values
Refer	User must select a Refer Reason from the values displayed by the system. Refer Codes:	
	 R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others. 	
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.	

3.3.2 **Document Details**

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



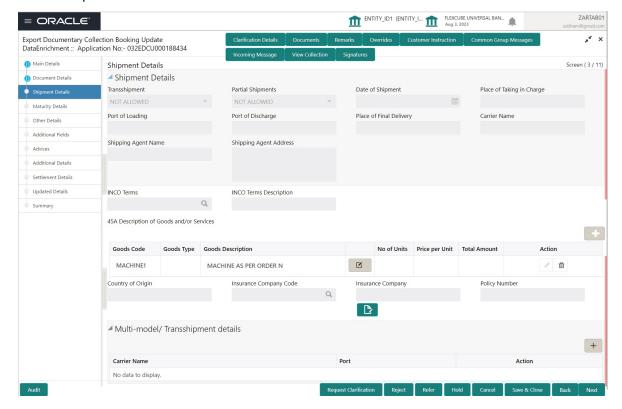
Capture the information based on the description in the following table:

Field	Description	Sample Values
Document Code	Select the document code from the LOV based on the document received. User can add or delete the code by deleting the line on the grid.	
Document Type	System will populate the document type based on the document code.	
Document Description	System will populate the document description based on the document code. User can view the description by clicking the link.	

Field	Description	Sample Values
Document Reference	Enables the user to capture the document reference.	
Copies Received	Provide the number copies received from the Drawer. User can edit the actual copies received.	
Originals Received	Provide the number of original documents received from the Drawer. User can edit the actual originals received.	
Document Date	User can edit the date on which the document is received.	
	On click of 'Next' system should validate the value in this field against the transport document/ Bill of Lading (MARDOC) against any Outstanding Shipping Guarantees issued for the drawee and is not linked to any Documentary Collection or Import Letter of Credit. System should default the Shipping Guarantee Reference in the next screen.	
Action	Click Edit icon to edit the document code/ document date.	
	Click Delete icon to delete the document code.	

3.3.3 **Shipment Details**

A Data Enrichment user, can Enrich the Shipment request for Export Collection Booking Update.



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

Field	Description	Sample Values
Transshipment	Read only field.	
	Displays the transshipment details of goods (if	
	any) from the document received.	
	The values are:	
	Allowed	
	 Not Allowed 	
	Read only field.	
Partial Shipments	Displays the partial shipment details of goods (if	
	any) from the document received.	
	The values are:	
	Allowed	
	 Not Allowed 	

Field	Description	Sample Values
Date Of Shipment	Read only field.	
	Displays the date of shipment from the document received. Shipment date can be back dated but not future dated.	
	This is a mandatory field, overrides message will be displayed if not provided.	
Place Of Taking In Charge	Read only field.	
	This field specifies the place of taking in charge (in case of a multi-modal transport document), the place of receipt (in case of a road, rail or inland waterway transport document or a courier or expedited delivery service document), the place of dispatch or the place of shipment to be indicated on the transport document.	
	Displays the details of place of taking in charge from the document received.	
	Note	
	This field is alternate to Port Of Loading .	
Port Of Loading	Read only field.	
	This field specifies the port of discharge or airport of destination to be indicated on the transport document.	
	Displays the details of Port/Airport of Loading from the document received.	
	Note	
	This field is alternate to Place Of Taking In Charge .	
Port Of Discharge	Read only field.	
•	This field specifies the port of discharge or airport of destination to be indicated on the transport document.	
	Displays the details of Port/Airport of Discharge from the document received.	
	Note	
	This field is alternate to Place Of Final Destination.	

Field	Description	Sample Values
Place Of Final Delivery	Read only field.	
	This field specifies the final destination or place of delivery to be indicated on the transport document.	
	Displays the details of Place Of Final Destination from the document received.	
	Note	
	This field is alternate to Port Of Discharge .	
Carrier Name	Read only field.	
	Displays the name of the carrier through which the goods were shipped.	
Shipping Agent Name	Read only field.	_
	Displays the shipping agent name from the document received.	
Shipping Agent Address	Read only field.	
	Displays the shipping agent address from the document received.	
INCO Terms	Read only field.	
	The INCO terms from the document received.	
INCO Terms Description	Read only field.	
	The description of the INCO Term.	

3.3.3.1 <u>Description of Goods and/or Services</u>

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

Field	Description	Sample Values
Goods Code	Read only field.	
	System defaults the goods code.	
Goods Type	Read only field.	
	The goods type is auto populated depending on goods code.	
Goods Description	Read only field.	
	This field displays the description of goods based on goods code.	

Field	Description	Sample Values
No of Units	Read only field.	
	Displays the number of units being imported or	
	exported.	
Price per Unit	Read only field.	
	Displays the value for price per unit.	
Total Amount	Read only field.	
	Displays the total price.	
	In case of online request, the system should populate the total amount from incoming request.	
	System should validate that the total amount is equal to the value of the transaction (LC/Collection).	
Action	Edit icon - This button is disabled.	
	Delete icon- This button is disabled.	
Country of Origin	Read only field.	
	Displays the country of origin details from the documents received.	
Insurance Company Code	Read only field.	
	Displays the Insurance Company Code.	
Insurance Company	Read only field.	
	Insurance company details will be displayed as per the selected Insurance Company Code from the LOV.	
Policy Number	Read only field.	
	Displays the policy number of the insurance.	

3.3.3.2 <u>Multimodal/Transshipment Details</u>

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

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

Description	Sample Values
Read only field.	
Displays the port details as per the document received, if the ship has transit on its way to the destination.	
Edit icon - This button is disabled.	
Delete icon- This button is disabled.	
	Read only field. Displays the port details as per the document received, if the ship has transit on its way to the destination. Edit icon - This button is disabled.

