Oracle Banking Trade Finance Process Management Cloud Service

Drawing Under Transferred LC User Guide

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Oracle Banking Trade Finance Process Management Cloud Service Drawing Under Transferred LC User Guide, Release 14.8.1.0.0

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Preface

- Purpose
- Audience
  This document is intended for the following audience:
- Access to Support
- Critical Patches
- Structure
  This manual is organized into the following chapters:
- Diversity and Inclusion
- Conventions
- Related Documents
- Screenshot Disclaimer
- Acronyms and Abbreviations
- Symbols and Icons

Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management Cloud Service **Drawings Under Transferred LC** process.

Audience

This document is intended for the following audience:

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

Access to Support

Oracle welcomes customers' comments and suggestions on the quality and usefulness of the document. Your feedback is important to us. If you have a query that is not covered in this user guide or if you still need assistance, please contact documentation team.

- Access to Oracle Support

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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.

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.

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

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

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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 list of the acronyms and abbreviations that are used in this guide are as follows:

Table 1 Acronyms and Abbreviations

Abbreviation	Description
OBTFPM	Oracle Banking Trade Finance Process Management
LC	Letter of Credit
BC	Bankers Cheque
FX	Foreign Exchange
CCY	Currency
LCY	Local Currency
FCY	Foreign Currency
LOV	List of Values
CIF	Customer Information File
UDF	User Defined Fields
FFT	Free Format Text
SBLC	Standby Letter of Credit

Symbols and Icons

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

Table 2 Symbols and Icons - Common

Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list

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Table 2 (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
	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
	Alerts
	Unlock Option
	View Option
	Reopen Option

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Table 3 Symbols and Icons - Widget

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

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1

Oracle Banking Trade Finance Process Management Cloud Service

This topic helps you quickly get acquainted with the Oracle Banking Trade Finance Process Management Cloud Service process.

Welcome to the Oracle Banking Trade Finance Process Management Cloud Service User Guide. This guide provides an overview on the OBTFPMCS 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 OBTFPMCS:

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

Overview

Oracle Banking Trade Finance Process Management Cloud Service is a Trade Finance middle office platform, which enables bank to streamline the Trade Finance operations. Oracle Banking Trade Finance Process Management Cloud Service 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).

Benefits

Oracle Banking Trade Finance Process Management Cloud Service helps banks to manage Trade Finance operations across the globe in different currencies. OBTFPMCS 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.

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.

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2

Drawing Under Transfer LC

This process illustrates the Drawing Under Transfer LC handled in Oracle Banking Trade Finance Process Management.

Transfer LC is used when the beneficiary under LC transfers part or full value under the LC to one or multiple second beneficiaries.

The Life Cycle of Transfer LC:

1. Advise Export LC to the First Beneficiary
2. First Beneficiary requests for Transfer of LC
3. Issue Transfer LC
4. Advise Transfer LC
5. Second Beneficiary submits the document under
6. Transfer LC Transferee Bank submits the documents to transfer or bank
7. Create drawing under Transfer LC and notify First Beneficiary
8. Receive Export Document from First Beneficiary (including substituted document if any)
9. Forward Export Document to Issuing Bank
10. Receive Settlement under Export LC
11. Liquidate Drawing under Transfer LC
12. Credit balance amount to First Beneficiary

This topic contains following subtopics:

- Registration
  This topic provides the systematic instructions to initiate the Registration stage of Drawing under transferred LC request.
- Scrutiny
  This topic provides the systematic instructions to initiate the Scrutiny stage of Drawings under Transferred LC request.
- Data Enrichment
  This topic provides the systematic instructions to initiate the Data Enrichment stage of Drawings Under Transferred LC request.
- Exceptions
  This topic helps you quickly get acquainted with the Exceptions process.
- Multi Level Approval
  This topic helps you quickly get acquainted with the Multi Level Approval process.
- Reject Approval
  This topic helps you quickly get acquainted with the Reject Approval process.

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2.1 Registration

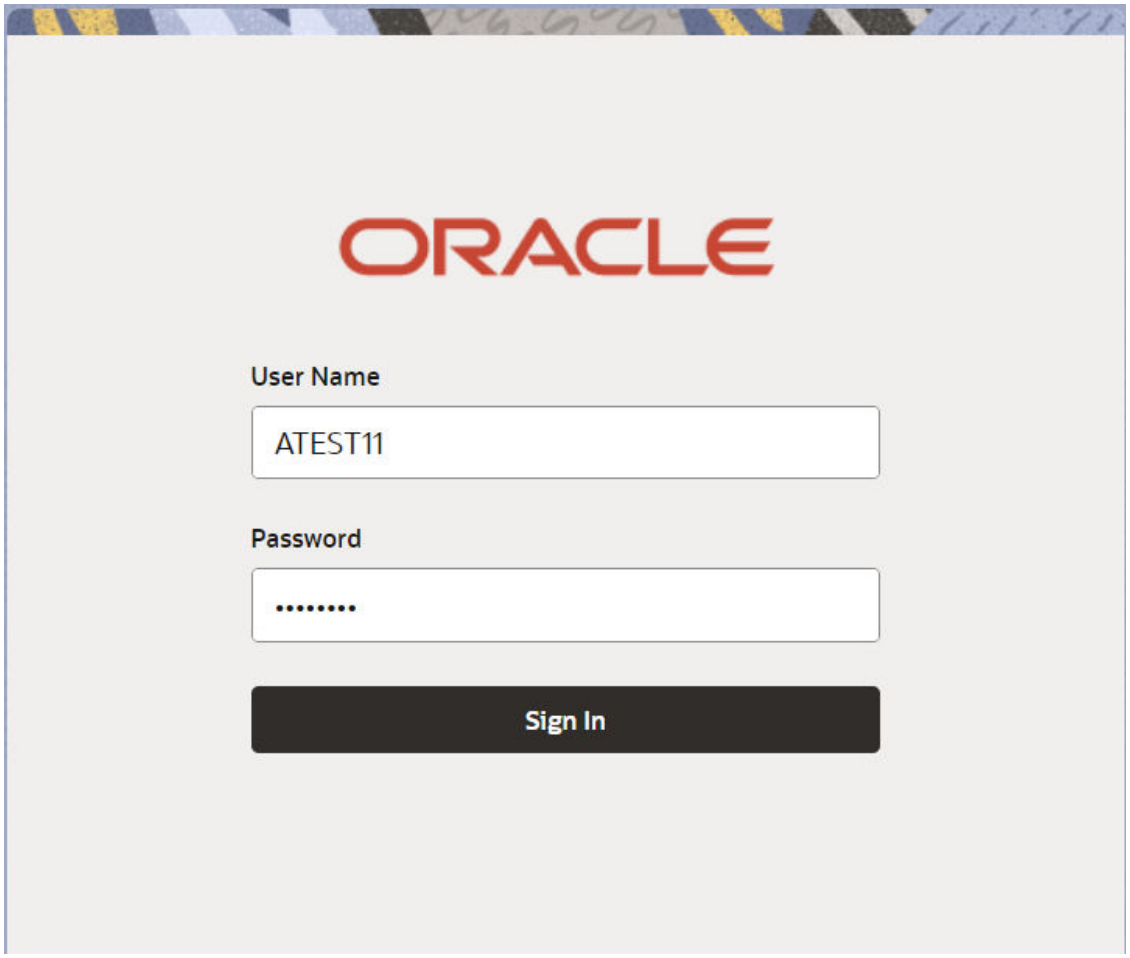
This topic provides the systematic instructions to initiate the Registration stage of Drawing under transferred LC request.

The process starts from Registration stage, the user can register a request for Drawings under Transferred LC.

During Registration stage, user can capture the basic details of the drawings update application and upload the related documents received from presenting bank. It also enables the user to capture some additional product related details as an option. On submit of the request, will be available for an LC expert to handle the request in the next stage.

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

Figure 2-1 LogIn Screen



1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Import Documentary Credit**.
2. Under **Import Documentary Credit**, click **Drawings Under Transferred LC**.

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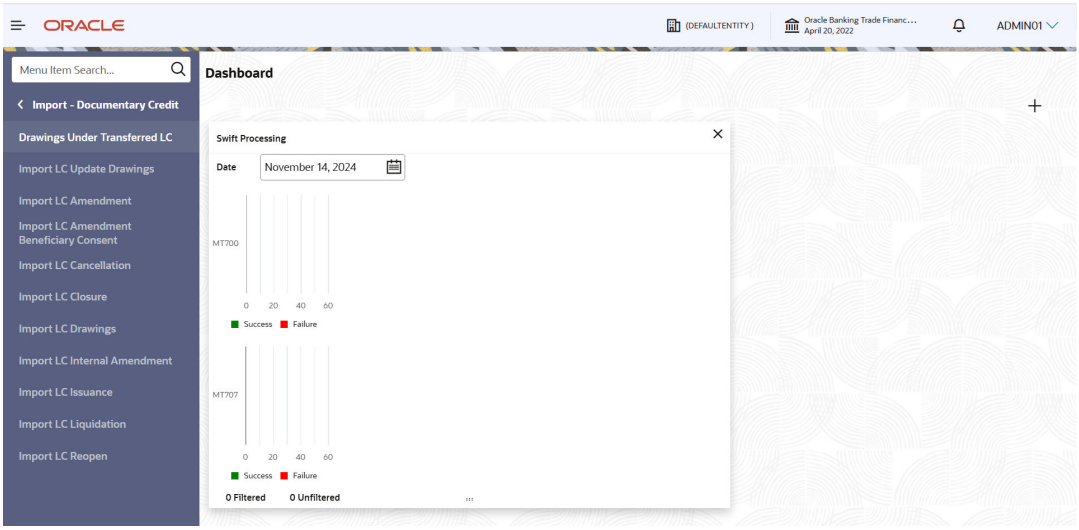
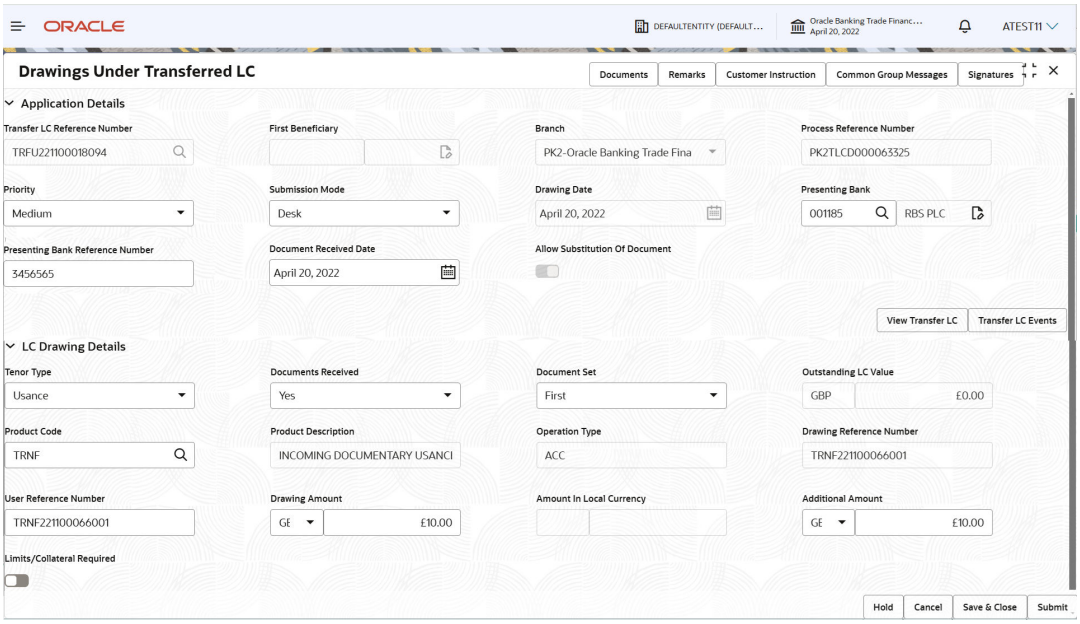
Figure 2-2 Drawings Under Transferred LC



The **Drawings Under Transferred LC** screen appears.
The Drawings Under Transferred LC - Registration stage has two sections Application Details and LC Drawing Details. Let's look at the details of Registration screens below:

Figure 2-3 Registration - Application Details



3. On **Drawings Under Transferred LC - Registration - Application Details** screen, specify the fields.

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

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Table 2-1 Registration - Application Details - Field Description

Field	Description
Transfer LC Reference Number	Specify the Transfer LC reference number. Alternatively, click **Search** to search and select the documentary reference number. In lookup search/advanced lookup search, user can input Transfer LC Reference Number, First Beneficiary, Currency, Amount, User Reference Number and From Reference Number to fetch the LC details. Based on the search result, select the applicable LC for drawing.
First Beneficiary	Read only field. First Beneficiary details is defaulted from the underlying Transfer LC.
Branch	Read only field. Branch details will be auto-populated based on the selected LC from the lookup.
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	System will populate the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated any time before submit of Registration stage.
Submission Mode	Select the submission mode of Import LC Drawing update request. By default the submission mode will have the value as ‘Desk’ for transactions created via registration. By default the submission mode will have the value as ‘Desk’. • **Desk** - Request received through Desk • **Courier** - Request received through Courier
Drawing Date	Read only field. By default, the application will display branch’s current date.
Presenting Bank	Specify the presenting bank. Alternatively, click **Search** to search and select the presenting bank based on Customer ID/Customer Name. You can also specify the Customer ID in the look up search criteria and on tab out system will validate and populate the 'Presenting Bank’ name.
Presenting Bank Reference Number	Specify the presenting bank reference number.

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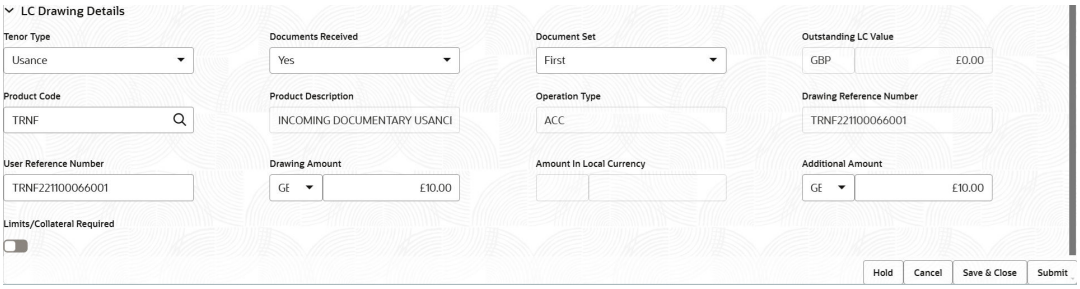
Table 2-1 (Cont.) Registration - Application Details - Field Description

Field	Description
Document Received Date	By default, the application displays the branch's current date. The user to change the date to any back date. **Note** Future date selection is not allowed.
Allow Substitution Of Document	If enabled, allows the bank to substitute the Export Documents received from Transferee with the documents from Beneficiary during Drawing.

LC Drawings Details

Registration user can provide drawing details in this section. Alternately, drawing details can be provided by Scrutiny user.



4. On **Drawings Under Transferred LC - Registration - LC Drawings Details** screen, specify the fields.

Note

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

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

Table 2-2 Registration - Drawings LC Details - Field Description

Field	Description
Tenor Type	Select the tenor type. • **Sight** • **Usance** • **Multi Tenor**
Documents Received	Select the document received status from the drop-down. • **Yes** • **No**

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Table 2-2 (Cont.) Registration - Drawings LC Details - Field Description

Field	Description
Documents Set	Select the number of sets of documents received from the drop-down. • **First** • **Second** • **Both**
Duplicate	If documents received are duplicate and if the drawing is already completed, user can mark this as duplicate and submit.
Outstanding LC Value	Read only field. Outstanding LC value will be auto-populated. This field displays the value as per the latest LC details.
Product Code	Select the product code for the drawing. Only the products that are allowed for Bills under Transfer LC should be displayed in the look up list.
Product Description	Read only field. This field displays the description of the product as per the selected product code.
Operation Type	Read only field. Operation Type will be auto-populated based on the selected LC.
Drawing Reference Number	Read only field. This is auto generated by the back end system.
User Reference Number	User reference number is defaulted based on the selected LC. User can change the value.
Drawing Amount	Select the currency and specify the drawing amount under the LC for which documents have been submitted.
Amount In Local Currency	After the tab out of 'Currency Code, Amount' field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
Additional Amount	This field can have value only if an MT 750 has been processed for this drawing earlier.
Limits/ Collateral Required	Enable the option, if limit check is applicable. Disable the option, if limit check is not applicable.

5. Click **Submit**.

The task will move to next logical stage of Drawings Under Transferred LC.
For more information on action buttons, refer to the field description table below.

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Table 2-3 Registration - Action Buttons - Field Description

Field	Description
Documents	Upload the documents received under the LC. System should display the mandatory and optional documents. User to upload the applicable documents. If mandatory documents are not uploaded, system should display an error on submit. The possible documents submitted for Drawings under Transferred LC request are: • Bill of Lading • Airway Bill • Invoice • Packing List • Bill of Exchange • Certificate of Origin • Inspection Certificate • Other documents
Remarks	Specify any additional information regarding the LC. This information can be viewed by other users processing the request.
Customer Instruction	Click to view/ input the following: • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click to send MT799 and MT999 messages from within the task.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
View Transfer LC	Click to view the latest Transfer LC values displayed in the respective fields. All fields displayed in LC details section are read only fields.
Transfer LC Events	Click to view the details of Transfer LC events.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancels the Drawing Under Transferred LC task. Details entered will not be saved and the task will be removed.
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.
Submit	Click Submit, task will get moved to next logical stage of Drawings Under Transferred LC. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

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Table 2-3 (Cont.) Registration - Action Buttons - Field Description

Field	Description
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit. The checklist items under Registration Stage are: Application signed and stamped Customer signature verified Any correction or alteration initialed by the applicant.

- Document Linkage
  This topic provides the systematic instructions to initiate the document linkage.

2.1.1 Document Linkage

This topic provides the systematic instructions to initiate the document linkage.

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

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

Specify **User ID** and **Password**, and navigate to **Registration** screen.

1. On the header of **Registration** screen, click, **Documents**.

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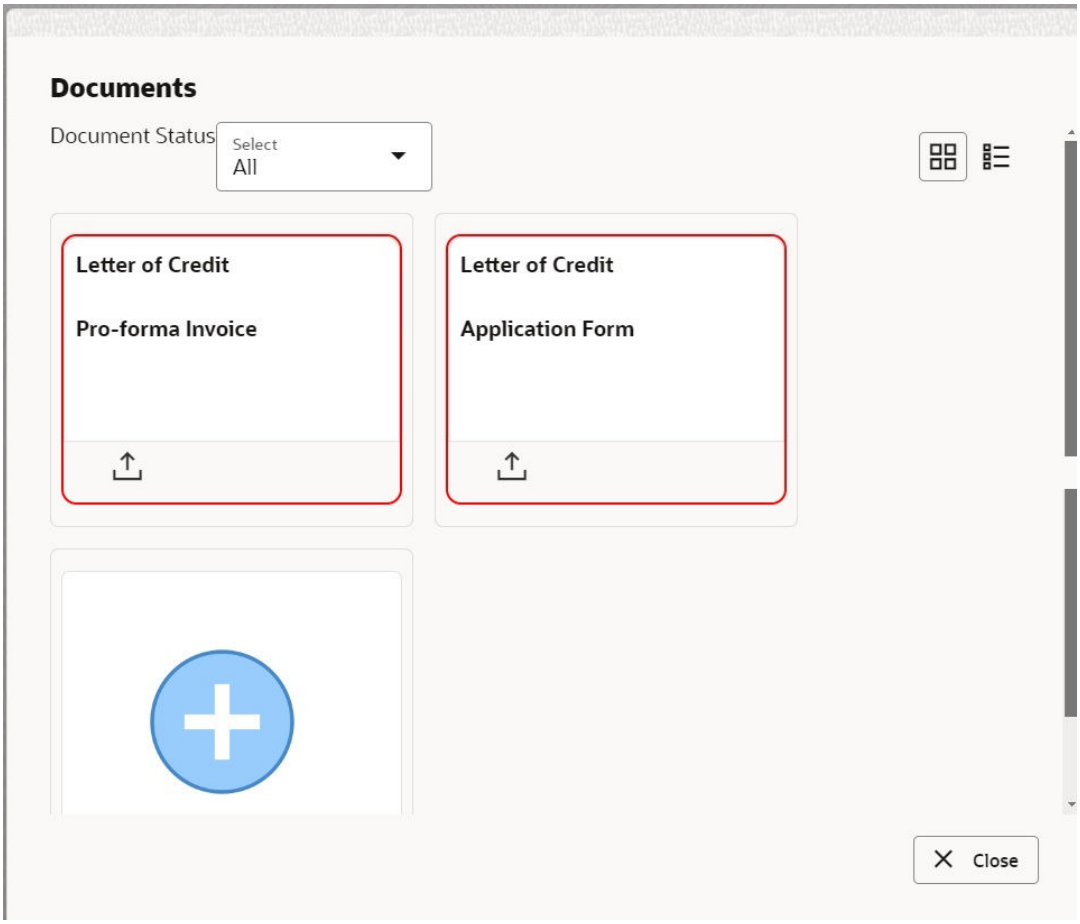
The **Document** pop-up screen is displayed.



2. Click the **Add Additional Documents** button/ link.

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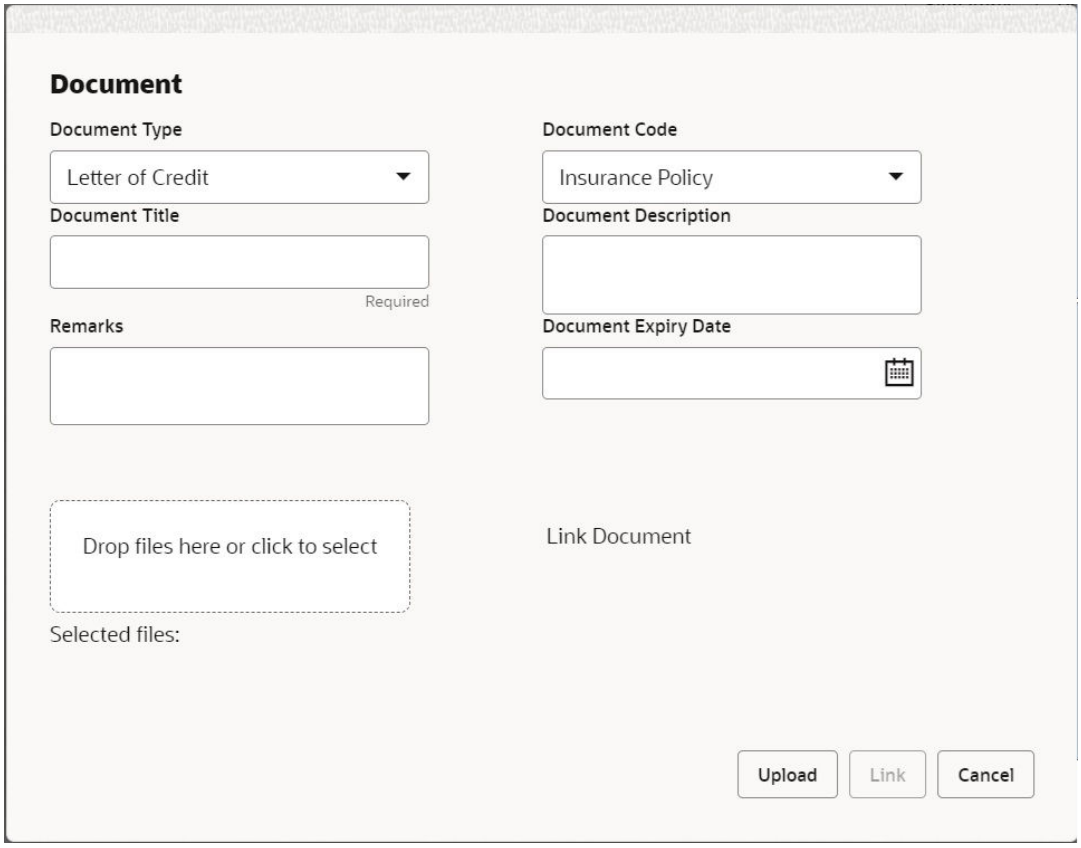
The **Document** screen is displayed.



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

3. Select the document to be uploaded or linked and click the **Link Document** link.

   The link **Document** pop up screen is displayed.
   The value selected in **Document Type** and **Document Code** of **Document** screen are defaulted in the **Link Document Search** screen.

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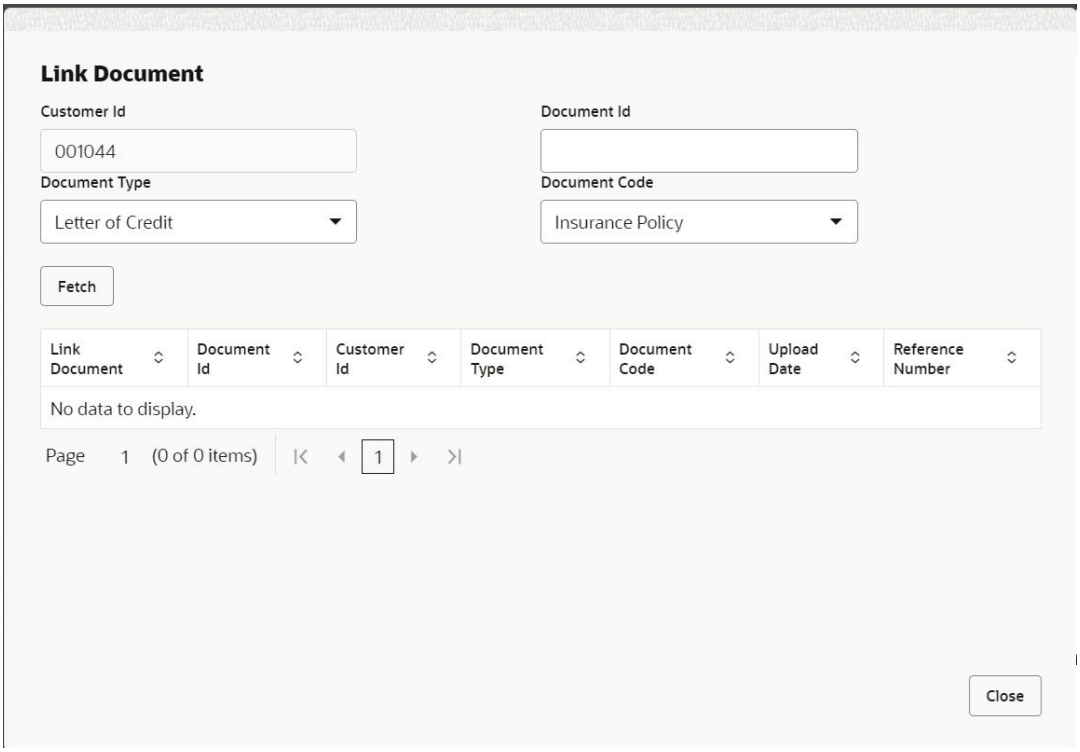

4. Click **Fetch** to retrieve the details from DMS.

   System displays all the documents available for the given **Document Type** and **Document Code** for the customer.

Field	Description
Customer ID	This field displays the transaction Customer ID.
Document ID	Specify the document ID.
Document Type	Select the document type from list.
Document Code	Select the document Code from list.
Search Result	
Document ID	This field displays the document ID from metadata.
Customer ID	This field displays the transaction customer ID.
Document Type	This field displays the document type from metadata.
Document Code	This field displays the document code from metadata.
Link Document	The link to link the existing uploaded documents from DMS to the workflow task.
Upload Date	The field displays the upload date of the document.
Reference Number	The field displays the reference number of the document.

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

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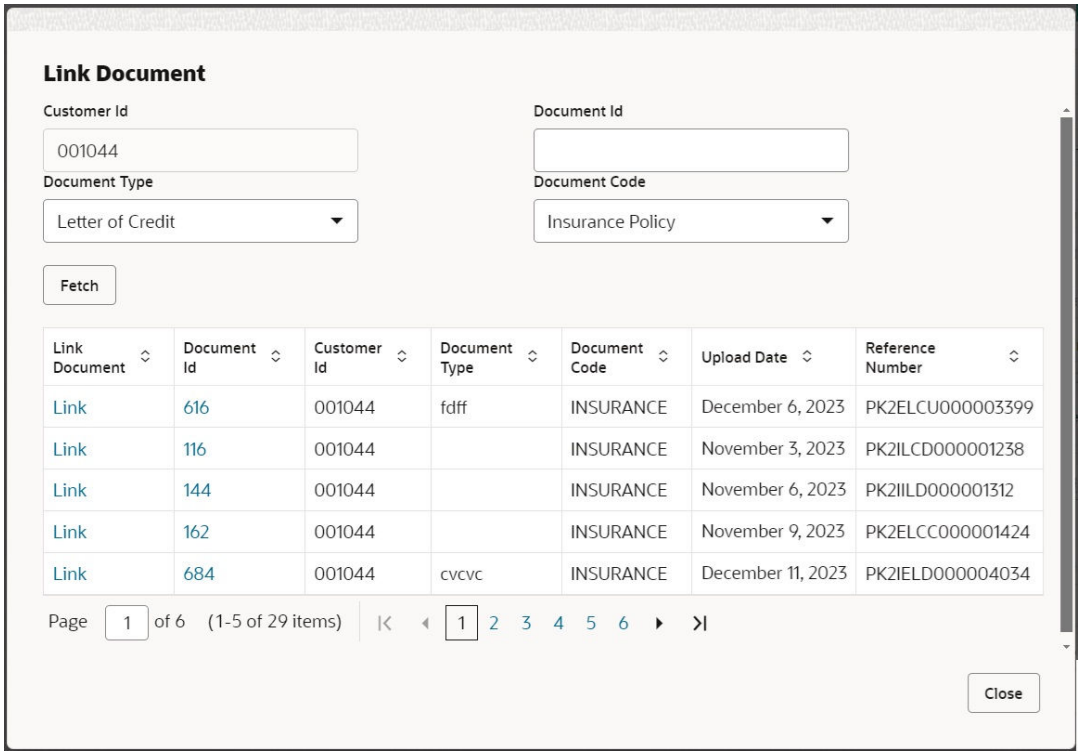
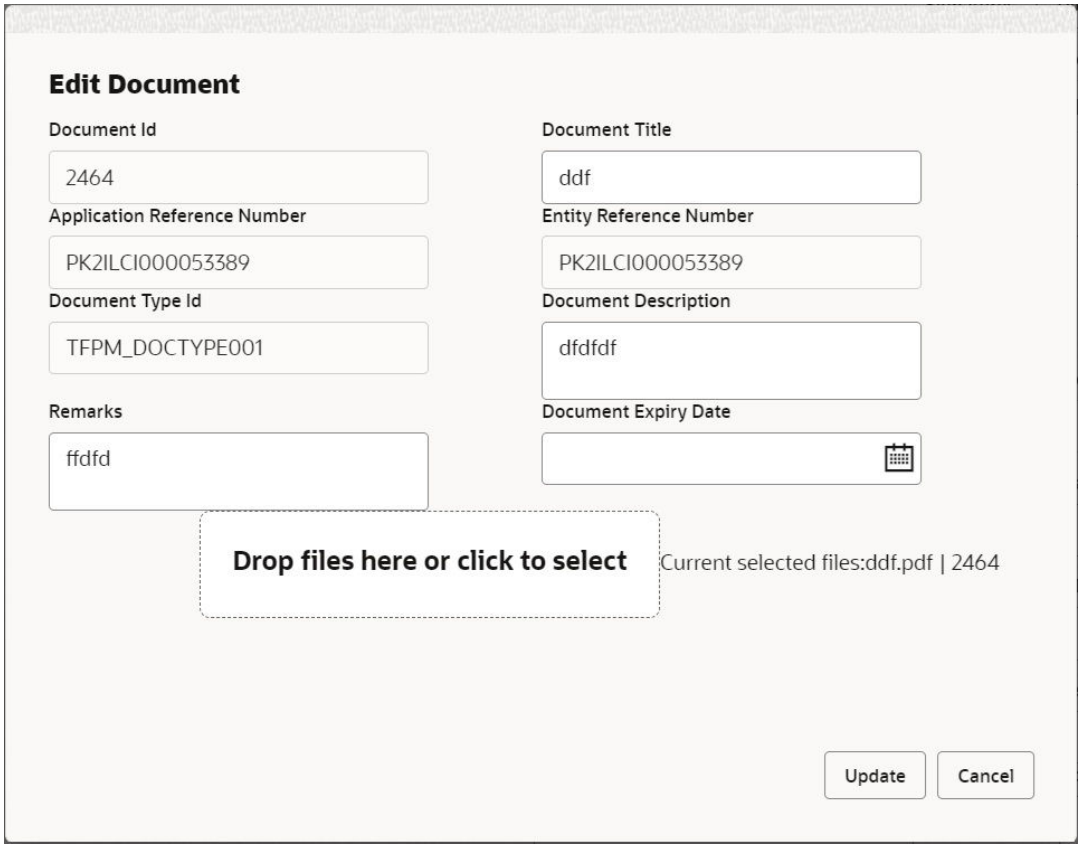


Post linking the document, the user can View, Edit and Download the document.

6. Click **Edit** icon to edit the documents.

The **Edit Document** screen is displayed.



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2.2 Scrutiny

This topic provides the systematic instructions to initiate the Scrutiny stage of Drawings under Transferred LC request.

On successful completion of Registration of Drawings under Transferred LC, the task moves to Scrutiny stage. At this stage the gathered information during Registration are scrutinized.

As part of scrutiny, the user can enter/update basic details of the drawings and verify the documents received under the LC for discrepancies.

Drawings under Transferred LC created from Incoming MT 750 message will have details available in the message auto populated in the screens. In case of drawings on account of MT 750, user will not be able to enter any information all fields will be auto populated by the system.

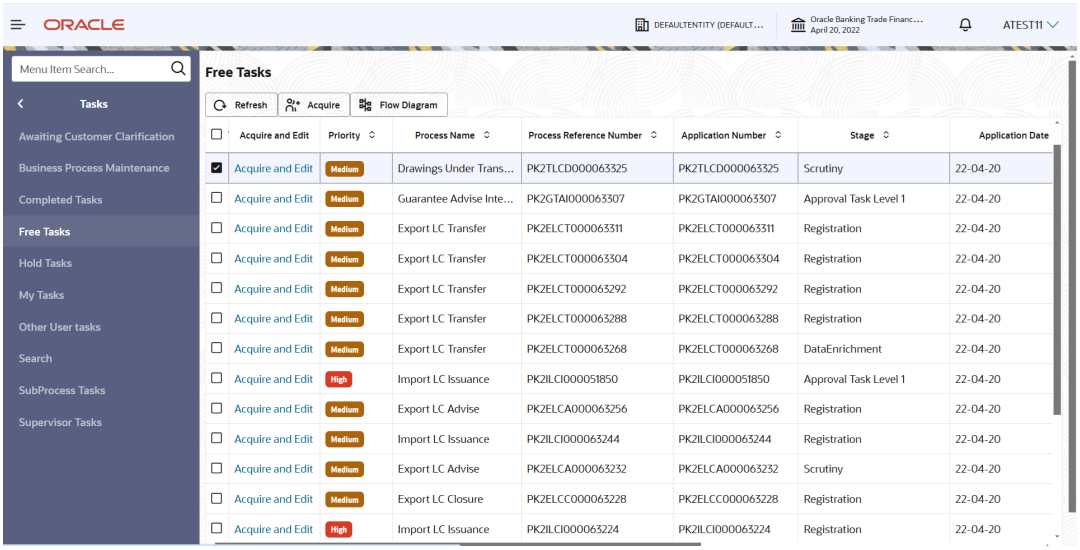
Documents that are received for Drawings under Transferred LC at the desk will move to scrutiny stage post successful registration. The transaction will have the details entered during the registration stage.

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

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

1. On **Home** screen, click **Task**.
2. Under **Task**, click **Free Task**.

Figure 2-4 Free Task



The **Free Task** screen appears.

3. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.
4. The acquired task will be available in **My Tasks** tab. Click **Edit** to scrutinize the registered task.

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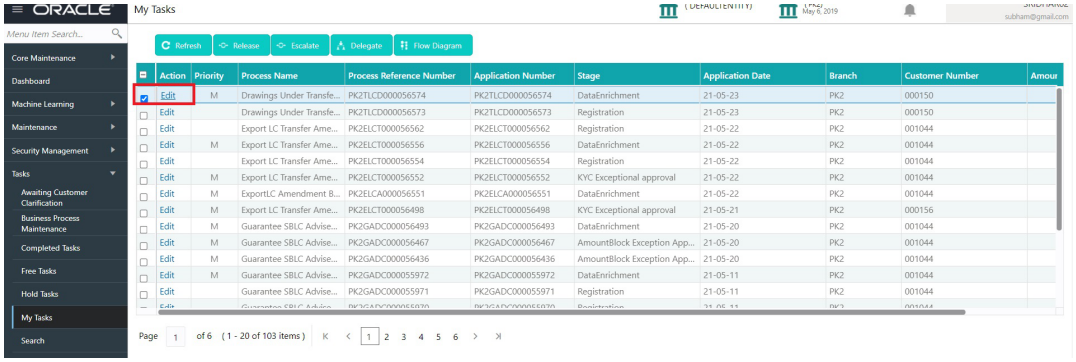
Figure 2-5 My Task



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/SWIFT (MT 750) may not be editable.
The Scrutiny stage has the following hops for data capture:

- Main Details
  This topic provides the systematic instructions to initiate the Main Details of Scrutiny stage of Drawings under Transferred LC request.
- Document Details
  This topic provides the systematic instructions to capture the details of the documents received.
- Shipment Details
  This topic provides the systematic instructions to capture the shipment details.
- Additional Conditions
  This topic provides the systematic instructions to capture the additional condition details.
- Discrepancy Details
  This topic provides the systematic instructions to capture the discrepancy details.
- Maturity Details
  This topic provides the systematic instructions to capture the maturity details.
- Additional Details
  This topic provides the systematic instructions to capture the additional details.
- Summary
  This topic provides the systematic instructions to view the summary of Drawing Under Transferred LC.

2.2.1 Main Details

This topic provides the systematic instructions to initiate the Main Details of Scrutiny stage of Drawings under Transferred LC request.

Main details section has two sub section as follows:

- Application Details
- LC Drawing Details.

Application Details

This section provides a quick snapshot of details of LC. This section is collapsible.

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1. On **Scrutiny - Main Details** screen, specify the fields that were not entered at Registration stage.

> **Note**
>
> The fields which are marked in asterisk are mandatory.

Figure 2-6 Scrutiny - Main Details

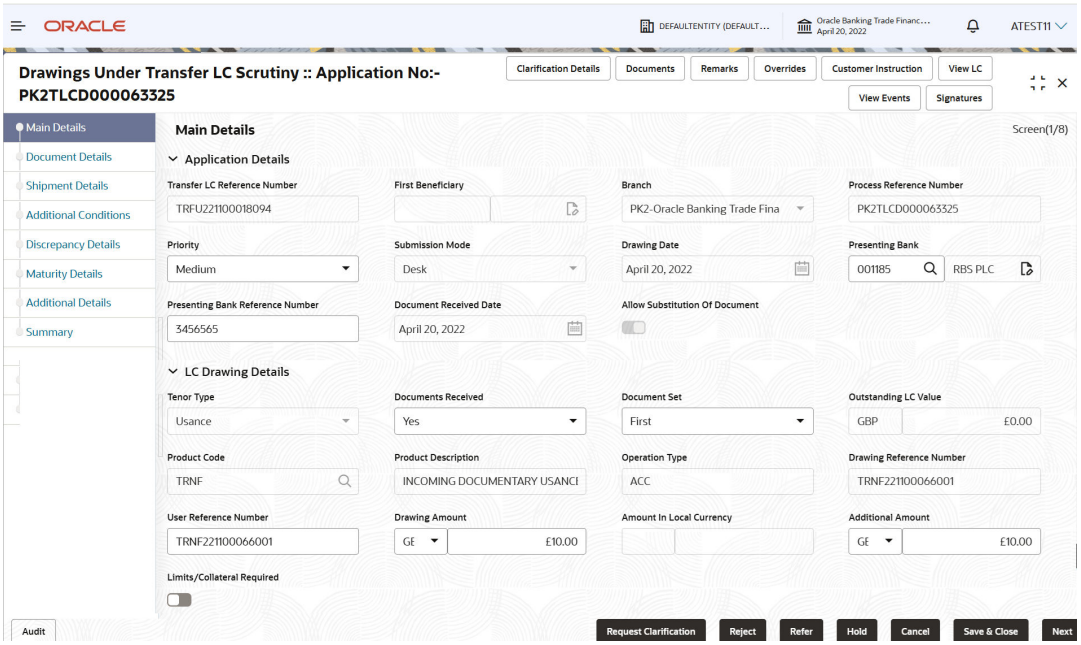

Table 2-4 Scrutiny - Main Details - Field Description

Field	Description
Transfer LC Reference Number	Read only field. System displays the LC Reference Number to be transferred as selected in the Registration stage.
First Beneficiary	Read only field. System displays the First Beneficiary details.
Branch	Read only field. System displays the branch details.
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.

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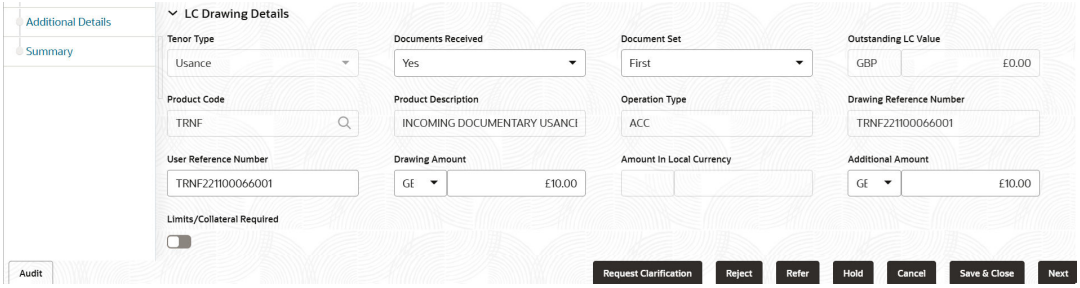
Table 2-4 (Cont.) Scrutiny - Main Details - Field Description

Field	Description
Priority	System will populate the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated.
Submission Mode	Read only field. System displays the selected submission mode.
Drawing Date	Read only field. System displays the branch's current date.
Presenting Bank	System displays the Presenting Bank name and address as per presenting bank ID selected. The usser can change the presneting bank.
Presenting Bank Reference Number	Specify the presenting bank reference number.
Document Received Date	Read only field. System displays the branch's current date.
Allow Substitution Of Document	Read only field. If enabled, allows the bank to substitute the Export Documents received from Transferee with the documents from Beneficiary during Drawing.

LC Drawing Details

The fields listed under this section are same as the fields listed under the LC Drawing Details section in Registration stage. During Registration, if user has not captured input, then user can capture the details in this section.

Figure 2-7 LC Drawing Details



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

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Table 2-5 LC Drawing Details

Field	Description
Tenor Type	Select the tenor type. • Sight • Usance • Multi Tenor
Documents Received	Select the document received status from the drop-down. • Yes • No
Documents Set	Select the number of sets of documents received from the drop-down. • First • Second • Both
Duplicate	If documents received are duplicate and if the drawing is already completed, user can mark this as duplicate and submit.
Outstanding LC Value	Read only field. This field displays the value as per the latest LC details.
Product Code	Select the product code for the drawing. Only the products that are allowed for Bills under Transfer LC should be displayed in the look up list.
Product Description	Read only field. This field displays the description of the product as per the product code.
Operation Type	Read only field. The operation type can be: • ACC • DIS • undefined
Drawing Reference Number	This is auto generated by the back end system.
User Reference Number	User reference number is defaulted based on the selected LC. User can change the value.
Drawing Amount	Outstanding LC Amount as per the latest LC details is displayed. User can change the value.
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
Additional Amount	This field can have value only if an MT 750 has been processed for this drawing earlier.
Limits/ Collateral Required	Enable the option, if limit check is applicable. Disable the option, if limit check is not applicable.

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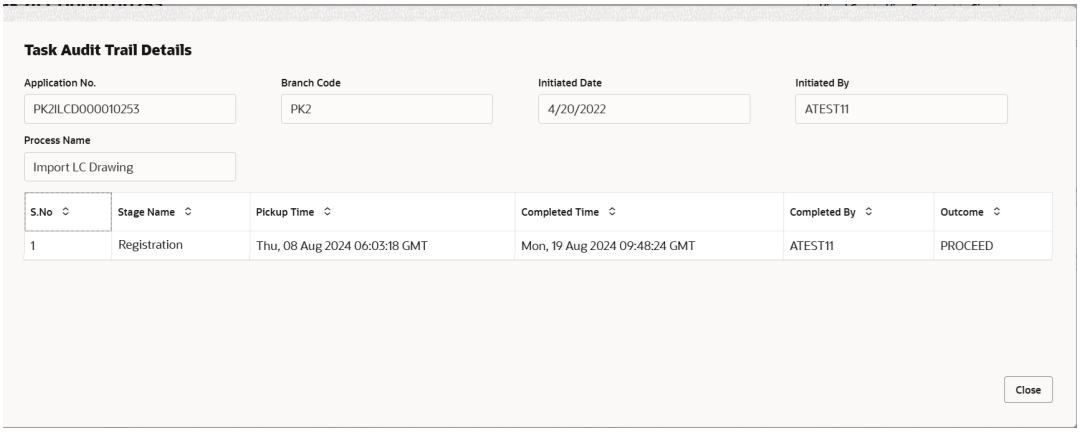
Audit



This button provides information about user initiated the transaction, initiated date, stage wise detail etc.

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

Table 2-6 Audit - Field Description

Field	Description
Application No.	This field displays the appliation number of the process.
Branch Code	This field displays the branch code.
Initiated Date	This field displays the date on which process is initiated.
Initiated By	This field displays the user ID of the user who had initiated the process.
Process Name	This field displays the name of the process which is initiated.
S. No	This field displays the serial number of the audit record.
Stage Name	This field displays the current stage of the process.
Completed Time	This field displays the time on which the audit of the current stage is completed.
Completed By	This field displays the user ID of the user who had completed the audit.
Outcome	This field displays the outcome of the audit.

2. Click **Next**.

The task will move to next data segment.

Table 2-7 Main Details - Action Buttons - Field Description

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

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Table 2-7 (Cont.) Main Details - Action Buttons - Field Description

Field	Description
Documents	Click to View/Upload the required document. Application displays 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	Specify any additional information regarding the drawing under transferred LC. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View LC	Click View LC button to view the details of the LC.
View LC Events	Click this button to view all the Undertaking events under the LC Issued till date
Request Clarification	Click this button to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

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Table 2-7 (Cont.) Main Details - Action Buttons - Field Description

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Next	On click of Next, system validates 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.

2.2.2 Document Details

This topic provides the systematic instructions to capture the details of the documents received.

User can verify the documents received and identify discrepancies, if any. User can compare the document received with the required documents and identify the discrepancies, if any.

1. On **Document Details** screen, specify the fields.

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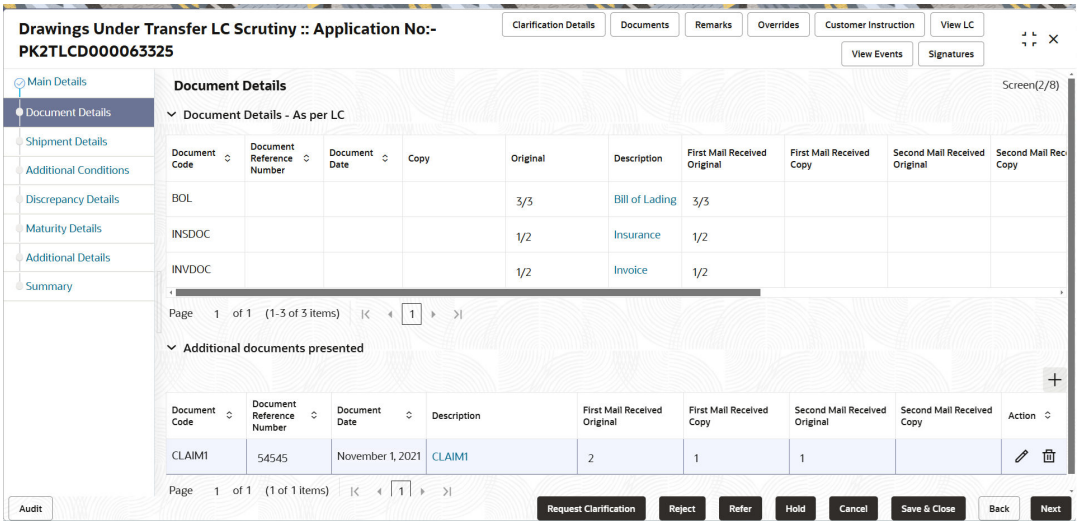
Figure 2-8 Scrutiny - Document Details



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

Table 2-8 Document Details - Field Description

Field	Description
Document Details - As per LC	This table will fetches the document details as maintained in the underlying LC in the back office system. User can modify the details only which are fetched from underlying LC. User can not add or delete any document details. Once bill drawing is authorized and if update drawing is processed, details of this table will be fetched from underlying bill drawing.
Document Code	Document code is auto-populated from the latest LC.
Document Reference Number	Specify the document reference number available in the documents.
Document Date	Displays the document date. The user can change the date. **Note** If “Document date” is more than “Shipment Date” system displays an override alert.
Copy	Number of duplicate copies of documents as required in LC.
Original	Number of documents in original as required in LC.
Description	Description of the document required as per LC. Click the link to view the description of the document.
First Mail Received Original	Specify the number of originals of documents received from first mail.
First Mail Received Copy	Specify the number of duplicate copies of documents received from first mail.
Second Mail Received Original	Specify the number of originals of documents received from second mail.

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Table 2-8 (Cont.) Document Details - Field Description

Field	Description
Second Mail Received Copy	Specify the number of duplicate copies of documents received from second mail.
Document Clause	Displays the document clause of the documents. Click the link to view the description of the document clause.
Received Description	Defaults the description of the documents received from presenting bank. The user can edit the description.
Discrepant	System marks the discrepant toggle as 'Yes' if there is difference between number of documents required and number of documents received. If enabled allows the user to make the changes, if any discrepancy identified in the document.
Discrepancy Code	Click **Search** to search and select the discrepancy code based on the discrepancy identified. This field is enabled if **Discrepant** option is enabled.
Discrepancy Description	This field displays the description based on the discrepancy code.
Action	Click Edit icon to edit the document code.
Additional documents presented	This table fetches document details as maintained for the specific bill drawing product in the back office system. Here user can add/modify/ delete additional document received, if any, during bill drawing. Once bill drawing is authorized, details from this table will be fetched in update drawing operation also. The user can click + to add multiple document details.
Document Code	Click **Search** to search and select the document code for the additional documents presented. User can add or delete the code by deleting the line on the grid. **Note** The User is not allowed to add any document code which is already existing in any of the two tables.
Document Reference Number	Specify the reference number of the documents linked.
Document Date	Specify the document date of the underlying document. **Note** If "Document date" is more than "Shipment Date" system displays an override alert.
Description	Displays the description of the additional documents based on the document code selected. Click the link to view the description of the document.
First Mail Received Original	Specify the number of originals of documents received from first mail.
First Mail Received Copy	Specify the number of duplicate copies of documents received from first mail.

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Table 2-8 (Cont.) Document Details - Field Description

Field	Description
Second Mail Received Original	Specify the number of originals of documents received from second mail.
Second Mail Received Copy	Specify the number of duplicate copies of documents received from second mail.
Action	Edit: Click Edit icon to edit the document code. Delete: Click Delete to delete the document code.

2. Click **Next**.

The task will move to next data segment.
For more information on action buttons, refer to the field description table below.

Table 2-9 Document Details - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
Documents	Click to View/Upload the required document. Application displays 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	Specify any additional information regarding the drawing under transferred LC. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View LC	Click View LC button to view the details of the LC.
View Events	Click this button to view all the Undertaking events under the LC Issued till date

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Table 2-9 (Cont.) Document Details - Action Buttons - Field Description

Field	Description
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures
Request Clarification	Click this button to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates 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.

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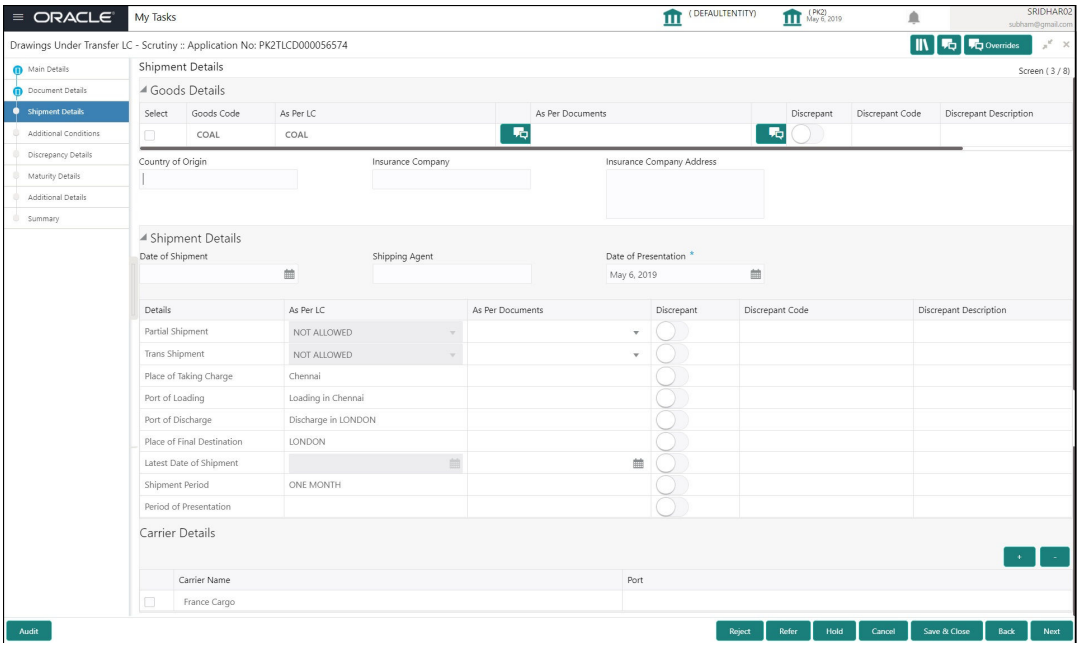
2.2.3 Shipment Details

This topic provides the systematic instructions to capture the shipment details.

User must check whether the received documents of goods and shipment matches the requirement in LC.

1. On **Shipment Details** screen, specify the fields.

Figure 2-9 Shipment Detials



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

Table 2-10 Shipment Detials - Field Description

Field	Description
Goods Details	Specify the goods details.
Goods Code	This field displays goods code as per latest LC. The user can add multiple lines of good details by clicking the plus '+' icon.
As per LC	This field displays description of the goods as per the latest LC.
	The user can edit the description, by clicking the edit icon.
No of Units	Specify the number of units being imported or exported.
Price per Unit	Specify the value for price per unit.
As per Documents	Specify the description of the goods as per the documents received from presenting bank.

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Table 2-10 (Cont.) Shipment Detials - Field Description

Field	Description
	The user can edit the description, by clicking the edit icon.
Discrepant	User shall mark the discrepant toggle as 'Yes' if there is difference between LC requirement and documents received with respect to goods description.
Discrepant Code	Click **Search** icon to search and select the discrepancy code based on the discrepancy identified. System will not over write the discrepancy description. User can change the code. Dummy code can also be used.
Discrepant Description	This field displays the description based on the discrepancy code. User can modify the description.
	The user can edit the description, by clicking the edit icon.
Insurance Company Code	Click **Search** icon to search and select th insurance company code.
Insurance Company Address	Read only field The details of insurance company is populated as per the selected Insurance Company Code.
Policy Number	Specify the policy number of the insurance.
Carrier Name	Specify the details of the carrier as per the documents received, if the goods got shipped via multiple carriers.
Shipment Details	As part of amendment, user can change the values available in the fields based on the description in the following table.
Date Of Shipment	Select the date of shipment as per the documents received. If user does not provide details, system should display an error message 'Please provide Date of shipment'.
Shipping Agent	Specify the shipping agent details based on the document received.
Date of Presentation	Documents received date is auto-populated based on the system date.
Details	The details represent the fields in latest LC.
Partial Shipment	This field displays the Partial Shipment terms from LC. User to capture if the shipment was partial. If the terms in LC is different from what is captured from document, system will mark discrepancy with discrepancy description as 'Discrepancy in Partial Shipment terms' User can modify the description.
Transshipment	This field displays the value of Transshipments as per the issued LC. User to capture if the shipment was Trans-shipped. If the terms in LC is different from what is captured from document, system will mark discrepancy with discrepancy description as 'Discrepancy in Trans-Shipment terms' User can modify the description.
Place Of Taking In Charge	This field displays the value of place of taking in charge, if any from LC. User to capture Place of Taking charge if any, from documents received. If the terms in LC is different from what is captured from document, system will mark discrepancy with discrepancy description as 'Discrepancy in Place of Taking Charge' User can modify the description.

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Table 2-10 (Cont.) Shipment Detials - Field Description

Field	Description
Port Of Loading	This field displays the value of port of loading, if any from LC. User to capture Port of Loading, if any from documents received. If the terms in LC is different from what is captured from document, system will mark discrepancy with discrepancy description as 'Discrepancy in Port of Loading'. User can modify the description.
Port Of Discharge	This field displays the , if any from LC. User to capture Port of Discharge, if any from documents received. If the terms in LC is different from what is captured from document, system will mark discrepancy with discrepancy description as 'Discrepancy in Port of Discharge' User can modify the description.
Place Of Final Destination	This field displays the value of Place of Final Destination, if any from LC. User to capture Place of Final Destination if any from documents received. If the terms in LC is different from what is captured from document, system will mark discrepancy with discrepancy description as 'Discrepancy in Place of Taking Charge' User can modify the description.
Latest Date Of Shipment	This field displays the value of Latest Date of Shipment, if any from LC. System also displays the Shipment Date already captured as per documents. If the shipment date is later than the latest date of shipment, system will mark discrepancy as 'Late Shipment'. User can modify the description.
Shipment Period	This field displays the value of shipment period, if any from LC. System will also display the Shipment Date already captured as per documents. If the shipment date is later than Shipment Period + Date of Expiry, system will mark discrepancy as 'Late Shipment'. User can modify the description.
Period of Presentation	This field displays the period of presentation, if any from LC. System also displays the Presentation Date already captured as per documents. If the presentation date is later than the latest date of shipment+ Presentation Period, system will mark discrepancy as 'Late Presentation'. User can modify the description.
As per LC	This field displays the details as per the latest LC.
As per Documents	Specify the description of the fields as per the documents.
Discrepant	Enable the option, if there is difference between LC terms and documents received.
Discrepant Code	Click **Search** to search and select the discrepancy code based on the discrepancy identified.
Discrepant Description	This field displays the description based on the discrepancy code.

2. Click **Next**.

The task will move to next data segment.
For more information on action buttons, refer to the field description table below.

Table 2-11 Shipment Details - Action Buttons - Field Description

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

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Table 2-11 (Cont.) Shipment Details - Action Buttons - Field Description

Field	Description
Documents	Click to View/Upload the required document. Application displays 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	Specify any additional information regarding the drawing under transferred LC. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View LC	Click View LC button to view the details of the LC.
View Events	Click this button to view all the Undertaking events under the LC Issued till date
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures
Request Clarification	Click this button to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

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Table 2-11 (Cont.) Shipment Details - Action Buttons - Field Description

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates 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.

2.2.4 Additional Conditions

This topic provides the systematic instructions to capture the additional condition details.

Enables the user to check the whether the documents received comply with the additional conditions mentioned in LC.

1. On **Scrutiny - Additional Conditions** screen, specify the fields.

   Additional Conditions

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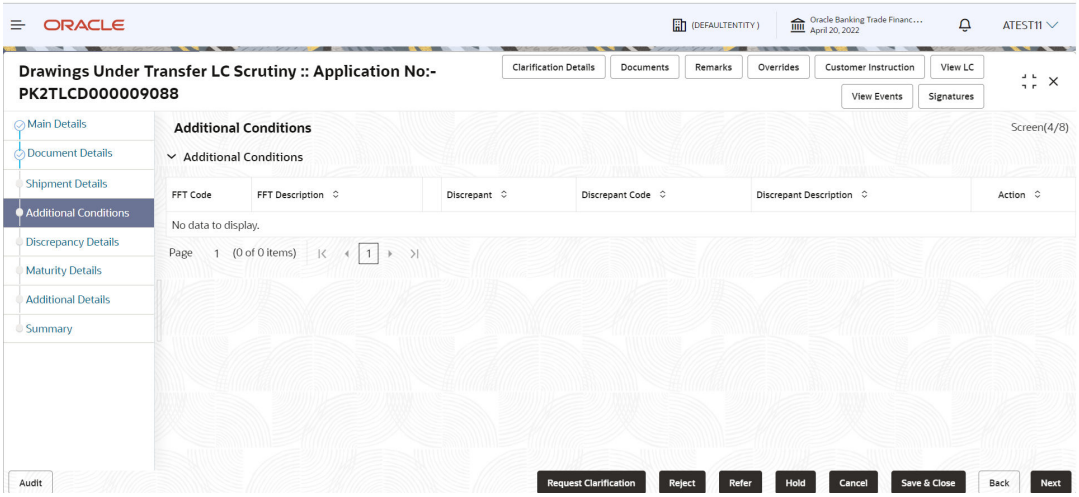
Figure 2-10 Additional Conditions



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

Table 2-12 Additional Conditions - Field Description

Field	Description
FFT Code	This field displays the FFT code as per the latest LC.
FFT Description	This field displays the description of the FFT code as per the latest LC.
Discrepant	Enable the discrepant toggle as 'Yes' if there is difference between number of documents required and number of documents received.
Discrepancy Code	Click **Search** to search and select the discrepancy code based on the discrepancy identified. System will not overwrite the discrepancy description. User can change the code. Dummy code can also be used.
Discrepancy Description	Specify the discrepancy description if any. This field will be enabled only if the user has selected the discrepancy check box. If discrepancy check box is ticked, and if there is no discrepancy description, system will give an error message 'Please provide discrepancy description'.
Action	Click Edit icon to edit the additional condition details. Click Delete icon to delete the additional condition details.

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2. Click **Next**.

The task will move to next data segment.

Table 2-13 Additional Conditions - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
Documents	Click to View/Upload the required document. Application displays 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	Specify any additional information regarding the drawing under transferred LC. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View LC	Click View LC button to view the details of the LC.
View Events	Click this button to view all the Undertaking events under the LC Issued till date
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures
Request Clarification	Click this button to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.

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Table 2-13 (Cont.) Additional Conditions - Action Buttons - Field Description

Field	Description
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates 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.

2.2.5 Discrepancy Details

This topic provides the systematic instructions to capture the discrepancy details.

This section displays the list of discrepancies captured.
System will generate a discrepancy summary from the discrepancies captured so far. System will also include discrepancies listed from MT 750 received from the Presenting bank. If the MT 750 discrepancies have been advised to the applicant and if they are resolved, the resolution status and the resolved date will be displayed by the system.

1. On **Discrepancy Details** screen, specify the fields, if any.

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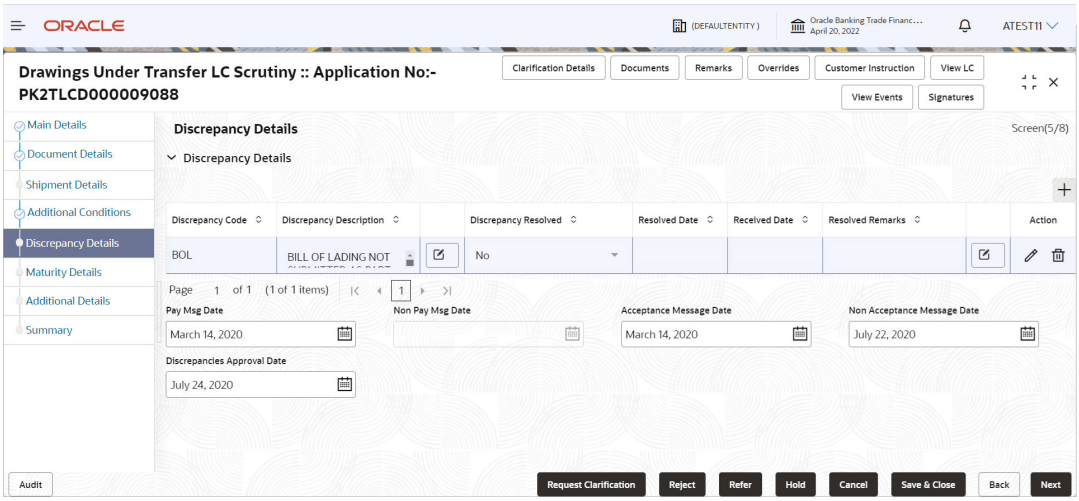
Figure 2-11 Discrepancy Details



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

Table 2-14 Discrepancy Detials - Field Description

Field	Description
Discrepancy Details	The user can click **+** to add multiple discrepancy details.
Discrepancy Code	Click **Search** to search and select the discrepancy code based on the discrepancy identified.
Discrepancy Description	This field displays the description based on the discrepancy code.
	Click the edit icon to edit the discrepancy description.
Discrepancy Resolved	Enable this option, if discrepancy is resolved.
Resolved Date	Set the date when discrepancy is resolved.
Received Date	Select the discrepancy received date.
Resolved Remarks	Specify the remarks for discrepancy resolution.
	Click the edit icon to edit the discrepancy remarks.
Action	Click Edit icon to edit the discrepancy details. Click Delete icon to delete the discrepancy details.
Pay Msg Date	Specify or select the pay message date.
Non Pay Msg Date	Specify or select the non pay message date.
Acceptance Message Date	Specify or select the acceptance message date.
Non Acceptance Message Date	Specify or select the non acceptance message date.
Discrepancies Approval Date	Specify the date of discrepancies approval.

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2. Click **Next**.

The task will move to next data segments.
For more information on action buttons, refer to the field description table below.

Table 2-15 Discrepancy Details - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
Documents	Click to View/Upload the required document. Application displays 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	Specify any additional information regarding the drawing under transferred LC. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View LC	Click View LC button to view the details of the LC.
View Events	Click this button to view all the Undertaking events under the LC Issued till date
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures
Request Clarification	Click this button to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.

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Table 2-15 (Cont.) Discrepancy Details - Action Buttons - Field Description

Field	Description
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates 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.

2.2.6 Maturity Details

This topic provides the systematic instructions to capture the maturity details.

This field displays the maturity details and for 'Sight' bills, maturity details are not required. User should be able to input the maturity details.
This tile will be disabled if the tenor for the drawing is ‘sight’. As part of creation of drawing, applicable Tenor details are also captured.

1. On **Maturity Details** screen, specify the fields.

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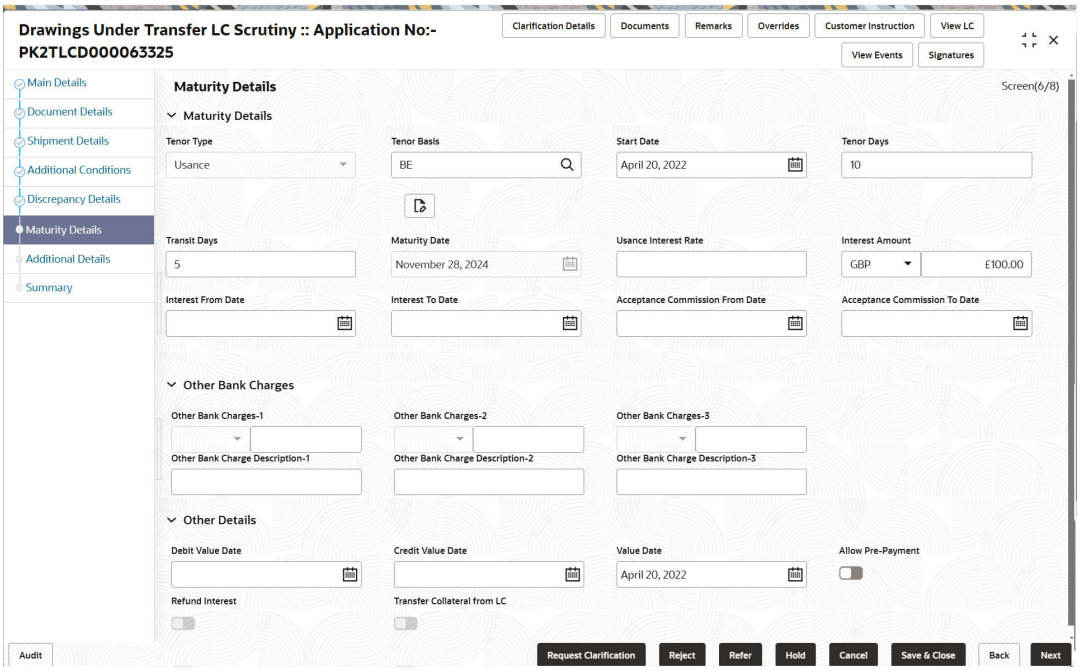
Figure 2-12 Maturity Details



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

Table 2-16 Maturity Details - Field Description

Field	Description
Tenor Type	Read only field. This field displays the tenor type as per LC.
Tenor Basis	Click the **Search** icon to search and select the tenor basis.
Start Date	System defaults the tenor start date as the current system date. The user can change the date.
Tenor Days	Specify the number of tenor days.
Transit Days	Specify the transit days.
Maturity Date	Read only field. System displays the due date for the drawing based on tenor and tenor basis. If tenor is sight, system will calculate the maturity date as five working days from Document Received Date. User can change this value to any date earlier than the maturity date up to system date. User cannot change the value to later than maturity date. If tenor is Usance, system will calculate the maturity date based on the tenor basis and populate the maturity date.
Usance Interest Rate	Specify the usance interest rate (if any).

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Table 2-16 (Cont.) Maturity Details - Field Description

Field	Description
Interest Amount	Specify the currency and amount of interest. (if any). If Tenor is multi tenor, then the user will enter the details of multi-tenor in the multi tenor grid. Multi Tenor grid should be enabled only when Tenor field has Multi tenor as value. If Tenor field has multi tenor as value, then multi tenor grid will only be enabled and the tenor details (tenor basis, maturity date without multi tenor will not be enabled. In the multi tenor grid, system will validate that each row in the grid has values in all fields except interest. Interest field may or may not have values.
Interest From Date	Specify the interest from date. The interest from date cannot be earlier than branch date and later than maturity date.
Interest To Date	Specify the interest to date. The interest from date cannot be earlier than branch date and later than maturity date.
Acceptance Commission From Date	Specify the acceptance commission from date.
Acceptance Commission To Date	Specify the acceptance commission to date.
Other Bank Charges	Specify the other bank charges based on the description in the following table:
Other Bank Charges-1 to 3	Specify the charges to be collected for the other bank as part of the drawings transaction.
Other Bank Description -1 to 3	Specify the description of charges to be collected for the other bank as part of the drawings transaction.
Other Details	Specify the other details based on the description in the following table:
Debit Value Date	Specify the debit value date.
Credit Value Date	Specify the credit value date.
Value Date	System defaults the value date as the current system date. The user can change the date.
Allow Pre-Payment	Enable this option, to allow prepayment. Disable this option, to deny the prepayment.
Refund Interest	Enable this option, to refund the interest. Disable this option, to deny the interest refund.
Transfer Collateral from LC	Enable this option, to allow the transfer collateral from LC. Disable this option, to deny the transfer collateral from LC.

2. Click **Next**.

   The task will move to next data segment.
   For more information on action buttons, refer to the field description table below.

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Table 2-17 Maturity Details - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
Documents	Click to View/Upload the required document. Application displays 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	Specify any additional information regarding the drawing under transferred LC. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View LC	Click View LC button to view the details of the LC.
View Events	Click this button to view all the Undertaking events under the LC Issued till date
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures
Request Clarification	Click this button to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

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Table 2-17 (Cont.) Maturity Details - Action Buttons - Field Description

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates 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.

2.2.7 Additional Details

This topic provides the systematic instructions to capture the additional details.

Scrutiny user can view and update the Additional Details during Drawings under Transferred LC request.

1. On **Additional Details** screen, click the 3 dots on any Additional Details tile to view the details.

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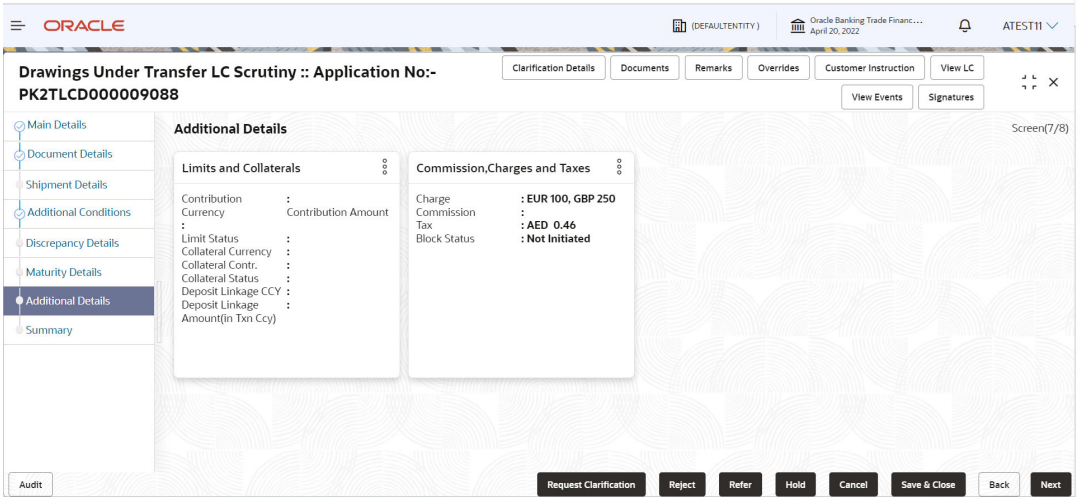
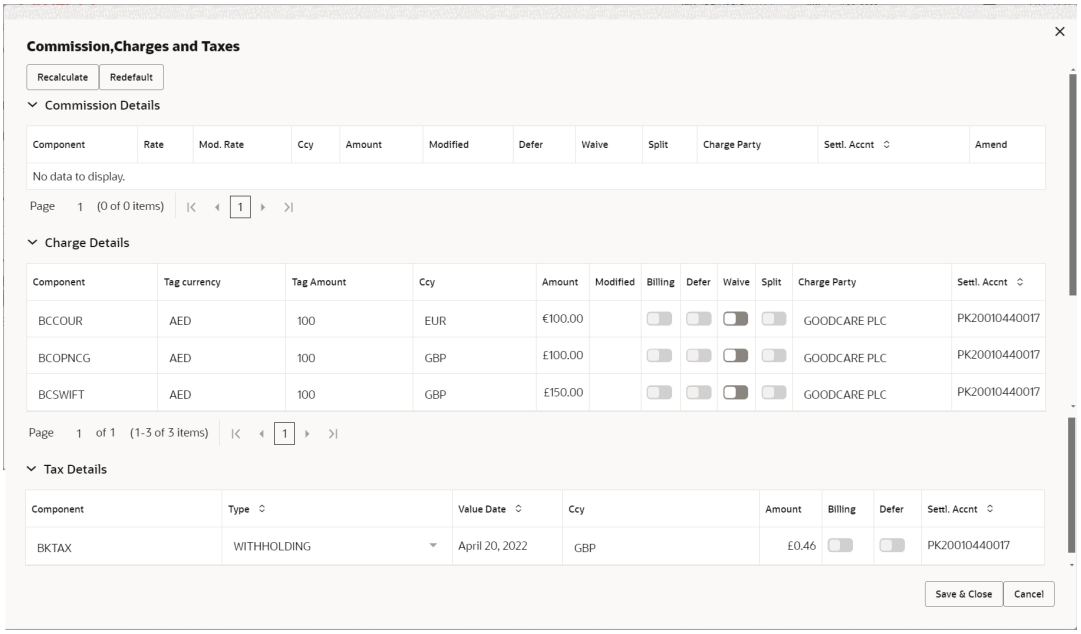
Figure 2-13 Additional Details



Commission, Charges and Taxes

This section displays the default commission, charges and tax if any will get populated.

f 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.



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

Table 2-18 Charge Details - Field Description

Field	Description
Commission Details	The commission details. All charges, commission and margin are collected from the counter-party by default.
Component	This field displays the commission component.

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Table 2-18 (Cont.) Charge Details - Field Description

Field	Description
Rate	This field displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in OBTFPMCS. 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.
Mod. Rate	From the default value, if the rate is changed the value gets updated in this field.
Currency	This field displays the currency in which the commission have to be collected.
Amount	This field displays the amount that is maintained under the product code. The commission rate, if available in Back Office defaults in OBTFPMCS. 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 OBTFPMCS. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
Modified	From the default value, if the amount is changed, the value gets updated in the modified amount field.
Defer	If enabled, charges/commissions has to be deferred and collected at any future step.
Waive	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer. If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the ‘Remarks’ place holder.
Charge Party	Charge party is 'Applicant' by default. User can change the value to Beneficiary.
Settl. Account	The settlement account.
Amendable	Displays if the field is amendable or not.
Charge Details	Displays the charge details.
Component	This field displays the charge component type.
Tag Currency	This field displays the tag currency in which the charges have to be collected.
Tag Amount	This field displays the tag amount that is maintained under the product code.
Currency	This field displays the currency in which the charges have to be collected.
Amount	This field displays the amount that is maintained under the product code.
Modified	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.

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Table 2-18 (Cont.) Charge Details - Field Description

Field	Description
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. 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 enabled in OBTFPMCS. The user can not enable/disable the option, if it is de-selected by default. This field is disabled, if 'Defer' toggle is enabled.
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPMCS. 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.
Waive	Enble the toggle, if charges has to be waived. Based on the customer maintenance, the charges should be marked for Billing or for Defer. This field is disabled, if **Defer** toggle is enabled.
Charge Party	Charge party is applicant by default. User can change the value to beneficiary.
Settlement Account	The settlement account.
Tax Details	Displays the tax details. The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/ commission will be available on click of Re-Calculate button or on hand off to back-end system.
Component	This field displays the tax component.
Type	This field displays the type of tax component.
Value Date	This field displays the value date of tax component.
Ccy	This field displays the currency in which the tax have to be collected. The tax currency is the same as the commission.
Amount	This field displays the tax amount based on the percentage of commission maintained. You can edit the tax amount, if applicable.
Billing	If taxes are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. 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.
Settl. Account	System defaults the settlement account. The user can modify the settlement account.

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2. Click **Save and Close** to save the details and close the screen.
3. Click **Next**.

   The task will move to next data segment.
   For more information on action buttons, refer to the field description table below.

Table 2-19 Additional Details - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
Documents	Click to View/Upload the required document. Application displays 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	Specify any additional information regarding the drawing under transferred LC. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View LC	Click View LC button to view the details of the LC.
View Events	Click this button to view all the Undertaking events under the LC Issued till date
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures
Request Clarification	Click this button to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.

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Table 2-19 (Cont.) Additional Details - Action Buttons - Field Description

Field	Description
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates 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.

2.2.8 Summary

This topic provides the systematic instructions to view the summary of Drawing Under Transferred LC.

User can review the summary of details updated in Scrutiny stage of Drawing Under Transferred LC request.
Log in to Oracle Banking Trade Finance Process Management (OBTFPM) system to see the Summary tiles. The tiles must display a list of important fields with values. User can drill down from Summary Tiles into respective data segments.

1. On **Summary** screen, click the 3 dots on any tile to view the details.

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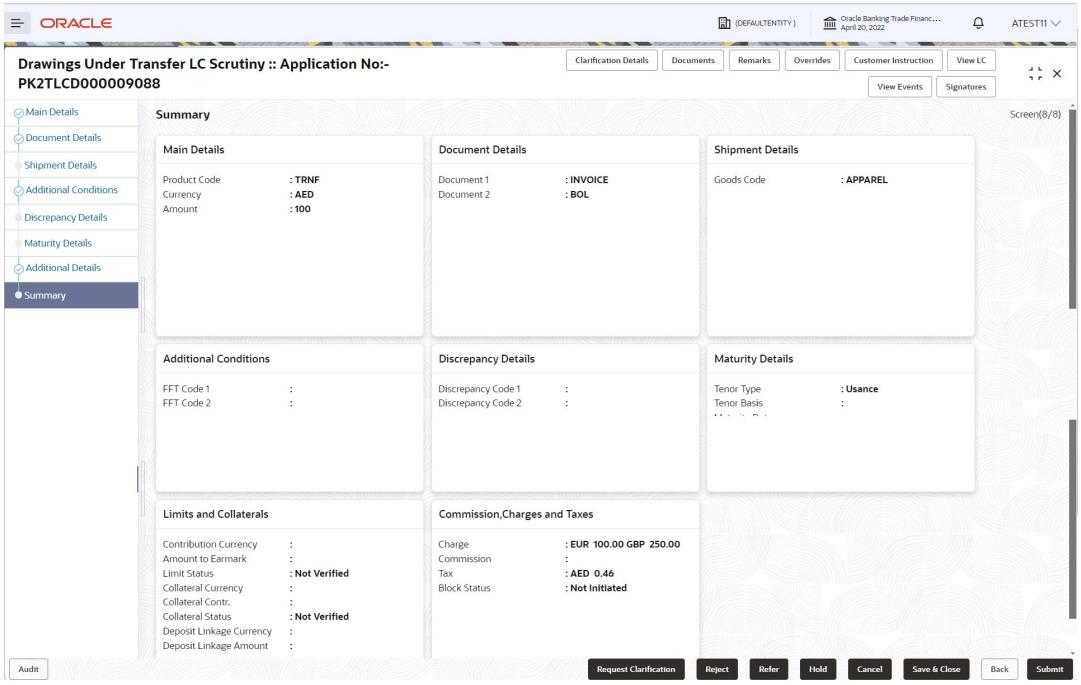
Figure 2-14 Summary



Tiles Displayed in Summary

- Main Details - User can view the application and LC details.
- Document Details - User can view the document details.
- Shipment Details - User can view the availability and shipment details.
- Additional Conditions - User can view the additional conditions of the drawing
- Discrepancy Details - User can view the discrepancies exist or not and the number of discrepancies on the face of the tile. On drill down, user can see all the discrepancies listed under the LC drawing.
- Maturity Details - User can view the maturity details.
- Limits and Collaterals - User can view the limits and collateral details, if required.
- Commission, Charges & Taxes - User can view the charge details.

2. Click **Submit**.

The task will move to next logical stage.

Table 2-20 Summary - Action Buttons - Field Description

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

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Table 2-20 (Cont.) Summary - Action Buttons - Field Description

Field	Description
Documents	Click to View/Upload the required document. Application displays 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	Specify any additional information regarding the drawing under transferred LC. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View LC	Click View LC button to view the details of the LC.
View Events	Click this button to view all the Undertaking events under the LC Issued till date
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures
Request Clarification	Click this button to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

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Table 2-20 (Cont.) Summary - Action Buttons - Field Description

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Submit	Task will get moved to next logical stage of Drawing Under Transferred LC. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. n case of duplicate documents' system will terminate the process after handing off the details to back office.

2.3 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of Drawings Under Transferred LC request.

On successful completion of Registration of an Drawings Under Transferred LC, the task moves to Data Enrichment stage. DE stage for update of drawings under Transferred LC will be applicable only for non-discrepant drawings or where discrepancies have already been waived. This stage is not applicable for drawings where documents are received with discrepancies.
The user can enrich details of update drawings under Transferred LC.

> **Note**
>
> For expired line of limits, the task moves to “Limit Exception” stage under Free Tasks, on ‘Submit’ of DE Stage with the reason for exception as “Limit Expired”.

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

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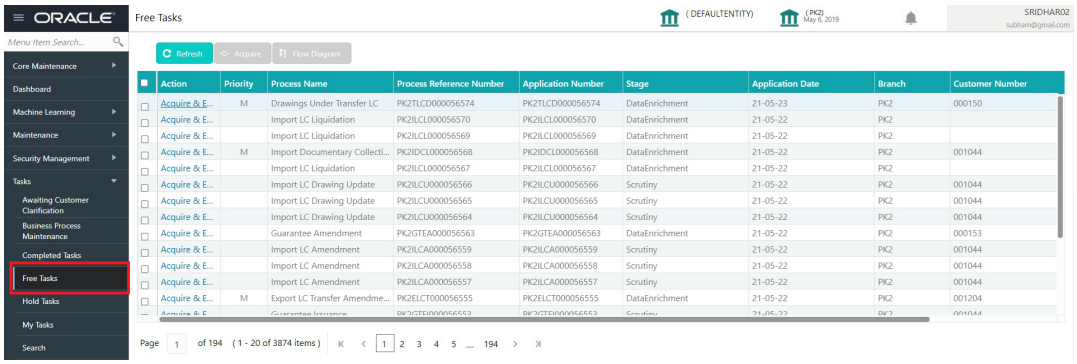
Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click, **Task**.
2. Under **Task**, click **Free Task**.

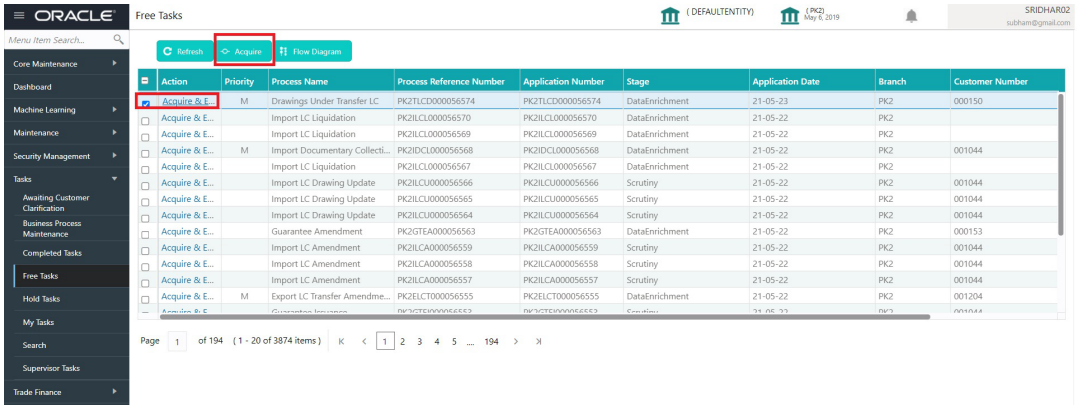
Figure 2-15



The **Free Task** screen appears.

3. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.
4. The acquired task will be available in **My Tasks** tab. Click **Edit** to scrutinize the registered task.

Figure 2-16 My Task



Let's look at the details for Data Enrichment stage. User can enter/update basic details of the incoming request. Do the following steps to acquire a task at Data Enrichment stage. The Data Enrichment stage has the following hops for data capture:

- Main Details
  This topic provides the systematic instructions to initiate the Data Enrichment stage of Drawings Under Transferred LC request.
- Document Details
  This topic provides the systematic instructions to capture the details of the documents received.
- Shipment Details
  This topic provides the systematic instructions to capture the shipment details.

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- Additional Conditions
  This topic provides the systematic instructions to capture the additional condition details.
- Discrepancy Details
  This topic provides the systematic instructions to capture the discrepancy details.
- Maturity Details
  This topic provides the systematic instructions to capture the maturity details.
- Advices
  This topic provides the systematic instructions to capture the advices details.
- Additional Details
  This topic provides the systematic instructions to capture the additional details.
- Settlement Details
  This topic provides the systematic instructions to capture the settlement details of Drawing Under Transferred LC request.
- Summary
  This topic provides the systematic instructions to view the summary of Drawing Under Transferred LC request.

2.3.1 Main Details

This topic provides the systematic instructions to initiate the Data Enrichment stage of Drawings Under Transferred LC request.

Main details section has two sub section as follows:

- Application Details
- LC Drawing Details.

Application Details

All fields displayed under main details section, is same as **Application Details** of **Scrutiny** stage.

1. On **Data Enrichment - Main Details** screen, specify the fields that were not entered at Registration stage.

   The fields which are marked in asterisk are mandatory.

> **Note**
>
> The fields which are marked in asterisk are mandatory.

Figure 2-17 Data Enrichment - Main Details

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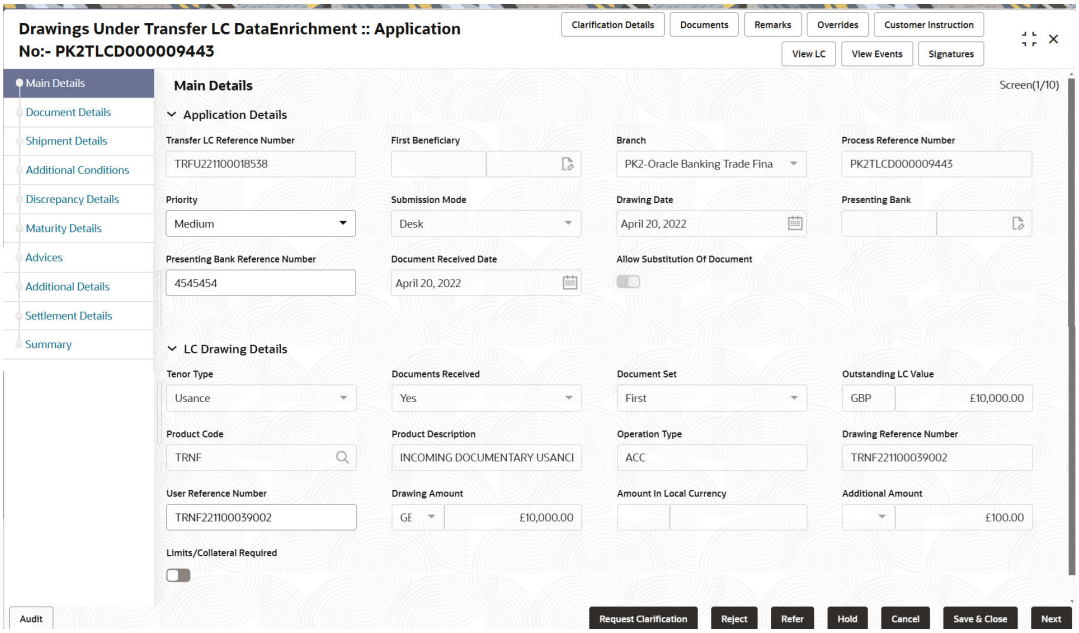

Field	Description
Transfer LC Reference Number	Read only field. System displays the LC Reference Number to be transferred as selected in the Registration stage.
First Beneficiary	Read only field. System displays the First Beneficiary details.
Branch	Read only field. System displays the branch details.
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	System will populate the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated.
Submission Mode	Read only field. System displays the selected submission mode.
Drawing Date	Read only field. System displays the branch's current date.
Presenting Bank	System displays the Presenting Bank name and address as per presenting bank ID selected. The usser can change the presneting bank.

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Field	Description
Presenting Bank Reference Number	Read only field. System displays the Presenting Bank reference number.
Document Received Date	Read only field. System displays the branch's current date.
Allow Substitution Of Document	Read only field. If enabled, allows the bank to substitute the Export Documents received from Transferee with the documents from Beneficiary during Drawing.

LC Drawing Details

Figure 2-18 LC Drawing Details

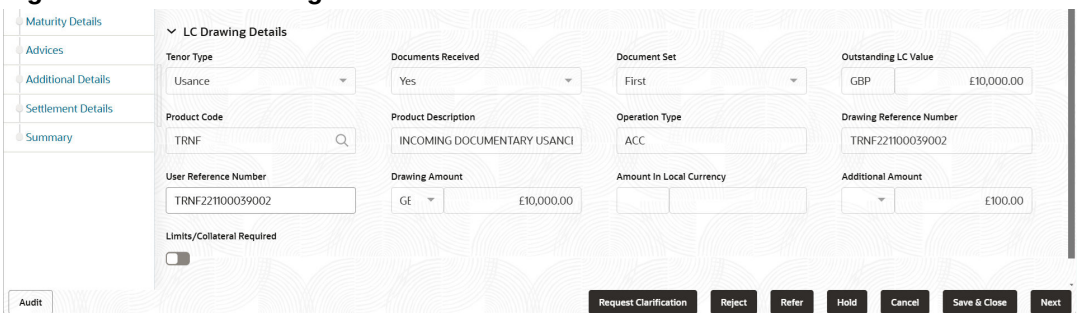

Table 2-21 LC Drawing Details

Field	Description
Tenor Type	Read only field. Displays the tenor type.
Documents Received	Read only field. Displays the document received status. The document received status can be: • Yes • No
Documents Set	Read only field. Displays the number of sets of documents received .
Duplicate	Read only field. Displays whether the documents received are duplicate and if the drawing is already completed, user can mark this as duplicate and submit.
Outstanding LC Value	Read only field. This field displays the value as per the latest LC details.

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Table 2-21 (Cont.) LC Drawing Details

Field	Description
Product Code	Read only field. Product code for the drawing. Only the products that are allowed for Bills under Transfer LC is displayed.
Product Description	Read only field. This field displays the description of the product as per the product code.
Operation Type	Read only field. The operation type can be: • ACC • DIS • undefined
Drawing Reference Number	This is auto generated by the back end system.
User Reference Number	User reference number is defaulted based on the selected LC. User can change the value.
Drawing Amount	Select the currency and specify the drawing amount under the LC for which documents have been submitted.
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
Additional Amount	Read only field. This field can have value only if an MT 750 has been processed for this drawing earlier.
Limits/ Collateral Required	Enable the option, if limit check is applicable. Disable the option, if limit check is not applicable.

2. Click **Next**.

   The task will move to next data segment.
   For more information on Action Buttons, referTable 2-7

2.3.2 Document Details

This topic provides the systematic instructions to capture the details of the documents received.

User can verify the documents received and identify discrepancies, if any. User can compare the document received with the required documents and identify the discrepancies, if any.

1. On **Document Details** screen, specify the fields.

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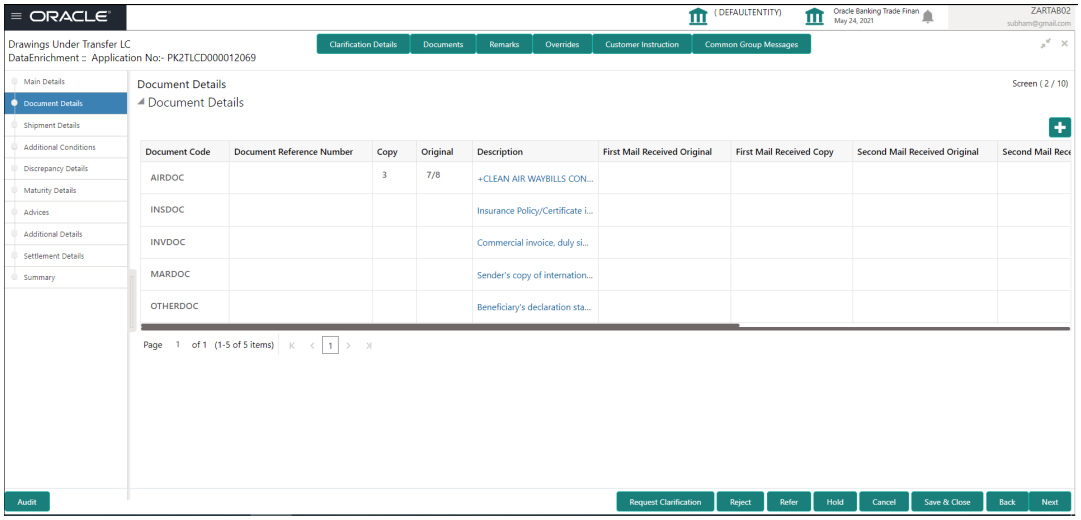
Figure 2-19 Document Details



For more information on fields, refer to the field description table of Document Details in Scrutiny stage.

2. Click **Next**.

The task will move to next data segment.
For more information on action buttons, refer to the field description **Action Buttons** of Document Details in Scrutiny stage.

2.3.3 Shipment Details

This topic provides the systematic instructions to capture the shipment details.

User must check whether the received documents of goods and shipment matches the requirement in LC.

1. On **Shipment Details** screen, specify the fields.

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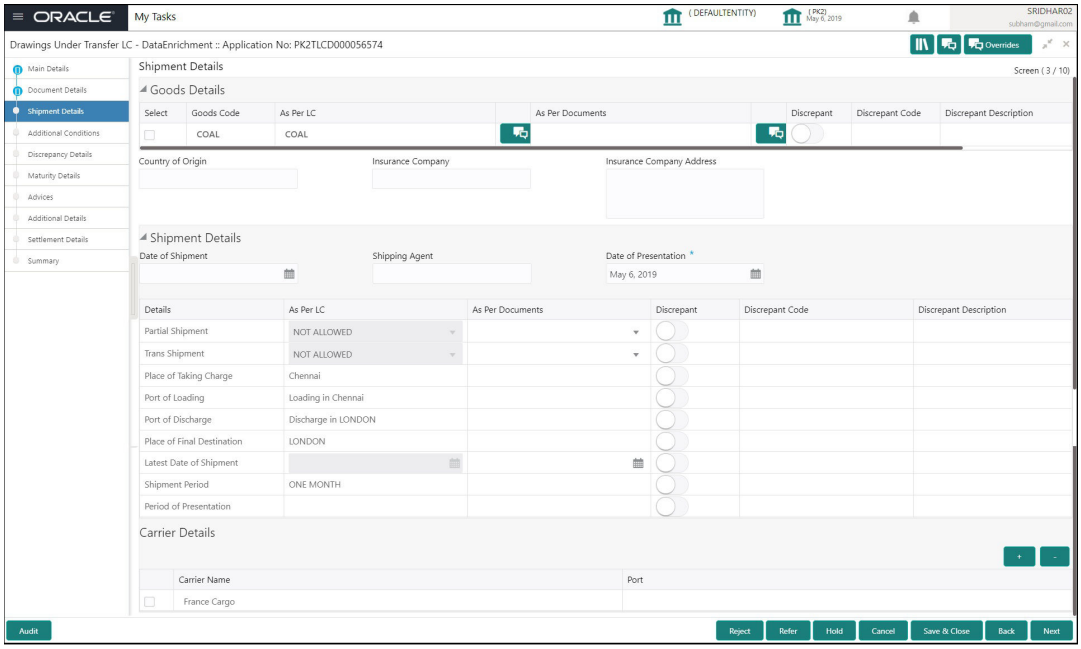
Figure 2-20 Shipment Detials



For more information on fields, refer to the field description table of Shipment Details in Scrutiny stage.

2. Click **Next**.

The task will move to next data segment.
For more information on action buttons, refer to the field description **Action Buttons** of Shipment Details in Scrutiny stage.

2.3.4 Additional Conditions

This topic provides the systematic instructions to capture the additional condition details.

Enables the user to check the whether the documents received comply with the additional conditions mentioned in LC.

1. On **Data Enrichment - Additional Conditions** screen, specify the fields.

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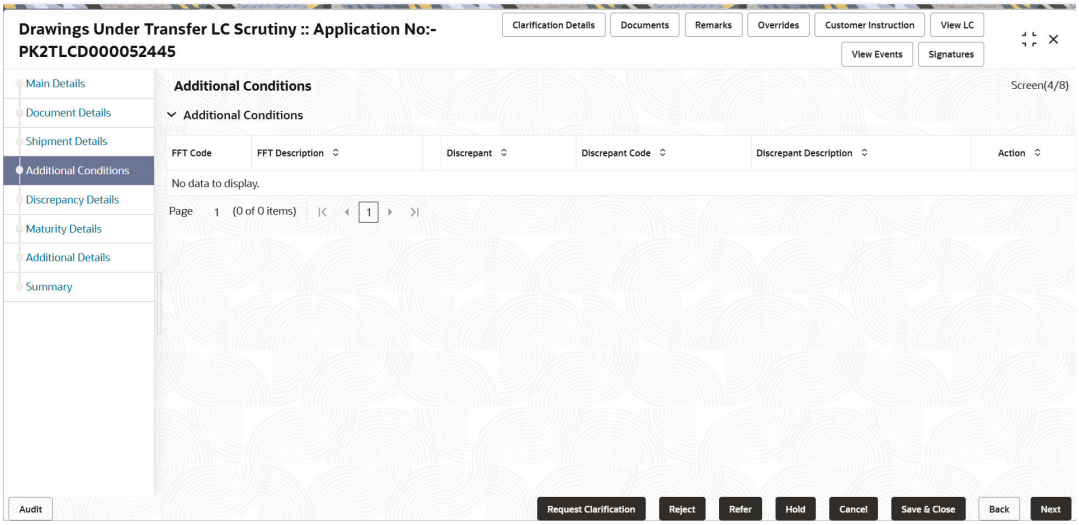
Figure 2-21 Additional Conditions



For more information on fields, refer to the field description table of Additional Conditions in Scrutiny stage.

2. Click **Next**.

The task will move to next data segment.
For more information on action buttons, refer to the field description **Action Buttons** of Additional Conditions in Scrutiny stage.

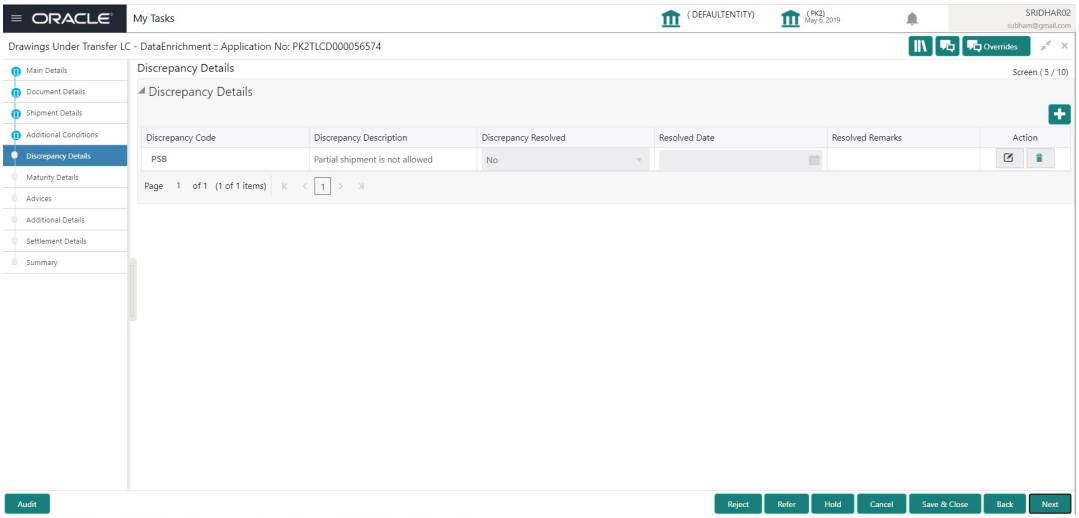
2.3.5 Discrepancy Details

This topic provides the systematic instructions to capture the discrepancy details.

This section displays the list of discrepancies captured. User can add/update/review the discrepancies identified in the section.

1. On **Discrepancy Details** screen, specify the fields, if any.

Figure 2-22 Discrepancy Details



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For more information on fields, refer to the field description table of Discrepancy Details in Scrutiny stage.

2. Click **Next**.

The task will move to next data segment.
For more information on action buttons, refer to the field description **Action Buttons** of Discrepancy Details in Scrutiny stage.

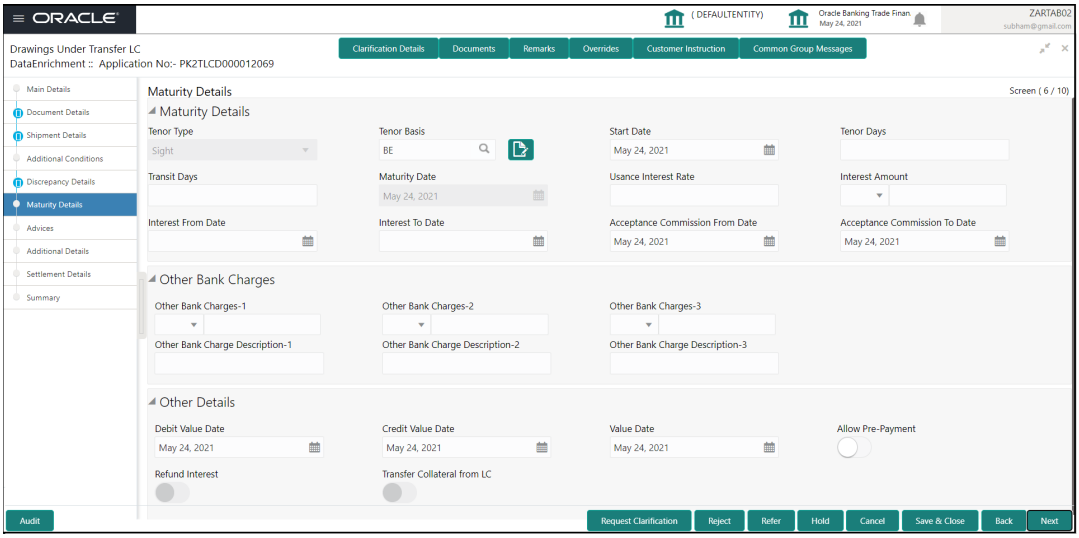
.

2.3.6 Maturity Details

This topic provides the systematic instructions to capture the maturity details.

1. On **Maturity Details** screen, specify the fields.

Figure 2-23 Maturity Details



For more information on fields, refer to the field description table of Maturity Details in Scrutiny stage.

2. Click **Next**.

The task will move to next data segment.
For more information on action buttons, refer to the field description **Action Buttons** of Maturity Details in Scrutiny stage.

2.3.7 Advices

This topic provides the systematic instructions to capture the advices details.

Advices menu displays the advices available under a product code from the back office as tiles. User can edit the fields in the tile, if required. DE User can view the Advices generated for Drawings under Transferred LC process. Some of the possible advices could be Payment Message, Non Payment/Non Acceptance Advise, and Document Arrival Notice. User can suppress the advice, if required.

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1. On **Advices** screen, click the 3 dots on any advice tile to view the advice details.

Figure 2-24 Advices

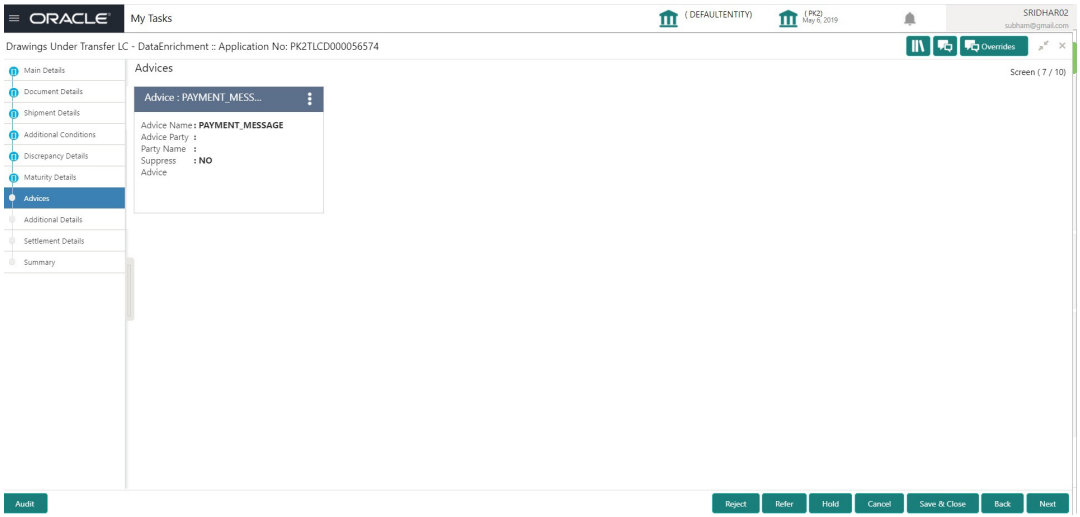

Table 2-22 Advices Details

Field	Description
Suppress Advice	Enable this option to suppress the advice. Disable this option if suppress advice is not required.
Advice Name	Read only field. Advice name is defaulted from LC.
Medium	The medium of advices is defaulted from the system. User can update, if required.
Advice Party	Read only field. The medium of advices is defaulted from the system.
Party ID	Read only field. Value be defaulted from LC.
Party Name	Read only field. Value be defaulted from LC.
Free Format Text	Specify the free format text details.
	Click plus icon to add new FFT code.
FTT Code	Click **Search** to search and select the FFT Code.
FFT Description	FFT description is populated based on the FFT code selected.

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Table 2-22 (Cont.) Advices Details

Field	Description
	Click edit icon to edit the existing FFT description.
Action	Click delete icon to remove any existing FFT code. Click edit icon to edit the existing FFT code.
Instruction Details	Specify the Instruction Details details.
	Click plus icon to add new instruction code.
Instruction Code	Click **Search** to search and select the instruction Code.
Instruction Description	Instruction description is populated based on the instruction code selected.
	Click edit icon to edit the existing instruction description.
Action	Click delete icon to remove any existing instruction code. Click edit icon to edit the existing instruction code.

2. Click **Next**.

The task will move to next data segment.
For more information on fields, refer to the field description table below.

Table 2-23 Advices - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
Documents	Click to View/Upload the required document. Application displays 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

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Table 2-23 (Cont.) Advices - Action Buttons - Field Description

Field	Description
Remarks	Specify any additional information regarding the drawing under transferred LC. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View LC	Click View LC button to view the details of the LC.
View Events	Click this button to view all the Undertaking events under the LC Issued till date
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures
Request Clarification	Click this button to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

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Table 2-23 (Cont.) Advices - Action Buttons - Field Description

Field	Description
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates 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.

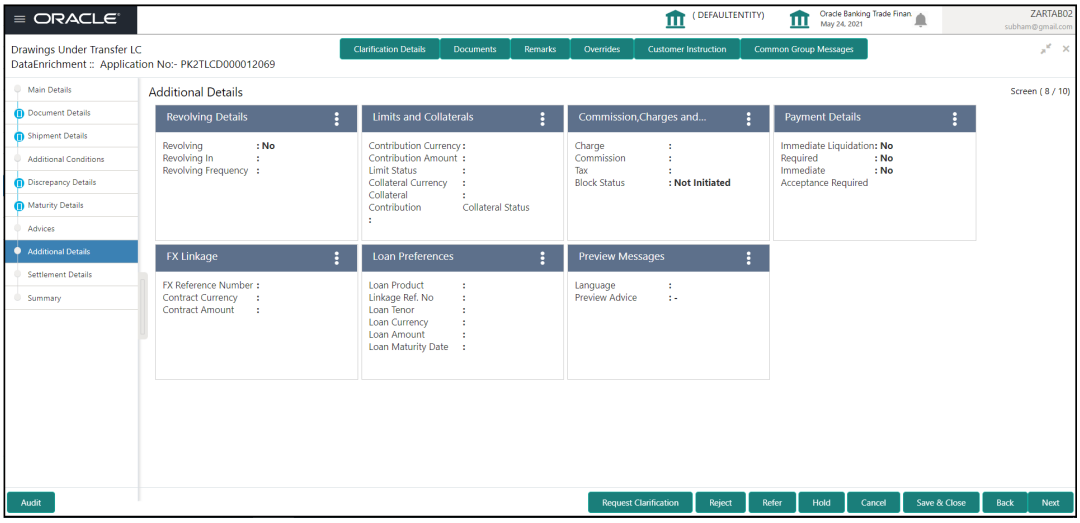
2.3.8 Additional Details

This topic provides the systematic instructions to capture the additional details.

DE user can enter and verify the basic additional details in applicable tiles for drawing under the LC.This is a multi-grid section with facility to attach more than one line.

1. On **Additional Details** screen, click the 3 dots on any Additional Details tile to view the details.

Figure 2-25 Additional Details



2. Click **Save and Close** to save the details and close the screen.

Limits and Collaterals

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Limit availability needs to be checked if amendment involves increase in amount or tolerance or both.Provide the Limit Details based on the description in the following table.

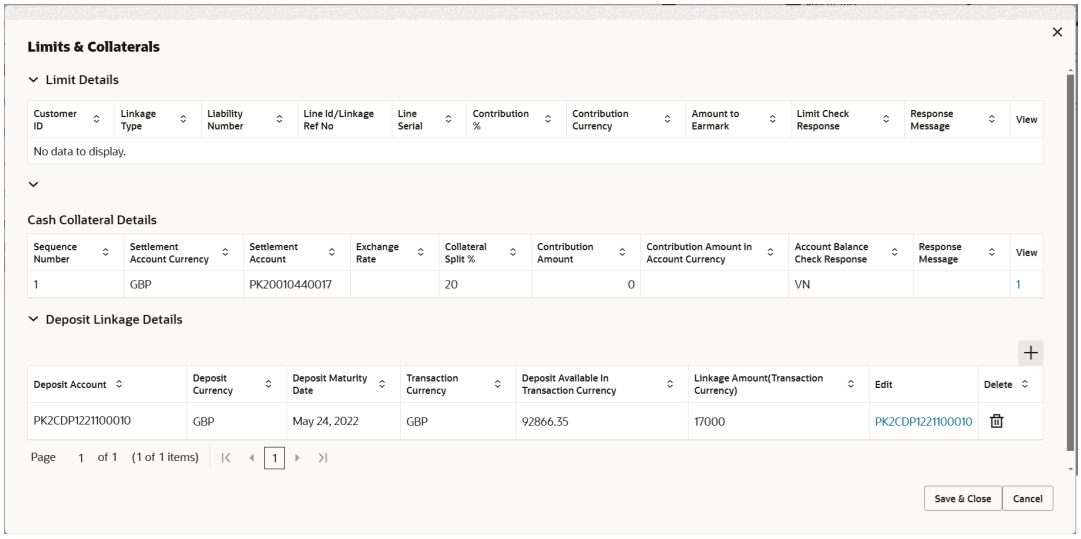
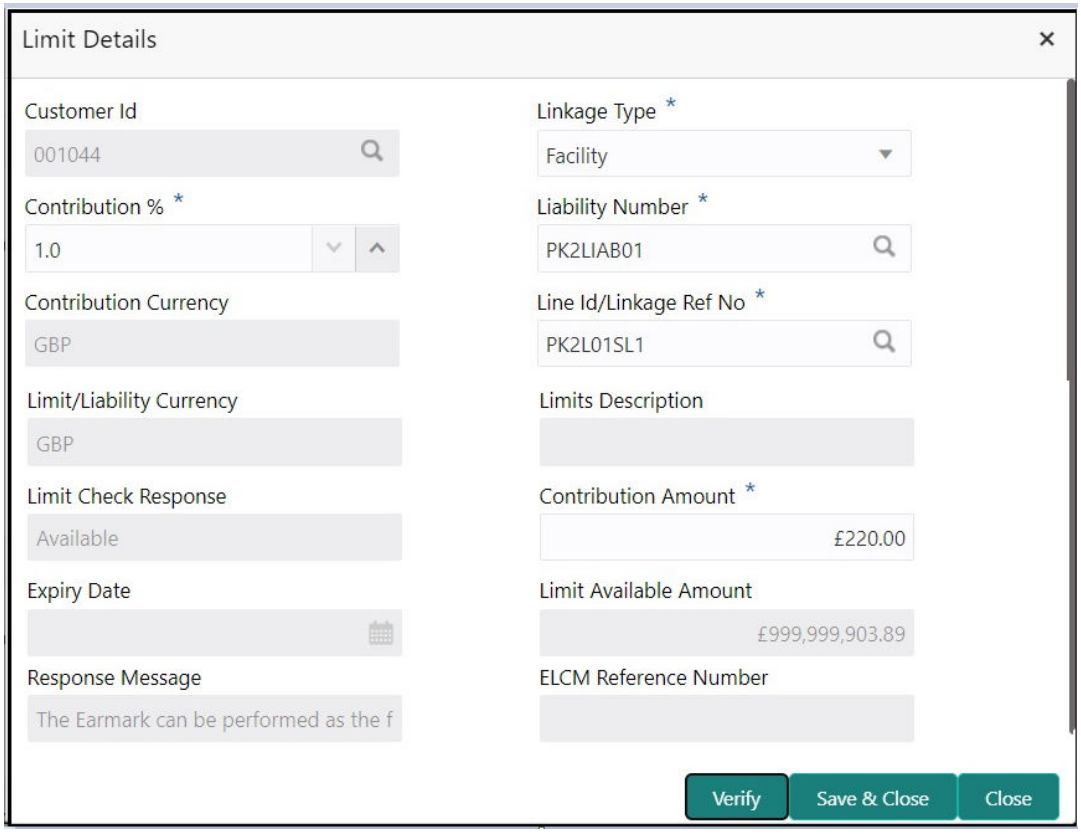


Figure 2-26 Limit Details



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

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Table 2-24 Limit Details - Field Description

Field	Description
Limit Details	Specify the limit details.
	Click plus icon to add new limit details. Below fields are displayed on the Limit Details pop-up screen, if the user clicks plus icon.
Customer ID	This field displays the applicant's/applicant bank customer ID defaulted from the application. The user can change the customer ID.
Linkage Type	Select the linkage type. Linkage type can be: • Facility • Liability By default Linkage Type is "Facility".
Contribution %	System will default this to 100%. User can modify, if contribution is more than 100%. System will display an alert message, if modified. Once contribution % is provided, system will default the amount. System to validate that if Limit Contribution% plus Collateral% is equal to 100. If the total percentage is not equal to 100 application will display an alert message.
Liability Number	Click Search to search and select the Liability Number from the look-up. The list has all the Liabilities mapped to the customer.
Contribution Currency	Read only field. The LC currency will be defaulted in this field.
Line ID/ Linkage Ref No	Click **Search** to search and select from the various lines available and mapped under the customer id gets listed in the drop down. LINE ID-DESCRIPTION will be available for selection along with Line ID. When you click on 'verify', the system will return value if the limit check was successful or Limit not Available. If limit check fails, the outstanding limit after the transaction value will be shown in the limit outstanding amount. **Note** User can also select expired Line ID from the lookup and on clicking the verify button, system should default "The Earmarking cannot be performed as the Line ID is Expired" in the "Response Message" field. This field is disabled and read only, if **Linkage Type** is **Liability**.
Limit/ Liability Currency	This field displays the limit currency. Limit Currency will be defaulted in this field, when you select the **Liability Number**.
Limits Description	Read only field. This field displays the limits description.

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Table 2-24 (Cont.) Limit Details - Field Description

Field	Description
Limit Check Response	Read only field. This field displays the limit check response. Response can be 'Success' or 'Limit not Available' based on the limit service call response. The value in this field appears, if you click the Verify button.
Amount to Earmark	Amount to earmark will default based on the contribution %. User can change the value.
Expiry Date	Read only field. This field displays the date up to which the Line is valid.
Limit Available Amount	Read only field. This field displays the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount. The value in this field appears, if you click the Verify button.
Response Message	Read only field. This field displays the detailed response message. The value in this field appears, if you click the Verify button.
ELCM Reference Number	Read only field. This field displays the ELCM reference number.
Limit Details - Grid	Below fields appear in the Limit Details grid along with the above fields.
Line Serial	Read only field. Displays the serial of the various lines available and mapped under the customer id. This field appears on the Limits grid.
Edit	Click the edit link to edit the limit details.

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Figure 2-27 Collateral Details

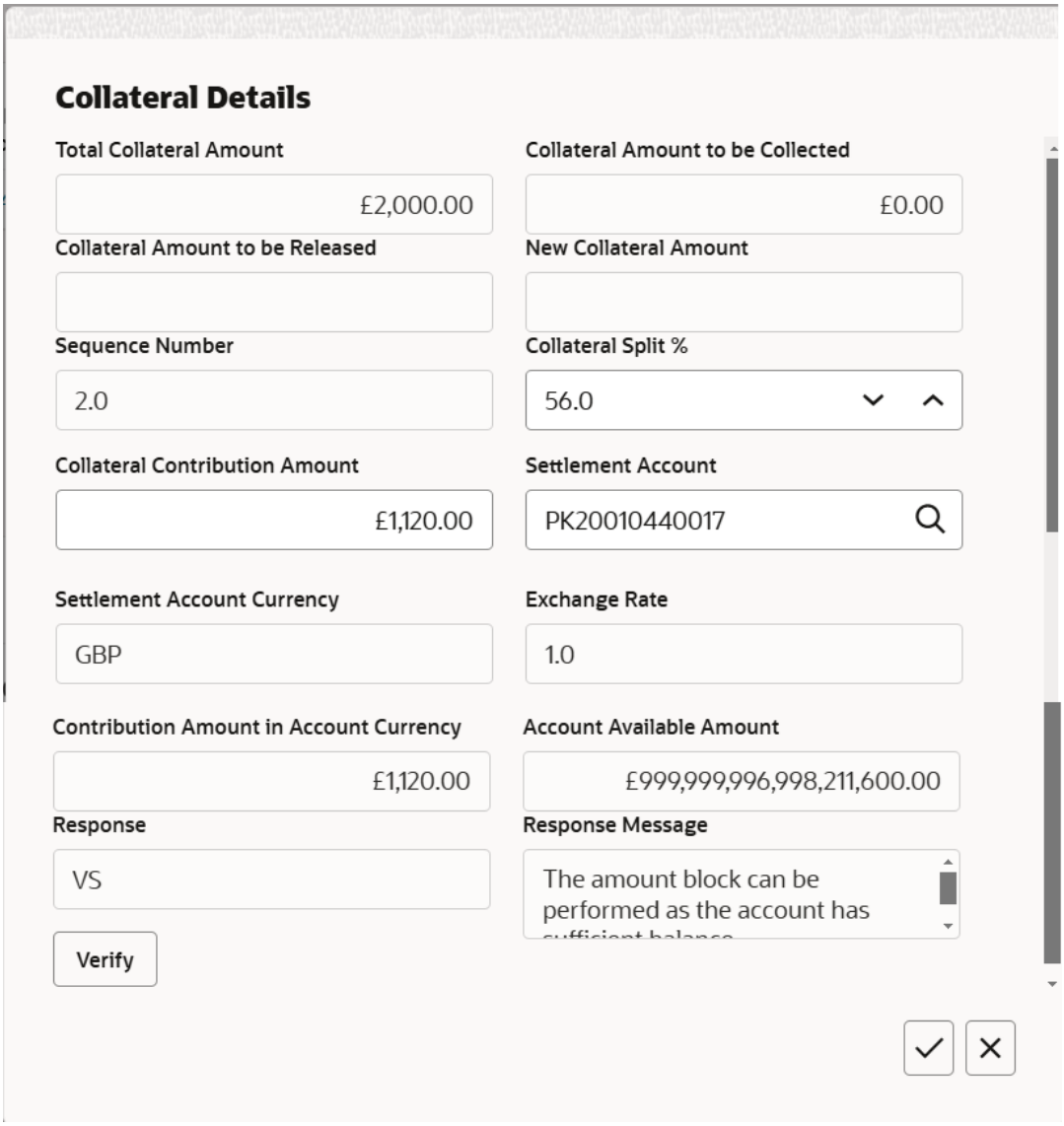

Table 2-25 Cash Collateral Details - Field Description

Field	Description
Collateral Percentage	System populates the Collateral % maintained in the Customer / Product for the counter party of the contract. User can modify the collateral percentage.
Collateral Currency and amount	System populates the contract currency as collateral currency by default. User can modify the collateral Currency and amount.
Exchange Rate	System populates the exchange rate maintained. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.

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Table 2-25 (Cont.) Cash Collateral Details - Field Description

Field	Description
	Click plus icon to add new collateral details. Below fields are displayed on the **Cash Collateral Details** pop-up screen, if the user clicks plus icon.
Total Collateral Amount	Read only field. This field displays the total collateral amount provided by the user.
Collateral Amount to be Collected	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.
Sequence Number	Read only field. The sequence number is auto populated with the value, generated by the system.
Collateral Split %	Specify the collateral split% to be collected against the selected settlement account.
Collateral Contribution Amount	Collateral contribution amount will get defaulted in this field. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message “Defaulted Collateral Percentage modified.
Settlement Account	Click **Search** to search and select the settlement account for the collateral.
Settlement Account Currency	Read only field. This field displays the settlement account currency and will be auto-populated based on the Settlement Account selection.
Exchange Rate	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.
Contribution Amount in Account Currency	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.
Account Available Amount	Read only field. System populates the account available amount on clicking the **Verify** button.
Response	Read only field. System populates the response on clicking the **Verify** button.
Response Message	Read only field. System populates the response message on clicking the **Verify** button.
Verify	Click to verify the account balance of the Settlement Account.
Save & Close	Click to to save and close the record.
Cancel	Click to cancel the entry.
Cash Collateral Details - Grid	Below fields appear in the **Cash Collateral Details** grid along with the above fields.

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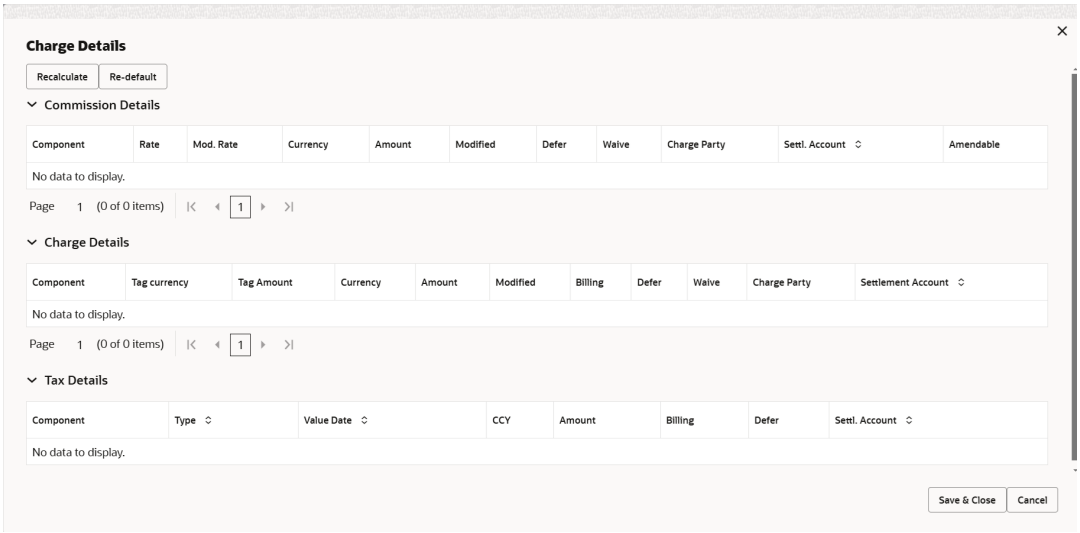
Table 2-25 (Cont.) Cash Collateral Details - Field Description

Field	Description
Collateral %	Specify the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message “Defaulted Collateral Percentage modified.
Contribution Amount	This field displays the collateral contribution amount. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message “Defaulted Collateral Percentage modified.
Account Balance Check Response	This field displays the account balance check response.
	Click delete icon to delete the existing collateral details.
Edit	Click edit link to edit the collateral details.

3. Click **Save and Close** to save the details and close the screen.

Charge Details

This section displays charge details.



For more information on fields, refer Table 2-18.

4. Click **Save and Close** to save the details and close the screen.

Payment Details

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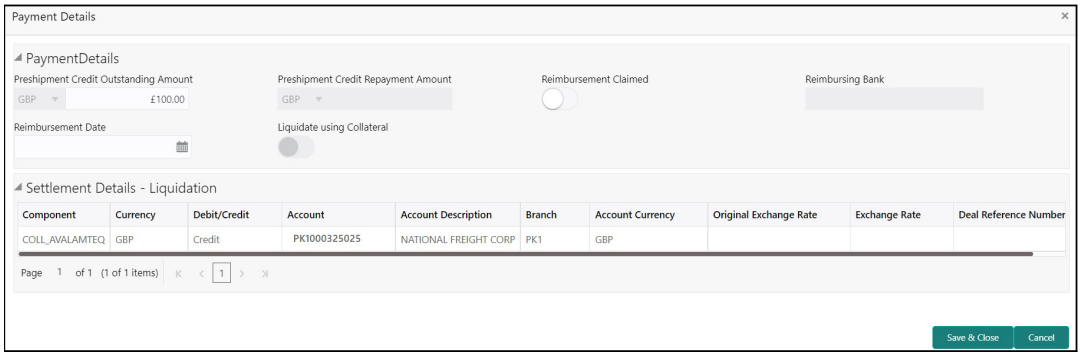

For more information on fields, refer to the field description table below.

Table 2-26 Payment Details - Field Description

Field	Description
Payment Details	Specify the payment details.
Pre-shipment Credit Outstanding Amount	Specify the pre-shipment credit outstanding amount.
Pre-shipment Credit Repayment Amount	This field displays the pre-shipment credit repayment amount.
Reimbursement Claimed	Enable the option, if the reimbursement is already claimed. This field is applicable only if reimbursement is applicable and LC has reimbursement bank details.
Reimbursing Bank	Read only field. This field displays the reimbursing bank details that gets defaulted from the LC. This field is enabled for the user to select the Reimbursing bank, if **Reimbursement Claimed** toggle is **On**. **Note** If the user selects another bank and in case the selected Bank is not RMA Compliant, the system displays error message “RMA arrangement not available”.
Reimbursement Date	Select the reimbursement date. If reimbursement date is later than the branch date, system will display an error.
Liquidate using Collateral	Enable the option, to liquidate using collateral.
Settlement Details - Liquidation	Specify the Settlement Details - Liquidation details.
Component	Components gets defaulted based on the product selected.
Currency	This field displays the default currency for the component.
Debit/Credit	This field displays the debit/credit indicators for the components.
Account	This field displays the account details for the components.
Account Description	This field displays the description of the selected account.
Branch	This field displays the branch of the selected account.
Account Currency	This field displays the currency for all the items based on the account number.

5. Click **Save and Close** to save the details and close the screen.

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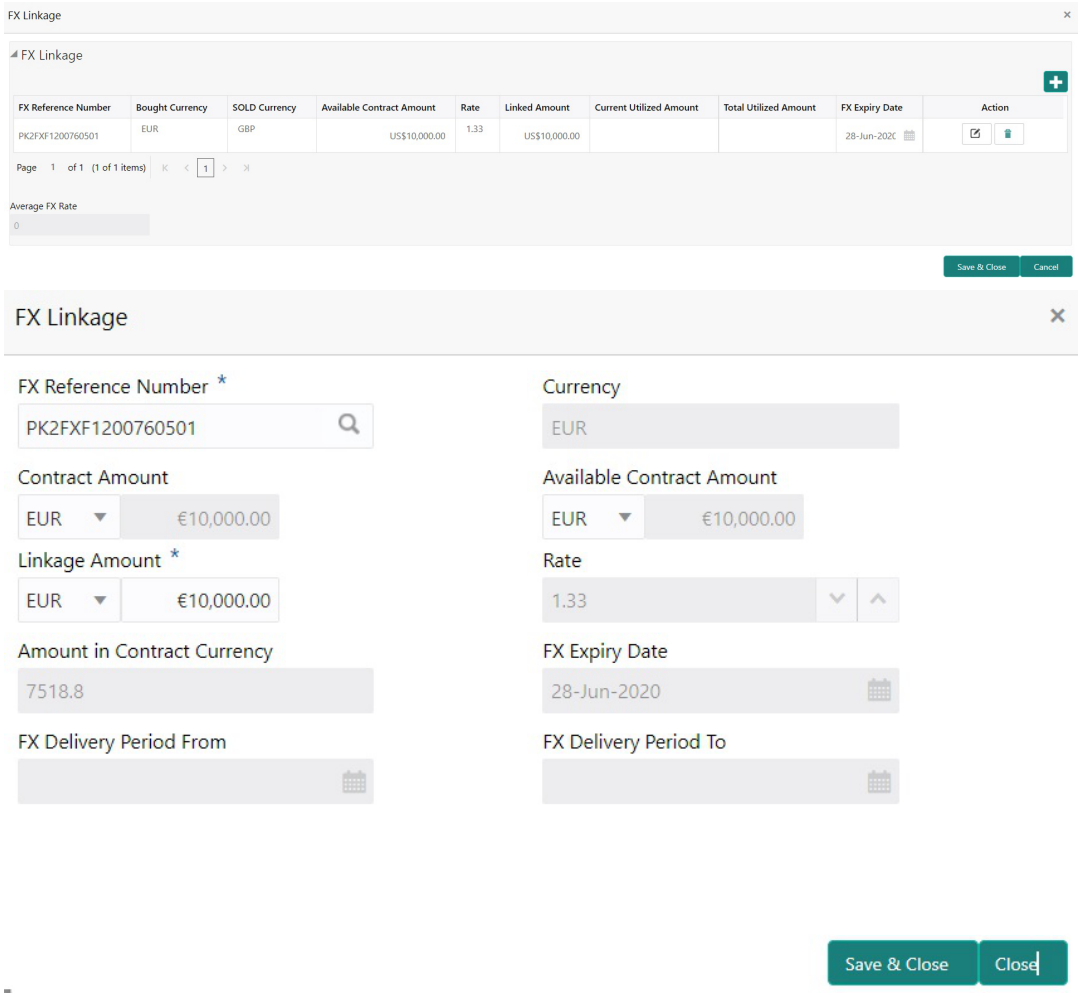
FX Linkage

This section enables the user to link the existing FX contract(s) to the LC transactions. User can link multiple forward.

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



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

Table 2-27 FX Linkage - Field Description

Field	Description
+	Click + to add multiple **FX Details**.

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Table 2-27 (Cont.) FX Linkage - Field Description

Field	Description
FX Reference Number	Click **Search** to search and select the FX contract reference number. On select and save and close, system defaults the available amount, bot currency, sold currency and rate. Forward FX Linkage available for selection at bill would be as follows, • Counterparty of the FX contract should be the counterparty of the Bill contract. • Active Forward FX transactions authorized not marked for auto liquidation. Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill.
Currency	This field displays the FX SOLD currency from the linked FX contract.
Contract Amount	TThis field displays the FX SOLD currency and Amount. The user can change the currency.
Available FX Contract Amount	This field displays the available FX contract amount. The value is from the “Available Amount” in FXDLINKG screen in OBTR. Available Amount SOLD currency and Amount is displayed.
Linkage Amount	This field displays the amount available for linkage. The Linkage amount should default the LC Contract Currency and allowed to change the linkage amount alone. The validation “Sum of Linked amount will not be greater than contract amount” or “Linkage amount will not be greater than the available amount for linkage” should be triggered on save of the FX linkage screen when trying to link the single FX or multiple FX.
Rate	This field displays the rate at which the contract is booked.
FX Amount in Local Currency	This field displays the FX amount in local currency. The value is defaulted as FX BOT currency and Amount from FXDTRONL
FX Expiry Date	This field displays the expiry date from the linked FX contract.
FX Delivery Period - From	This field displays the date from which the contract is valid for utilization.
FX Delivery Period - To	This field displays the date to which the contract is valid for utilization.
FX Linkage grid	Below fields appear in the FX linkage grid along with the above fields.
Bought Currency	This field displays the currency from the linked FX contract.
Sold Currency	This field displays the currency from the linked FX contract.
Available Contract Amount	Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.
Linked Amount	Sum of Linked amount will not be greater than LC contract amount. Linked amount will not be greater than the available amount for linkage.
Total Utilized Amount	This field displays the total amount utilized against the corresponding linked FX. On query, both Utilized and Total Utilized amount holds the amount of latest version. The value is Total Utilized Amount SOLD currency and Amount for Import LC/Guarantee Issuance from FXDLINKG .

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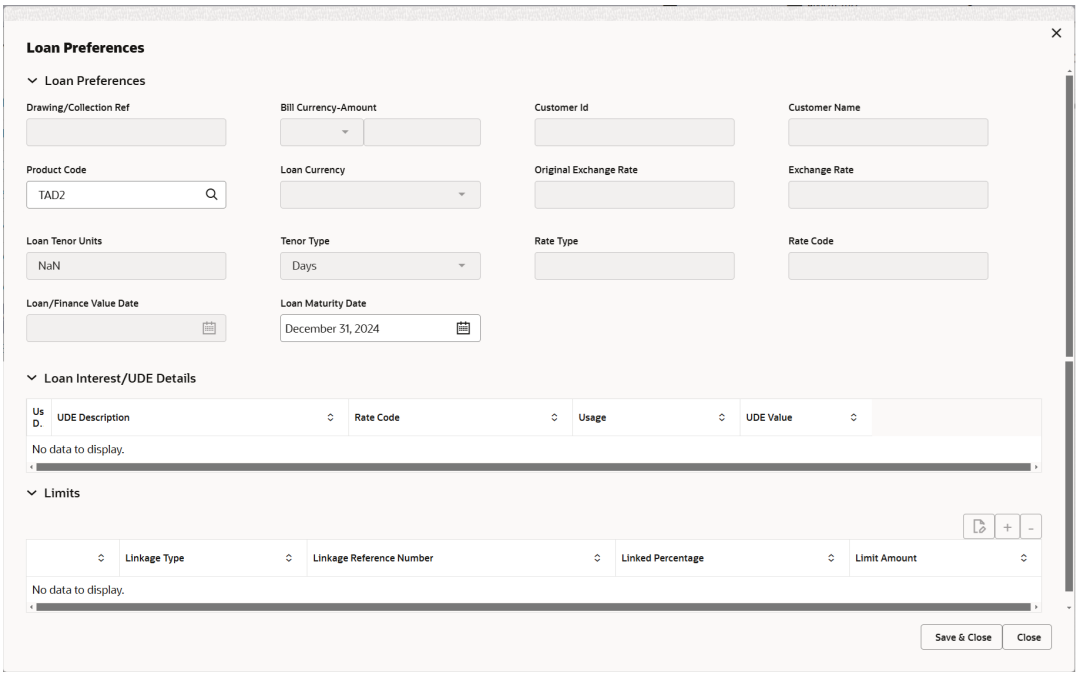
Table 2-27 (Cont.) FX Linkage - Field Description

Field	Description
Average FX Rate	Multiple forward FX contract could be linked,and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. This will be populated in the Average FX Rate.
Action	Click Edit icon to edit the FX details. Click Delete icon to delete the FX details.

6. Click **Save and Close** to save the details and close the screen.

Loan Preferences

This section enables the user to request for a loan to liquidate the drawing under the LC. This section will be enabled based on the product selected for booking the drawing under the LC.



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

Table 2-28 Loan Preferences - Field Description

Field	Description
Loan Preferences	Specify the Loan Preferences details.
Drawing/Collection Ref	This field is defaulted from the underlying task. User cannot change the value.
Bill Currency-Amount	Outstanding drawing/ collection currency and amount is defaulted from the underlying task. User cannot change the value.
Customer Id	This field is defaulted from the underlying task. User cannot change the value.

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Table 2-28 (Cont.) Loan Preferences - Field Description

Field	Description
Customer Name	Applicant/ Drawee Name is defaulted from the underlying task. User cannot change the value.
Product Code	This field is defaulted from the underlying Collection/ Drawing Product maintenance. User cannot change the value.
Loan Currency-Amount	Loan currency is defaulted from the bill currency. User can change this to Local Currency. System should display an error message on tab out if the currency selected is not a Bill currency or Local Currency. System displays the loan account based on the outstanding drawing/ Collection amount less the collateral amount. User cannot change the Loan amount.
Original Exchange Rate	This field displays the Original Exchange rate.
Exchange Rate	Specify the exchange rate applicable for local currency. System validates the exchange rate is within the allowed range.
Loan Tenor Units	This field displays the period of loan. User can change the value. The numerical value for Days or months or Years is applicable.
Tenor Type	The value of the tenor type is defaulted by the system. User can change the value. Values are Days, Months and Years. The numerical value for Days or months or Years is applicable.
Rate Type	This field displays the rate type.
Rate Code	This field displays the rate code.
Loan/Finance Value Date	This field displays the current branch date as Value date. User cannot change the value.
Loan Maturity Date	Loan maturity date as default based on Tenor type and Tenor units. User cannot change the value.
Liquidate Charge/Comm On LC	Enable this option to include the outstanding Commission/charge to be included as part of Liquidation.
Loan Interest/UDE Details	Specify the Loan Interest/UDE Details.
User Defined Element ID	System populates the UDE Element ID as part of simulation. User can change the selection through lookup.
UDE Description	System populates the UDE description as part of simulation. If a user changes the UDE ID, system should populate the description.
Rate Code	System populates the rate code as part of simulation.
Usage	System populates the usage details as part of simulation.
UDE Value	System populates the UDE value as part of simulation.
Limits	
Serial Number	This field displays the serial number defaulted by the system. User cannot change the value.
Linkage Type	System defaults the linkage type as “Facility” from back office.
Linkage Reference Number	System defaults the Linkage reference as part of simulation. User can change the value. Linkages available for the customer should be displayed for selection.
Linked Percentage	Specify the value for linked percentage. Maximum value that can be enterd is 100. User cannot enter negative values.

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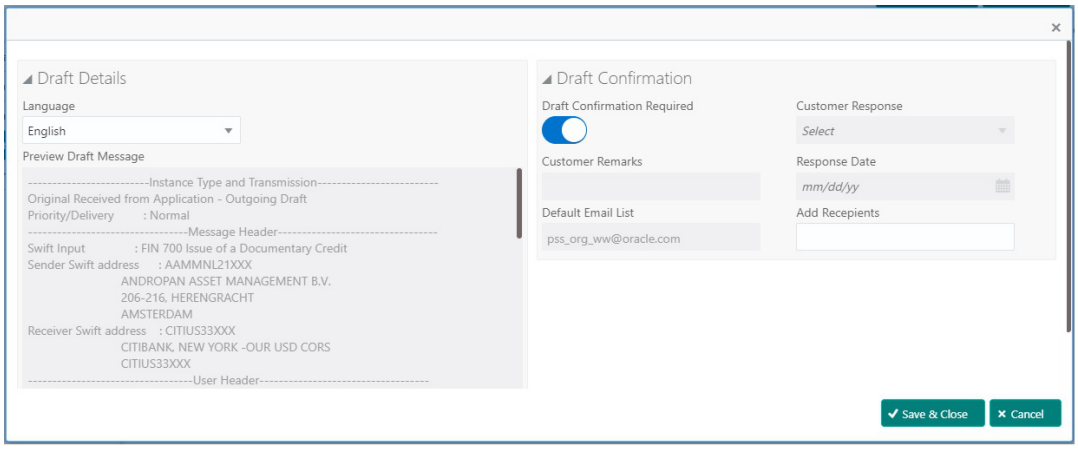
Table 2-28 (Cont.) Loan Preferences - Field Description

Field	Description
Limit Amount	System defaults the value. System should populate the value based on the contribution percentage.

7. Click **Save and Close** to save the details and close the screen.

Preview Messages

User can view the draft preview of the advise. User can preview the MT999 messages for the applicable MT7XX messages generated by the Back office system in the Preview Message.



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

Field	Description
Preview SWIFT Message	Displays the preview of SWIFT Messages.
Language	Read only field. The language to preview the draft guarantee details. English is set as default language for the preview.
Message Type	Select the message type from the drop-down. User can choose to see preview of different message like MT 700, MT 740 and MT 701.
Message Status	Read only field. Displays the message status of the draft message.
Repair Reason	Read only field. Displays the reason of repair.
Preview Message	This field displays a preview of the draft message. Based on the guarantee text captured in the previous screen, guarantee draft is generated in the back office and is displayed in this screen.
Preview Mail Device	Based on the guarantee amendment captured in the previous screen, the preview message-mail advice is simulated from the back office and the user can view the message.
Language	Read only field. The language for the advice message. English is set as default language for the preview.

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Field	Description
Advice Type	Select the advice type.
Message Status	Read only field. Displays the message status of the mail advice.
Repair Reason	Read only field. Displays the reason of repair.
Preview Message	This field displays a preview of advice.

8. Click **Next**.

   The task will move to next data segment.
   For more information on action buttons, refer Table 2-19.

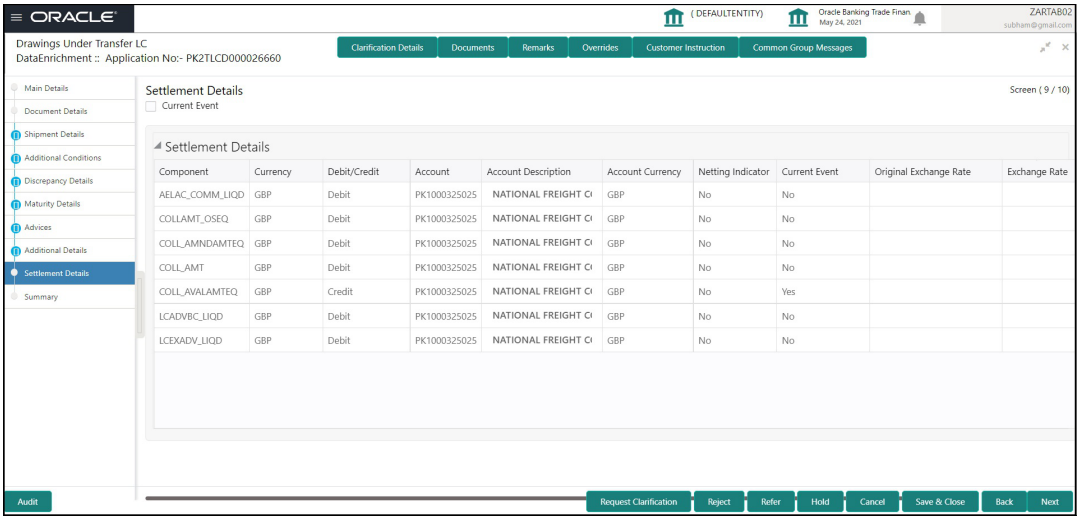
2.3.9 Settlement Details

This topic provides the systematic instructions to capture the settlement details of Drawing Under Transferred LC request.

DE User can view the settlement details during Drawings under Transferred LC process.

1. On **Settlement Details** screen, specify the fields.

Figure 2-28 Settlement Details



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

Table 2-29 Settlement Details – Field Description

Field	Description
Current Event	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	This field displays the components based on the product selected.
Currency	This field displays the default currency for the component.
Debit/Credit	This field displays the debit/credit indicators for the components.

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Table 2-29 (Cont.) Settlement Details – Field Description

Field	Description
Account	This field displays the account details for the components.
Account Description	This field displays the the description of the selected account.
Account Currency	This field displays the currency for all the items based on the account number.
Netting Indicator	This field displays the applicable netting indicator.
Current Event	This field displays the current event.

2. Click any component in the grid.

Party Details

Field	Description
Transfer Type	Select the transfer type from the drop-down list. The options are: • Customer Transfer • Bank Transfer for own account • Direct Debit Advice • Managers Check • None • Customer Transfer with Cover • Bank Transfer
Charge Details	Select the charge details for the transaction. The options are: • Beneficiary All Charges • Remitter Our Charges • Remitter All Charges
Netting Indicator	Select the netting indicator for the component. The options are: • Yes • No
Ordering Customer	Click search icon to search and select the ordering customer from the look up.
Ordering Institution	Click search icon to search and select the ordering institution from the look up.
Senders Correspondent	Click search icon to search and select the senders correspondent from the look up.
Receivers Correspondent	Click search icon to search and select the receivers correspondent from the look up.
Intermediary Institution	Click search icon to search and select the intermediary institution from the look up.
Account with Institution	Click search icon to search and select the account with institution from the look up.
Beneficiary Institution	Click search icon to search and select the beneficiary institution from the look up.
Ultimate Beneficiary	Click search icon to search and select the ultimate beneficiary from the look up.
Intermediary Reimbursement Institution	Click search icon to search and select the intermediary reimbursement institution from the look up.
Receiver	Click search icon to search and select the receiver from the look up.

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Payment Details

Table 2-30 Payment Details - Field Description

Field	Description
Sender to Receiver 1	Specify the sender to receiver message.
Sender to Receiver 2	Specify the sender to receiver message.
Sender to Receiver 3	Specify the sender to receiver message.
Sender to Receiver 4	Specify the sender to receiver message.
Sender to Receiver 5	Specify the sender to receiver message.
Sender to Receiver 6	Specify the sender to receiver message.

Remittance Information

Field	Description
Payment Detail 1	Specify the payment details.
Payment Detail 2	Specify the payment details.
Payment Detail 3	Specify the payment details.
Payment Detail 4	Specify the payment details.

3. Click **Next**.

The task will move to next data segment.

Table 2-31 Settlement Details - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document. Application displays 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	Specify any additional information regarding the drawing under transferred LC. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.

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Table 2-31 (Cont.) Settlement Details - Action Buttons - Field Description

Field	Description
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates 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.

2.3.10 Summary

This topic provides the systematic instructions to view the summary of Drawing Under Transferred LC request.

User can review the summary of details updated in Data Enrichment stage of Drawing Under Transferred LC request.
The tiles must display a list of important fields with values. User can drill down from Summary Tiles into respective data segments.

1. On **Summary** screen, click the 3 dots on any tile to view the details.

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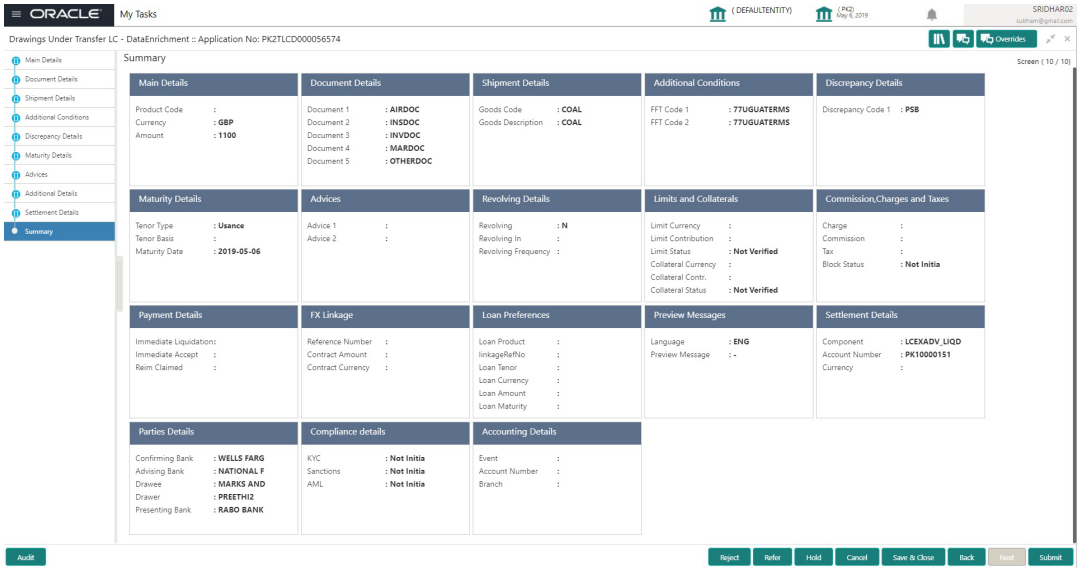
Figure 2-29 Summary



Tiles Displayed in Summary

- Main Details - User can view details about application details and LC details.
- Document Details - User can view document details.
- Shipment Details - User can view the availability and shipment details.
- Additional Conditions - User can view additional conditions.
- Discrepancy Details - System displays if Discrepancies exist or not and the number of discrepancies on the face of the tile. On drill down, user can see all the discrepancies listed under the LC drawing.
- Maturity Details - User can view the maturity details in case of Usance and Multi tenor drawings.
- Advices - User can view the details of the advices.
- Limits and Collaterals - User can view limits and collateral details.
- Commission, Charges & Taxes - User can view the charge details.
- Payment Details - User can view the payment details.
- FX Linkage - User can view FX linkage details.
- Preview Messages - User can preview the draft message generated if any.
- Settlement Details - User can view the settlement details.
- Parties Details - User can view party details like Presenting bank, applicant, advising bank etc.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated in back office.

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

2. Click **Submit**.

   The task will move to next logical stage.
   For more information on Action Buttons, refer Table 2-20

2.4 Exceptions

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

As per regulatory requirement, all tasks are scrutinized for KYC, Compliance and Sanctions. The checks to external system/internal system is initiated after the Data Enrichment stage.

Exception - Amount Block

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

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

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

On Approval, system should not release the Amount Block against each applicable account and system should handoff the “Amount Block Reference Number“ to the back office. On successful handoff, back office will make use of these “Amount Block Reference Number” to release the Amount Block done in the mid office (OBTFPMCS) and should debit the CASA account from the Back office. If multiple accounts are applicable, Amount Block.

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

Approve:

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

Refer:

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

Reject:

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

Amount Bock Exception

This section will display the amount block exception details.

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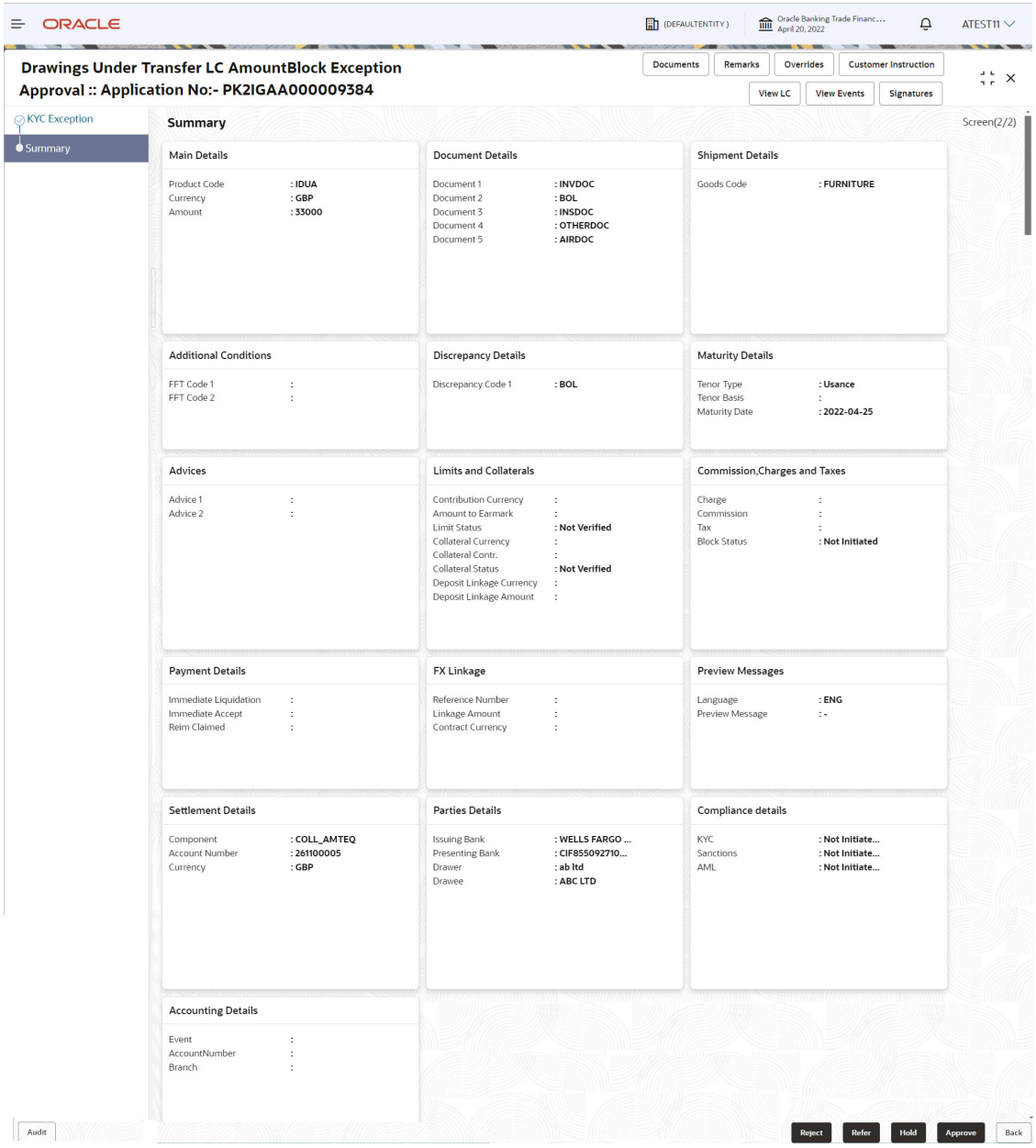
Summary



Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Document Details - User can view document details.
- Shipment Details - User can view the shipment details.
- Additional Conditions - User can view the Additional Conditions details.
- Discrepancy Details - User can view the discrepancy details of the drawing.
- Maturity Details - User can view the maturity details.
- Advices - User can view the advices details.
- Limits and Collaterals - User can view limits and collateral details.

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- Commission, Charges & Taxes - User can view the commission, charges & taxes details.
- Payment Details - User can view the payment details of the drawing.
- FX Linkage - User can view FX linkage details.
- Preview Messages - User can preview the draft message generated if any.
- Settlement Details - User can view the settlement details.
- Parties Details - User can view the parties details.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated in back office.

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

1. Click **Approve**. to approve thw export booking amount bolck exception check.

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

Table 2-32 Amount Bock Exception - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the Drawings under Transferred LC. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View LC	Click View LC button to view the details of the LC.
View Events	Click this button to view all the Undertaking events under the LC Issued till date
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

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Table 2-32 (Cont.) Amount Bock Exception - Action Buttons - Field Description

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user.User must select a Refer Reason from the values displayed by the system. Refer Codes Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.
Back	Task moves to previous logical step.

Exception - Know Your Customer (KYC)

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

1. Log in into OBTFPMCS application, KYC exception queue. KYC exception failed tasks for Trade Finance transactions will be listed in your queue.
2. Open the task, to see summary tiles that display a summary of available updated fields with values.
   User can pick up a transaction and do the following actions:

   Approve

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

Summary

Figure 2-30 Exception - Know Your Customer (KYC) Summary

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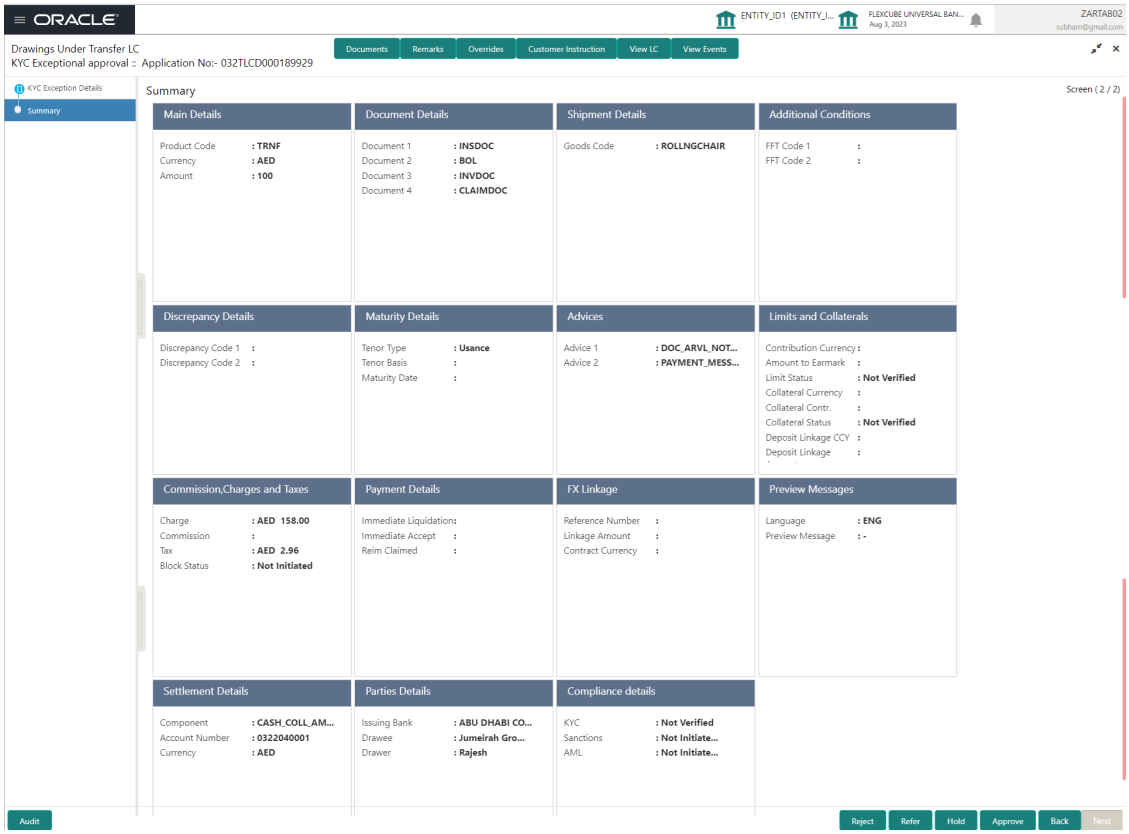

Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Document Details - User can view document details.
- Shipment Details - User can view the shipment details.
- Additional Conditions - User can view the Additional Conditions details.
- Discrepancy Details - User can view the discrepancy details of the drawing.
- Maturity Details - User can view the maturity details.
- Advices - User can view the advices details.
- Limits and Collaterals - User can view limits and collateral details.
- Commission, Charges & Taxes - User can view the commission, charges & taxes details.
- Payment Details - User can view the payment details of the drawing.
- FX Linkage - User can view FX linkage details.
- Preview Messages - User can preview the draft message generated if any.
- Settlement Details - User can view the settlement details.
- Parties Details - User can view the parties details.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated in back office.

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

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

Table 2-33 Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the Drawings under Transferred LC. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View LC	Click View LC button to view the details of the LC.
View Events	Click this button to view all the Undertaking events under the LC Issued till date
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others

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Table 2-33 (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description

Field	Description
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.
Back	Task moves to previous logical step.

2.5 Multi Level Approval

This topic helps you quickly get acquainted with the Multi Level Approval process.

Approver user can approve the Drawings under Transferred LC transaction under the LC. The Approval summary screen displays the summary tiles. The tiles displays 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.

In case of Incoming SWIFT MT 750 processing and in case of discrepant documents received under LC, the drawings task will directly land in approval queue once submitted from scrutiny stage.

In case of documents received without discrepancies and without MT 750, the task will move from DE stage to approval.

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

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

Authorization Re-Key (Non-Online Channel)

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

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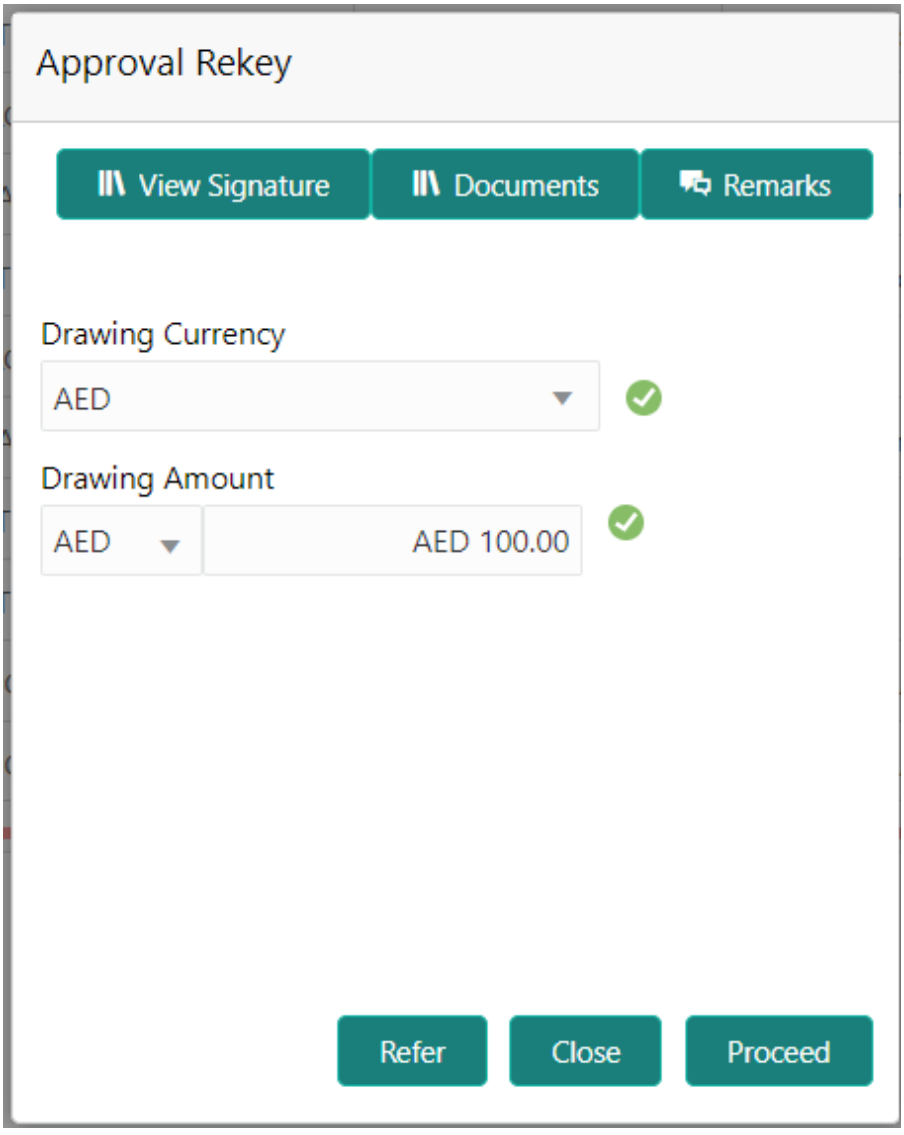
> **Note**
>
> Rekey is not applicable in case of processing Drawing of Incoming SWIFT MT 750. System will display the approval screens directly as the details have been auto populated from incoming SWIFT message.

2. Open the task and specify (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.
   - Drawing Currency
   - Drawing Amount

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

Figure 2-31 Authorization Re-Key



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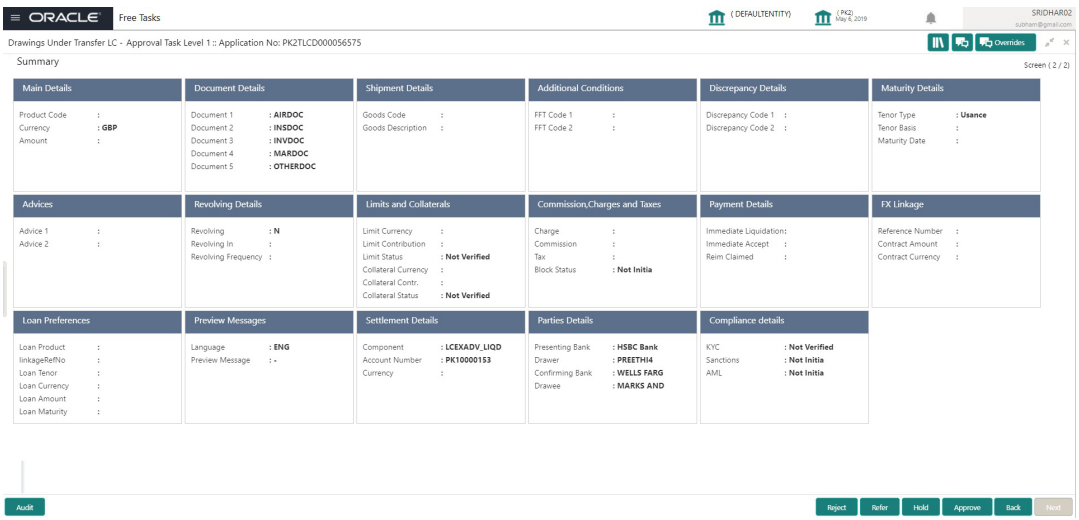
Approval Summary



Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Document Details - User can view document details.
- Shipment Details - User can view shipment details.
- Additional Conditions - User can view the details of additional conditions.
- Discrepancy Details - System displays if Discrepancies exist or not and the number of discrepancies on the face of the tile. On drill down, user can see all the discrepancies listed under the LC drawing.
- Maturity Details - User can view the maturity details in case of Usance and Multi tenor drawings.
- Advices - User can view the advice details.
- Limits and Collaterals - User can view limits and collateral details.
- Commission Charges and Taxes - User can view charge details.
- Payment Details - User can view payment details.
- FX Linkage - User can view the FX linkage details.
- Preview Messages - User can preview the draft message generated if any.
- Settlement Details - User can view settlement details.
- Parties Details - User can view party details like applicant, advising bank etc.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated in back office.

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

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

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Table 2-34 Maturity Details - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document. Application displays 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	Specify any additional information regarding the drawings under transferred LC. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View LC	Click View LC button to view the details of the LC.
View Events	Click this button to view all the Undertaking events under the LC Issued till date
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

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Table 2-34 (Cont.) Maturity Details - Action Buttons - Field Description

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Cancel	Cancel the Approval stage.
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.

2.6 Reject Approval

This topic helps you quickly get acquainted with the Reject Approval process.

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

Log in into OBTFPM application to view the reject approval tasks for Drawing Under Transferred LC in queue. On opening the task, you will see summary tiles. The tiles will display a list of important fields with values.

The tile containing the screen from where the reject was triggered will be highlighted in red.

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

Summary

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

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

- Main Details - User can view the application details and LC details.
- Party Details - User can view the party details like beneficiary, advising bank etc.
- Beneficiary Response - User can view beneficiary response details.
- Discrepancy Details - User can view the discrepancy details of the drawing.
- Maturity Details - User can view the maturity details.
- Limits and Collaterals - User can view limits and collateral details.
- Charges - User can view charge details.
- Revolving Details - User can view revolving details on revolving LC.
- Payment Details - User can view the payment details.
- Settlement Details - User can view the settlement details.
- Loan Preferences - User can view set loan preferences.
- FX Linkage - User can view the details of FX Linkage.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks..

1. