

Export LC Transfer Amendment - User Guide  
**Oracle Banking Trade Finance Process Management**  
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Oracle Banking Trade Finance Process Management - Export LC Transfer Amendment User Guide  
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# Contents

<b>1. Preface .....</b>	<b>1-1</b>
1.1 Introduction.....	1-1
1.2 Audience.....	1-1
1.3 Documentation Accessibility.....	1-1
1.4 Organization .....	1-1
1.5 Related Documents .....	1-1
1.6 Diversity and Inclusion.....	1-1
1.7 Conventions.....	1-2
1.8 Screenshot Disclaimer.....	1-2
1.9 Glossary of Icons.....	1-2
<b>2. Oracle Banking Trade Finance Process Management .....</b>	<b>2-3</b>
2.1 Overview.....	2-3
2.2 Benefits.....	2-3
2.3 Key Features .....	2-3
<b>3. Export LC Transfer Amendment .....</b>	<b>3-1</b>
3.1 Common Initiation Stage .....	3-1
3.2 Registration .....	3-2
3.2.1 <i>Application Details</i> .....	3-4
3.2.2 <i>LC Details</i> .....	3-5
3.2.3 <i>Miscellaneous</i> .....	3-8
3.2.4 <i>Bi-Directional Flow for Offline Transactions Initiated from OBTFPM</i> .....	3-9
3.3 Scrutiny.....	3-10
3.3.1 <i>Main Details</i> .....	3-12
3.3.2 <i>Availability Shipment</i> .....	3-18
3.3.3 <i>Payment Details</i> .....	3-26
3.3.4 <i>Amendment Details</i> .....	3-31
3.3.5 <i>Additional Fields</i> .....	3-34
3.3.6 <i>Additional Details</i> .....	3-36
3.3.7 <i>Summary</i> .....	3-42
3.4 Data Enrichment.....	3-44
3.4.1 <i>Main Details</i> .....	3-48
3.4.2 <i>Availability Shipment</i> .....	3-52
3.4.3 <i>Documents &amp; Conditions</i> .....	3-53
3.4.4 <i>Payment Details</i> .....	3-55
3.4.5 <i>Amendment Details</i> .....	3-55
3.4.6 <i>Additional Fields</i> .....	3-56
3.4.7 <i>Advices</i> .....	3-56
3.4.8 <i>Additional Details</i> .....	3-60
3.4.9 <i>Settlement Details</i> .....	3-64
3.4.10 <i>Summary</i> .....	3-67
3.5 Customer Response - Draft Confirmation .....	3-70
3.6 Multi Level Approval .....	3-72
3.6.1 <i>Re-Key Authorization</i> .....	3-72
3.7 Customer - Acknowledgement Format .....	3-75
3.8 Customer - Reject Format .....	3-76

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# 1. Preface

## 1.1 Introduction

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

## 1.2 Audience

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

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

## 1.3 Documentation Accessibility

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

Access to Oracle Support

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

## 1.4 Organization

This manual is organized into the following chapters:

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

## 1.5 Related Documents

- Getting Started User Guide
- Common Core User Guide

## 1.6 Diversity and Inclusion

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



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

## 1.7 Conventions

The following text conventions are used in this document:





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

## 1.8 Screenshot Disclaimer

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

## 1.9 Glossary of Icons

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

Icons	Function
	Exit
	Add row
	Delete row
	Option List

---

## 2. Oracle Banking Trade Finance Process Management

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

This document will take you through following activities in OBTFPM:

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

### 2.1 Overview

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

### 2.2 Benefits

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

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

### 2.3 Key Features

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

## 3. Export LC Transfer Amendment

Transfer LC Amendment takes place usually when there is an amendment in the Export LC.

Following are some of the scenarios where transfer LC amendment may be required:

- Amendment of the Expiry Date
- Amendment of the Amount
- Amendment of the Latest Shipment date
- Amendment of the Goods Description
- Amendment of the Shipment Details
- Amendment of the Documents Required
- Amendment of the Additional Conditions

This section contains the following topics:

<a href="#">3.1 Common Initiation Stage</a>	<a href="#">3.2 Registration</a>
<a href="#">3.2.4 Bi-Directional Flow for Offline Transactions Initiated from OBTFPM</a>	<a href="#">3.4 Data Enrichment</a>
<a href="#">3.5 Customer Response - Draft Confirmation</a>	<a href="#">3.6 Multi Level Approval</a>
<a href="#">3.7 Customer - Acknowledgement Format</a>	<a href="#">3.8 Customer - Reject Format</a>

### 3.1 Common Initiation Stage

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

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

The screenshot displays the Oracle OBTFPM application interface. The top header includes the Oracle logo, user identity (DEFAULTTENTIVITY), application name (Oracle Banking Trade Finance), date (April 20, 2022), and user name (PRADEEP01). The left sidebar menu shows 'Trade Finance' as the active section, with 'Initiate Task' highlighted at the bottom. The main workspace is titled 'Initiate Task' and 'Registration'. It features three input fields: 'Process Name' (a dropdown menu showing 'Export LC Transfer Amendment'), 'LC Reference Number' (a text input field with a search icon and a 'Required' label), and 'Branch' (a dropdown menu showing 'PK2-Oracle Banking Trade Fina'). 'Proceed' and 'Clear' buttons are located at the bottom right of the form area.

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

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

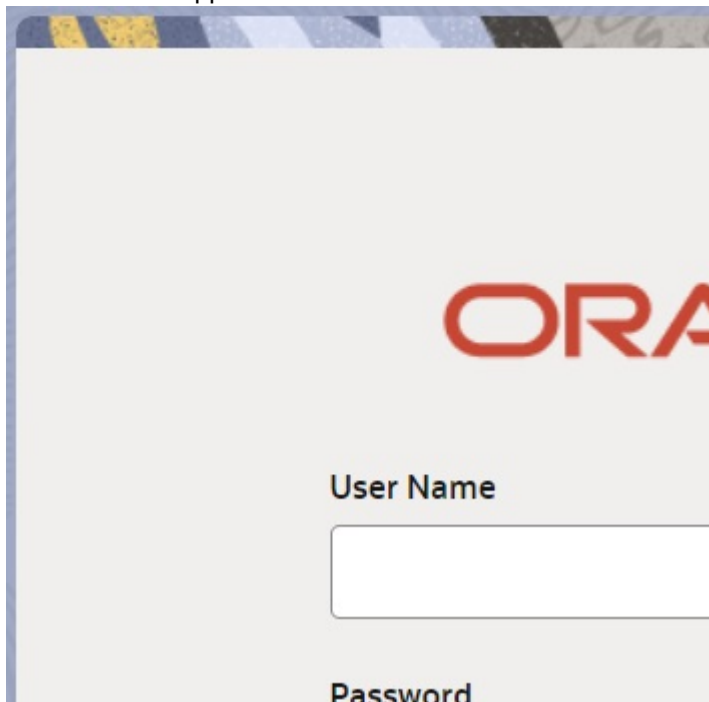
During the Registration stage, the user can register a request for an Export LC Transfer Amendment received at the front desk (as an application received physically/received by mail/fax).

User can capture the basic details of the response, check the signature of the signatory from the advising bank and upload the related documents. On submit of the request, the customer should be notified with acknowledgment and the request should be available for an LC expert to handle in the next stage.

The OBTFPM user can process MT798 with sub messages MT 798<772> message received through SWIFT. The OBTFPM verifies the field 21 and 26E (of the MT759 and identifies the Original Contract Reference Number and Amendment Number and invokes the process. The user can cancel the previously received MT798 referenced message which is under process.

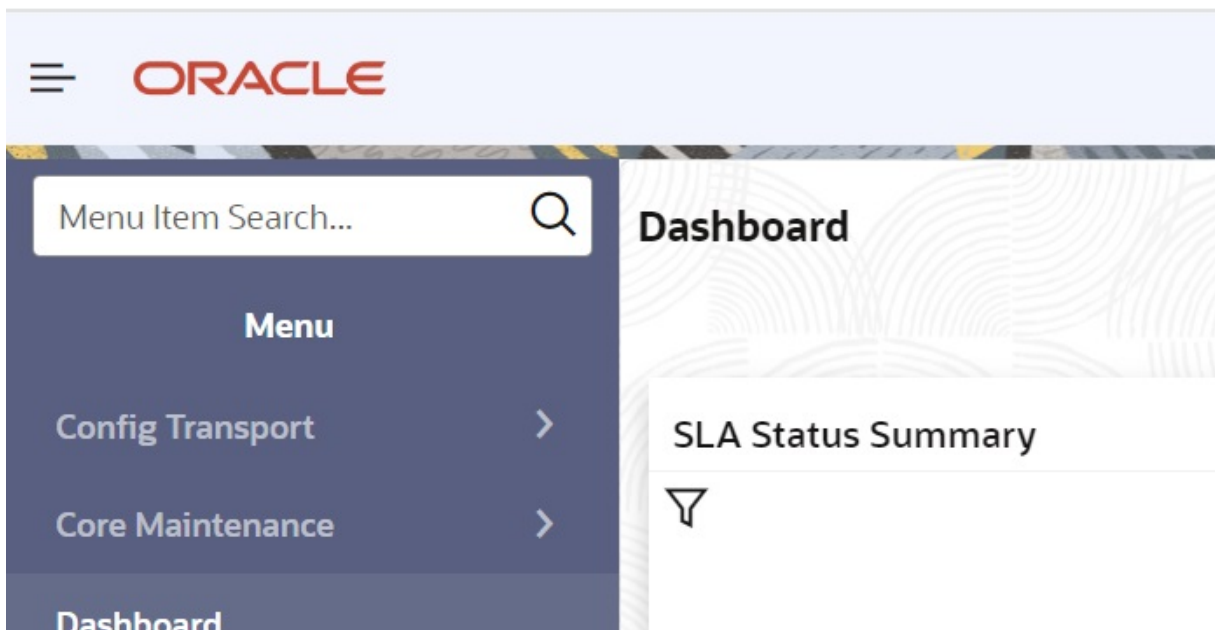
The OBTFPM user can process incoming MT798(up to a maximum of 8 messages) with sub messages MT788-MT799 message received through SWIFT and enables the user to cancel the previously received MT798 referenced message which is under process.

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

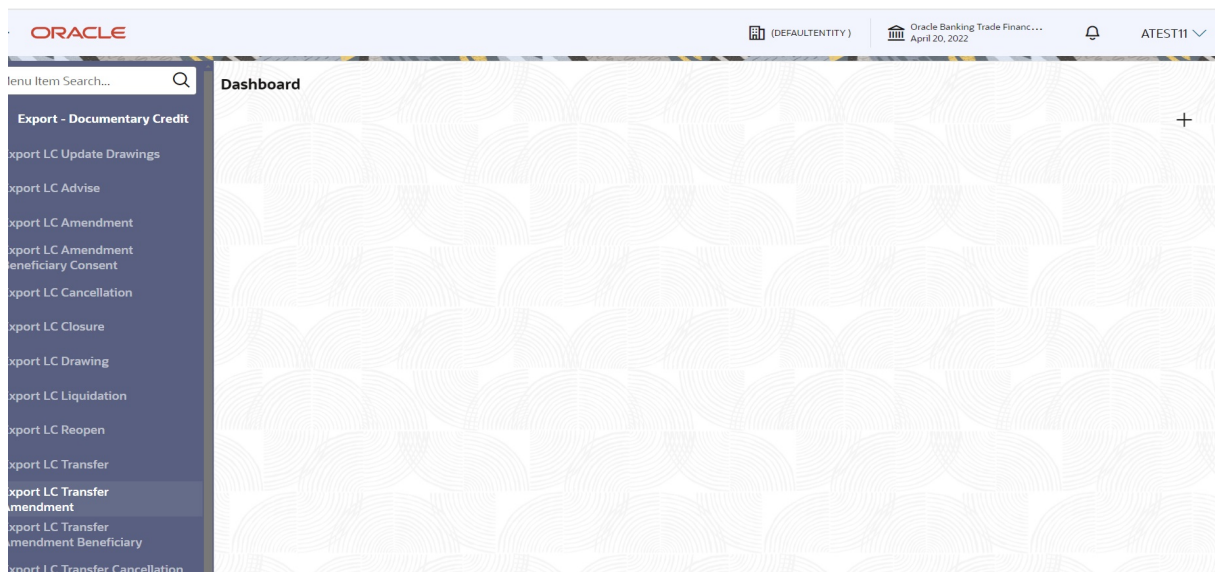


The image shows a login form for the OBTFPM application. It features a large red 'ORA' logo at the top. Below the logo, there are two input fields: 'User Name' and 'Password'. The 'User Name' field is currently empty, and the 'Password' field is partially visible below it.