3.3.3.3 Action Buttons

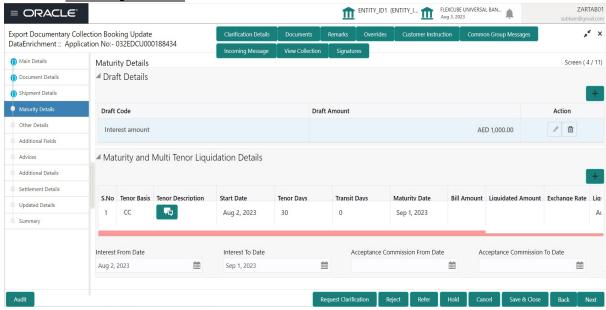
Use action buttons based on the description in the following table:

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

Field	Description	Sample Values
Customer Instruction	Click to view/ input the following	
	Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.	
	Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.	
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
View Collection	Enables the user to view the latest collection values displayed in the respective fields.	
Signatures	Click the Signature button to verify the signature of the customer/ bank if required.	
	The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.	
	If more than one signature is available, system should display all the signatures.	
Back	Click the Back button, to go back to the previous screen.	
Next	On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.	
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.	
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.	
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.	

Field	Description	Sample Values
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	R1- Documents missing	
	 R2- Signature Missing 	
	R3- Input Error	
	R4- Insufficient Balance/Limits	
	R5 - Others.	
	Select a Reject code and give a Reject Description.	
	This reject reason will be available in the remarks window throughout the process.	
Refer	User must select a Refer Reason from the values displayed by the system.	
	Refer Codes:	
	R1- Documents missing	
	R2- Signature Missing	
	R3- Input Error	
	R4- Insufficient Balance/Limits	
	R5 - Others.	
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.	

3.3.4 Maturity Details



3.3.4.1 Draft Details

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

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

3.3.4.2 <u>Maturity and Multi Tenor Liquidation Details</u>

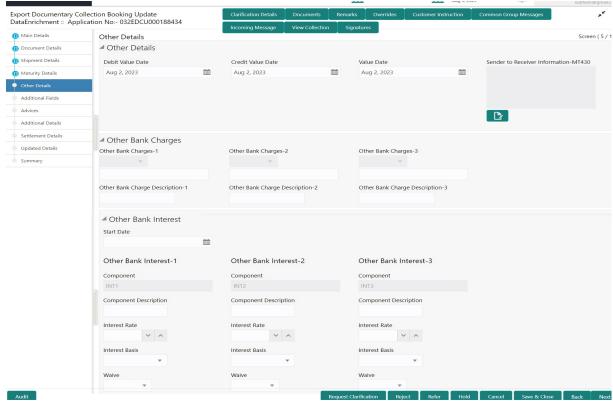
Update the maturity details based on the description in the following table:

Field	Description	Sample Values
In case of multi tenor, user can provide multiple maturity details by clicking the plus icon.		
SNo.	Serial number of the tenor record.	
Tenor Basis	Update the tenor basis, if the tenor is not sight.	
Tenor Description	The tenor base code description is displayed based on the selected tenor basis. The user to can edit the tenor description.	
Start Date	Update the tenor start date, if required.	

Field	Description	Sample Values
Tenor Days	Update the number of tenor days, if required	
Transit Days	Update the transit days, if the tenor is sight.	
Maturity date	System displays the due date for the drawing based on tenor and tenor basis.	
	If tenor is sight, system will calculate the maturity date as 5 working days from document Received date. User can change this value to any date earlier than the maturity date up to system date. User cannot change the value to later than maturity date.	
	If tenor is Usance, system will calculate the maturity date based on the tenor basis and populate the maturity date.	
	Note	
	In case if the Operation Type is FOP, Due date (Maturity date) is not applicable in this case and current branch date will be populated in the Maturity date field.	
Bill Amount	Provide the bill amount.	
Liquidated Amount	Provide the liquidation amount.	
Exchange Rate	Provide the Exchange Rate.	
Liquidation Date	Provide the liquidation date.	
Liquidation Amount	Provide the bill amount.	
Action	Click Edit icon to edit the tenor record.	
	Click Delete icon to delete the tenor record.	
Interest From Date	Update the interest From date. The interest from date cannot be earlier than branch date and later than maturity date.	
Interest To Date	Update the interest To date. The interest from date cannot be earlier than branch date and later than maturity date.	
Accept Commission From Date	The accept commission from date.	
Accept Commission To Date	The accept commission to date.	

3.3.5 Other Details

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



3.3.5.1 Other Details

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

Field	Description	Sample Values
Debit Value Date	Provide the debit value date.	
Credit Value Date	Provide the credit value date.	
Value Date	Provide the value date.	

3.3.5.2 Other Bank Charges

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

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

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

3.3.5.3 Other Bank Interest

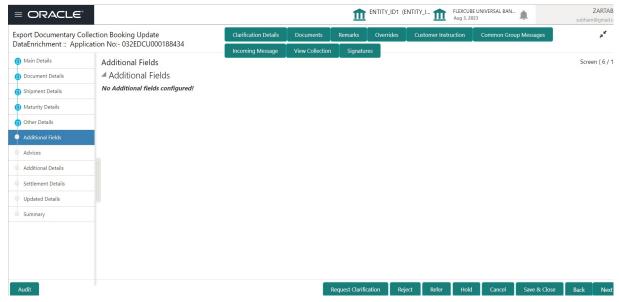
The user can enter the Interest details to be captured as a part of "Other Bank Interest" details section.

