

Oracle Banking Trade Finance Process Management Cloud Service

Customer Standard Instructions User Guide



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Preface

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- [Audience](#)
This document is intended for the following audience:
- [Documentation Accessibility](#)
- [Critical Patches](#)
- [Diversity and Inclusion](#)
- [Structure](#)
This manual is organized into the following chapters:
- [Conventions](#)
- [Related Documents](#)
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Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management Cloud Service **Customer Standard Instructions** process.

Audience

This document is intended for the following audience:

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

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 customer access to and use of Oracle support services will be pursuant to the terms and conditions specified in their Oracle order for the applicable services.

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 ensure 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.

Structure

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.

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text.
<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.

Related Documents

For more information on any related features, you can refer to the following documents:

- Getting Started User Guide
- Oracle Banking Common Core 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.

Symbols and Icons

The list of symbols and icons available on the screens are as follows:

Table 1 Symbols and Icons - Common


















Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list
	Date Range
	Add a new record
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	Grid view
	List view
	Refresh
	Click this icon to add a new row.
	Click this icon to delete a row, which is already added.
	Calendar

Table 1 (Cont.) Symbols and Icons - Common











Symbol/Icon	Function
	Alerts
	Unlock Option
	View Option
	Reopen Option

Table 2 Symbols and Icons - Widget

Symbol/Icon	Function
	Open status
	Unauthorized status
	Rejected status
	Closed status
	Authorized status
	Modification Number

1

Customer Standard Instructions

This topic helps you quickly get acquainted with the Customer Standard Instructions maintenance process.

Customer needs to provide instructions in advance to the bank, which should be maintained as Standard Instructions in the system and should be referred at the time of transactions. At the time of initiating the transactions to the bank instructions can also be provided and the system should have place holders for these instructions.

This topic contains following sub-topics:

- [Create Customer Standard Instructions](#)
This topic provides the systematic instructions to create strategy configuration.
- [View Customer Standard Instruction](#)
This topic provides the systematic instructions to view Customer Standard Instruction.

1.1 Create Customer Standard Instructions

This topic provides the systematic instructions to create strategy configuration.

The **Create Customer Standard Instructions** screen allows the user to create Customer Standard Instructions.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Maintenance**.
2. Under **Maintenance**, click **Customer Standard Instructions**.
3. Under **Customer Standard Instructions**, click **Create Customer Standard Instruction**.

The **Create Customer Standard Instruction** screen appears.

Figure 1-1 Create Customer Standard Instructions

Create Customer Standard Instruction

Standard Instruction Maintenance

Customer Number: 8476406

Customer Name: CIF855092710406

Module: Select

Product Type: [dropdown]

All Product: [checkbox]

Product Code: [search]

Product Description: [text area]

Instruction ID	Instruction	Instruction Date	Instruction Expiry Date	Action
		April 20, 2022		[plus icon]

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

Cancel Save

4. On **Create Customer Standard Instruction** screen, specify the fields.

Note

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

Field	Description
Customer Number	Click Search to search and select the customers from the list of open customers.
Customer Name	System displays the Customer Name on selecting the Customer ID.
Module	Select the module type from the drop-down list. The available options are: <ul style="list-style-type: none"> Letters of Credit and Guarantees (LC – OBTF Mapping) Drawings Documentary Collections (BC – OBTF Mapping) ALL (AL - OBTF Mapping)
Product Type	Click Search to search and select the product type.
All Product	Move the slider as Yes or No.
Product Code	Click to search and select the product code from look up. The search criteria are: <ul style="list-style-type: none"> Open and Authorized Product code Based on the Module code, Under LC flag and Product Type Select the product code based on the above criteria
Product Description	System defaults the Product Type Description on selecting the Product Type. For value “ALL” description should default as ALL. Below fields appear on tab out after entering the above information.
Instruction ID	System automatically generates the Instruction Serial No on adding a new record.
Instruction	Specify the Standard Instructions.
Instruction Date	System defaults the current branch date.
Instruction Expiry Date	Specify the Instruction Expiry Date.
Actions	Click the Edit / Delete icon to edit or delete the new record before save and to view the existing Standard Instructions.

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

The customer standard instruction is successfully created and can be viewed using the **View Customer Standard Instruction** screen.

1.2 View Customer Standard Instruction

This topic provides the systematic instructions to view Customer Standard Instruction.

The **View Customer Standard Instruction** screen provides a list of Customer Instructions maintained for the customers. The user can view the summary or Edit or Authorize the Instructions maintained through the View Customer Standard Instruction screen.

Specify **User ID** and **Password**, and login to screen.

1. **Home**
2. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Maintenance**.
3. Under **Maintenance**, click **Customer Standard Instructions**.


4. Under **Customer Standard Instructions**, click **Create Customer Standard Instruction**.
The **View Customer Standard Instruction** screen appears.

Figure 1-2 View Customer Standard Instruction

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

Table 1-1 View Customer Standard Instruction – Field Description

Field	Description
Customer Name	System displays the name of the customer.
Customer Number	System displays the customer number.
Product Code	System displays the product code.
Version	System displays the Version number.
Maker	System displays the maker ID.
Status	Displays the status of the record. Values are Authorized and Unauthorized.
Record Status	Displays the status of the record. Values are Open and Closed.

5. Click the  icon, and then click **Authorize** to authorize the customer instructions.
 - Click **Open** to view the Customer Standard Instruction Maintenance screen.
 - Click **Delete** to delete the customer instructions.
 - Click **View** to view the customer instructions screen.
- [Search Customer Standard Instruction](#)
This topic provides systematic instructions to search the Customer Standard Instruction already created. The search can be done by entering the search criteria such as Customer Number, Module, Product Type, Product Code, Authorization status, Record Status (Drop down values – Open and Close).

1.2.1 Search Customer Standard Instruction

This topic provides systematic instructions to search the Customer Standard Instruction already created. The search can be done by entering the search criteria such as Customer Number, Module, Product Type, Product Code, Authorization status, Record Status (Drop down values – Open and Close).

To search the Customer Standard Instruction, follow below steps,

1. Navigate to the **View Customer Standard Instruction** screen.
2. Click the search icon

The **View Customer Standard Instruction** screen appears with the records matching the search criteria.

3. On **View Customer Standard Instruction** screen, specify the fields.
For more information on fields, refer to the field description table below.

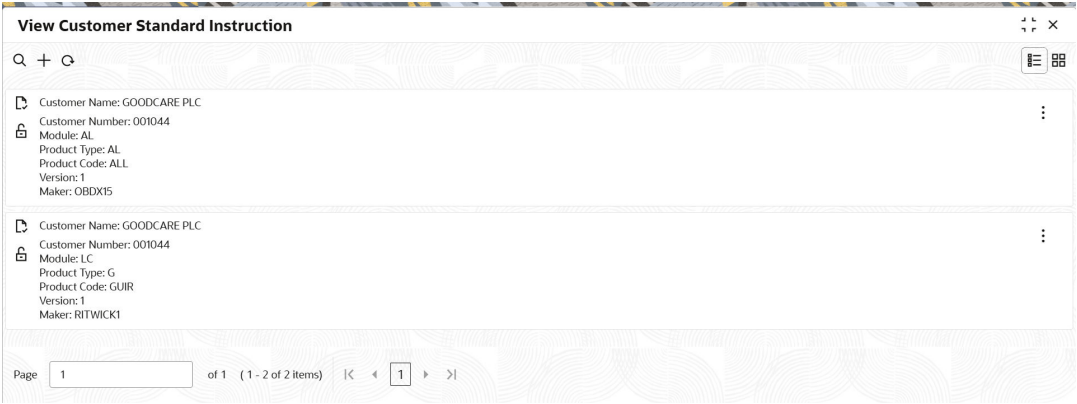
Table 1-2 View Customer Standard Instruction - Field Description

Field	Description
Customer Number	Specify the customers number.
Module	Select the module type from the drop-down list. The available options are: <ul style="list-style-type: none"> Letters of Credit and Guarantees (LC – OBTF Mapping) Drawings Documentary Collections (BC – OBTF Mapping) ALL (AL - OBTF Mapping)
Product Type	Select the product type.
Product Code	Specify the product code as a search criteria.
Authorization Status	Displays the authorization status of the record. Status (Mandatory for search – Authorized and Un authorized would be the drop-down values).
Record Status	Displays the status of the record. Values are Open and Closed.

4. Click the 'List' or 'Table' icon on the top right corner of the screen to view the **Customer Standard Instruction** screen items in the list or tabular form.

The **View Customer Standard Instruction** screen displays the record in tabular or list form as per selection.

Figure 1-3 Customer Standard Instruction - List View



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

Table 1-3 Customer Standard Instruction - List View – Field Description

Field	Description
Customer Name	System displays the name of the customer.
Customer Number	System displays the customer number.
Module	Select displays the module.
Product Type	System displays the product type.
Product Code	System displays the product code.
Version	System displays the Version number.
Maker	System displays the maker ID.

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Authorization

This topic helps you quickly get acquainted with the authorization process.

Checker user has to authorize the maintenance from the “Standard Instructions View” screen. On authorization, system should handoff of the record details to the back office.

System should do Dedupe Checkup for items in work in progress for further modification. On authorization of the Maintenance, system would hand off the data to OBTF.

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