

# Oracle® Banking Microservices Architecture

## Small and Medium Enterprise Onboarding User Guide



Innovation Release 14.8.1.0.0

G44232-01

October 2025

The Oracle logo, consisting of a solid red square with the word "ORACLE" in white, uppercase, sans-serif font centered within it.

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## Purpose

This guide provides step-by-step instructions to onboard a Small and Medium Enterprise (SME) customer using Oracle Banking Enterprise Party Management.

## Audience

This guide is intended for the bankers who are responsible for onboarding SME customers into the bank.

## Documentation Accessibility

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

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## Critical Patches

Oracle advises customers to get all their security vulnerability information from the Oracle Critical Patch Update Advisory, which is available at [Critical Patches, Security Alerts and Bulletins](#). All critical patches should be applied in a timely manner to make sure effective security, as strongly recommended by [Oracle Software Security Assurance](#).

## 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.

## 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 or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which user supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that user enter.

## Related Resources

For more information, see these Oracle resources:

- *Getting Started User Guide*
- *SME 360 User Guide*

## 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.

## Acronyms and Abbreviations

The following acronyms and abbreviations are used in this guide:

**Table    Acronyms and Abbreviations**

Acronym/ Abbreviation	Description
<b>CIF</b>	Customer Information File
<b>KYC</b>	Know Your Customer
<b>SME</b>	Small and Medium Enterprise

## Basic Actions

Most of the screens contain icons to perform all or a few of the basic actions. The actions which are called here are generic, and it varies based on the usage and the applicability. The table below gives a snapshot of them:

**Table Common Icons and its Definitions**

Icon	Operation
<b>Submit</b>	Click <b>Submit</b> to default the checklists applicable for the stage based on the application category. On verifying all the checklists and on the selection of the outcome, the task will be submitted.
<b>Post</b>	Click <b>Post</b> to post the comments below the <b>Comments</b> text box.
<b>Cancel</b>	Once you click <b>Cancel</b> , the system will ask for confirmation, and on confirming, the task will be closed without saving the data.
<b>Hold</b>	Click <b>Hold</b> to save the captured details and suspend the task status. The suspended task will be available in the Hold queue. This option is used if there is any pending information to be captured. If mandatory fields have not been captured, the system will display an error until the mandatory fields have been captured.
<b>Next</b>	Click <b>Next</b> to save the captured details and then the system will move to the next screen. If mandatory fields have not been captured, the system will display an error until the mandatory fields have been captured. If mandatory fields have not been captured, the system will display an error until the mandatory fields have been captured.
<b>Back</b>	Click <b>Back</b> to save the captured details and move to the previous screen.
<b>Save and Close</b>	Click <b>Save and Close</b> to save the captured details. If mandatory fields have not been captured, the system will display an error until the mandatory fields are captured.

## Symbols and Icons

The following are the symbols you are likely to find in this guide:

**Table Symbols**















Symbol	Function
	Add icon

Table (Cont.) Symbols

Symbol	Function
	Edit icon
	Delete icon
	Calendar icon
	Close icon
	Table view
	Increase/Decrease value
	List view
	Maximize
	Minimize
	Open a list
	Options
	Perform Search
	Tree view

# 1

## Small and Medium Enterprise Onboarding

Small and Medium Enterprise Onboarding is an umbrella term that is often used to describe the entire process that users go through when they start their journey as a customer of a banking product or service.

This topic contains the following subtopics:

- [Overview of SME Onboarding](#)  
SME Onboarding is an ongoing process, which helps banks to create a relationship with customers.
- [Onboarding Initiation](#)  
In the **Initiation** stage, the RM can capture basic demographic information about the Small and Medium Enterprise customer to be onboarded using Oracle Banking Enterprise Party Management.
- [KYC Check](#)  
In the **KYC** stage, the RM can capture KYC details about the Small and Medium Enterprise customer. The Small and Medium Enterprise customers are onboarded using Oracle Banking Enterprise Party Management.
- [Onboarding Enrichment](#)  
In the **Enrichment** stage, the RM can capture detailed information about the Small and Medium Enterprise customer to be added in Oracle Banking Enterprise Party Management.
- [Review](#)  
In the **Review** stage, the final reviewer needs to review the customer details and move the task to the **Approval** stage if the details are appropriate.
- [Recommendations](#)  
In the **Recommendation** stage, the approver needs to review the progress done so far and provide recommendations for each of the data segments with a decision as approve or reject.
- [Approval](#)  
In the **Approval** stage, the approver needs to review the activity done across all the stages and provide final signoff to approve the customer onboarding.
- [Amendment](#)  
In the **Amendment** stage, the relationship manager can amend the information or can add additional information about an Small Medium Enterprise customer using Oracle Banking Enterprise Party Management.

### 1.1 Overview of SME Onboarding

SME Onboarding is an ongoing process, which helps banks to create a relationship with customers.

In a bank, there would be a Relationship Manager (RM) for every SME that will be on-boarded as a customer. The respective RM would take care of the customer to successfully onboard into the bank. The various activities performed for the SME onboarding process are:

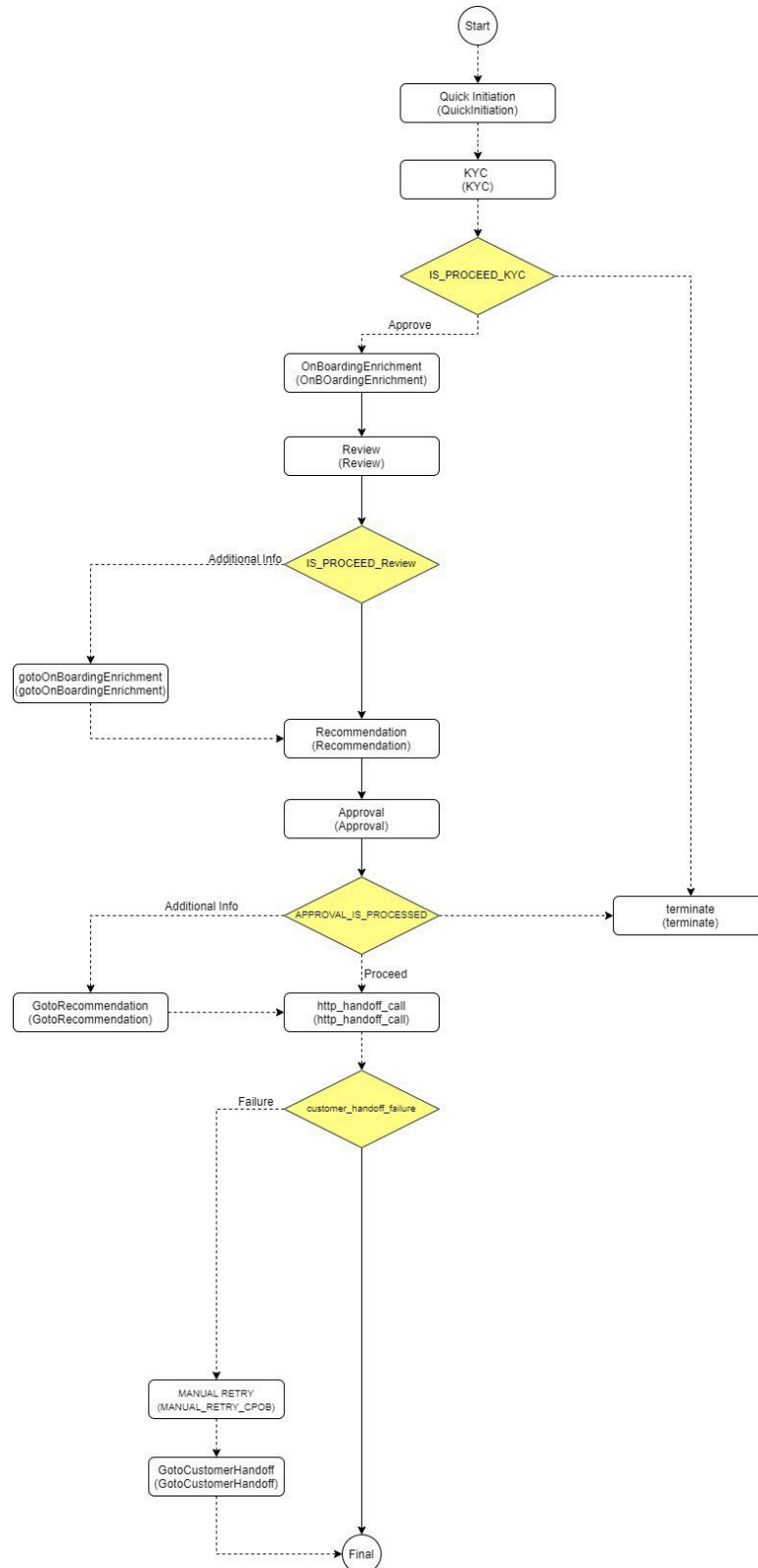
- Initiation



- KYC
- Enrichment
- Review
- Recommendation
- Approval

The flow diagram illustrating the different stages in the SME onboarding process is shown below for reference:

Figure 1-1 SME Onboarding Process Flow



## 1.2 Onboarding Initiation

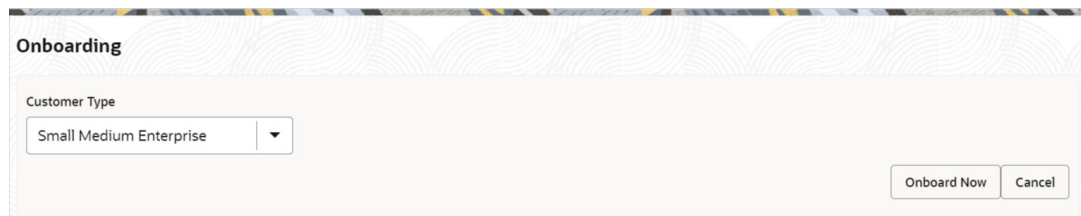
In the **Initiation** stage, the RM can capture basic demographic information about the Small and Medium Enterprise customer to be onboarded using Oracle Banking Enterprise Party Management.

**Note**

The fields marked as **Required** are mandatory.

1. On the **Home** page, click **Party Service**. Under **Party Service**, click **Onboarding**.  
The **Onboarding** screen displays.

**Figure 1-2 Onboard Initiation**



2. On the **Onboarding** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 1-1 Onboarding - Field Description**

Field	Description
<b>Customer Type</b>	Select <b>Small and Medium Enterprise</b> from the drop-down list.
<b>Business Process Code</b>	If required, select the desired business process code.  <p><b>Note</b></p> <p>This field is displayed and required only if more than one process code is configured for a given customer type.</p>

3. Click **Onboard Now**.  
The **Quick Initiation** screen displays.

**Figure 1-3 Small and Medium Enterprise - Quick Initiation**

**Quick Initiation** [X]

**Organization Details**

Organization Name  Legal Entity Type  Customer Category  Classification Type

Branch Code  Upload Logo  Maximum file size is 100kb Customer Access Group  Application Priority

**Industries \***

Sector	Industry Group	Industry	Sub Industry	Action
No data to display.				

**Credit Rating \***

Year	Rating Date	Outlook	Agency	Rating	Action
No data to display.					

**Social Media Profiles**

Official Website  Facebook  Twitter

4. On the **Quick Initiation** screen, specify the details about the customer.  
For more information on fields, refer to the field description table.

**Table 1-2 Quick Initiation – Field Description**

Field	Description
<b>Organization details</b>	Specify the fields under this section.
<b>Organization Name</b>	Specify the registered name of the organization.
<b>Entity Type</b>	Select the type of business entity from the drop-down values: <ul style="list-style-type: none"> <li>Private Limited</li> <li>Public Limited</li> <li>Trusts</li> <li>Government Owned</li> <li>Associations, etc.</li> </ul>
<b>Classification Type</b>	Classification of the SME as Micro, Small, or Medium as per the local regulations.
<b>Logo</b>	Upload logo of the company.
<b>Industries</b>	Specify the fields under this section.

Table 1-2 (Cont.) Quick Initiation – Field Description

Field	Description
<b>Sector</b>	Specify the industry sector to which the SME belongs. For example, <ul style="list-style-type: none"> <li>• Energy</li> <li>• Real Estate</li> <li>• Utilities</li> <li>• Consumer</li> <li>• Staples, etc.</li> </ul>
<b>Industry Group</b>	Specify the industry group within the sector. For example, <ul style="list-style-type: none"> <li>• Software</li> <li>• Hardware</li> <li>• Semiconductor industry groups within information technology sector</li> </ul>
<b>Industry</b>	Specify the industry within the industry group. For example, IT services, Software Products within Software.
<b>Sub Industry</b>	Specify the sub industry within the industry. For example, <ul style="list-style-type: none"> <li>• IT Consulting Services</li> <li>• Data Processing Services</li> <li>• Internet Services within IT services.</li> </ul>
<b>Credit Rating</b>	Specify the fields under this section.
<b>Rating Agency</b>	Specify the name of the credit rating agency, which has given rating to the SME. If rating from agency is not available, then bank's internal rating can be captured.
<b>Rating</b>	Specify the rating provided by the credit rating agency.
<b>Social Media Profile</b>	Specify the fields under this section.
<b>Official Website</b>	Specify the official website address for the SME.
<b>Facebook</b>	Specify the Facebook URL for the SME.
<b>Twitter</b>	Specify the SME's Twitter handle.

5. Click **Submit** system will check for duplicate customers.

If there is no duplicate customer existed in the system, then the system creates unique party ID for the customer and displays the **Quick Initiation** screen.

If there is a duplicate customers existed in the system. It will display the list of customers with same name. the user will have below facility:

- **Abort** to discard the Customer Onboarding.
- **Continue** to save the Customer Onboarding.
- **Cancel** to cancel the Customer Onboarding.

The **Initiation - Duplication Check** screen displays

**Figure 1-4 Duplication Check**

Business Type	Cif	Party ID	Name	ID / Registration Number	Date of Birth / Registration Date	Status
Individual	000039053	VYUAT			1992-02-06	IN_PROGRESS

Page 1 of 1 (1 of 1 item)

Comments \*

Buttons: About, Continue, Cancel

- Dedupe check will fetch the matches found against the below information:
  - Information of existing customers present in the system.
  - Information of the customers for whom the onboarding application was denied/rejected.
- By default, the system validates based on the customer organization name. If other attributes are required for dedupe check that can be configured.

Dedupe check will be performed as a service.

6. Click **Next**.

The **Initiation - Comments** screen displays.

**Figure 1-5 Initiation – Comments**

Initiation - 000120372

Quick Initiation

Comments

Comments

Enter text here...

Post

No items to display.

Buttons: Cancel, Hold, Back, Save & Close, Submit

**Note**

The RMs can capture overall comments for the **Initiation** stage. Capturing comments helps in better understanding of the task by the banker who will work with this task in the next stage.

7. On the **Comments** screen, perform the following actions:

Table 1-3 Actions – Description

Action	Description
<b>Comments</b>	Specify the overall comments for the <b>Initiation</b> stage in the <b>Comments</b> box.
<b>Post</b>	Click <b>Post</b> . The comments are posted below the text box.
<b>Submit</b>	Click <b>Submit</b> . The <b>Checklist</b> window is displayed.
<b>Outcome</b>	On the <b>Checklist</b> window, select the <b>Outcome</b> as <b>Proceed</b> and click <b>Submit</b> . The task will be moved to the <b>KYC</b> stage.

## 1.3 KYC Check

In the **KYC** stage, the RM can capture KYC details about the Small and Medium Enterprise customer. The Small and Medium Enterprise customers are onboarded using Oracle Banking Enterprise Party Management.

You can acquire and edit the **KYC** task using the **Free Tasks** screen.

1. Click **Acquire and Edit** in the **Free Tasks** screen for the application for which **KYC Check** stage has to be acted upon.

The **KYC – Customer KYC Details** screen displays.