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



3. Click **Trade Finance> Export - Documentary Credit> Export LC Transfer Amendment.**



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

### 3.2.1 Application Details

**Export LC Transfer Amendment**

**Application Details**

Transfer LC Reference Number: TRFS221100031507

Process Reference Number: PKZELCT000052488

Issuing Bank Reference: VBNM5678FG980

First Beneficiary: 001044 GOODCARI

Priority: Medium

Branch: PK2-Oracle Banking Trade Fina

Amendment No: 1

Submission Mode: Desk

Amendment Date: April 20, 2022

User Reference Number: TRFS221100031507

**Transfer LC Details**

LC Type: Sight

Product Code: TRFS

Product Description: Transfer Export product

Advising Bank: 001185 RBS PLC

40A - Form of Documentary Credit: IRREVOCABLE

31C - Date of Issue: April 19, 2022

40E - Applicable Rules: UCPURR LATEST VERSION

Date of Expiry: April 20, 2022

31D - Place of Expiry: UAE

Second Beneficiary: 001044 GOODCARI

Export LC Available Amount: GBP

Transfer LC Available Amount: GBP £1,000.00

Transfer Amount: GBP £1,000.00

39A - Percentage Credit Amount Tolerance: /

39C - Additional Amount Covered:

Beneficiary Consent: ☐

Buttons: View Transfer LC, View Export LC, Hold, Cancel, Save & Close, Submit

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

Field	Description	Sample Values
Transfer LC Reference Number	User can search the Transfer LC Reference Number by using the LOV. User has to select the particular LC that need to be amended.  As part of LOV criteria; user can input the Export LC Reference Number, Beneficiary, Currency, Amount or User Reference Number.	
First Beneficiary	First Beneficiary details is defaulted from the underlying Export LC.	EMR & CO
Branch	Read only field.  Branch details will be auto-populated from LC details.	203-Bank Futura -Branch FZ1
Amendment No.	Read only field.  System defaults the latest amendment number sequence for this Export LC. The amendment sequence number is simulated from the back-end system. The System to default based on the logic < Last Amendment Number +1>.	203-Bank Futura -Branch FZ1
Process Reference Number	Read only field.  Unique sequence number for the transaction.  This is auto generated by the system based on process name and branch code.	



Field	Description	Sample Values
Priority	System will default the Priority as Low/Medium/High based on maintenance.	High
Submission Mode	By default the submission mode will have the value as 'Desk'. the user can change the submission mode.  <b>Desk</b> - Request received through Desk <b>FAX</b> - Request received through FAX <b>Email</b> - Request received through Email <b>Courier</b> - Request received through Courier	Desk
Amendment Date	System defaults the branch's current date.	
Issuing Bank Reference	Read only field.  System defaults the Issuing Bank number defaulted as per the Transfer LC.	
User Reference Number	Read only field.  System defaults the User Reference number defaulted as per the Transfer LC .	

### 3.2.2 LC Details

Details in this screen displays the data from the LC issued.

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

Field	Description	Sample Values
LC Type	Read only field. LC Type of the underlying Export LC is displayed.	
Product Code	Read only field. Product Code of the underlying Transfer LC is displayed.	



Field	Description	Sample Values
Product Description	Read only field. Product Description of the underlying Transfer LC is displayed.	
Advising Bank	<p>User can enter the details if applicable. System should validate whether the Advising Bank is RMA compliant, if not system should display an error message. (Advising Bank is not RMA Compliant). User can change the advising bank values or change the medium of communication from mail to SWIFT.</p> <hr/> <p><b>Note</b></p> <p>If the KYC non-compliant party is selected then the system immediately gives instant alert as "Customer ID - (CIF ID) is not KYC compliant."</p> <hr/>	
40A - Form of Documentary Credit	<p>System defaults the value for form of documentary credit.</p> <p>Default LC type is Irrevocable.</p>	
Date of Issue	<p>This field displays the LC issuance date.</p> <p>Application will default the branch's current date in date of issue. User cannot change the defaulted date. Application will populate the Date of Issue field with branch date on approval if date of approval is later than date of Registration.</p>	
Applicable Rules	<p>This field displays the rules of the selected LC.</p> <p>User cannot update any changes.</p>	
Date Of Expiry	<p>Date of Expiry is defaulted as per the Transfer LC and user is allowed to change the values. On change of values, relevant validations should happen. Date of Expiry of Transferred LC cannot be later than the Expiry Date of the underlying Export LC.</p>	
Place of Expiry	<p>This field displays the place of expiry of the selected LC.</p> <p>Place of Expiry is defaulted as per the Transfer LC and user should be allowed to change the values. On change of values, relevant validations should happen.</p>	

Field	Description	Sample Values
Second Beneficiary	The user can select the beneficiary for Export LC Transfer Amendment. Click the look up icon to search the beneficiary based on Party ID/ Party Name. If beneficiary is not a customer of the bank, then choose WALKIN customer id and provide the beneficiary details. If beneficiary is a customer and KYC status is not valid, then system will display alert message.	
Export LC Available Amount	Read only field, This field displays the available amount along with currency for Transfer. It must be less than or equals to LC amount less amount transferred (if any).	
Transfer LC Available Amount	Read only field. Displays Transfer LC Available amount.	
Transfer Amount	Transfer amount is defaulted from the transferred LC The user can amend the Transfer LC amount including Tolerance if any. During Transfer LC amendment, system checks, that the increase in Transfer LC amount including tolerance is not greater than the Outstanding amount in Parent LC. System should display an error if it is greater. During Transfer LC Amendment, if LC amount is decreased, system checks that the decrease in LC amount is not greater than available balance in Transfer LC, including tolerance if any.	
Percentage Credit Amount Tolerance	This field displays the percentage credit amount tolerance details of the selected LC. Tolerance Amount to default from the underlying Export LC and user can change the values.	
Additional Amount Covered	User can provide additional amount included in Export LC.	
Beneficiary Consent	Toggle On: The user can enable the toggle if beneficiary consent is required. Toggle Off: The user can disable the toggle if beneficiary consent is not required.	

### 3.2.3 Miscellaneous

**Export LC Transfer Amendment**

**Application Details**

Transfer LC Reference Number: F5221100031507

First Beneficiary: 001044 GOODCARI

Branch: PK2-Oracle Banking Trade Fina

Amendment No: 1

Iss Reference Number: 2ELCT000052488

Priority: Medium

Submission Mode: Desk

Amendment Date: April 20, 2022

Iss Bank Reference: INM5678FG980

User Reference Number: TRFS221100031507

**Transfer LC Details**

Product Code: TRFS

Product Description: Transfer Export product

Advising Bank: 001185 RBS PLC

31C - Date of Issue: April 19, 2022

40E - Applicable Rules: UCPURR LATEST VERSION

Date of Expiry: April 20, 2022

Form of Documentary Credit: REVOCABLE

Export LC Available Amount: GBP £1,000.00

Place of Expiry:

Transfer LC Available Amount: GBP £1,000.00

39A - Percentage Credit Amount Tolerance:

39C - Additional Amount Covered:

Beneficiary Consent:

Buttons: View Transfer LC, View Export LC, Hold, Cancel, Save & Close, Submit

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

Field	Description	Sample Values
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>	
Documents	<p>User to upload the applicable documents.</p> <p>System displays the mandatory and optional documents. If mandatory documents are not uploaded, system should display an error on submit.</p>	
Remarks	<p>Provide any additional information regarding the Beneficiary Consent. This information can be viewed by other users processing the request.</p>	
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li><b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li><b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
View Transfer LC	Click to view the latest transfer LC values.	

Field	Description	Sample Values
View Export LC	Click to view the latest export LC values displayed in the respective fields. All fields displayed in LC details section are read only fields.	
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.	
<b>Action Buttons</b>		
Submit	On submit, system will trigger acknowledgment to the customer and give confirmation message for successful submission. Task will get moved to next logical stage of Export LC Transfer Amendment.  If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task for working later.  This option will not submit the request.	
Cancel	Cancels the Export LC Transfer Amendment Registration stage inputs.	
Hold	The details provided will be registered and status will be on hold.  This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	

### 3.2.4 **Bi-Directional Flow for Offline Transactions Initiated from OBTFPM**

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

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

#### **Pre- Conditions:**

- Customer Maintenance details are replicated from OBTF to OBTFPM.
  - Task is initiated in OBTFPM, Customer ID is captured/populated and Process Reference Number is generated.
1. Customer Maintenance details are replicated from OBTF to OBTFPM.
  2. In OBTFPM, user clicks Request Clarification, the system checks if the request is initiated from OBDX by validating the value available in the submission mode field is "Online".
  3. In case submission mode is "Online", the user can enter the clarification details in "Clarification Required" placeholder. In case submission mode is not "Online", the system will validate if the counterparty is a OBDX customer by checking the flag "Trade Finance

Portal" in the Customer Maintenance table replicated from OBTF. In this case, the user can submit clarification.

4. In case submission mode is not "Online", and if the "Trade Finance Portal" flag is set to 'No' in Customer Maintenance Table, the system should display the error message that 'The customer is not subscribed to Trade Finance Portal'. Once the request is submitted, the Request Clarification functionality would be applicable to offline initiated transactions also.

### 3.3 Scrutiny

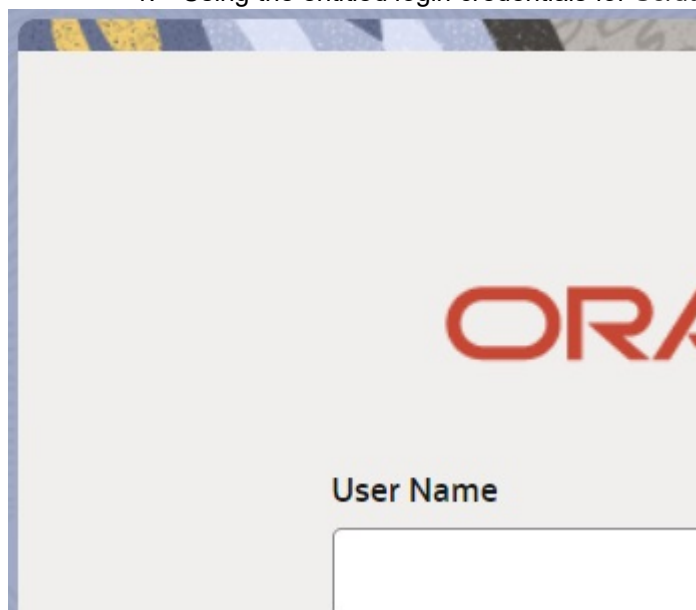
At Scrutiny stage, user can scrutinize the Export LC Transfer Amendment request. As part of Scrutiny, the user enters the basic details of the transfer Amendment request and can verify if the request can be processed further.

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

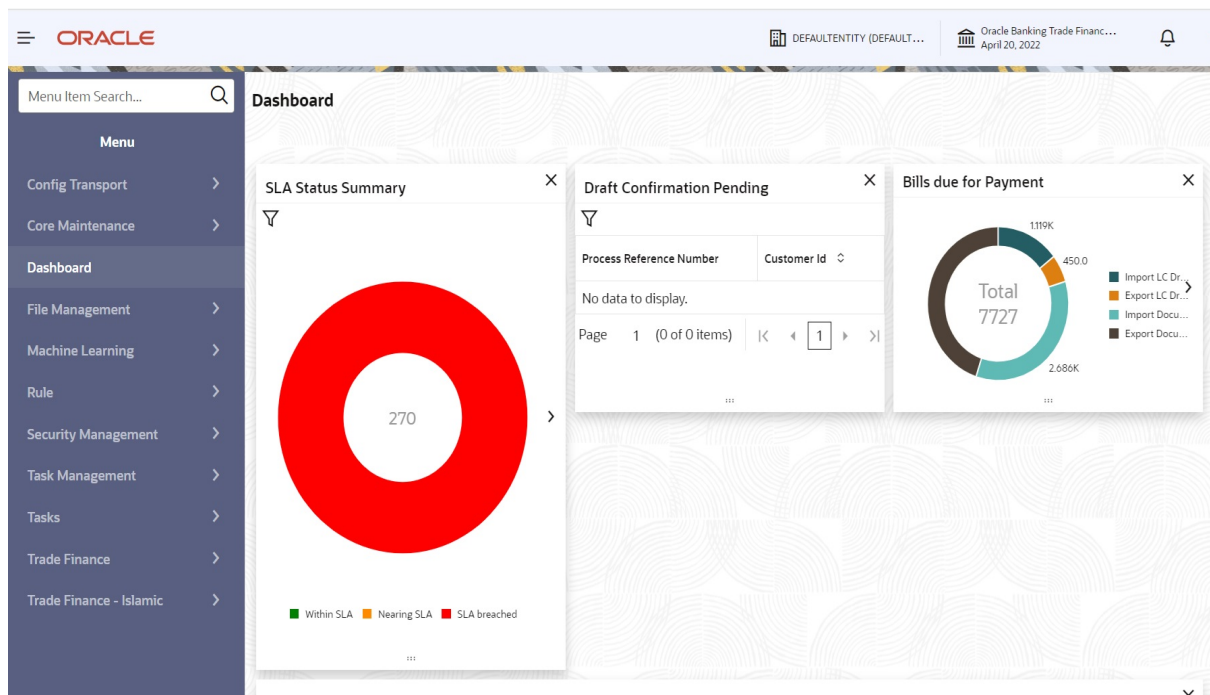
**Online Channel** - Requests that are received via online channels like trade portal, external system and SWIFT are available directly for further processing from Scrutiny stage and available data for all data segments from Application stage to Data Enrichment stage should be auto populated.

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

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



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



- Click **Trade Finance> Tasks> Free Tasks**.

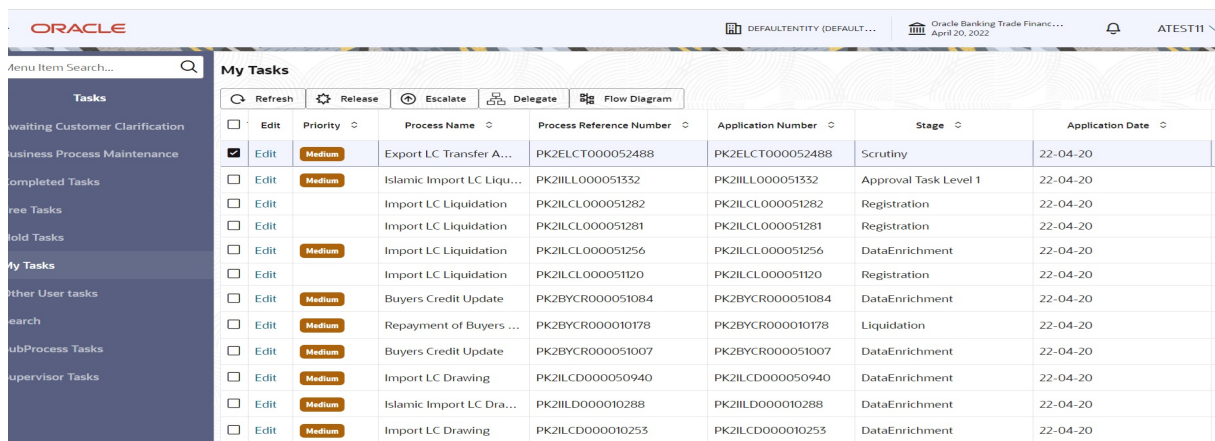
	Acquire and Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input type="checkbox"/>	Acquire and Edit	Medium	Export LC Transfer Amendment	PK2ELCT000052488...	PK2ELCT000052488	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Guarantee Advise Claim Lodging...	PK2IGCA000052534...	PK2IGCA000052534	DataEnrichment	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Import LC Amendment Islamic	PK2ILM000052517	PK2ILM000052517	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Guarantee SBLC Issuance-Clai...	PK2GISC000052503...	PK2GISC000052503	DataEnrichment	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Guarantee Advise	PK2GTEA000052491...	PK2GTEA000052491	KYC Exceptional approval	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Guarantee Issuance	PK2GTEI000052344...	PK2GTEI000052344	DataEnrichment	22-04-20
<input type="checkbox"/>	Acquire and Edit	High	Import LC Issuance	PK2ILCI000052477	PK2ILCI000052477	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	High	Import LC Issuance	PK2ILCI000052471	PK2ILCI000052471	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Export LC Advise Islamic	PK2IELA000052469...	PK2IELA000052469	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Guarantee Advise Claim Lodging	PK2GADC000052463...	PK2GADC000052463	DataEnrichment	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Guarantee Advise Claim Lodging	PK2GADC000052459...	PK2GADC000052459	DataEnrichment	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Guarantee Advise Claim Lodging	PK2GADC000052458...	PK2GADC000052458	DataEnrichment	22-04-20

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

	Acquire and Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Acquire and Edit	Medium	Export LC Transfer Amendment	PK2ELCT000052488...	PK2ELCT000052488	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Guarantee Advise Claim Lodging...	PK2IGCA000052534...	PK2IGCA000052534	DataEnrichment	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Import LC Amendment Islamic	PK2ILM000052517	PK2ILM000052517	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Guarantee SBLC Issuance-Clai...	PK2GISC000052503...	PK2GISC000052503	DataEnrichment	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Guarantee Advise	PK2GTEA000052491...	PK2GTEA000052491	KYC Exceptional approval	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Guarantee Issuance	PK2GTEI000052344...	PK2GTEI000052344	DataEnrichment	22-04-20
<input type="checkbox"/>	Acquire and Edit	High	Import LC Issuance	PK2ILCI000052477	PK2ILCI000052477	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	High	Import LC Issuance	PK2ILCI000052471	PK2ILCI000052471	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Export LC Advise Islamic	PK2IELA000052469...	PK2IELA000052469	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Guarantee Advise Claim Lodging	PK2GADC000052463...	PK2GADC000052463	DataEnrichment	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Guarantee Advise Claim Lodging	PK2GADC000052459...	PK2GADC000052459	DataEnrichment	22-04-20



- The acquired task will be available in **My Tasks** tab. Click **Edit** to capture responses of the registered task.



	Refresh	Release	Escalate	Delegate	Flow Diagram		Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Edit						Medium	Export LC Transfer A...	PK2ELCT000052488	PK2ELCT000052488	Scrutiny	22-04-20
<input type="checkbox"/>	Edit						Medium	Islamic Import LC Liqu...	PK2IILL000051332	PK2IILL000051332	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Edit							Import LC Liquidation	PK2ILCL000051282	PK2ILCL000051282	Registration	22-04-20
<input type="checkbox"/>	Edit							Import LC Liquidation	PK2ILCL000051281	PK2ILCL000051281	Registration	22-04-20
<input type="checkbox"/>	Edit						Medium	Import LC Liquidation	PK2ILCL000051256	PK2ILCL000051256	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit							Import LC Liquidation	PK2ILCL000051120	PK2ILCL000051120	Registration	22-04-20
<input type="checkbox"/>	Edit						Medium	Buyers Credit Update	PK2BYCR000051084	PK2BYCR000051084	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit						Medium	Repayment of Buyers ...	PK2BYCR000010178	PK2BYCR000010178	Liquidation	22-04-20
<input type="checkbox"/>	Edit						Medium	Buyers Credit Update	PK2BYCR000051007	PK2BYCR000051007	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit						Medium	Import LC Drawing	PK2ILCD000050940	PK2ILCD000050940	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit						Medium	Islamic Import LC Dra...	PK2IILLD000010288	PK2IILLD000010288	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit						Medium	Import LC Drawing	PK2ILCD000010253	PK2ILCD000010253	DataEnrichment	22-04-20

The Scrutiny stage has three sections as follows:

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

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

### 3.3.1 Main Details

Main details section has three sub section as follows:

- Application Details
- Transfer LC Details

### 3.3.1.1 Application Details

This section provides a quick snapshot of details of LC. User can enter the details in the following fields. Some of the fields that are already having value from registration/online channels will not be editable.

Field	Description	Sample Values
Transfer LC Reference Number	Read only System displays the Export LC Reference Number to be transferred.	
First Beneficiary	Read only - System displays the name of the first beneficiary.	EMR & CO
Branch	Read only field. Branch details will be auto-populated from LC details.	203-Bank Futura -Branch FZ1
Amendment No.	Read only field. System will display amendment number sequence for this transfer LC.	203-Bank Futura -Branch FZ1
Process Reference Number	Read only field. Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.	



Field	Description	Sample Values
Priority	System populates the priority of the customer based on priority maintenance.  Values are High, Medium and Low. If priority is not maintained for the customer, system will populate 'Medium' as the default priority.  User can change the priority populated.	High
Submission Mode	Read only  System should display the submission mode selected.	Desk
Amendment Date	Read only  System defaults the LC amendment date.	
Issuing Bank Reference	Read only field.  System defaults the Issuing Bank number defaulted as per the Transfer LC.	
User Reference Number	Read only field.  System defaults the User Reference number defaulted as per the Transfer LC .	

### 3.3.1.2 Transfer LC Details

Registration user can capture the amendments made to the LC in this section.

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

Field	Description	Sample Values
LC Type	Read only field.  System displays the selected LC Type from LOV	
Product Code	Read only field.  Product Code of the underlying Transfer LC is displayed.	

Field	Description	Sample Values
Product Description	Read only field. Product Description of the underlying Transfer LC is displayed.	
Advising Bank	User can enter the details if applicable. System should validate whether the Advising Bank is RMA compliant, if not system should display an error message. (Advising Bank is not RMA Compliant). User can change the advising bank values or change the medium of communication from mail to SWIFT.	
40A - Form of Documentary Credit	System defaults the value for form of documentary credit. Default LC type is Irrevocable.	
Date of Issue	Read only field. This field displays the LC issuance date. Application will default the branch's current date in date of issue.	
Applicable Rules	Read only field. Applicable rules for the LC is defaulted by the system. Default rule is 'UCP Latest Version'.	
Date Of Expiry	Date of Expiry is defaulted as per the Transfer LC and user is allowed to change the values. On change of values, relevant validations should happen. Date of Expiry of Transferred LC cannot be later than the Expiry Date of the underlying Export LC.	
Place of Expiry	This field displays the place of expiry of the selected LC. Place of Expiry is defaulted as per the Transfer LC and user should be allowed to change the values. On change of values, relevant validations should happen.	
Second Beneficiary	The user can select the beneficiary for Export LC Transfer Amendment. Click the look up icon to search the beneficiary based on Party ID/ Party Name. If beneficiary is not a customer of the bank, then choose WALKIN customer id and provide the beneficiary details. If beneficiary is a customer and KYC status is not valid, then system will display alert message.	
Export LC Available Amount	Read only field, This field displays the available amount along with currency for Transfer. It must be less than or equals to LC amount less amount transferred (if any).	

Field	Description	Sample Values
Transfer LC Available Amount	Read only field. Displays Transfer LC Available amount.	
Transfer Amount	The Export LC transfer amount is defaulted from the transferred LC The user can amend the Transfer LC amount including Tolerance if any. During Transfer LC amendment, system checks, that the increase in Transfer LC amount including tolerance is not greater than the Outstanding amount in Parent LC. System should display an error if it is greater. During Transfer LC Amendment, if LC amount is decreased, system checks that the decrease in LC amount is not greater than available balance in Transfer LC, including tolerance if any.	
Percentage Credit Amount Tolerance	Tolerance Amount to default from the underlying Export LC and user should not be allowed to change the values.	
Additional Amount Covered	User can provide additional amount included in Export LC.	
Beneficiary Consent	Toggle On: The user can enable the toggle if beneficiary consent is required. Toggle Off: The user can disable the toggle if beneficiary consent is not required.	

### 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.	

Field	Description	Sample Values
Remarks	<p>Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>	
Overrides	Click to view the overrides accepted by the user.	
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>● <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>● <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>	
Request Clarification	User should be able to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.	
Refer	<p>User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul>	
Save & Close	<p>Save the information provided and holds the task for working later.</p> <p>This option will not submit the request.</p>	
Cancel	Cancel the Scrutiny stage inputs.	

Field	Description	Sample Values
Hold	The details provided will be on hold. This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	
Next	On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.	

### 3.3.2 Availability Shipment

In this section user can input the Availability Shipment details for Export LC Transfer Amendment. In case the request is received through online channel, the user can verify the details populated.

**Non Online Channel** - Export LC Transfer Amendment request that are received at the desk will move to scrutiny stage post successful Registration. The transaction will have the details entered during the Registration stage.

**Online Channel** - Requests that are received via online channels like trade portal, external system and SWIFT should be available directly for further processing in OBTFPM from

scrutiny stage and available data for all data segments from Application stage to Data Enrichment stage would be auto populated.

As part of amendment, user can change the values available in the fields based on the description in the following table:

Field	Description	Sample Values
Available With	<p>This field identifies the bank with which the credit is available.</p> <p>Online Channel - Read only</p> <p>Non Online Channel - It is an input field and user can enter the details.</p> <ul style="list-style-type: none"> <li>If the LC is restricted to any particular bank,, search the bank with SWIFT code (BIC) or Bank Name.</li> </ul> <p>On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address gets defaulted.</p> <p>If the LC is not restricted to any bank, provide free text - (YOURSELVES, WITH ANY BANK etc.).</p>	

Field	Description	Sample Values
Available By	<p>This field displays the value of 'Available By' as per the issued LC. Online Channel - Read only</p> <p>Non Online Channel - It is an input field and user can enter the details.</p> <p>Choose one of the following values from drop down, if required.</p> <ul style="list-style-type: none"> <li>• BY ACCEPTANCE</li> <li>• BY DEF PAYMENT</li> <li>• BY MIXED PAYMENT</li> <li>• BY NEGOTIATION</li> <li>• BY PAYMENT</li> </ul> <hr/> <p style="text-align: center;"><b>Note</b></p> <p style="text-align: center;">If <b>By payment</b> is selected, payment at sight is applicable.</p>	
Drafts At	This field displays the details of tenor of drafts to be drawn under the documentary credit.	
Drawee	<p>This field displays the Drawee value as per the issued LC.</p> <p>This field will have value only if 'Drafts at' field has values.</p> <p>Select the Drawee bank (Advising bank or Confirming bank).</p> <ul style="list-style-type: none"> <li>• Search the bank with SWIFT code (BIC) or Bank Name.</li> </ul> <div data-bbox="614 1303 1204 1556" data-label="Form"> </div> <p>On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.</p> <hr/> <p style="text-align: center;"><b>Note</b></p> <p style="text-align: center;">This field is mandatory if value is provided at <b>Drafts At</b> field.</p>	
Payment Details	This field displays the payment details.	

### 3.3.2.1 Shipment Details

As part of amendment, user can change the values available in the fields based on the description in the following table:

Field	Description	Sample Values
Partial Shipments	<p>This field specifies whether or not partial shipments are allowed under the documentary credit. Details should be defaulted from the underlying Transfer LC. This field can be amended only when this field is amended in the underlying Export LC. This has to be operationally controlled.</p> <p>Select the appropriate value from the drop down. Available values are:</p> <ul style="list-style-type: none"><li>• ALLOWED</li><li>• CONDITIONAL</li><li>• NOT ALLOWED</li></ul>	
Transshipment	<p>This field specifies whether or not transshipment is allowed under the documentary credit. Details should be defaulted from the underlying Transfer LC. This field can be amended only when this field is amended in the underlying Export LC. This has to be operationally controlled</p> <p>Select the appropriate value from the drop down. Available values are:</p> <ul style="list-style-type: none"><li>• ALLOWED</li><li>• CONDITIONAL</li><li>• NOT ALLOWED</li></ul>	
Place Of Taking In Charge	<p>This field specifies the place of taking in charge (in case of a multi-modal transport document), the place of receipt (in case of a road, rail or inland waterway transport document or a courier or expedited delivery service document), the place of dispatch or the place of shipment to be indicated on the transport document.</p> <p>Details should be defaulted from the underlying Transfer LC. This field can be amended only when this field is amended in the underlying Export LC. This has to be operationally controlled.</p>	
Port Of Loading	<p>This field specifies the port of discharge or airport of destination to be indicated on the transport document.</p> <p>Details should be defaulted from the underlying Transfer LC. This field can be amended only when this field is amended in the underlying Export LC. This has to be operationally controlled.</p>	



Field	Description	Sample Values
Port Of Discharge	<p>This field specifies the port of discharge or airport of destination to be indicated on the transport document.</p> <p>Details should be defaulted from the underlying Transfer LC. This field can be amended only when this field is amended in the underlying Export LC. This has to be operationally controlled.</p>	
Place Of Final Destination	<p>This field specifies the final destination or place of delivery to be indicated on the transport document.</p> <p>Details should be defaulted from the underlying Transfer LC. This field can be amended only when this field is amended in the underlying Export LC. This has to be operationally controlled.</p>	
Latest Date Of Shipment	<p>Provide the latest date for loading on board/ dispatch/taking in charge.</p> <hr/> <p><b>NoteNote:</b></p> <p>This field is alternate to Shipment Period. Latest date of shipment or shipment period must have value and in case value is missing, application will display an error message.</p> <p>Latest shipment date should be on or before expiry date and should not be before the branch date. This field can be amended only when this field is amended in the underlying Export LC. This has to be operationally controlled.</p>	
Shipment Period	<p>Online Channel – Read- only</p> <p>Non Online Channel - Provide the details of Shipment.</p> <hr/> <p><b>Note:</b></p> <p>This field is alternate to Latest Date of Shipment. Latest date of shipment or shipment period must have value and in case value is missing, application will display an error message. This field can be amended only when this field is amended in the underlying Export LC. This has to be operationally controlled.</p> <hr/>	

### 3.3.2.2 Description Of Goods And Or Services

This field contains a description of the goods and/or services of the issued LC and can be amended if required. Provide the Shipment Details based on the description in the following table:

Field	Description	Sample Values
INCO Terms	Details should be defaulted from the underlying LC.	
INCO Description	Respective INCO term Description will be defaulted as per the INCO Terms code.	
+ Icon	Click + icon to add goods details.	
- Icon	Click - icon to remove goods details.	
Goods Code	Goods Details is defaulted from the underlying LC and user can change the values. Click look up icon to select the goods code. Once you select goods code, value will populate in Goods Type and Goods Description.	
Goods Type	The goods type is defaulted from the underlying LC and user can change the values.	
Goods Description	The goods description is defaulted from the underlying Transfer LC and user can change the values.	
Transfer quantity	This field displays the transfer quantity as available for a Transfer LC contract in Back office.  The user can modify the transfer quantity and this value should hand off to the Back office.	
Transfer Price per Unit	This field displays the transfer price per unit as available for a Transfer LC contract in Back office.  The user can modify the transfer price per unit and this value should hand off to the Back office	
Total Amount	System to calculate the total price  In case of online request, the system should populate the total amount from incoming request.  System should validate that the total amount is equal to the value of the transaction (LC/Collection).	
Action	Click Edit icon to edit the goods code.  Click Delete icon to delete the goods code.	

### 3.3.2.3 Action Buttons

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

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

Field	Description	Sample Values
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.	
Refer	<p>On click of Refer, user must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul>	
Save & Close	<p>Save the information provided and holds the task for working later.</p> <p>This option will not submit the request.</p>	
Cancel	Cancel the Scrutiny stage inputs.	
Hold	<p>The details provided will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
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.	
Back	Click of Back to move the task to the previous segment.	

### 3.3.3 Payment Details

In this section, user can input the Payment details for an Export LC Transfer Amendment.

As part of amendment, user can change the values available in the fields based on the description in the following table:

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

Field	Description	Sample Values
Confirmation Instructions	<p>Online Channel - Read only.</p> <p>Non Online Channel – Select the confirmation instruction for the LC from the available LOV values – CONFIRM, MAY ADD, WITHOUT.</p> <p>Applicable only if field 49 - confirmation instruction is 'confirm' or 'may add'. You can search through LOV, Party type with banks should only be displayed in LOV. The system must display the following:</p> <p>a) SWIFT code (if available),</p> <p>b) Name and address of the bank</p> <p>On selection of the record, if SWIFT code is available then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.</p>	
Partial Confirmation Allowed	<p>Read only field.</p> <p>"Toggle On: If LC has partial confirmed.</p> <p>Toggle ff: If LC confirmed for full amount.</p>	
Silent Confirmation	<p>This option when enabled the user can add silent confirmation to an LC already advised to the beneficiary and Confirmation Percentage should default as 100 and Silent Confirmation Amount should display the full LC outstanding value. User should not be able to modify them.</p> <p>This field is added only for LC in which Issuing Bank does not request confirmation.</p>	
Confirmation%	<p>Provide the confirmation percentage.</p> <hr/> <p><b>Note</b></p> <p>This field is applicable only if <b>Confirmation Instructions</b> is set to <b>Confirm</b> and <b>Partial Confirmation Toggle</b> is 'On'.</p> <hr/> <p><b>Note</b></p> <p>This field is alternate to '<b>Confirmation Amount</b>'.</p>	

Field	Description	Sample Values
Confirmation Amount	<p>Provide the confirmation amount.</p> <hr/> <p><b>Note</b></p> <p>This field is applicable only if <b>Confirmation Instructions</b> is set to <b>Confirm</b> and <b>Partial Confirmation Toggle</b> is 'On'</p> <hr/>	
Requested Confirmation Party Type	<p>Select the requested confirmation party type.</p> <p>This field is applicable only if Confirmation Instructions is set to Confirm or May Add.</p>	
Requested Confirmation Party	<p>Online and Non Online Channels - Provide requested confirmation party details. If the Requested Confirmation Party has the value as "Others" then appropriate value must be selected from the LOV.</p> <hr/> <p><b>Note</b></p> <p>This field is applicable only for LC Type - Confirmed or May Add and Requested Confirmation Party Type is Others.</p> <hr/>	
Confirmation Expiry Date	Specify the confirmation expiry date.	
Reimbursing Bank	<p>If reimbursing bank is applicable user must update the field.</p> <p>Online Channel - Update the details received.</p> <p>Non Online Channel - Search through LOV. Party type with banks will be displayed in LOV.</p> <ul style="list-style-type: none"> <li>• SWIFT code (if available),</li> <li>• Name and address of the bank</li> </ul> <p>On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.</p>	

Field	Description	Sample Values
Advise Through Bank	<p>Online Channel – User can update the details received.</p> <p>Non-Online Channel -</p> <p>Search through LOV. Party type with banks must be displayed in LOV.</p> <ul style="list-style-type: none"> <li>• SWIFT code (if available)</li> <li>• Name and address of the bank</li> </ul> <p>On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.</p> <hr/> <p style="text-align: center;"><b>Note</b></p> <p style="text-align: center;">In case the selected Bank is not RMA Compliant, the system displays error message "RMA arrangement not available".</p>	
Instructions to P/A/N Bank	<p>Online Channel - User can update details received.</p> <p>Non Online Channel - Provide the details in this field.</p>	
Sender to Receiver Information	<p>Online Channel - User can update details received.</p> <p>Non Online Channel - Provide details (FFT).</p>	
Charges	<p>Online Channel - User can update details received.</p> <p>Non Online Channel - Provide the charges details.</p>	
Amendment Charges payable by	<p>Select the party to pay the amendment charges:</p> <ul style="list-style-type: none"> <li>• Applicant</li> <li>• Beneficiary</li> <li>• Others</li> </ul>	
Instructions to Intermediary Bank	Click Search to search and select the instructions to intermediary bank.	



### 3.3.3.1 Action Buttons

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

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

Field	Description	Sample Values
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.	
Refer	<p>User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul>	
Save & Close	<p>Save the information provided and holds the task for working later.</p> <p>This option will not submit the request.</p>	
Cancel	Cancel the Scrutiny stage inputs.	
Hold	<p>The details provided will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
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.	
Back	Click of Back to move the task to the previous segment.	

### 3.3.4 Amendment Details

This section lists the amendments made to the LC. The user can verify the fields that have been amended. The user can see a snapshot of the amended fields with the old values and the amended value of the LC.

As part of scrutiny, user should be able to view all the field tags that have been amended. Corresponding to the field the latest Transfer LC value before amendment and the new amended value should be displayed.

**Export LC Transfer Amendment Scrutiny :: Application No:-**  
**\*K2ELCT000052488**

**Amendment Details**

**LC Amendment Details**

Field Name	Amended Value	Value as per LC
INCO Terms	DDP	
drawee	HDBANK65XXX	
42C-Drafts At	ABC	

**Party Details**

Party Type	Party ID	Party Name	Customer Ref No	Address1	Address2	Country	Status
Beneficiary	001403	MARKS AND SPENCER		MARGUS25XXX	87 knights street	GB	Modify

**Goods Details**

Goods Code	Goods Type	Goods Description	No of Units	Price per Unit	Status
No data to display.					

**Document Details**

Document Code	Document Description	Copy	Original	Description	Status	Clause Details
No data to display.						

**Additional Conditions**

FFT Code	FFT Description	Status
No data to display.		

Page 1 (0 of 0 items) |< < 1 > >|

Request Clarification Reject Refer Hold Cancel Save & Close Back New

#### 3.3.4.1 Action Buttons

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

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

Field	Description	Sample Values
Remarks	<p>Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>	
Overrides	Click to view the overrides accepted by the user.	
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>● <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>● <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>	
Request Clarification	User should be able to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.	
Refer	<p>User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul>	
Save & Close	<p>Save the information provided and holds the task in for working later.</p> <p>This option will not submit the request.</p>	
Cancel	Cancel the Scrutiny stage inputs.	

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

### 3.3.5 Additional Fields

In this section, the user can input in the additional fields implemented by the bank for Export LC Transfer Amendment.

Any user defined fields maintained at the bank level should be available in this Additional field details.

### 3.3.5.1 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 Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>● <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>● <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>	
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.	
Refer	<p>User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul>	
Save & Close	<p>Save the information provided and holds the task for working later.</p> <p>This option will not submit the request.</p>	
Cancel	Cancel the Scrutiny stage inputs.	
Hold	<p>The details provided will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	

Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Next	<p>On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.</p>	
Back	<p>Click of Back to move the task to the previous segment.</p>	

### 3.3.6 Additional Details

In the Additional Details section, the user can verify/input/update the additional details Data Segment of the Export LC Transfer Amendment.

The various additional details should be available as tile. Each tile can be selected and the respective screen will open for the user to capture details.

This is a multi-grid section with facility to attach more than one line.

The screenshot shows the Oracle Banking Trade Finance application interface. The top navigation bar includes the Oracle logo, user information (DEFAULTTENTIVITY (DEFAULT...)), application name (Oracle Banking Trade Finance...), date (April 20, 2022), and a notification bell. The main header displays the application title "Export LC Transfer Amendment Scrutiny :: Application No:- PK2ELCT000052488" and a set of tabs: Clarification Details, Documents, Remarks, Overrides, Customer Instruction, and Signatures. The left sidebar contains a menu with options: Main, Availability Shipment, Payment Details, Amendment Details, Additional Fields, Additional Details (highlighted), and Summary. The main content area shows the "Additional Details" section with a sub-section titled "Commission, Charges and taxes" containing a table with fields: Charge, Commission, Tax, and Block Status. The bottom of the screen features a row of action buttons: Request Clarification, Reject, Refer, Hold, Cancel, Save & Close, Back, and Next.



### 3.3.6.1 Charge Details

Landing on the additional tab, the default commission, charges and tax if any will get populated.

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

Charge Details are auto-populated from the back-end system.

**Commission, Charges and taxes**

Recalculate Redefault

▼ Commission Details

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

Page 1 (0 of 0 items) |< < 1 > >|

▼ Charge Details

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

Page 1 (0 of 0 items) |< < 1 > >|

▼ Tax Details

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

Save & Close Cancel

### 3.3.6.2 Commission Details

If default commission is available under the product, it should be defaulted here with values.

Field	Description	Sample Values
Event	Read only field. This field displays the event name.	
Event Description	Read only field. This field displays the description of the event.	
Component	Select the commission component	
Rate	Defaults from product. User can change the rate, if required.  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.	

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

### 3.3.6.3 Charges Details

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

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

#### 3.3.6.4 Tax Details

The tax component is calculated based on the commission. The tax component defaults if maintained in the product level. The user cannot update tax detail 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.

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

#### 3.3.6.5 Action Buttons

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

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

Field	Description	Sample Values
Documents	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application will display the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.</p>	
Remarks	<p>Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>	
Overrides	Click to view the overrides accepted by the user.	
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>	
Request Clarification	User should be able to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.	

Field	Description	Sample Values
Refer	<p>User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul>	
Save & Close	<p>Save the information provided and holds the task in for working later.</p> <p>This option will not submit the request.</p>	
Cancel	Cancel the Scrutiny inputs.	
Hold	<p>The details provided will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Next	<p>On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.</p>	
Back	Click of Back to move the task to the previous segment.	

### 3.3.7 Summary

User can review the summary of details updated for Export LC Transfer Amendment. The user can see the summary tiles. The tiles should display a list of important fields with values. User can drill down from summary Tiles into respective data segments.

Oracle  
DEFAULTENTITY (DEFAULT...  
Oracle Banking Trade Financ...  
April 20, 2022  
ATEST11

Export LC Transfer Amendment Scrutiny :: Application No:-  
K2ELCT000052488

Clarification Details Documents Remarks Overrides Customer Instruction Signatures

Main  
Availability Shipment  
Payment Details  
Amendment Details  
Additional Fields  
Additional Details  
Summary

Summary

Main  
Form of LC : IRREVOCABLE  
Submission Mode : Desk  
Date of Issue : 2022-04-19

Availability  
Available With : ANY BANK  
Available By : PAYMENT  
Port of Loading : PORT 1  
Port of Discharge : PORT 2

Payment Details  
Period of Present. :  
Confirmation Instr. : WITHOUT

Amendment Details  
Click here to view Amended/Updated Details :

Commission, Charges and taxes  
Charge :  
Commission :  
Tax :  
Block Status : Not Initiated

edit

Request Clarification Reject Refer Hold Cancel Save & Close Back Submit

#### Tiles Displayed in Summary

- Main - User can view and modify details about application details details and Export LC details. User can modify the details, if required.
- Availability - User can view already captured availability and shipment details. User can modify the details, if required.
- Payments - User can view all details related to payments. User can modify the details, if required.
- Amendment Details - User can view the amended details.
- Commission, Charges and Taxes: User can see the details provided for charges. User should be able to update the details if required.

#### 3.3.7.1 Action Buttons

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

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

Field	Description	Sample Values
Documents	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application will display the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.</p>	
Remarks	<p>Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>	
Overrides	Click to view the overrides accepted by the user.	
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>	
Request Clarification	User should be able to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.	



Field	Description	Sample Values
Submit	On Submit, system validates all mandatory field values and the task should move to the next logical stage. If the user submits without visiting other mandatory hops, then error message should be displayed and force the user to visit mandatory tabs/update mandatory fields.	
Refer	User must select a Refer Reason from the values displayed by the system. Refer Codes: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul>	
Save & Close	Save the information provided and holds the task in for working later. This option will not submit the request.	
Cancel	Cancel the Scrutiny stage inputs.	
Hold	The details provided will be on hold. This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	
Back	Click of Back to move the task to the previous segment.	

## 3.4 Data Enrichment

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

Non Online Channel - Export LC request that were received at the desk will move to DE stage post successful registration and scrutiny stage. The transaction will have the details entered during the registration/scrutiny stage.

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

The user can select the respective field and will be allowed to edit/update the field.

---

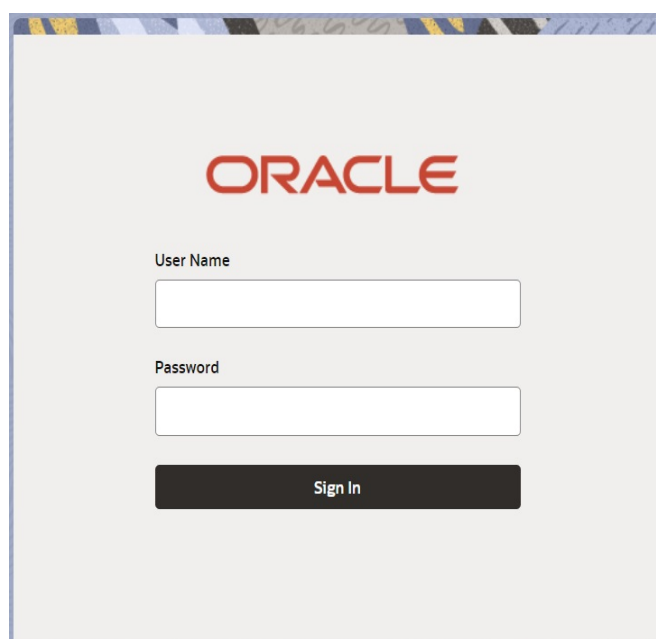
**Note**

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”.

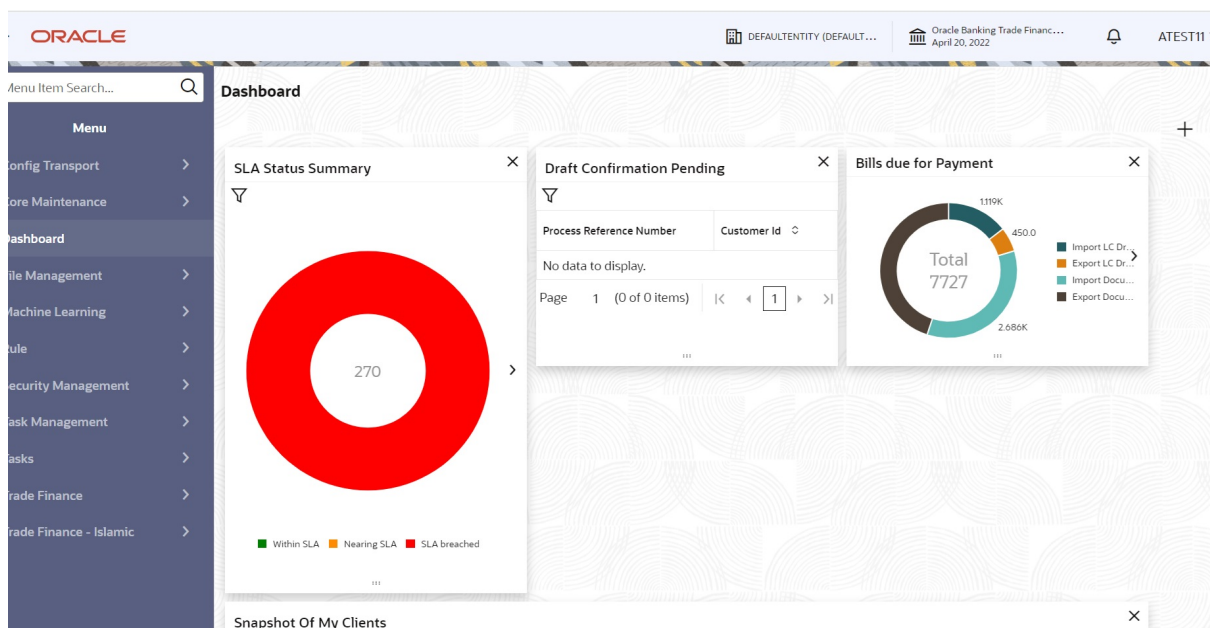
---

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

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

The image shows a screenshot of the Oracle login interface. At the top, the Oracle logo is displayed in red. Below the logo, there are two input fields: one for 'User Name' and one for 'Password'. Both fields are empty. Below the password field, there is a dark grey button with the text 'Sign In' in white. The entire login form is centered on a light grey background.

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



- Click **Trade Finance> Tasks> Free Tasks**.

	Acquire and Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Acquire and Edit	Medium	Export LC Transfer Amend...	PK2ILCL000053144	PK2ILCL000053144	DataEnrichment	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Import LC Liquidation	PK2ILCL000053143	PK2ILCL000053143	DataEnrichment	22-04-20
<input type="checkbox"/>	Acquire and Edit	High	Import LC Issuance	PK2ILCI000053139	PK2ILCI000053139	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Export LC Advise	PK2ELCA000053122	PK2ELCA000053122	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Export LC Transfer	PK2ELCT000053132	PK2ELCT000053132	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	High	Import LC Issuance	PK2ILCI000053065	PK2ILCI000053065	Sanction Check Exceptiona...	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Export LC Amendment	PK2ELCA000053091	PK2ELCA000053091	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Guarantee Issuance	PK2GTEI000053059	PK2GTEI000053059	Sanction Check Exceptiona...	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Export Documentary ...	PK2EDCB000053061	PK2EDCB000053061	DataEnrichment	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Import LC Issuance Isl...	PK2ILLI000053060	PK2ILLI000053060	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Export LC Amendment	PK2ELCA000053057	PK2ELCA000053057	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Export LC Amendment	PK2ELCA000053052	PK2ELCA000053052	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	High	Import LC Issuance	PK2ILCI000053048	PK2ILCI000053048	Scrutiny	22-04-20

- Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks** tab.
- The acquired task will be available in **My Tasks** tab. Click **Edit** to provide input for Data Enrichment stage.

	Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Edit	Medium	Export LC Transfer Amendment	PK2ELCT000052488	PK2ELCT000052488	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Export LC Transfer Cancellation	PK2ELCT000052779	PK2ELCT000052779	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Export LC Drawing	PK2ELCD000052646	PK2ELCD000052646	Reject Approval	22-04-20
<input type="checkbox"/>	Edit	Medium	Export Documentary Collecti...	PK2EDCB000052656	PK2EDCB000052656	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Edit	Medium	Import LC Drawing	PK2ILCD000052421	PK2ILCD000052421	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Edit	Medium	Import Documentary Collecti...	PK2IDCL000051987	PK2IDCL000051987	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee Advise	PK2GTEA000052065	PK2GTEA000052065	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Import LC Drawing	PK2ILCD000051603	PK2ILCD000051603	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Export Documentary Collecti...	PK2EDCB000051537	PK2EDCB000051537	Registration	22-04-20
<input type="checkbox"/>	Edit	High	Import LC issuance	PK2ILCI000051404	PK2ILCI000051404	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Edit	Medium	Export Documentary Collecti...	PK2EDCB000051408	PK2EDCB000051408	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Edit	Medium	Islamic Export LC Drawing Up...	PK2IELU000051006	PK2IELU000051006	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Edit	Medium	Islamic Export Documentary ...	PK2IEDB000050963	PK2IEDB000050963	DataEnrichment	22-04-20

The Data Enrichment stage has following sections as follows:

- Main Details
- Availability Shipment
- Documents and Conditions
- Payment Details
- Amendment Details
- Additional Fields
- Advices
- Additional Details
- Settlement Details
- Summary

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

### 3.4.1 Main Details

**Export LC Transfer Amendment Data Enrichment :: Application No:- PK2ELCT000052488**

Clarification Details Documents Remarks Overrides Customer Instruction Signatures Screen(1/10)

**Main**

**Application Details**

Transfer LC Reference Number: TRFS221100031507

First Beneficiary: 001044 GOODCAR

Branch: PK2-Oracle Banking Trade Fina

Amendment No: 1

Process Reference Number: PK2ELCT000052488

Priority: Medium

Submission Mode: Desk

Amendment Date: April 20, 2022

Issuing Bank Reference: VBNM5678FG980

User Reference Number: TRFS221100031507

**Transfer LC Details**

LC Type: Sight

Product Code: TRFS

Product Description: Transfer Export product

Advising Bank: 001185 RBS PLC

40A - Form of Documentary Credit: IRREVOCABLE

31C - Date of Issue: April 19, 2022

40E - Applicable Rules: UCPURR LATEST VERSION

Date of Expiry: April 20, 2022

31D - Place of Expiry: UAE

Second Beneficiary: 001403 MARKS AN

Export LC Available Amount: GBP

Transfer LC Available Amount: GBP £1,000.00

39A - Percentage Credit Amount Tolerance: /

39C - Additional Amount Covered: /

Beneficiary Consent: ☐

Buttons: Request Clarification Reject Refer Hold Cancel Save & Close New

#### 3.4.1.1 Application Details

Field	Description	Sample Values
Transfer LC Reference Number	Read only System displays the Export LC Reference Number to be amended.	
First Beneficiary	Read only - Displayed as available from earlier stages.	EMR & CO
Branch	Read only field. Branch details will be auto-populated from LC details.	203-Bank Futura -Branch FZ1
Amendment No.	Read only field. Displayed as available from earlier stages.	203-Bank Futura -Branch FZ1
Process Reference Number	Read only field. Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.	
Priority	Priority default based on priority maintenance and user should be allowed to change. Values are High, Medium and Low.	High
Submission Mode	Read only Displayed as available from earlier stages.	Desk
Amendment Date	Read only System should default the branch's current date.	

Field	Description	Sample Values
Issuing Bank Reference	Read only field. System defaults the Issuing Bank number defaulted as per the Transfer LC.	
User Reference Number	Read only field. System defaults the User Reference number defaulted as per the Transfer LC .	

### 3.4.1.2 LC Details

Field	Description	Sample Values
LC Type	Read only field. The value used for LC Type as per the latest LC details should be displayed.	
Product Code	Read only field. Product Code of the underlying Export LC is displayed.	
Product Description	Read only field. Product Description of the underlying Export LC is displayed.	
Advising Bank	The Advising Bank as per the latest LC details should be displayed.	
40A - Form of Documentary Credit	Displayed as available from earlier stages.	
Date of Issue	Read only field. - Application will default the branch's current date in date of issue.	
Applicable Rules	User can select the applicable rules for the LC. Default rule as UCP Latest Version.	
Date Of Expiry	The expiry date as per the latest LC details should be displayed.	
Place of Expiry	The Place of Expiry as per the latest LC details should be displayed.	
Second Beneficiary	Beneficiary name selected for Export LC Transfer to be displayed.	
Export LC Available Amount	Read only field, This field displays the available amount along with currency for Transfer. It must be less than or equals to LC amount less amount transferred (if any).	
Transfer LC Available Amount	Read only field. Displays Transfer LC Available amount.	

Field	Description	Sample Values
Transfer Amount	<p>The export LC transfer amount is defaulted from the transferred LC.</p> <p>The user can amend the Transfer LC amount including Tolerance if any.</p> <p>During Transfer LC amendment, system checks, that the increase in Transfer LC amount including tolerance is not greater than the Outstanding amount in Parent LC.</p> <p>System should display an error if it is greater.</p> <p>During Transfer LC Amendment, if LC amount is decreased, system checks that the decrease in LC amount is not greater than available balance in Transfer LC, including tolerance if any.</p>	
Percentage Credit Amount Tolerance	Tolerance Amount to default from the underlying Export LC and user should not be allowed to change the values.	
Additional Amount Covered	User can provide additional amount included in Export LC.	
Beneficiary Consent	<p>Toggle On: The user can enable the toggle if beneficiary consent is required.</p> <p>Toggle Off: The user can disable the toggle if beneficiary consent is not required.</p>	

### 3.4.1.3 **Action Buttons**

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

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



Field	Description	Sample Values
Remarks	<p>Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>	
Overrides	Click to view the overrides accepted by the user.	
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>● <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>● <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>	
Request Clarification	User should be able to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.	
Refer	<p>User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul>	
Save & Close	<p>Save the information provided and holds the task in for working later.</p> <p>This option will not submit the request.</p>	
Cancel	Cancel the Data Enrichment stage inputs.	

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

### 3.4.2 Availability Shipment

DE user, can update/review the Availability details for Export LC Transfer Amendment.

DE user can select the respective field and should be allowed to edit/update the field. DE user can re-amend only some of the fields received from online channels.

**Export LC Transfer Amendment DataEnrichment :: Application No:- K2ELCT000052488**

Clarification Details Documents Remarks Overrides Customer Instruction Signatures

Screen(2/10)

**Availability Shipment**

Availability Details

41a-Available with: ANY BANK

41a-Available By: BY PAYMENT

42C-Drafts At: ABC

Drawee: HDBANK65XXX

42 P/M - Payment Details

Shipment Details

43P-Partial Shipments: ALLOWED

43T-Transshipment: ALLOWED

44A-Place of Taking in Charge

44E-Port of Loading: PORT 1

44F-Port of Discharge: PORT 2

44B-Place of Final Destination

44C-Latest Date of Shipment: April 20, 2022

44D-Shipment Period

45A Description of Goods and/or Services

INCO Terms: DDP

INCO Terms Description: Delivered Duty Paid (named place of)

Goods Code	Goods Type	Goods Description	Transfer quantity	Transfer price per Unit	Total Amount	Action
APPAREL	G	VARIETY OF APPARELS FOR EXPORT	100	10	£1,000.00	
WHISKY	G	PLASTIC WHISKY	1	1	£1.00	

Request Clarification Reject Refer Hold Cancel Save & Close Back Ne

For Field Descriptions, refer to [3.3.2 Availability Shipment](#).

### 3.4.3 Documents & Conditions

User can enter/ update Documents and conditions details for Export LC Transfer Amendment. The below fields can be amended in DE stage.

- Documents
- Additional Conditions.

**Export LC Transfer Amendment DataEnrichment :: Application No:- K2ELCT000052488**

Clarification Details Documents Remarks Overrides Customer Instruction Signatures

Screen(3/10)

**Documents and Conditions**

Document Details

Code	Document Description	Copy	Original	Clause Description	Document Received	Action
BOL	Bill of Lading		3/3	BOL	<input type="checkbox"/>	
INSDOC	Insurance		1/2	INSDOC	<input type="checkbox"/>	
INVDOC	Invoice		1/2	INVDOC	<input type="checkbox"/>	

Additional Conditions

FFT Code	FFT Description	Action
FREEVP	TESTING FFT	

Request Clarification Reject Refer Hold Cancel Save & Close Back Ne

#### 3.4.3.1 Document Details

Documents details should default from underlying LC. If Substitute documents allowed is checked, system to give a warning message "Substitution of Documents allowed, please verify the documents"

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

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

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

Field	Description	Sample Values
Code	Document code is auto-populated from the latest LC.	
Document Description	Description of the document is auto-populated from the latest LC.	
Copy	Number of duplicate copies of documents as required in LC.	
Original	Number of documents in original as required in LC.	
Clause Description	Description of the clause required as per LC.	
Document Received	System defaults the value to display whether the document is received or not.  The user can enable the option, if received the document.	
Action	Click Edit icon to edit the document details.  Click Delete icon to delete the document details.	

### 3.4.3.2 Additional Conditions

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

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

Field	Description	Sample Values
The user can click + to add multiple Additional Conditions.		
FFT Code	Click Search to search and select the FFT code from the look up.	

Field	Description	Sample Values
FFT Description	This field displays the description of the FFT code based on the selected FFT code.	
Action	Click Edit icon to edit the additional condition details.  Click Delete icon to delete the additional condition details.	

### 3.4.3.3 Documents and Checklist:

**Documents:** No documents are required for upload in this screen.

**Checklist:** User to verify if standard clauses are added to Additional conditions.

**Remarks:** User should be able to capture remarks as well as see remarks made in the earlier screens/stages

### 3.4.4 Payment Details

DE user can verify and enter the basic details available in the Export LC Transfer Amendment request.

Export LC Transfer Amendment DataEnrichment :: Application No:- K2ELCT000052488

Clarification Details

Document and Conditions saved successfully

Screen(4/10)

Main

Availability Shipment

Documents and Conditions

Payment Details

Amendment Details

Additional Fields

Advices

Additional Details

Settlement Details

Summary

Payment Details

Payment Details

49G-Special Payment conditions for beneficiary

49H-Special Payment conditions for receiving bank

48-Period for Presentation

49-Confirmation Instructions

WITHOUT

Partial Confirmation Allowed

Silent Confirmation

Confirmation %

Confirmation Amount

Requested Confirmation Party Type

58A - Requested Confirmation Party

Confirmation Expiry Date

53A - Reimbursing Bank

57A-Advise Through Bank

78-Instructions to P/A/N Bank

72-Sender to Receiver Information

71 D Charges

71N - Amendment charges payable by

78D - Instructions to Intermediary Bank

Request Clarification

Reject

Refer

Hold

Cancel

Save & Close

Back

New

Refer to [3.3.3 Payment Details](#).

### 3.4.5 Amendment Details

DE user can verify the fields that have been amended. The user can see a snapshot of the amended fields with the old values and the LC amended value.

User can view all the field tags that have been amended in both Scrutiny and DE stage. Corresponding to the field the current latest LC value and the new amended value should be displayed.

Export LC Transfer Amendment DataEnrichment :: Application No:-  
K2ELCT000052488

Clarification DetailsDocumentsRemarksOverridesCustomer InstructionSignatures

MainAvailability ShipmentDocuments and Condi...Payment DetailsAmendment DetailsAdditional FieldsAdvicesAdditional DetailsSettlement DetailsSummary

Amendment Details

LC Amendment Details

Field Name	Amended Value	Value as per LC
INCO Terms	DDP	
drawee	HDBANK65XXX	
42C-Drafts At	ABC	

Party Details

Party Type	Party ID	Party Name	Customer Ref No	Address1	Address2	Country	Status
Beneficiary	001403	MARKS AND SPENCER		MARGUS2SXXX	87 knights street	GB	Modify

Goods Details

Goods Code	Goods Type	Goods Description	No of Units	Price per Unit	Status
WHISKY		PLASTIC WHISKY			New

Document Details

Document Code	Document Description	Copy	Original	Description	Status	Clause Details
No data to display.						

Additional Conditions

FFT Code	FFT Description	Status
FREEVP	TESTING FFT	New

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

Request ClarificationRejectReferHoldCancelSave & CloseBackNe

Refer to [3.3.4 Amendment Details](#).

### 3.4.6 Additional Fields

Refer to [3.3.5 Additional Fields](#).

### 3.4.7 Advices

DE user can view the Advices generated during Export LC Transfer Amendment request. Advices menu displays the advices available under a product code from the back office as tiles. Some of the possible advices could be of Transfer LC Instrument (SWIFT MT 707), Transfer LC Amendment Instrument Copy, and Payment message.