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

Field	Description	Sample Values
Start Date	Provide the date from which the system starts calculating the Interest.	
Other Bank Interest-1, 2 and	13	
Component	This field displays the name of the interest Component.	
Component Description	Provide the description of the interest component.	
Interest Rate	Provide the rate to be applied for the interest component.	
Interest Basis	Select the calculation basis on which the Interest to be computed.	
Waive	Select whether the interest to be waived off. The options are: Yes No	

3.3.6 Additional Fields

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

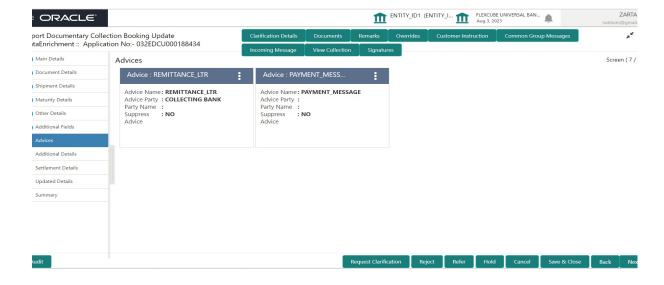


3.3.7 Advices

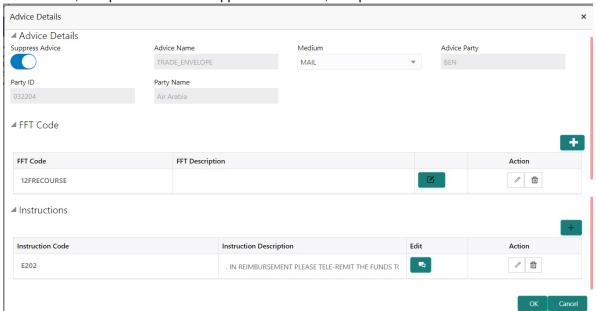
Advices menu displays the advices from the back office as tiles. User can edit the fields in the tile, if required.

Note

In case of Operation Type is FOP, Advice should be generated for the Drawer (Mail Advice) and the Collecting Bank (MT499).In Advices, SWIFT 499 – FREEOFPAYMENT_ADVICE user should attach the FOP instruction and system should validate the same.



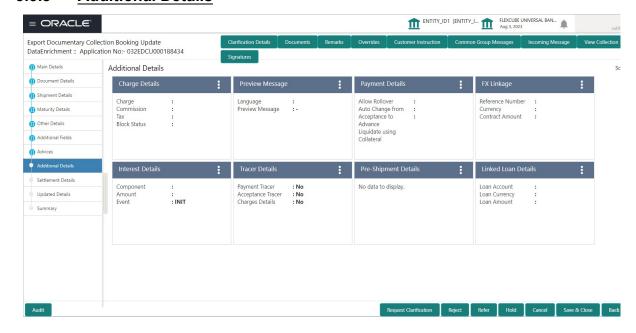
Advices menu displays the advices from the back office as tiles. User can edit the fields in the tile, if required. User can suppress the advice, if required.



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

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

3.3.8 Additional Details



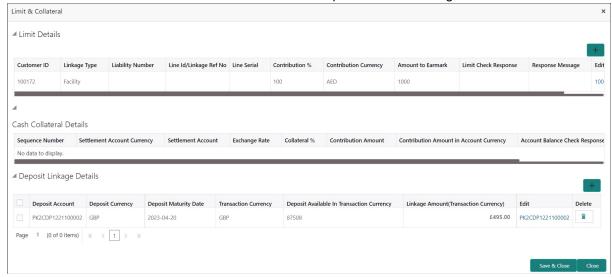
3.3.8.1 Limits & Collateral

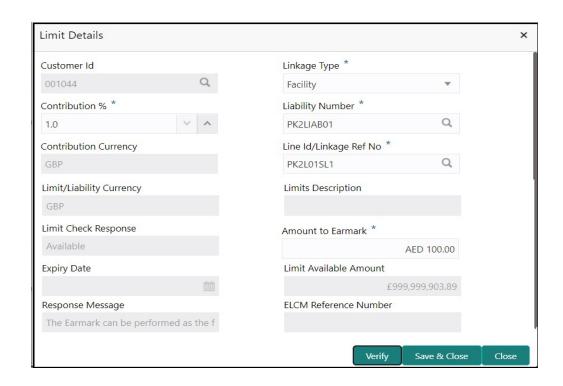
Limit availability needs to be checked if amendment involves increase in amount or tolerance or both.

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

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

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







Limit 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.

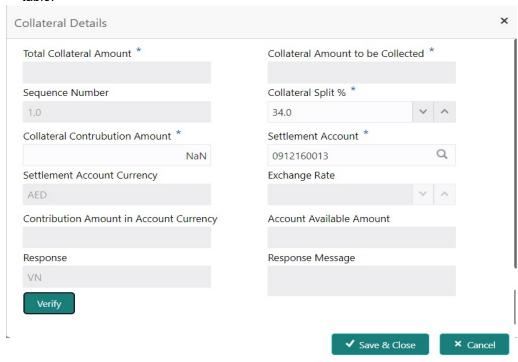
Customer ID	Applicant's/Applicant Bank customer ID will get defaulted.	
Linkage Type	Select the linkage type. Linkage type can be: Facility Liability By default Linkage Type should be "Facility".	

Field	Description	Sample Values
Contribution%	System will default this to 100%. User can modify, if contribution is more than 100%. System will display an alert message, if modified.	
	Once contribution % is provided, system will default the amount.	
	System to validate that if Limit Contribution% plus Collateral% is equal to 100. If the total percentage is not equal to 100 application will display an alert message.	
Liability Number	Click Search to search and select the Liability Number from the look-up. The list has all the Liabilities mapped to the customer.	
Contribution Currency	The LC currency will be defaulted in this field.	
Line ID/Linkage Ref No	Click Search to search and select the from the various lines available and mapped under the customer id gets listed in the drop down. LINE ID-DESCRIPTION will be available for selection along with Line ID. When you click on 'verify', the system will return value if the limit check was successful or Limit not Available. If limit check fails, the outstanding limit after the transaction value will be shown in the limit outstanding amount.	
	Note	
	User can also select expired Line ID from the lookup and on clicking the verify button, system should default "The Earmarking cannot be performed as the Line ID is Expired" in the "Response Message" field.	
	This field is disabled and read only, if Linkage Type is Liability .	
Limit/ Liability Currency	Limit Currency will be defaulted in this field, when you select the Liability Number	
Limits Description	This field displays the limits description.	
Limit Check Response	Response can be 'Success' or 'Limit not Available' based on the limit service call response.	
Amount to Earmark	Amount to earmark will default based on the contribution %.	
	User can change the value.	
Expiry Date	This field displays the date up to which the Line is valid	

Field	Description	Sample Values
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 L	imit Details grid along with the above fields.	
Line Serial	Displays the serial of the various lines available and mapped under the customer id.	
	This field appears on the Limits grid.	
Edit	Click the link to edit the Limit Details	
Delete icon	Click delete icon to delete the existing limit details.	