Figure 1-6 Customer KYC Details

The screenshot displays the 'Customer KYC Details' screen. At the top, there's a header 'KYC - 000120372' and a 'Documents' button. Below this is a sidebar with 'KYC' and 'Comments' tabs. The main area shows a table with the following data:

Party Id	Organization Name	Customer Category	KYC Status	Actions
000120372	Test Automation thfirOxjbl			KYC Details

At the bottom, there's a pagination bar showing 'Page 1 of 1 (1 of 1 items)' and navigation buttons like 'Cancel', 'Hold', 'Save & Close', and 'Next'.

2. On the **Customer KYC Details** screen, click **KYC Details** to update the status of the KYC check. For more information on fields, refer to the field description table.

Table 1-4 Customer KYC Details - Field Description

Field	Description
<b>Report Received</b>	Once you select this option, it highlights blue, which indicates true, and the report is received.  <div> <i>Note</i>  By default, it is selected as false. </div>
<b>Verification Date</b>	Specify the date or use the calendar icon to select the KYC verification date.
<b>Effective Date</b>	Specify the date or use the calendar icon to select the KYC effective from the date.
<b>KYC Method</b>	Specify the method by which the KYC is completed.
<b>KYC Status</b>	Select the KYC status from the drop-down list.

- Click **Next**.

The **Comments** screen displays.

Figure 1-7 KYC – Comments

- On the **Comments** screen, perform the following actions:

Table 1-5 Actions - Description

Action	Description
<b>Comments</b>	Specify the overall comments for the <b>KYC</b> stage.
<b>Post</b>	Click <b>Post</b> . The comments are posted below the text box.
<b>Submit</b>	Click <b>Submit</b> . The <b>Checklist</b> window is displayed.
<b>Outcome</b>	On the <b>Checklist</b> window, select the <b>Outcome</b> as <b>Approve</b> and click <b>Submit</b> . The task is moved to the <b>Enrichment</b> stage.



## 1.4 Onboarding Enrichment

In the **Enrichment** stage, the RM can capture detailed information about the Small and Medium Enterprise customer to be added in Oracle Banking Enterprise Party Management.

You can acquire and edit the *Enrichment* task using the **Free Tasks** screen.

1. Click **Acquire and Edit** in the **Free Tasks** screen for the application for which **Small and Medium Enterprise - Onboarding Enrichment** stage has to be acted upon.

The **Small and Medium Enterprise - Onboarding Enrichment** screen displays.

**Figure 1-8 SME Onboarding Enrichment**

Party Id	Name	Demographic Type	Legal Entity Type	Organization Type	Other Information	Action
000120372	Test Automation thfirOxibi	Domestic		Single		

### Note

By default, the onboarded customer is displayed as an icon under the tree view. The default view can be changed to list view or table view if required.

2. On the **Small and Medium Enterprise - Onboarding Enrichment** screen, right-click on the customer icon for the options.

For more information on fields, refer to the field description table.

Figure 1-9 SME Onboarding Enrichment

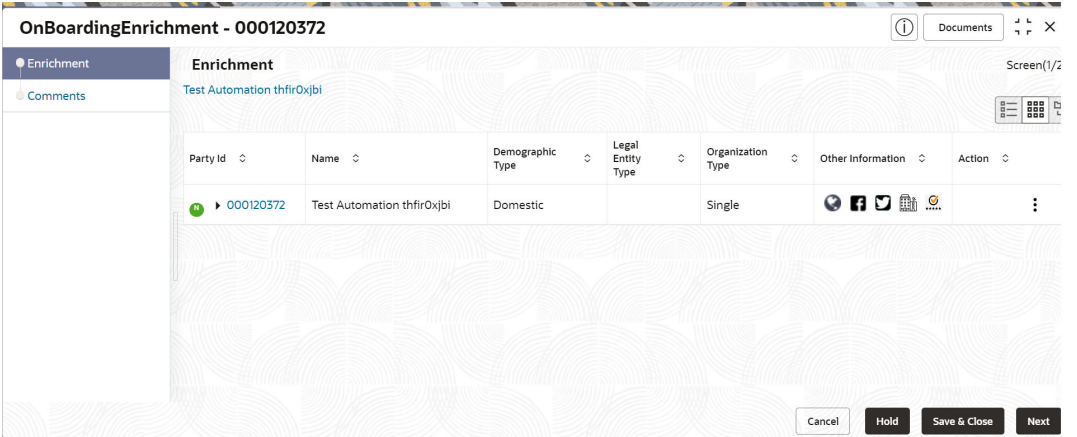
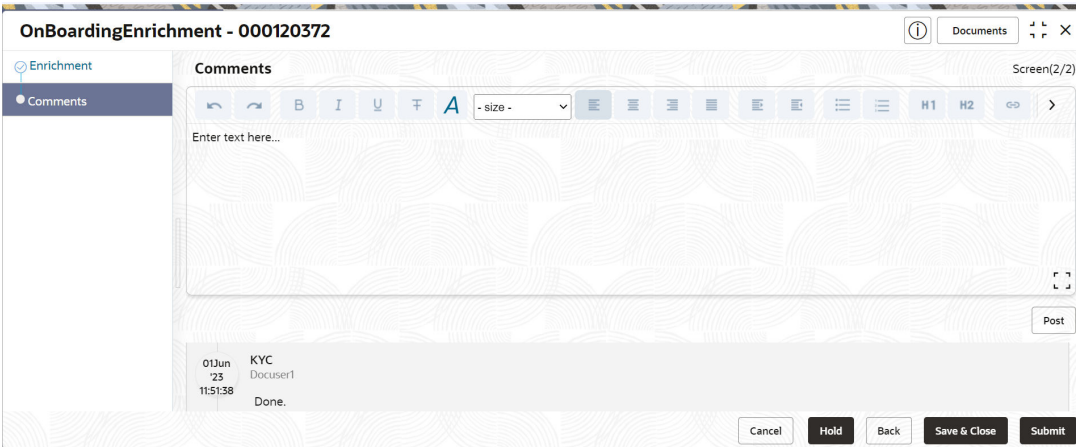


Table 1-6 Onboarding Enrichment – Field Description

Field	Description
Add Customer	Select this option to open a pop-up screen with multiple options, where you can add the child customer details and link with the parent customer.
Configure	Select this option to open a pop-up screen, where you can add the following details: <ul style="list-style-type: none"><li>Customer profile</li><li>Financial profile</li><li>Stakeholders</li><li>Assets</li></ul>

3. Click **Next**.  
The **Comments** screen displays.

Figure 1-10 Enrichment – Comments



**Note**

The RMs can capture overall comments for the **Onboarding Enrichment** stage. Capturing comments helps in better understanding of the task by the banker who will work with this task in the next stage.

4. On the **Comments** screen, specify the overall comments for the *Enrichment* stage and perform the following actions:

**Table 1-7 Actions - Description**

Action	Description
<b>Post</b>	Click <b>Post</b> . The comments are posted below the text box.
<b>Submit</b>	Click <b>Submit</b> . The <b>Checklist</b> window is displayed.
<b>Outcome</b>	On the <b>Checklist</b> window, select the <b>Outcome</b> as <b>Proceed</b> and click <b>Submit</b> . The task is moved to the <b>Review</b> stage.

- [Customer Profile](#)  
In the **Customer Profile** section, you can enrich the Small and Medium Enterprise customer with additional details.
- [Financial Profile](#)  
This topic provides the systematic instruction to enrich the customer's financial information in the **Financial Profile**.
- [Stakeholders](#)  
This topic provides the systematic instruction to add the Stakeholders details.
- [Assets](#)  
This topic provides the systematic instruction to add the details about the assets of the Small and Medium Enterprise customer.

## 1.4.1 Customer Profile

In the **Customer Profile** section, you can enrich the Small and Medium Enterprise customer with additional details.

This topic contains the following subtopics:

- [Basic Information](#)  
This topic provides the systematic instruction to capture the Basic Info of the customer.
- [Address](#)  
This topic provides the systematic instruction to capture the address details about the Small and Medium Enterprise customer.
- [Rating](#)  
This topic provides the systematic instruction to capture the credit ratings details about the Small and Medium Enterprise customer.

### 1.4.1.1 Basic Information

This topic provides the systematic instruction to capture the Basic Info of the customer.