Export LC Transfer Amendment DataEnrichment :: Application No:-  
K2ELCT000052488

Clarification DetailsDocumentsRemarksOverridesCustomer InstructionSignatures

MainAvailability ShipmentDocuments and Condi...Payment DetailsAmendment DetailsAdditional FieldsAdvicesAdditional DetailsSettlement DetailsSummary

Advices

Advice : LC\_AMND\_INSTR

Advice Name : LC\_AMND\_INSTR  
Advice Party : ABK  
Party Name : ABC BANK  
Suppress Advice : NO



The user can also suppress the Advice, if required.

✕

Advice Details

▼ Advice Details

Suppress Advice

☐

Advice Name

LC\_AMND\_INSTR

Medium

Advice Party

ABK

Party ID

001204

Party Name

ABC BANK

▼ FFT Code

+

FFT Code	FFT Description		Action ▾
FREEVP	TESTING FFT		

▼ Instructions





+

Instruction Code	Instruction Description	Edit ▾	Action ▾
E023	IN CASE, REIMBURSING BANK IN NEW YORK, FAILS TO F		

OK

Cancel

Field	Description	Sample Values
Suppress Advice	<p><b>Toggle on:</b> Switch on the toggle if advice is suppressed.</p> <p><b>Toggle off:</b> Switch off the toggle if suppress advice is not required for the amendments</p>	
Advice Name	<p>Read only field.</p> <p>Displays the advice name.</p>	
Medium	The medium of advices is defaulted from the system. User can update if required.	
Advice Party	Value be defaulted from transfer LC.	
Party ID	Value be defaulted from transfer LC.	
Party Name	<p>Read only field.</p> <p>Value be defaulted from transfer LC.</p>	
Free Format Text		
FTT Code	User can select the FFT code as a part of free text.	
FFT Description	FFT description is populated based on the FFT code selected.	

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

#### 3.4.7.1 Action Buttons

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

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



Field	Description	Sample Values
Remarks	<p>Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>	
Overrides	Click to view the overrides accepted by the user.	
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>● <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>● <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>	
Request Clarification	User should be able to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.	
Refer	<p>User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul>	
Save & Close	<p>Save the information provided and holds the task in for working later.</p> <p>This option will not submit the request.</p>	
Cancel	Cancel the Data Enrichment stage inputs.	

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

### 3.4.8 Additional Details

DE user can verify and enter the basic additional details available for the Export LC Transfer Amendment request.

The various additional details should be available as tile. Each tile can be selected and the respective screen will open for the user to capture details.

This is a multi-grid section with facility to attach more than one line.

Export LC Transfer Amendment Data Enrichment :: Application No:- K2ELCT000052488

Clarification Details Documents Remarks Overrides  
Customer Instruction Signatures

Screen(8/

Main  
Availability Shipment  
Documents and Conditions  
Payment Details  
Amendment Details  
Additional Fields  
Advices  
Additional Details  
Settlement Details  
Summary

Additional Details

Commission, Charges and taxes

Charge :  
Commission :  
Tax :  
Block Status :

Preview Messages

Language :  
Preview Advice :-

Request Clarification Reject Refer Hold Cancel Save & Close Back Next

### 3.4.8.1 Preview Message

The bank user can view a preview of the message and advice simulated from back office which is based on the export LC transfer captured in the previous screen.

---

#### Note

A bank user can share the Draft SWIFT message to the customer through email, before the actual transmission of SWIFT message to the Advising Bank.

- Preview to have MT 707 as SWIFT and other advices as Mail Advice. This needs to be mentioned under Preview messages heading.
- 

### 3.4.8.2 Draft Confirmation

The user can view the draft LC message (outgoing MT707 SWIFT message format) being displayed on the preview message text box.

If the user wants to send a copy of the draft LC for customer confirmation, the same can be done by choosing the customer response slider as 'Yes'. On submit of the data enrichment stage the mail message to the customer will be sent.

The OBT FPM user can send the draft of the message to the registered email id of the corporate customer as an attachment containing PDF. The PDF sent to the corporate customer is protected by a password. Password to be generated with first four digits of Customer Name and last four digits of Customer Number.

The task will not move to approval but to 'Pending customer response stage. Upon receipt of customer's confirmation, the transaction moves to approval.

### Preview Messages

Preview - SWIFT Message

Language

English

Message Type

Message Status

Repair Reason

Preview Message

Preview - Mail Advice

Language

English

Advice Type

Message Status

Repair Reason

Preview Message

Draft Confirmation

Draft Confirmation Required

Customer Remarks

Customer Email ID 1

Customer Response

Response Date

Customer Email ID 2

Save & Close

Cancel

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 mes- sage like MT 700, MT 740 and MT 701.	
Message Status	Read only field. Display the message status of draft message of transfer details.	
Repair Reason	Read only field. Display the message repair reason of draft mes- sage of transfer 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.	

Field	Description	Sample Values
Message Status	Read only field. Display the message status of draft message of mail advice details.	
Repair Reason	Read only field. Display the message repair reason of draft message of mail details.	
Preview Message	Display a preview of the advice.	
Draft Confirmation		
Draft Confirmation Required	This toggle enables the user to select if draft confirmation is required or not	
Following fields will have values on receipt of customer response.		
Customer Response	User can enter the response received from customer. If the response is received online, the response is auto populated in this field by the system	
Customer Remarks	Remarks from the customer for the draft	
Response Date	Customer Response received date.	
Customer Email ID 1	Default email address of the customer. System fetches the Email ID from Customer Address maintenance in Back office and auto populates the available Email ID.	
Customer Email ID 2	By default this field is blank. User can search and select the Email ID from lookup from the Customer Email Address field of the customer maintenance in Back Office and replicated in OBTFPM.	

In case the customer asks for changes, the transaction will move to data enrichment and after necessary changes, it will move to approval.

### 3.4.8.3 **Commission, Charge and Taxes**

For more information, refer to [3.3.6.1 Charge Details](#).

### 3.4.9 Settlement Details

The user can view/input the settlement details for Export LC Transfer Amendment request. The following are the list of fields to be displayed.

**Export LC Transfer Amendment Data Enrichment :: Application No:-**  
**K2ELCT000052768**

Clarification Details Documents Remarks Overrides  
 Customer Instruction Signatures

Screen(9/10)

**Settlement Details**

☐ Current Event

**Settlement Details**

Component	Currency	Debit/Credit	Account	Account Description	Account Currency	Netting Indicator	Current Event
COLLAMT_OSEQ	GBP	Debit	051002520257248	6497001	GBP	No	No
COLL_AMNDAMTEQ	GBP	Debit	051002520257248	6497001	GBP	No	No
COLL_AMT	GBP	Debit	051002520257248	6497001	GBP	No	No
COLL_AVALAMTEQ	GBP	Credit	051002520257248	6497001	GBP	No	No
LCADVBC_LIQD	USD	Debit	051002520257248	6497001	GBP	No	No
LCCOURAMND_LIQD	GBP	Debit	051002520257248	6497001	GBP	No	No
LCCOURAMNV_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	Yes
LCEXADV_LIQD	GBP	Debit	051002520257248	6497001	GBP	No	No

**COLL\_AMT - Party Details**

Transfer Type: Bank Transfer

Charge Details: Remitter All Charges

Netting Indicator:

Ordering Customer:

Ordering Institution:

Senders Correspondent:

Receivers Correspondent:

Intermediary Institution:

Account With Institution:

Beneficiary Institution:

Ultimate Beneficiary:

Intermediary Reimbursement Institution:

Receiver: 6497001

**Payment Details**

Sender To Receiver 1: Only /BX/XXX format is allowed

Sender To Receiver 2: /BX/XXX or //XXX format is allowed

Sender To Receiver 3: /BX/XXX or //XXX format is allowed

Sender To Receiver 4: /BX/XXX or //XXX format is allowed

Sender To Receiver 5: /BX/XXX or //XXX format is allowed

Sender To Receiver 6: /BX/XXX or //XXX format is allowed

**Remittance Information**

Payment Detail 1:

Payment Detail 2:

Payment Detail 3:

Payment Detail 4:

Request Clarification Reject Refer Hold Cancel Save & Close Back Ne

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	System populates the components based on the product selected.	
Currency	System displays the currency for the component.	
Debit/Credit	System defaults the debit/credit indicators for the components	

Field	Description	Sample Values
Account	System defaults the value based on the product selected.	
Account Description	System displays the account description for the account chosen.	
Account Currency	System displays the account currency for all items based on account number	
Netting Indicator	System displays the netting indicator applicable.	
Current Event	Application displays the current event as Y or N.	

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

### 3.4.9.1 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: <ul style="list-style-type: none"> <li>• Customer Transfer</li> <li>• Bank Transfer for own account</li> <li>• Direct Debit Advice</li> <li>• Managers Check</li> <li>• Customer Transfer with Cover</li> <li>• Bank Transfer</li> </ul>	
Charge Details	Select the charge details for the transactions: <ul style="list-style-type: none"> <li>• Beneficiary All Charges</li> <li>• Remitter Our Charges</li> <li>• Remitter All Charges</li> </ul>	
Netting Indicator	Select the netting indicator for the component: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	
Ordering Customer	Select the ordering customer from the LOV.	
Ordering Institution	Select the ordering institution from the LOV.	
Senders Correspondent	Select the senders correspondent from the LOV.	
Receivers Correspondent	Select the receivers correspondent from the LOV.	
Intermediary Institution	Select the intermediary institution from the LOV.	
Account with Institution	Select the account with institution from the LOV.	
Beneficiary Institution	Select the beneficiary institution from the LOV.	

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

### 3.4.9.2 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.	

### 3.4.9.3 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.	

### 3.4.9.4 Action Buttons

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

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



Field	Description	Sample Values
Documents	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application will display the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.</p>	
Remarks	<p>Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>	
Overrides	Click to view the overrides accepted by the user.	
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>	
Request Clarification	User should be able to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.	

Field	Description	Sample Values
Refer	<p>User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul>	
Save & Close	<p>Save the information provided and holds the task in for working later.</p> <p>This option will not submit the request.</p>	
Cancel	Cancel the Data Enrichment stage inputs.	
Hold	<p>The details provided will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Next	<p>On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.</p>	
Back	Click of Back to move the task to the previous segment.	

### 3.4.10 Summary

User can review the summary of details updated in Data Enrichment stage Export LC Transfer Amendment request. As part of summary screen, I should be able to see the summary tiles. The tiles should display a list of important fields with values.

**Export LC Transfer Amendment Data Enrichment :: Application No:- K2ELCT000052488**

Clarification Details Documents Remarks Overrides Customer Instruction Signatures

Main Availability Shipment Documents and Conditions Payment Details Amendment Details Additional Fields Advices Additional Details Settlement Details **Summary**

Screen(10/10)

Main		Payment Details		Availability	
Form of LC	: IRREVOCABLE	Period of Present.	:	Available With	: ANY BANK
Submission Mode	: Desk	Confirmation Instr.	: WITHOUT	Available By	: PAYMENT
Date of Issue	: 2022-04-19			Port of Loading	: PORT 1
				Port of Discharge	: PORT 2

Documents and Conditions		Amendment Details		Additional Fields	
Document 1	: BOL	Click here to view	:	Click here to view Additional	:
Document 2	: INSDOC	Amended/Updated Details		fields	
Document 3	: INVDOC				

Commission, Charges and taxes		Preview Messages		Compliance	
Charge	:	Language	: ENG	KYC	: Not Initiate...
Commission	:	Preview Message	: -	Sanctions	: Not Initiate...
Tax	:			AML	: Not Initiate...
Block Status	: Not Initiated				

Accounting Details		Settlement Details		Advices	
Event	:	Component	:	Advice 1	:
AccountNumber	:	Account Number	:	Advice 2	:
Branch	:	Currency	:		

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

#### Tiles Displayed in Summary

- Main - User can view the application details details and Transfer LC details. Payments
- User can view all details related to payments. User can modify the details, if required.
- Availability- User can view already captured availability and shipment details.
- Documents and Conditions: User can view the details of Documents and Conditions.
- .
- Amendment Details - User can view the amended details.
- Additional Fields: Banks can configure the additional fields during implementation.
- Commission, Charges and Taxes: User can see the details provided for charges. User should be able to update the details if required.
- Advices: User should be able to view the advice details
- Parties Details: User can see the party details like beneficiary, advising bank etc.
- Settlement Details: User can see the Settlement details.
- Compliance Details: User can see the compliance details tiles. The status should be verified for KYC, AML and Sanction Checks.
- Accounting Details: User can view the accounting details.