Collateral Details

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



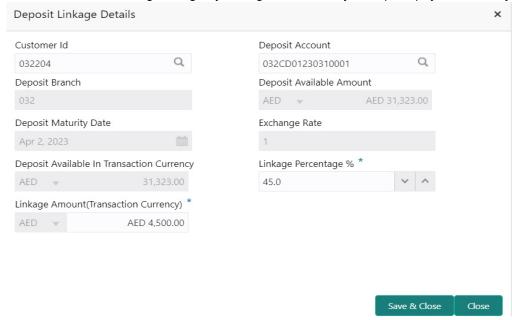
Field	Description	Sample Values
Cash Collateral Details		
Click + plus icon to add new	collateral details.	
Below fields are displayed o	n the Collateral Details pop-up screen, if the user cli	cks plus icon.
Total Collateral Amount	Read only field.	
	This field displays the total collateral amount provided 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.	
Sequence Number	Read only field. The sequence number is auto populated with the value, generated by the system.	
Collateral Split %	Specify the collateral split% to be collected against the selected settlement account.	
Collateral Contribution Amount	Specify the collateral amount to be collected against the selected settlement account. User can either provide the collateral % where the collateral amount will be auto populated or modifying the collateral amount will auto correct the collateral %.	
Settlement Account	Select the settlement account for the collateral amount.	
Settlement Account Cur-	Read only field.	
rency	This field displays the settlement account currency defaulted by the system.	
Exchange Rate	Read only field.	
	This field displays the exchange rate, if the settlement account currency is different from the collateral currency.	
Contribution Amount in Account Currency	Read only field.	
	This field displays the contribution amount in the settlement account currency as defaulted by the system.	
Account Available Amount	Read only field.	
	System populates the account available amount on clicking the Verify button.	

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

Deposit Linkage Details

In this section which the deposit linkage details is captured.

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

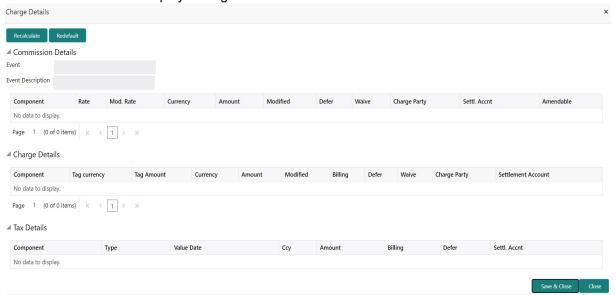


Field	Description	Sample Values
Click + plus icon to add new	deposit details.	
Customer Id	Customer ID is defaulted from the system.	
	User can change the customer ID.	
Deposit Account	Click Search to search and select the deposit account from the look-up. All the Deposits of the customer should be listed 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.	

Field	Description	Sample Values
Deposit Available in Transaction Currency	Deposit amount available should be displayed after exchange rate conversion, if applicable.	
Linkage Percentage%	Specify the value for linkage percentage.	
Linkage Amount (Transaction Currency):	System to default the transaction amount user can change the value.	
	System validates the linking amount with available Deposit balance and should not allow to link more than the available amount.	
Below fields appear in the Deposit Details 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.	

3.3.8.2 Charge Details

This section displays charge details:



This section displays the commission details:

Field	Description	Sample Values
Event	Read only field. This field displays the event name.	

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

Field	Description	Sample Values
Waive	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer.	
	If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.	
Charge Party	Charge party will be 'Drawer' by Default. You can change the value to Drawee.	
Settlement Account	Details of the Settlement Account.	
Amendable	Displays if the field is amendable or not.	

3.3.8.3 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.	
Currency	Defaults the currency in which the charges have to be collected.	
Amount	An amount that is maintained under the product code gets defaulted in this field.	
Modified Amount	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.	
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected.	
	On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPM.	
	The user can select/de-select the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.	
Waive	If charges have to be waived, this check box has to be selected.	
	This field is disabled, if 'Defer' toggle is enabled.	
Charge Party	Charge party will be Drawer by default. You can change the value to Drawee.	
Settlement Account	Details of the settlement account.	

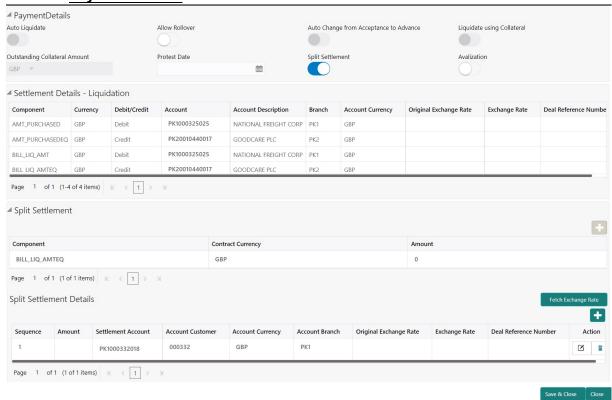
3.3.8.4 Tax Details

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.

This section displays the tax details:

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

3.3.8.5 Payment Details



Select the payment details options based on the description in the following table:

Field	Description	Sample Values
Auto Liquidate	Select Auto Liquidate check box, if required.	
	Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system.	
Allow Roll over	Select Allow Rollover check box, if required.	
Auto Change from Accept- ance to Advance	Select Auto Change from Acceptance to Advance, if required. This flag indicates whether an Acceptance type of bill should be automatically converted into an Advance type of bill on its liquidation date.	
	Note	
	This option is applicable only for the bills that are co-accepted by the bank.	
Liquidate using Collateral	Read only field.	
Outstanding Collateral	Read only field.	
Amount	Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system.	
Protest Date	Select the Protest Date.	
Split Settlement	Toggle On: Enables the user to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill Toggle Off: Disables the user to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill	Disable
Avalization	Read only field.	
	This flag indicates whether availization is enabled or not.	
Settlement Details - Liquidation		
Component	Components gets defaulted based on the product selected.	
Currency	Application displays the default currency for the component.	
Debit/Credit	Application displays the debit/credit indicators for the components.	

Field	Description	Sample Values
Account	Application displays the account details for the components.	
Account Description	Application displays the description of the selected account.	
Branch	Application displays the branch of the selected account.	
Account Currency	Application defaults the currency for all the items based on the account number.	
Original Exchange Rate	System displays the Original Exchange Rate as simulated in settlement details section from OBTF	
Exchange Rate	The exchange rate for the settlement.	
Deal Reference Number	The exchange deal reference number.	
Split Settlement		
Component	Components gets defaulted based on the product selected.	
Currency	Application displays the default currency for the component.	
Amount	Amount for each component. This is populated from the transaction details of the drawing.	
Split Settlement Details		
Select	Check box to select the record	
Sequence	Sequence of the settlement details.	
Amount	Amount for the split settlement.	
Settlement Account	Account for the split settlement.	
Account Customer	Customer account.	
Account Currency	Currency of the account.	
Account Branch	Branch of the customer's account.	
Original Exchange Rate	System displays the Original Exchange Rate as simulated in settlement details section from OBTF	
Exchange Rate	The exchange rate for the split settlement.	
Deal Reference Number	The exchange deal reference number.	

Field	Description	Sample Values
Action	Click Edit icon to edit the split settlement details record.	
	Click Delete icon to delete the split settlement details record.	

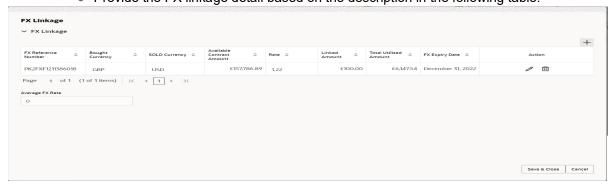
3.3.8.6 FX Linkage

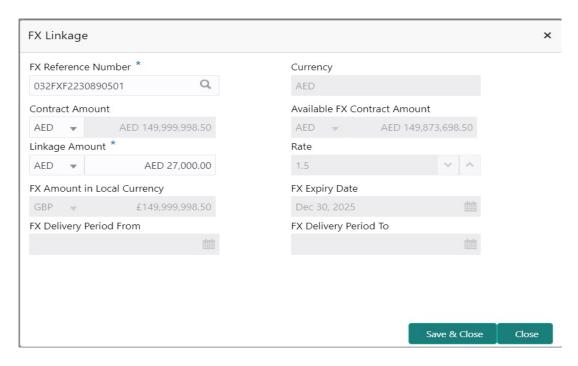
This section enables the user to link the existing FX contract(s) to the Bill. User can link one or more FX deals to a bill. The linked value of an FX deal(s) must not exceed the value of the bill.

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

Following are the features of FX Linkage in BC.

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





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

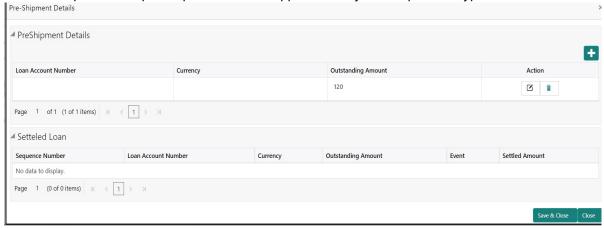
Field	Description	Sample Values
Click + plus icon to add new	ν FX linkage details.	
Below fields are displayed of	on the FX linkage pop-up screen, if the user clicks plu	ıs icon.
FX Reference Number	Select the FX contract reference number from the LOV.	
	On select and save and close, system defaults the available amount, bot currency, sold currency and rate.	
	Forward FX Linkage available for selection at bill would be as follows,	
	 Counterparty of the FX contract should be the counterparty of the Bill contract. 	
	 Active Forward FX transactions authorized not marked for auto liquidation. 	
	Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill.	
Currency	This field displays the FX BOT currency from the linked FX contract.	
Contract Amount	This field displays the FX BOT currency and Amount.	
	The user can change the currency.	

Field	Description	Sample Values
Available FX Contract Amount	This field displays the available FX contract amount.	
	The value is from the "Available Amount" in FXDLINKG screen in OBTR.	
	Available Amount BOT currency and Amount is displayed.	
Linkage Amount	This field displays the amount available for linkage.	
	The Linkage amount should default the LC Contract Currency and allowed to change the linkage amount alone.	
	The validation "Sum of Linked amount will not be greater than contract amount" or "Linkage amount will not be greater than the available amount for linkage" should be triggered on save of the FX linkage screen when trying to link the single FX or multiple FX.	
Rate	This field displays the exchange rate defaulted from the linked FX Contract.	
FX Amount in Local Currency	This field displays the FX amount in local currency.	
	The value is defaulted as FX BOT currency and Amount from FXDTRONL	
FX Expiry Date	This field displays the expiry date from the linked FX contract.	
FX Delivery Period - From	This field displays the date from which the contract is valid for utilization.	
FX Delivery Period - To	This field displays the date to which the contract is valid for utilization.	
Below fields appear in the F	X linkage grid along with the above fields.	
Bought Currency	This field displays the currency from the linked FX contract.	
Sold Currency	This field displays the currency from the linked FX contract.	
Available Contract Amount	Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.	
Linked Amount	Sum of Linked amount will not be greater than LC contract amount.	
	Linked amount will not be greater than the available amount for linkage.	

Field	Description	Sample Values
Total Utilized amount	This field displays the total amount utilized against the corresponding linked FX. On query, both Utilized and Total Utilized amount holds the amount of latest version.	
	The value is Total Utilized Amount BOT currency and Amount for Import LC/Guarantee Issuance from FXDLINKG	
Average FX Rate	Multiple forward FX contract could be linked, and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. This will be populated in the Average FX Rate.	
Action	Click the Edit icon to modify the FX details.	
	Click the Delete icon to delete the FX details.	

3.3.8.7 Pre-Shipment Credit

Liquidation of pre-shipment credit is applicable only is the operation type is PUR or DIS.

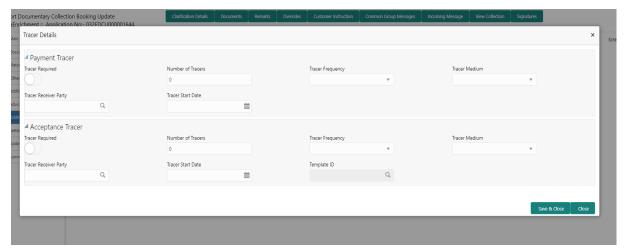


Provide the pre-shipment credit details based on the description in the following table:

Field	Description	Sample Values
Loan Account Number	Provide the loan account number.	
	Alternatively, user can search the loan account Number in the LOV.	
	Note	
	If there are any pre-shipment credits available for the selected pre-shipment credit number, application will display message:	
	There are earlier pre-shipment credit/s. Do you want to continue?	
Currency	Read only field.	
	Application defaults the currency based on the selected pre-shipment credit number.	
Outstanding Amount	Read only field.	
	Application defaults the outstanding amount based on the selected pre-shipment credit number.	
Settled Loan		
Sequence Number	This field displays the sequence of the settled loan.	
Loan Account Number	This field displays the pre-shipment Loan Account number.	
Currency	This field displays the currency of the pre-shipment loan account number.	
Outstanding Amount	This field displays the pre-shipment credit outstanding amount.	
Event	This field displays the event.	
Settled Amount	This field displays the settled amount.	

3.3.8.8 Tracers

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



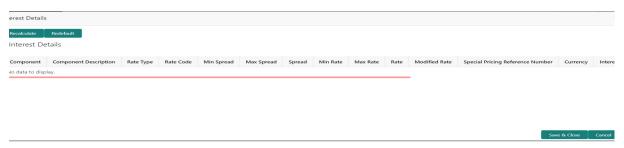
Acknowledgement Tracer, Acceptance Tracer and Payment Tracer are applicable for this .

Field	Description	Sample Values
Tracer Required	Select if tracer is required or nor from the available drop list:	
	Toggle On: Required	
	Toggle Off: Not required.	
Number of Tracers	Provide the number of tracers required.	
Tracer Frequency	Provide the frequency for generation of the Tracer.	
Tracer Medium	Select the tracer medium from the LOV.	
	MAIL	
	EMAIL	
	SWIFT	
Tracer Receiver Party	Select the tracer receiver party from the LOV.	
Tracer Start Date	Select the tracer start date. Start date cannot be earlier than the branch date.	
Acceptance Tracer		
Tracer Required	Select if tracer is required or nor from the available drop list:	
	Toggle On: Required	
	Toggle Off: Not required.	
Number of Tracers	Provide the number of tracers required.	

Description	Sample Values
Provide the frequency for generation of the Tracer.	
Select the tracer medium from the LOV. • MAIL • EMAIL • SWIFT	
Select the tracer receiver party from the LOV.	
Select the tracer start date. Start date cannot be earlier than the branch date.	
Click Search to search and select the template ID.	
Note	
This field is applicable for Acceptance Tracer.	
	Provide the frequency for generation of the Tracer. Select the tracer medium from the LOV. • MAIL • EMAIL • SWIFT Select the tracer receiver party from the LOV. Select the tracer start date. Start date cannot be earlier than the branch date. Click Search to search and select the template ID. Note This field is applicable for Accept-

3.3.8.9 Interest Details

The user can view and modify the Interest Details Simulated from Back Office system. On update of the Interest rate user has to click on Recalculate button. System will trigger a simulation call to the back office and the updated Interest details will be reflected in this section.



3.3.8.10

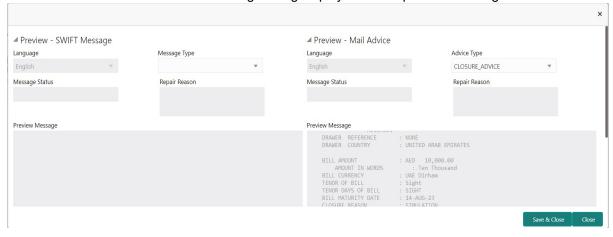
Field	Description	Sample Values
Component	This field displays the component maintained in the back office.	
Component Description	This description of the component.	
Rate Type	System defaults the rate type maintained for the component in back office.	
	Value can be:	
	Fixed Floating	
	Special	
Rate Code	This field displays the rate code applicable for the Component.	
Min Spread	This field displays the minimum spread applicable for the Rate Code.	
	This field have value only if the Rate Type is Floating.	
Max Spread	This field displays the maximum spread applicable for the Rate Code.	
	This field have value only if the Rate Type is Floating.	
Spread	This field displays the spread applicable for the Component in case of Floating Rate Component. User can change the defaulted value.	
	System validates whether the spread input is within the Minimum to Maximum Spread.	
Min Rate	This field displays the minimum rate applicable for the Rate Code.	
Max Rate	This field displays the maximum rate applicable for the Rate Code.	
Rate	This field displays the value applicable for the Rate Code.	
	User can change the value if the Rate Type is Fixed . System validates whether the Rate input is between the Minimum and Maximum Rate.	
Modified Rate	This field displays the modified rate.	

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

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

3.3.8.11 Preview Message

User can view the draft message being displayed on the preview message text box.



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

Field	Description	Sample Values
Repair Reason	Read only field.	
	Display the message repair reason of draft message of liquidation details.	
Preview Message	Display a preview of the draft message.	
Preview - Mail Device		
Language	Read only field.	
	English is set as default language for the preview.	
Advice Type	Select the advice type.	
Message Status	Read only field.	
	Display the message status of draft message of liquidation details.	
Repair Reason	Read only field.	
	Display the message repair reason of draft message of liquidation details.	
Preview Message	Display a preview of the advice.	

3.3.8.12 Linked Loan Details

This user can view the details of linked loan accounts.

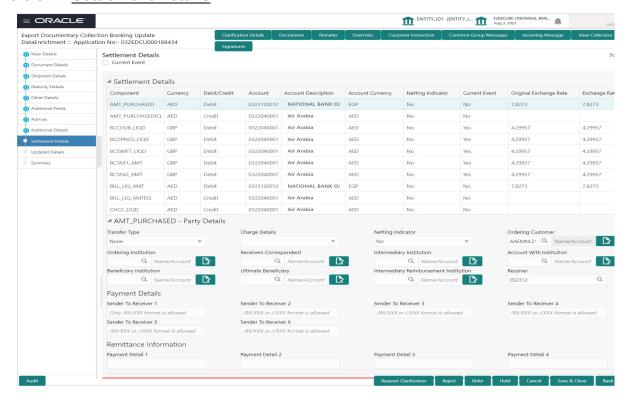
ıked Loan Details			
Linked Loan Details			
pan Account	Loan Currency	Loan Amount	
o data to display.			

Close

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

Field	Description	Sample Values
Loan Account	The details of the linked loan account.	
Loan Currency	Loan Currency of the linked loan account.	
Loan Amount	Loan amount of the linked loan account.	

3.3.9 Settlement Details



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

Field	Description	Sample Values
Current Event	The user can select the check box to populate the settlement details of the current event associated with the task. On De-selecting the check box, the system list all the accounts under the settlement details irrespective of the current event.	
Component	Components gets defaulted based on the product selected.	
Currency	Application displays the default currency for the component.	
Debit/Credit	Application displays the debit/credit indicators for the components.	
Account	Application Displays the account details for the components.	
Account Description	Application displays the description of the selected account.	
Account Currency	Application defaults the currency for all the items based on the account number.	
Netting Indicator	Application displays the applicable netting indicator.	
Current Event	Application displays the current event as Y or N.	

Field	Description	Sample Values
Original Exchange Rate	System displays the Original Exchange Rate as simulated in settlement details section from OBTF	
Exchange Rate	The exchange rate.	
Deal Reference Number	The exchange deal reference number.	

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

3.3.9.1 Party Details

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

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

Field	Description	Sample Values
Intermediary Reimburse- ment Institution	Select the intermediary reimbursement institution from the LOV.	

3.3.9.2 Payment Details

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

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

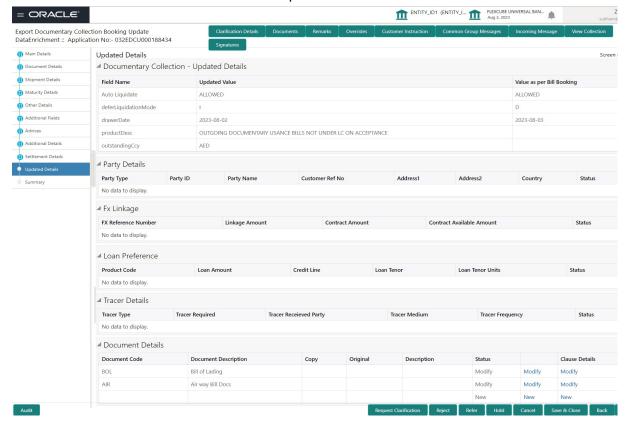
3.3.9.3 Remittance Information

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

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

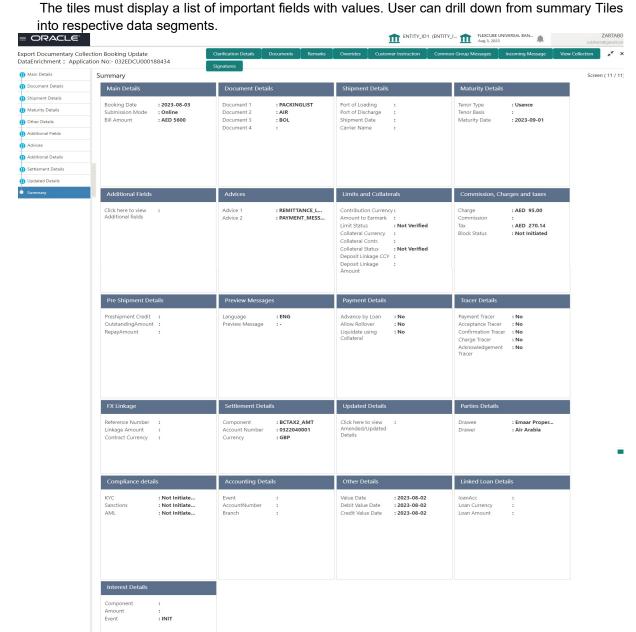
3.3.10 Updated Details

This section enables the user to view the details of the updated fields along with the old values for the Data Enrichment user to compare.



3.3.11 Summary

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



Tiles Displayed in Summary

- Main Details User can view details about application details and LC details.
- Document Details User can view the document details.
- Shipment Details User can view the shipment details.
- Maturity Details User can view the maturity details.
- Additional Fields User can view the additional fields.
- Advices User can view the advices.
- Limits and Collaterals User can view the limit and collateral details.
- Commission, Charges and Taxes User can view the commission, charge and taxes details.
- Pre-shipment Details User can view the pre-shipment details.
- Preview Message User can view the draft preview message.
- Payment Details User can view the payment details.

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

- Tracer Details User can view the tracer details.
- FX linkage Details User can view the FX linkage details.
- Settlement Details User can view the settlement details.
- Updated Details User can view the updated details.
- Parties Details User can view party details like applicant, advising bank etc.
- Compliance Details User can view the compliance details.
- Accounting Details User can view the accounting entries generated by back office system.

Note

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

- Linked Loan Details User can view the linked loan details.
- Other Details User can view the other details.
- Interest Details User can view the interest details.

3.3.11.1 Action Buttons

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

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

Field	Description	Sample Values
Customer Instructions	Click to view/ input the following	
	Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.	
	Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.	
Common Group Messages	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.	
Signatures	Click the Signature button to verify the signature of the customer/ bank if required.	
	The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.	
	If more than one signature is available, system should display all the signatures.	
View Collection	Enables the user to view the latest collection values displayed in the respective fields.	
Signatures	Click the Signature button to verify the signature of the customer/ bank if required.	
	The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.	
	If more than one signature is available, system should display all the signatures.	
Submit	Task will move to next logical stage of Export Documentary Collection Update.	
	If mandatory fields have not been captured, system will display an error message highlighting that the mandatory fields have to be updated. In case of duplicate documents' system will terminate the process after handing off the details to back office.	

Field	Description	Sample Values
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.	
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.	
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others. Select a Reject code and give a Reject Description. This reject reason will be available in the remarks	
Refer	window throughout the process. User must select a Refer Reason from the values	
	displayed by the system. Refer Codes: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.	
Back	Task moves to previous logical step.	
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.	

3.4 **Exceptions**

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



3.4.1 **Exception - Amount Block**

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

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

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

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

Approve:

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

Refer:

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

Reject:

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

3.4.1.1 **Amount Bock Exception**

This section will display the amount block exception details.

3.4.1.2 Summary

- Main Details User can view and modify details about application details and LC details, if required.
- Party Details User can view and modify party details like beneficiary, advising bank etc., if required
- Limits and Collaterals User can view and modify limits and collateral details, if required.
- Charge Details User can view and modify details provided for charges, if required.

3.4.1.3 Action Buttons

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

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

3.4.2 Exception - Know Your Customer (KYC)

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

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

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

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

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

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

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

Approve

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

3.4.2.1 Summary

- Main Details User can view details about application details and LC details.
- Party Details User can view party details like applicant, advising bank etc.
- Document Details User can view document details.
- Draft Details User can view the draft details.
- Shipment Details User can view shipment details.
- Charges User can view charge details.
- Maturity Details User can view the maturity details.
- Advices User can view the advices.
- Payment Details User can view the payment details.
- FX Linkage User can view the FX Linkage details.
- Settlement Details User can view the settlement details.
- Message Preview User can view the preview of the simulating message to the remitting bank.
- Compliance User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

3.4.2.2 Action Buttons

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

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

3.4.3 Exception - Limit Check/Credit

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

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

Limit check Exception approver can do the following actions:

Approve

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

Refer

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

Reject

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

3.4.3.1 Limit/Credit Check

This section will display the amount block exception details.

3.4.3.2 **Summary**

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

3.4.3.3 Action Buttons

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

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

3.5 Multi Level Approval

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

Note

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

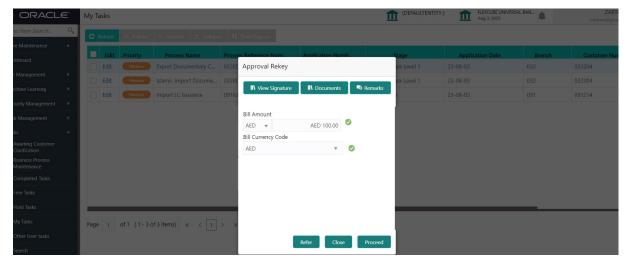
3.5.1 Authorization Re-Key (Non-Online Channel)

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

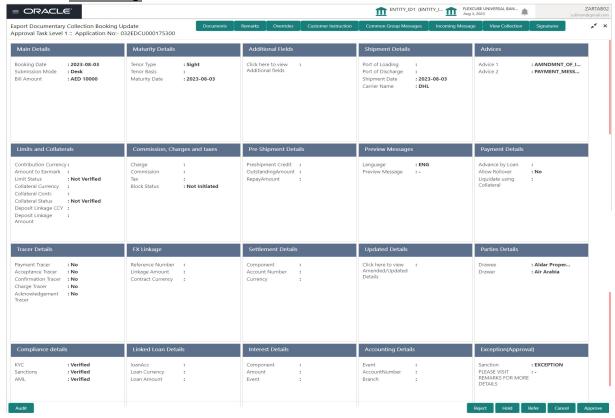
Open the task and re-key some of the critical field values from the request in the Re-key screen. Some of the fields below will dynamically be available for re-key.:

- Bill Currency Code
- Bill Amount

Re-key is applicable to the first approver in case of multiple approvers. All approvers will however be able see the summary tiles and the details in the screen by drill down from tiles.



3.5.2 Summary



- Main Details User can view details about application details and LC details.
- Maturity Details User can view the maturity details.
- Additional Fields User can view the additional fields.
- Shipment Details User can view the shipment details.
- Advices User can view the advice details.
- Limits and Collaterals User can view limits and collateral details
- Commission, Charges and Taxes User can view the commission, charge and taxes details.
- Pre Shipment Details User can view the Pre Shipment details.
- Preview Messages User can view the preview message.
- Payment Details User can view the Payment details.
- Tracer Details User can view the tracer details.
- FX Linkage User can view the details of FX Linkage.
- Settlement Details User can view settlement details.
- Updated Details User can view the updated details.
- Parties Details User can view party details like applicant, advising bank etc.
- Compliance Details User can view the compliance details.
- Linked Loan Details User can view the linked loan details.
- Interest Details User can view the interest 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. Action Buttons

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

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

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

Field	Description	Sample Values
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.	

3.6 Reject Approval

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

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

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

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

3.6.1 **Summary**

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

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

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

3.6.2 Action Buttons

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

Field	Description	Sample Values
Reject Approve	On click of Reject Approve, the transaction is rejected.	



Field	Description	Sample Values
Reject Decline	On click of Reject Decline, the task moves back to the stage where it was rejected. User can update the reason for reject decline in remarks.	
Hold	User can put the transaction on 'Hold'. Task will remain in Pending state.	
Cancel	Cancel the Reject Approval.	

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