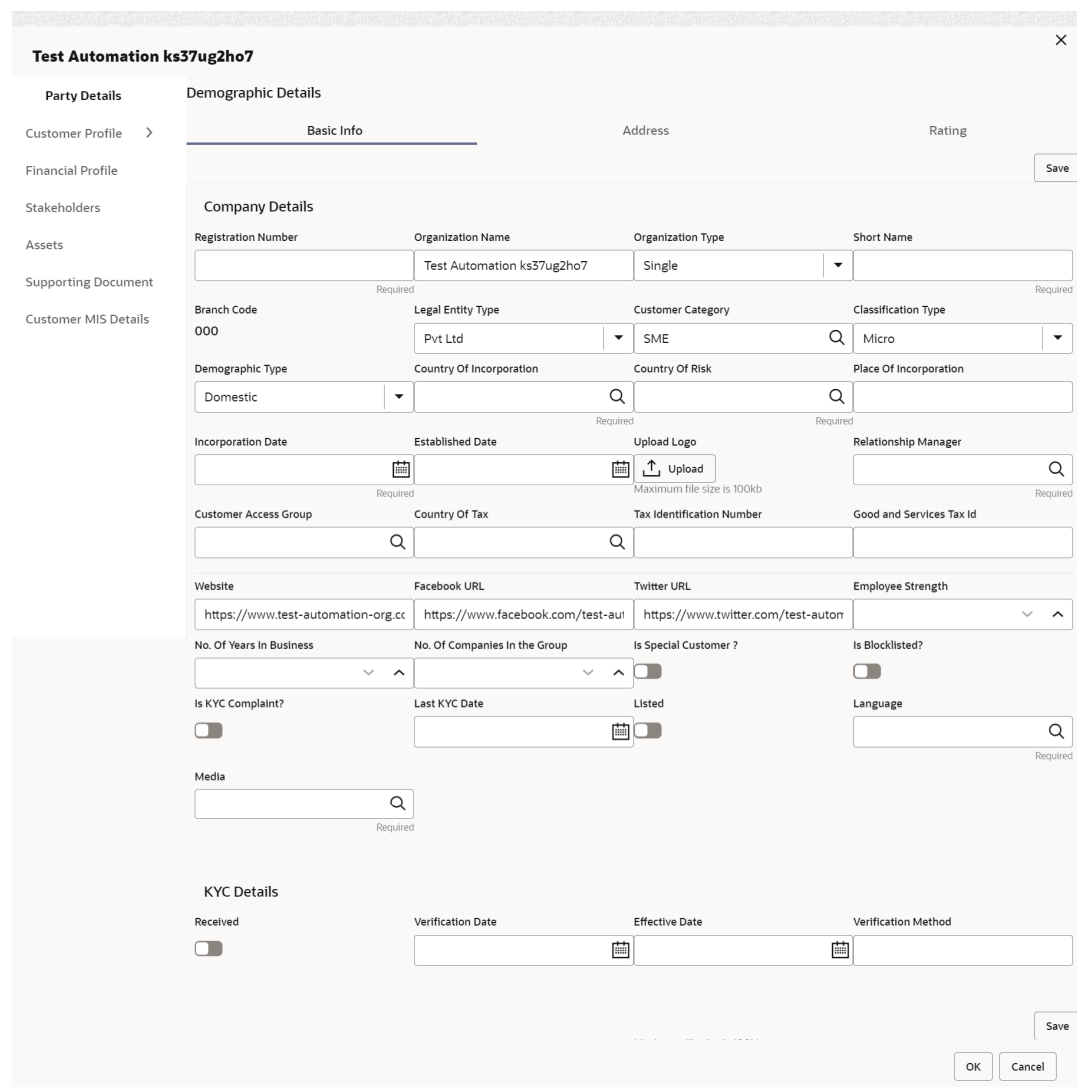
#### **Note**

The fields marked as **Required** are mandatory.

1. Click **Configure** option in the **Onboarding Enrichment** screen to add the additional information for **Small and Medium Enterprise** customer.

The **Demographic Details – Basic Info** screen is displayed.

**Figure 1-11 Demographic Details – Basic Info**



**Test Automation ks37ug2ho7** [X]

**Party Details** | **Demographic Details**

Customer Profile > | **Basic Info** | Address | Rating | **Save**

**Company Details**

Registration Number	Organization Name	Organization Type	Short Name
	Test Automation ks37ug2ho7	Single	

Required

Branch Code	Legal Entity Type	Customer Category	Classification Type
000	Pvt Ltd	SME	Micro

Required

Demographic Type	Country Of Incorporation	Country Of Risk	Place Of Incorporation
Domestic			

Required

Incorporation Date	Established Date	Upload Logo	Relationship Manager
		Upload <small>Maximum file size is 100kb</small>	

Required

Customer Access Group	Country Of Tax	Tax Identification Number	Good and Services Tax Id

Required

Website	Facebook URL	Twitter URL	Employee Strength
https://www.test-automation-org.cc	https://www.facebook.com/test-aur	https://www.twitter.com/test-auton	

Required

No. Of Years In Business	No. Of Companies In The Group	Is Special Customer ?	Is Blocklisted?
		<input type="checkbox"/>	<input type="checkbox"/>

Required

Is KYC Complaint?	Last KYC Date	Listed	Language
<input type="checkbox"/>		<input type="checkbox"/>	

Required

**Media**

Required

**KYC Details**

Received	Verification Date	Effective Date	Verification Method
<input type="checkbox"/>			

Required

**Save** | **OK** | **Cancel**

2. Specify the required details in the **Basic Info** segment.

For more information on fields, refer to the field description table.

Table 1-8 Demographic Details – Basic Info – Field Description

Field	Description
Registration Number	Specify the registration number of the company.
Company Name	Specify the company name.
Organization Type	Select the type of company.
Branch Code	Specify the branch code.  <div> <i>Note</i>  For the parent customer, the branch code defaults as the logged-in branch. For subsidiaries, the values can be entered at the time of capturing the details. </div>
Customer Category	Click <b>search</b> icon and select the desired value from the list.
Demography Type	Specify the company demography from the drop-down list: The available options are: <ul style="list-style-type: none"> <li>Global</li> <li>Domestic</li> </ul>
Geographical Spread	Select the geographical spread of the company from the given list.
Country of Incorporation	Click <b>search</b> icon and select the country code from the list.
Country of Risk	Click <b>search</b> icon and select country code from the list.
Place of In-corporation	Specify the place of incorporation of the company.
Incorporation Date	Specify the incorporation date.
Established Date	Specify the established date.
Upload Logo	<b>Upload logo</b> of the Small and Medium Enterprise customer.
RM ID	Select the RM to be associated with the customer.
Customer Access Group	Click <b>Search</b> icon and select the customer access group from the list. User should have required access to add a party within a customer access group as relationship. For more details, refer <b>Oracle Banking Party Configuration User Guide</b> .
Country Of Tax	Specify Country of Tax.
Tax Identification Number	Specify Tax Identification Number.  <div> <i>Note</i>  If Tax Identification Number is provided, Country of Tax must be provided. </div>
Good and Services Tax Id	Specify Goods and Service Tax ID.
Company Website	Specify the company website.
Facebook URL	Specify the Facebook URL of the company.
Twitter URL	Specify the Twitter URL of the company.
Employee Strength	Specify the employee strength of the company.
No. of Years In Business	Specify the number of years the corporate is in business.
No. Of Companies In the Group	Specify the number of companies that are part of the corporate group.

**Table 1-8 (Cont.) Demographic Details – Basic Info – Field Description**

Field	Description
<b>Is Special Customer</b>	Specify if Party is considered as special customer.
<b>Is Blacklisted</b>	Specify, if party is blacklisted.
<b>Language</b>	Specify the preferred language to be used for communication.
<b>Is KYC Compliant</b>	Specify is Party is KYC Compliant.
<b>Last KYC Date</b>	Specify date of last KYC Check.
<b>Listed Company</b>	Specify, if party is a listed company.
<b>Media</b>	Specify the preferred mode of communication.

### 1.4.1.2 Address

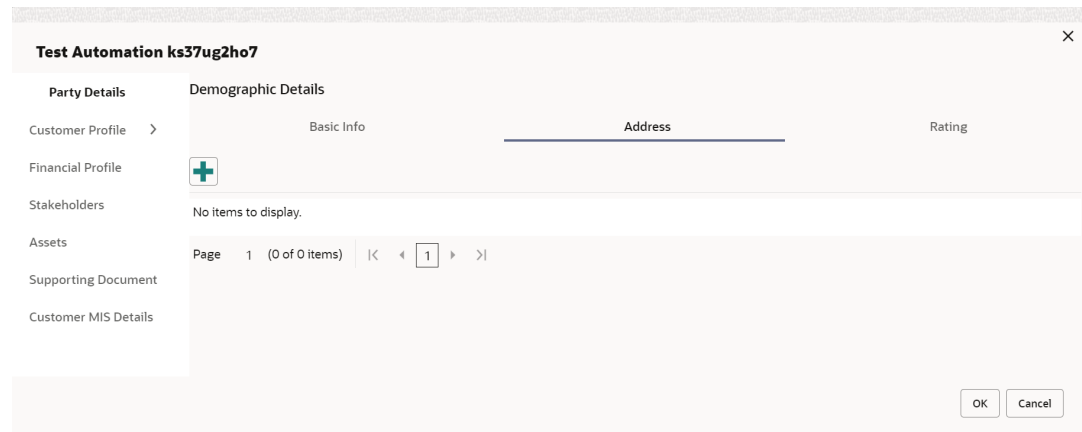
This topic provides the systematic instruction to capture the address details about the Small and Medium Enterprise customer.

#### **Note**

The fields marked as **Required** are mandatory.

1. Click on **Address** tab in the **Customer Profile** screen to add the address information for Small and Medium Enterprise customer.

The **Demographic Details – Address** screen displays.

**Figure 1-12 Demographic Details – Address**


2. Click and expand the **Current Address** section.
3. Click on the **+** button to add the address details.

The **Add Address** screen displays.

**Figure 1-13 Add Address**

**Add Address**

Address Type: Permanent Address

Location: [Search Icon] Required

Preferred: ☐

Address Since: [Calendar Icon] Required

Country: [Search Icon] Required

State / Country Sub Division: [Text Field] Required

Address Line 1 / Building Name: [Text Field] Required

Address Line 2 / Street Name: [Text Field] Required

Address Line 3 / City / Town Name: [Text Field] Required

Zip Code / Post Code: DOCUSER1

> Additional Info

> Media For Address

Save Clear Cancel

4. On the **Add Address** segment, specify the fields. For more information on fields, refer to the field description table.

**Table 1-9 Add Address – Field Description**

Field	Description
<b>Address Type</b>	<p>Select the address type from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• Permanent Address</li> <li>• Residential Address</li> <li>• Communication Address</li> <li>• Office Address</li> </ul> <div> <p><b>Note</b></p> <p>Address type can be configured as mandatory using Address Management. Refer to the <b>Oracle Banking Party Configurations User Guide</b> for more details.</p> </div>
<b>Location</b>	Click <b>Search</b> and select the preferred location from the list of values.
<b>Preferred</b>	<p>Click the toggle to specify the preferred to be used for communication.</p> <div> <p><b>Note</b></p> <p>If more than one address is captured for the same address type, at-least one address should be marked as preferred.</p> </div>
<b>Address Since</b>	Specify address start date.
<b>Country</b>	Click <b>Search</b> icon and select the country from the list of values.
<b>State / Country Sub-division</b>	Specify State or Country Sub-division.
<b>Address Line 1 / Building Name</b>	Specify Address Line 1 or Building Name.

**Table 1-9 (Cont.) Add Address – Field Description**

Field	Description
<b>Address Line 2 / Street Name</b>	Specify Address Line 2 or Street Name.
<b>Address Line 3 / City / Town Name</b>	Specify Address Line 3 or City Name or Town Name.
<b>Zip Code / Post Code</b>	Specify Zip Code or Post Code.

5. Expand the **Additional Info** section on the **Add Address** segment.  
The **Additional Info** data segment is displayed.

**Figure 1-14 Additional Info**

Additional Info

Department	Sub Department	Building Number	Floor
Post Box	Room	Town Location Name / Locality	District Name
Landmark	Contact Name / Narrative		

6. Specify the details in the **Additional Info** segment. For more information on fields, refer to the field description table.

**Table 1-10 Additional Info – Field Description**

Field	Description
<b>Department</b>	Specify the name of the department for the customer.
<b>Sub Department</b>	Specify the sub-department for the customer.
<b>Building Number</b>	Specify the building number.
<b>Floor</b>	Specify the floor for the given address.
<b>Post Box</b>	Specify the post box.
<b>Room</b>	Specify the room for the given address.
<b>Town Location Name / Locality</b>	Specify Town Location or Locality Name.
<b>District Name</b>	Specify the district name.
<b>Landmark</b>	Specify the near Landmark to address.
<b>Contact Name / Narrative</b>	Specify Contact Name or Narrative for the address

**Note**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

7. On the **Add Address** screen, in the **Media For Address** segment, specify the details under the **Mobile** tab.



**Figure 1-15 Mobile**

8. On the **Mobile** tab, click **+** icon.  
The **Add Mobile Number** pop-up screen is displayed.
9. Specify the details in the **Add Mobile Number** pop-up screen. For more information on the fields, refer to the field description table.

**Table 1-11 Media (Mobile) – Field Description**

Field	Description
<b>ISD Code</b>	Specify the ISD code for the mobile number of the customer.
<b>Mobile Number</b>	Specify the mobile number of the customer.
<b>Preferred</b>	Specify the preferred mobile number, in case more than one mobile number is captured.

10. On the **Add Address** screen, in the **Media For Address** segment, specify the details under the **Phone** tab.

**Figure 1-16 Phone**

11. On the **Phone** tab, click **+** icon.  
The **Add Phone Number** pop-up screen is displayed.
12. Specify the details in the **Add Phone Number** pop-up screen. For more information on the fields, refer to the field description table.

**Table 1-12 Media (Phone Number) – Field Description**

Field	Description
<b>ISD Code</b>	Specify the ISD code for the phone number of the customer.
<b>Area Code</b>	Specify the area code for the phone number of the customer.
<b>Phone Number</b>	Specify the phone number of the customer.
<b>Preferred</b>	Specify the preferred phone number, in case more than one phone number is captured.

13. On the **Add Address** screen, in the **Media** segment, specify the details under the **Email** tab.

**Figure 1-17 Email**

14. On the **Email** tab, click **+** icon.  
The **Add Email** pop-up screen is displayed.
15. Specify the details in the **Add Email** pop-up screen. For more information on the fields, refer to the field description table.

**Table 1-13 Media (Email) – Field Description**

Field	Description
<b>Email Id</b>	Specify the email id of the customer.
<b>Preferred</b>	Specify the preferred email id, in case more than one email id is captured.

16. On the **Add Address** screen, in the **Media** segment, specify the details under the **FAX** tab.

**Figure 1-18 FAX**

17. On the **Fax** tab, click **+** icon.  
The **Add Fax Number** pop-up screen is displayed.
18. Specify the fields under **Add Fax Number** pop-up screen. For more information on fields, refer to the field description table.

**Table 1-14 Media (Fax) – Field Description**

Field	Description
<b>ISD Code</b>	Specify the ISD code for the FAX number of the customer.
<b>Area Code</b>	Specify the area code for the FAX number of the customer.
<b>Fax Number</b>	Specify the FAX number of the customer.
<b>Preferred</b>	Specify the preferred FAX number, in case more than one FAX number is captured.

19. On the **Add Address** screen, in the **Media for Address** segment, specify the details under the **SWIFT** tab.

**Figure 1-19 SWIFT**

20. On the **Swift** tab, click **+** icon.  
The **Add Swift** pop-up screen is displayed.
21. On the **Add Swift** pop-up screen, specify the fields. For more information on the fields, refer to the field description table.

**Table 1-15 Media (SWIFT) – Field Description**

Field	Description
<b>Business Identifier Code</b>	Specify the business identifier code of the customer.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the customer in SWIFT format.
<b>Preferred</b>	Specify the preferred mobile number, in case more than one mobile number is captured.

22. Click **Save**.

### 1.4.1.3 Rating

This topic provides the systematic instruction to capture the credit ratings details about the Small and Medium Enterprise customer.

#### **Note**

The fields marked as **Required** are mandatory.

1. Click on **Rating** tab in the **Customer Profile** screen to add the address information for Small and Medium Enterprise customer.

The **Demographic Details – Rating** screen displays.

**Figure 1-20 Demographic Details – Add Rating**

**Add Rating** ✕

Rating Date 📅 Outlook ▼ Year Of Rating **2020**

**Risk Rating**

FITCHTESTINGAT	>
FITCHTESTINGAT	>
SUPTESTQA	>
suptestqa5	>
FITCHTESTINGAT	>
FITCHTESTINGAT	>

Cancel

- Specify the required details in the **Rating** segment.  
For more information on fields, refer to the field description table.

**Table 1-16 Demographic Details – Rating – Field Description**

Field	Description
<b>Rating Date</b>	Select the date on which the rating was updated.
<b>Outlook</b>	Specify the credit rating agency output for the customer.
<b>Year Of Rating</b>	Specify the year of the rating.
<b>Risk Rating</b>	Specify the credit rating by selecting the rating agency and the corresponding rating.

- Click **OK** to save the details.

## 1.4.2 Financial Profile

This topic provides the systematic instruction to enrich the customer's financial information in the **Financial Profile**.

### 📘 Note

The fields marked as **Required** are mandatory.

- On the **Party Details** screen, click on the **Financial Profile** section  
The **Financial Profile** screen displays.

**Figure 1-21 Financial Profile**

**Add Financial Profile** X

Financial Year Financial Period

Balance Sheet Size Required Operating Profit Required Net Profit Required Year Over Year Growth (%) Required

Return On Investment (%) Required Return On Equity (%) Required Return On Asset (%) Required Capital Adequacy Ratio Required

Cost to Income ratio Required Equity Required Gross Impaired Loans Required Liquid assets Required

Loan Loss Res / Impaired Loans Required Loan-to-Deposit Ratio Required NPA coverage ratio Required NPA ratio Required

Return on Avg Equity Required Return on Avg Assets Required Tier 1 CAR Required Total Assets Required

Unreserved Equity Required

Save Clear Cancel

- Click + icon to add the financial profile.

The **Add Financial Profile** screen displays.

For more information on fields, refer to the field description table.

**Table 1-17 Financial Profile – Field Description**

Field	Description
<b>Year</b>	Specify the year for which the financial details will be captured.
<b>Currency</b>	Specify the currency for capturing financial details.
<b>Balance Sheet Size</b>	Specify the balance sheet size of the small and medium enterprise for the selected year.
<b>Operating Profit</b>	Specify the operating profit of the small and medium enterprise for the selected year.
<b>Net Profit</b>	Specify the net profit of the small and medium enterprise for the selected year.
<b>Year Over Year Growth</b>	Specify the year-on-year growth.
<b>Return On Investment</b>	Specify the return on investment for the selected year.
<b>Return On Equity</b>	Specify the return on equity for the selected year.
<b>Return On Asset</b>	Specify the return on assets for the selected year.

- Click **Save** to save the details.

## 1.4.3 Stakeholders

This topic provides the systematic instruction to add the Stakeholders details.

### ① Note

The fields marked as **Required** are mandatory.

1. On the **Party Details** screen, click on the **Stakeholders** section.  
The **Stakeholders Details** screen displays.

**Figure 1-22 Stakeholder Details**

Party Type	CIF/Party Id	Name	ID/Registration Number	Customer	Action
Individual	000120536	Jessica Jacob	ks37ug2ho7	Yes	[Edit] [Delete]

**Stakeholders Detail** is necessary for the bank to ascertain the credibility of the business. Stakeholders to a customer can be either of the following:

- An existing customer of the Bank.
- An existing party that is not a customer but is a stakeholder to another customer of the bank.
- A new party, which is neither a customer nor an existing party (stakeholder).

The Following **Stakeholder** types are supported for the FI customer:

- Shareholders
- Customers
- Owners
- Authorized Signatories – Signature can be uploaded for Authorized Signatories.
- Guarantors
- Suppliers
- Bankers
- Insurers
- Buyers

- Management Team
- Sponsors
- Directors
- Contractors
- Auditors
- Debtors
- Creditors
- Advisor

**Note**

- User should have required access to add a party within a customer access group as stakeholder. For more details, refer **Oracle Banking Party Configuration User Guide**.
- User should have required Personal Identifiable Information (PII) access to add individual stakeholders, if PII fields are configured. For more details, refer **Oracle Banking Party Configuration User Guide**.

2. Select the corresponding Stakeholder and click + icon to add the desired stakeholder. The **Add New Owners** screen displays.

**Figure 1-23 Add New Owners**

**Add New Owners** [X]

Enter existing CIF/Party Id or Select from the recently added stakeholders or Click Next to onboard a new stakeholder

Enter CIF/Party Id:  [Search Icon]

or

Select Recently Added Stakeholder:

Next Cancel

On the **Add New Owners** screen:

- Specify the existing CIF if the stakeholder is an existing customer.
  - Specify the existing Party Id if the stakeholder is an existing party but not a customer (or) select from the list of the recently added stakeholders to the same application.
3. On the **Add New Owners** screen.
    - Specify the existing CIF if the stakeholder is an existing customer.

- Specify the existing Party Id if the stakeholder is an existing party but not a customer (or) select from the list of the recently added stakeholders to the same application.

**Note**

If CIF/Party Id is not known, click the search icon to launch the **Search Party** screen and select from the list of values.

The **Search Party - Individual** screen displays.

**Figure 1-24 Search Party – Individual**

Search Party

☒ Individual


☐ Non-Individual

First Name

Middle Name

Last Name

Date of Birth



Unique Id

Mobile Number

Email

Fetch

Clear

Stakeholder Type	CIF	First Name	Middle Name	Last Name	Party Id	Customer
No data to display.						

Page

1

of 0 ( 1 - of 0 Items)

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Close

The **Search Party - Non Individual** screen displays.



Figure 1-25 Search Party – Non-Individual

Search Party

Individual

Non-Individual

Business/Organization Name

Registration Number

Registration date

Email

Fetch

Clear

Stakeholder Type	CIF	Registration Number	Business/Organization Name	Registration Date	Party Id	Customer
No data to display.						

Page

1

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Close

4. If the **stakeholder** is **New** to the bank, perform the following steps:
- a. Click **Next** without entering **CIF/Party Id**.  
The **Add New Owners** screen is displayed to capture details for the new relationship.

Figure 1-26 Add New Owner

- b. On the **Add New Owners** segment, specify the fields. For more information on fields, refer to the field description table.

Table 1-18 Add New Owners – Field Description

Field	Description
<b>Stakeholder Type</b>	Select the stakeholder type from the drop-down list.
<b>Title</b>	Select the title from the drop-down list.
<b>First Name</b>	Specify the first name of the new stakeholder.
<b>Middle Name</b>	Specify the middle name of the new stakeholder.
<b>Last Name</b>	Specify the last name of the new stakeholder.
<b>Short Name</b>	Specify the short name of the new stakeholder.
<b>Maiden Name</b>	Specify the maiden name of the new stakeholder.
<b>Date of Birth</b>	Select the date of birth of the new stakeholder.
<b>Gender</b>	Select the gender from the drop-down list.
<b>Marital Status</b>	Select the marital status from the drop-down list.
<b>Customer Category</b>	Click the <b>search</b> icon and select the customer category from the list.
<b>Customer Segment</b>	Select the customer segment from the drop-down list.

Table 1-18 (Cont.) Add New Owners – Field Description

Field	Description
<b>Customer Access Group</b>	Click <b>search</b> icon and select the customer access group for the party.  <div> <i>Note</i>  User should have required access to onboarding a party within a customer access group. For more details, refer to <b>Oracle Banking Party Configuration User Guide</b>. </div>
<b>ID Type</b>	Select the ID type from the drop-down list.
<b>Unique ID</b>	Specify the unique ID of the new stakeholder.
<b>Upload Photo</b>	Upload the photo of the new stakeholder.
<b>Birth Country</b>	Click the <b>search</b> icon and select the birth country from the list.
<b>Nationality</b>	Click the <b>search</b> icon and select the nationality of the stakeholder from the list.
<b>Citizenship By</b>	Select the 'Citizenship By' from the drop-down list.
<b>Residential Status</b>	Select the residential status from the drop-down list.
<b>Country of Residence</b>	Click the <b>search</b> icon and select the country from the list.
<b>Preferred Language</b>	Select the preferred language from the drop-down list.
<b>Preferred Currency</b>	Click the <b>search</b> icon and select a preferred currency from the list.
<b>Address</b>	Specify the fields under this segment.
<b>Address Type</b>	Select the address type from the drop-down list.
<b>Building Name</b>	Specify the building name of the new stakeholder.
<b>Street Name</b>	Specify the street name of the new stakeholder.
<b>Locality</b>	Specify the locality of the new stakeholder.
<b>City</b>	Specify the city of the new stakeholder.
<b>State</b>	Specify the state of the new stakeholder.
<b>Country Code</b>	Click the <b>search</b> icon and select country code from the list.
<b>Zip Code</b>	Specify the zip code of the address.
<b>Mobile Number</b>	Specify the mobile number of the new stakeholder.
<b>Email ID</b>	Specify the email Id of the new stakeholder.
<b>Contact Number</b>	Specify the contact number of the new stakeholder.
<b>Narrative</b>	Specify the description for the new stakeholder.

- c. Click **Next** to capture the KYC details for the new relationship.

The **Add New Owners** screen displays.

**Figure 1-27 Add New Owners - KYC**

- d. On the **Add New Owners** screen, update the KYC Details.

**Note**

This step is optional.

5. Click **Next** to add relationship-specific attributes.  
The **Add New Owner - Relationship Specific** screen displays.

**Figure 1-28 Add New Owners – Capture relationship-specific attribute**

6. On the **Add New Owner - Relationship Specific** screen, specify the fields. For more information on fields, refer to the field description table.

**Table 1-19 Add New Owners – Relationship Specific - Field Description**

Field	Description
<b>Ownership Percentage</b>	Specify the ownership percentage value.

**Table 1-19 (Cont.) Add New Owners – Relationship Specific - Field Description**

Field	Description
<b>Associated Since</b>	Specify the date from which the stakeholder is associated with the bank.

- Click **Submit** to linked to the customer being onboarded.

**Note**

If the stakeholder is an existing customer or an existing Party, then the linkage is based on the CIF/Party Id. In case a new stakeholder is being added, the system will generate a Party Id for the newly added stakeholder. This Party Id is used to establish a link between the new customer and stakeholder.

- Click **OK** to save the details.

## 1.4.4 Assets

This topic provides the systematic instruction to add the details about the assets of the Small and Medium Enterprise customer.

**Note**

The fields marked as **Required** are mandatory.

- On the **Party Details** screen, click on the **Assets** section.  
The **Assets** screen displays.

**Figure 1-29 Assets**

- Click on the **+** button to add Assets Details.  
The **Add Assets** screen displays.

**Figure 1-30 Add Assets**

- Specify the required details in the **Add Assets** segment. For more information on fields, refer to the field description table.

**Table 1-20 Add Assets – Field Description**

Field	Description
<b>Name</b>	Specify the name for the asset.
<b>Value</b>	Specify the currency and value of the asset.
<b>Description</b>	Specify the description of the details of the assets being captured.

- Click **Submit** to submit the asset details.

## 1.5 Review

In the **Review** stage, the final reviewer needs to review the customer details and move the task to the **Approval** stage if the details are appropriate.

If the details of the customer are inappropriate, the reviewer can send the task back to the previous stage. The reviewer can acquire and edit the **Review** task using the **Free Tasks** screen.

- Click **Acquire and Edit** in the **Free Tasks** screen of the previous stage **Onboarding Enrichment** stage.

The **Review** screen displays.

**Figure 1-31 SME – Review**

Review - 000120372

Party Details

Test Automation thfirOxjbi

Party Id	Name	Demographic Type	Legal Entity Type	Organization Type	Other Information	Action
000120372	Test Automation thfirOxjbi	Domestic		Single	🌐 📱 📧 📅	✅

Cancel Hold Save & Close Next

- Right click on the **Customer** icon in tree view and select the **View Option** or **Party ID** to view the details captured for the Small and Medium Enterprise customer.
- Review the details captured for the Small and Medium Enterprise customer.
- Click **Next**.

The **Review - Review Comments** screen displays.

Figure 1-32 Review – Review Comments

5. Specify the comments in the **Review Comments** screen.
6. Click **Next**.

The **Comments** screen displays.

Figure 1-33 Review – Overall Comments

7. Specify the overall comments for the *Review* stage and perform the following actions:

Table 1-21 Actions - Description

Action	Description
<b>Post</b>	Click <b>Post</b> . The comments are posted below the text box.
<b>Submit</b>	Click <b>Submit</b> . The <b>Checklist</b> window is displayed.
<b>Outcome</b>	On the <b>Checklist</b> window, select the <b>Outcome</b> as <b>Proceed</b> or <b>Additional Info</b> and click <b>Submit</b> . Based on the value selected for the outcome, the following conditions apply: <ul style="list-style-type: none"> <li>If <b>Proceed</b> is selected, the task is moved to the <b>Recommendation</b> stage.</li> <li>If <b>Additional Info</b> is selected, the task is moved back to the <b>Onboarding Enrichment</b> stage.</li> </ul>

## 1.6 Recommendations

In the **Recommendation** stage, the approver needs to review the progress done so far and provide recommendations for each of the data segments with a decision as approve or reject.

The approver also has an option to validate of the captured details are as per Bank's policy or not and if there are any steps required to mitigate the risk.

### **Note**

The fields marked as **Required** are mandatory.

1. Click **Acquire and Edit** in the **Free Tasks** screen for the application for which **Recommendation** stage has to be acted upon.

The **Small and Medium Enterprise - Recommendation** screen displays.

**Figure 1-34 SME – Recommendation**

Party Id	Name	Demographic Type	Legal Entity Type	Organization Type	Other Information	Action
000120372	Test Automation thfirOxjbi	Domestic		Single	Icons for social media and documents	

2. Right-click on the icon in tree view and select view option or click on the Party Id hyperlink in List or table view to view details captured for the Small and Medium Enterprise
3. Click **Next**.

The **Recommendation – Recommendation Comments**



4. Click and expand **Review Summary** to view comments from Reviewer in **Review** Stage.
5. Click and expand **Recommendation Decision** section.  
The **Recommendation Decision** screen displays.

**Figure 1-35 Recommendation Decision**

**Recommendation - 000120733** Documents Screen(2/3)

**Recommendation**

- Party Details
- Recommendation**
- Comments

> Review Summary

▼ Recommendation Decision

Decision  Comments

Required

Section	Compliant with Bank Policy?	Details (Non-Compliance to Bank Policy)	Details of Risk Mitigation	Recommended	Decision	Action
Demographics	No			Not Recommended	Reject	
Geographical Spread	No			Not Recommended	Reject	
Sponsor Details	No			Not Recommended	Reject	
Financial Profile	No			Not Recommended	Reject	
Customers Details	No			Not Recommended	Reject	
Suppliers Details	No			Not Recommended	Reject	
Insurer Details	No			Not Recommended	Reject	
Guarantor Details	No			Not Recommended	Reject	
Banker Details	No			Not Recommended	Reject	
Management Information	No			Not Recommended	Reject	

Cancel Hold Back Save & Close Next

6. Select **Recommendation** decision in **Decision** field.
7. Specify the **Comments** for **Recommendation** decision.
8. Click **Action** to Input **Recommendation** details for each of the Party Information Data Segment.

**Figure 1-36 Onboarding Approval**

9. On the **Onboarding Approval** screen, specify the details. For more information on fields, refer to the field description table.

**Table 1-22 Onboarding Approval – Field Description**

Field	Description
<b>Party Detail</b>	Displays the specific section for which the approval needs to be provided.

Table 1-22 (Cont.) Onboarding Approval – Field Description

Field	Description
<b>As per Bank Policies</b>	Select if the customer details of those sections are as per bank policy.  <div> <i>Note</i>            By default, it is selected as false.         </div>
<b>Details of Dimensions as per bank policy</b>	If the customer data is not as per bank policy, enter the details of dimensions.
<b>Mitigate</b>	Specify the mitigate comments.
<b>Recommendation</b>	Select if the customer detail is recommended.  <div> <i>Note</i>            By default, it is selected as false.         </div>
<b>Decision</b>	Select <b>Approve</b> or <b>Reject</b> from the drop-down field.

- Click **Next**.

The **Recommendation - Comments** screen displays.

- Specify the overall comments for the **Recommendations** stage and perform the following actions:

Table 1-23 Actions - Description

Action	Description
<b>Post</b>	Click <b>Post</b> . The comments are posted below the text box.
<b>Submit</b>	Click <b>Submit</b> . The <b>Checklist</b> window is displayed.
<b>Outcome</b>	On the <b>Checklist</b> window, select the <b>Outcome</b> as <b>Proceed</b> and click <b>Submit</b> . The task is moved to the <b>Approval</b> stage.

## 1.7 Approval

In the **Approval** stage, the approver needs to review the activity done across all the stages and provide final signoff to approve the customer onboarding.

The approver also has an option to validate if the captured details are as per Bank's policy or not and if there are any steps required to mitigate the risk.

- On the **Homepage**, click **Tasks**. Under **Tasks**, click **Free Tasks**.
- Click **Acquire and Edit** in the **Free Tasks** screen for the application for which **Approval** stage has to be acted upon.

The **Approval** screen displays.

Figure 1-37 SME – Approval

**Approval - 000120372** Screen(2/3)

**Approval**

Recommendation Summary **Approved**

**DOCUSER1**

Decision: Approve Comments: Approved.

Section	Compliant with Bank Policy?	Details (Non-Compliance to Bank Policy)	Details of Risk Mitigation	Recommended	Decision	Action
Demographics	No			Not Recommended	Reject	
Geographical Spread	No			Not Recommended	Reject	
Sponsor Details	No			Not Recommended	Reject	
Financial Profile	No			Not Recommended	Reject	
Customers Details	No			Not Recommended	Reject	
Suppliers Details	No			Not Recommended	Reject	
Insurer Details	No			Not Recommended	Reject	
Guarantor Details	No			Not Recommended	Reject	
Banker Details	No			Not Recommended	Reject	
Management Information	No			Not Recommended	Reject	

> Approval Decision

- Right-click on the icon in tree view and select view option or click on the Party Id hyperlink in List or table view to view details captured for the Small and Medium Enterprise.
- Click **Next** after the reviewing the customer information.  
The **Approval - Approval comments** screen displays.

Figure 1-38 Approval – Approval Comments

**Approval - 000120372** Screen(2/3)

**Approval**

> Recommendation Summary **Approved**

> Approval Decision

Decision: Approve Comments: Approved.

Cancel Hold Back Save & Close Next

- View **Recommendation Summary** as **Approved** or **Rejected** based on the **Recommendation Decision** provided in **Recommendation** stage.

**Note**

If more than one Recommendation user is configured, Recommendation summary will be determined as follows:

**Table 1-24 Recommendation Summary**

Number of Users	Individual Decision	Recommendation Summary
2 User (User 1 & User 2)	User 1 – Approved User 2 – Approved	Approved
2 User (User 1 & User 2)	User 1 – Approved User 2 – Rejected	Rejected
3 Users (User 1 & User 2 & User 3)	User 1 – Approved User 2 – Rejected User 3 – Approved	Rejected

- Click and Expand **Recommendation Summary** view **Recommendation Decision** and **Comments** from respective users from Recommendation stage.

The **Recommendation Summary** screen displays.

- Click **Action** to see **Recommendation** details and **KYC** details for respective KYC types.
- Click and Expand **Approval Decision** to provide **Approval Decision** and **Comments** for Party Onboarding.

The **Approval Decision** screen displays.

- Click **Next** to **Comments** data segments.

The **Approval – Comments** screen displays.

**Figure 1-39 Approval - Comments**

- Click **Next**.  
The **Comments** screen is displayed.
- Specify the overall comments for the **Approval** stage and perform the following actions:

Table 1-25 Actions - Description

Action	Description
<b>Post</b>	Click <b>Post</b> . The comments are posted below the text box.
<b>Submit</b>	Click <b>Submit</b> . The <b>Checklist</b> window is displayed.
<b>Outcome</b>	On the <b>Checklist</b> window, select the <b>Outcome</b> as <b>Proceed</b> , <b>Reject</b> , or <b>Additional Info</b> and click <b>Submit</b> . Based on the value selected for the outcome, the following conditions apply: <ul style="list-style-type: none"> <li>• If <b>Proceed</b> is selected, the onboarding process is completed.</li> <li>• If <b>Reject</b> is selected, the onboarding process is rejected.</li> <li>• If <b>Additional Info</b> is selected, the task is moved back to the manual retry queue for further processing.</li> </ul>

## 1.8 Amendment

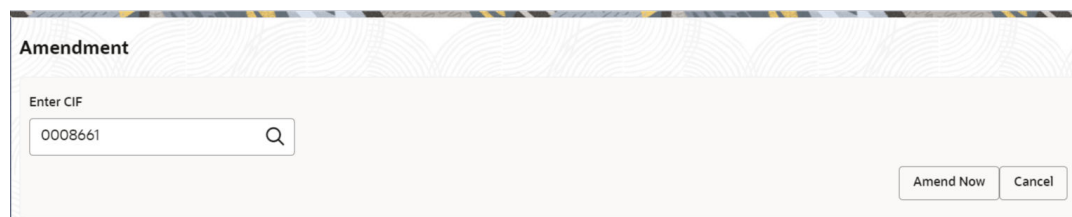
In the **Amendment** stage, the relationship manager can amend the information or can add additional information about an Small Medium Enterprise customer using Oracle Banking Enterprise Party Management.

### Note

- User should have required Customer Group Access to amend a party within a customer access group.
- User should have required Personal Identifiable Information (PII) access to amend a party, if PII fields are configured.
- The fields marked as **Required** are mandatory.

1. On the **Homepage**, click **Party Services**. Under **Party Services**, click **Amendment**. The **Amendment** screen displays.

Figure 1-40 Amendment – Enter Customer Id



2. On the **Amendment** screen, specify the **CIF** and click **Amend Now**. The **Small and Medium Enterprise Amendment** screen displays.
3. On the **Quick Initiation** screen, edit the information for the desired fields, and submit the task. For information *Initiation* stage, refer to [Onboarding Initiation](#). The task is moved to the Small and Medium Enterprise Amendment KYC stage.
4. Acquire the *AME Amendment KYC* task, update the status of KYC check in this stage, and submit the task. For information on the *KYC* stage, refer to [KYC Check](#). The task is moved to the *SME Amendment – Enrichment* stage.

5. Acquire the *SME Amendment Enrichment* task, update the desired information in this stage, and submit the task. For information on the *Enrichment* stage, refer to [Onboarding Enrichment](#).

The task is moved to the *SME Amendment – Review* stage.

6. Acquire the *SME Amendment – Review* task, update the desired information in this stage, and submit the task. For information on the *Review* stage, refer to [Review](#).

The task is moved to the *SME Amendment – Recommendation* stage.

7. Acquire the *SME Amendment – Recommendation* task, update the desired information in this stage, and submit the task. For information on the *Recommendation* stage, refer to [Recommendations](#).

The task is moved to the *SME Amendment – Approval* stage.

8. Acquire the *SME Amendment – Approval* task, update the desired information in this stage, and submit the task. For information on the *Approval* stage, refer to [Approval](#).

The amendment of the corporate customer is completed.

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