### 3.4.10.1 Action Buttons

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

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

Field	Description	Sample Values
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.	
Submit	On Submit, system should validate for all mandatory field values and the task should move to the next logical stage. If the user submits without visiting other mandatory hops, then error message should be displayed and force the user to visit mandatory tabs/update mandatory fields.	
Refer	<p>User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul>	
Save & Close	<p>Save the information provided and holds the task in for working later.</p> <p>This option will not submit the request.</p>	
Cancel	Cancel the Data Enrichment stage inputs.	
Hold	<p>The details provided will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
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.	

Field	Description	Sample Values
Back	Click of Back to move the task to the previous segment.	

## 3.5 Customer Response - Draft Confirmation

The user can review and handle the customer's response received for the draft confirmation for Transfer LC Amendment transactions, which is sent to the customer for their verification and confirmation.

The Transaction Reference Number is masked before sending the Draft for Customer approval.

The customer response can be received both by online and offline mode. In non-online mode, user receives the response in the branch.

Non Online mode - User will have a physical response of the customer.

In online mode the customer will share their response online that will be automatically updated in the customer response field in the task, which is available in the customer response pending stage.

Log in into OBTFPM application, and open the task to see customer response screen.

### 3.5.0.1 Application

All fields displayed under Application details section, would be read only.

Received from Applicant Bank: Read Only field

Received from-Customer Id: Read Only field

Customer Name: Read Only field.

Branch: Read Only field.

Currency Code: Read Only field.

Amount: Read Only field.

Priority: Read Only field

Submission Mode: Read Only field.

Process Reference Number: Read Only field

Application Date: Read Only field.

Customer Reference Number: Read Only field.

### 3.5.0.2 Customer Response

All fields displayed under Application details section, would be read only.

Language - Read only field

Draft Message - Read only field

### 3.5.0.3 **Draft Confirmation**

Draft Confirmation required - Read only field

Customer Response - This field will be available for you to update any of the below response based on the customer's reply

- Accepted
- Changes Required - Change and proceed

For non-online response – User can select customer response from one of the three drop list values mentioned above.

For Online response – Read only

Customer Remarks - Capture the remarks of the customer.

Response Date - Non-Online channel – Update the date on which the customer response has been received.

Online Channel – Read only

### 3.5.0.4 **Summary**

Tiles Displayed in Summary

- Main Details - User can view the details about application details and LC details.
- Party Details - User can view the party details like beneficiary, advising bank etc.
- Availability and Shipment - User can view the availability and shipment details.
- Payments - User can view all details related to payments.
- Documents & Condition - User can view the documents required grid and the additional conditions grid.
- Preview Messages - User can view the preview details.
- Compliance - User can view compliance details with statuses.

Documents – User must be able to view the documents uploaded in the system and upload documents if customer response has been received through non- online channel.

Remark - Capture remarks if required and must be able to view the remarks captured during earlier stages.

### 3.5.0.5 **Action Buttons**

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

Field	Description	Sample Values
Submit	Task will get moved to next logical stage of Export LC Transfer Amendment.  If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Cancel	Cancel the Draft Confirmation.	

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

## 3.6 Multi Level Approval

This stage allows the approver user to review and approve the Export LC Transfer Amendment transaction.

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

---

### Note

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

### 3.6.1 Re-Key Authorization

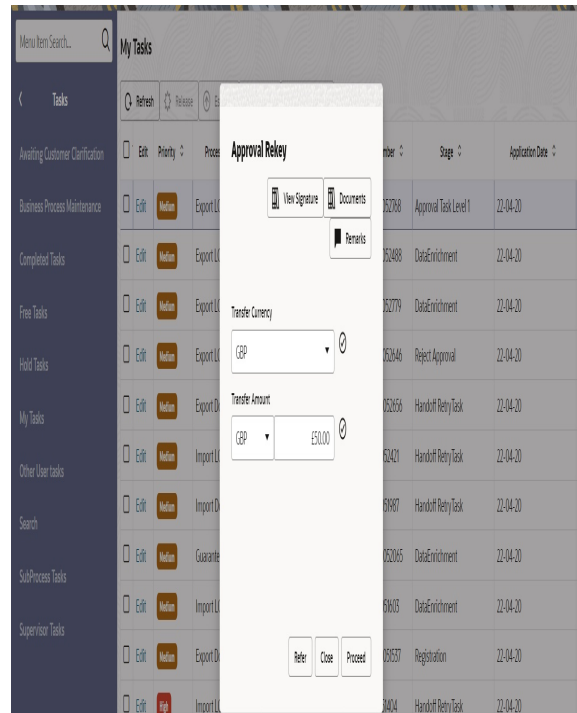
For non-online channel, application will request approver for few critical field values as an authorization step. If the values captured match with the values available in the screen,



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.:

- Currency
- Contract Amount
- Expiry Date



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

### 3.6.1.1 Summary

**ORACLE** (DEFAULT IDENTITY) Oracle Banking Trade Finance April 20, 2022 PRADEEPO2

**Export LC Transfer Amendment Approval Task Level 1 :: Application No:- PK2ELCT000052768** Documents Remarks Overrides Customer Instruction Signatures

<b>Payment</b> Period of Present. : 21 Confirmation Instr. : WITHOUT	<b>Main</b> Form of LC : IRREVOCABLE Submission Mode : Online Date of Issue : 2022-04-20	<b>Availability</b> Available With : CITIZB2LXXX Available By : PAYMENT Port of Loading : NEW YORK Port of Discharge : LONDON
<b>Documents and Conditions</b> Document 1 : Document 2 :	<b>Amendment Details</b> Click here to view Amended/Updated Details :	<b>Additional Fields</b> Click here to view Additional : fields
<b>Commission, Charges and taxes</b> Charge : GBP 50.00 Commission : Tax : Block Status : Success	<b>Preview Messages</b> Language : ENG Preview Message : -	<b>Parties Details</b> Advising Bank : RBS PLC Beneficiary : CIF994120243... Applicant : MARKS AND SP... Issuing Bank : WELLS FARGO ...
<b>Compliance</b> KYC : Not Verified Sanctions : Verified AML : Verified	<b>Accounting Details</b> Event : AMNV Account Number : 412000001 Branch : PK2	<b>Settlement Details</b> Component : LCCOURAMNV_L... Account Number : PK2001044001... Currency : GBP
<b>Insurance Details</b> Company : Insured Amount : Expiry Date :	<b>Exception(Approval)</b> Sanction,KYC : EXCEPTION PLEASE VISIT REMARKS FOR MORE DETAILS : -	

audit Reject Hold Refer Cancel Approve

#### Tiles Displayed in Summary

- Main Details - User can view and modify details about application details and Export LC details. User can modify the details, if required.
- Availability and Shipment - User can view already captured availability and shipment details. User can modify the details, if required.
- Documents and Conditions: User can to view the details of Documents and Conditions.
- Payments - User can view all details related to payments. User can modify the details, if required.
- Amendment Details - User can view the amended details.
- Additional Fields: Banks can configure the additional fields during implementation.
- Advices: User should be able to view the advice details
- Commission, Charges and Taxes: User can see the details provided for charges. User should be able to update the details if required.
- Parties Details: User can see the party details like beneficiary, advising bank etc.
- Preview Messages: User can see the preview details grid.
- Settlement Details: User can see the Settlement details.
- Compliance Details: User can see the compliance details tiles. The status should be verified for KYC, AML and Sanction Checks.
- Accounting Details: User can view the accounting details.

### 3.6.1.2 Action Buttons

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

Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"><li>• R1- Documents missing</li><li>• R2- Signature Missing</li><li>• R3- Input Error</li><li>• R4- Insufficient Balance/Limits</li><li>• R5 - Others.</li></ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	
Refer	<p>User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"><li>• R1- Documents missing</li><li>• R2- Signature Missing</li><li>• R3- Input Error</li><li>• R4- Insufficient Balance- Limits</li><li>• R5 - Others</li></ul>	
Cancel	<p>Cancel the approval and return to dashboard. The data input will not be saved.</p>	
Approve	<p>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.</p>	

## 3.7 Customer - Acknowledgement Format

Customer Acknowledgment is generated every time a new Export LC Transfer Amendment is requested from the customer. The acknowledgment letter format is as follows:

To:

<CUSTOMER NAME>

DATE: DD-MM-YYYY

<CUSTOMER ADDRESS>

Dear Sir,

SUB: Acknowledgement to your LC Application number <CUSTOMER REFERENCE NUMBER> dated <APPLICATION DATE>

This letter is to inform you that we have received your application for Export LC Transfer Amendment with the below details:

Applicant: XXXX

Beneficiary: XXXX

Currency: XXXX

Amount: XXXX

Issue Date: XXXX

We have also received the following Documents from you for processing the request:

Document Name 1

Document Name 2

Document Name n

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

This acknowledgement does not constitute amendment of Export LC Transfer Amendment.

Thank you for banking with us.

Regards,

<DEMO BANK>

Notice: This document is strictly private, confidential and personal to its recipients and should not be copied, distributed or reproduced in whole or in part, nor passed to any third party. The information contained in this e-mail/ message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments.

Thank you

### **3.8 Customer - Reject Format**

Reject Letter is generated by the system and addressed to the customer, when a task is rejected by the user. The Reject Letter format is as follows:

FROM:

<BANK NAME>

<BANK ADDRESS>

TO:

DATE <DD/MM/YYYY>

<CUSTOMER NAME>

<CUSTOMER ADDRESS>

<CUSTOMER ID>

Dear Sir,

SUB: Your Import LC Application <Customer Reference Number> under our Process Ref <Process Ref No> - Rejected

Further to your recent Export LC Transfer Amendment application request dated <Application Date -DD/MM/YYYY>, under our process ref no <process ref no>, this is to advise you that we will not be able to amend the required Export LC Transfer.

After a thorough review of your application and the supporting documents submitted, we have concluded we will not be able to issue the LC due to the below reason

<Reject Reason >

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

For any further queries about details of your Export LC Transfer amend review, please contact us at our bank customer support ph.no xxxxxxxxxxxx

Yours Truly

Authorized Signatory

## A

Application Details .....	5
Availability & Shipment	
Shipment Details .....	20

## B

Beneficiary Consent Response Capture	
Main Details .....	12
Benefits .....	1

## C

Common Initiation Stage .....	2
Action Buttons .....	3
Customer - Acknowledgement Format .....	65
Customer - Reject Format .....	66
Customer Response - Draft Confirmation .....	59
Application .....	60
Customer Response .....	60
Action Buttons .....	61
Draft Confirmation .....	60
Summary .....	61

## D

Data Enrichment .....	39
Additional Details .....	52
Action Buttons .....	55
Commission, Charge and Taxes .....	54
Draft Confirmation .....	53
Preview Message .....	53
Additional Fields .....	49
Advices .....	49
Action Buttons .....	51
Amendment Details .....	48
Availability & Shipment .....	43, 46
Documents & Conditions .....	47
Additional Conditions .....	48
Documents and Checklist .....	48
Main Details .....	43
Action Buttons .....	46, 51
Application Details .....	43
LC Details .....	45
Payment Details .....	48
Settlement Details .....	56
Action Buttons .....	57
Summary .....	57
Action Buttons .....	58

## E

Export LC Amendment	
---------------------	--

Data Enrichment .....	39
Exceptions .....	59
Multi Level Approval .....	62

Export LC Amendment - Beneficiary Consent .....	2
---	---

## K

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

## L

LC Details .....	6
------------------	---

## M

Main Details	
Application .....	14, 43
Application Details .....	14, 43
Miscellaneous .....	9
Multi Level Approval .....	62
Action Buttons .....	64
Summary .....	63

## O

Overview .....	1
----------------	---

## R

Registration .....	3
Application Details .....	5
Re-Key Authorization .....	62

## S

Scrutiny .....	10
Additional Details	
Action Buttons .....	37
Charge Details .....	34
Commission Details .....	35
Tax Details .....	36
Additional Fields .....	32
Action Buttons .....	33
Amendment Details .....	31
Action Buttons .....	31
Application Details .....	12
Availability and Shipment Details .....	17
LC Details .....	14
Main Details .....	12
Summary .....	38
Action Buttons .....	38
Scrutiny	
Availability and Shipment Details	
Action Buttons .....	24

Description Of Goods And Or Services	23
Shipment Details	20
Payment Details .....	25
Action Buttons	30
Information to Advise Through Bank	30
Information to Issuing Bank	29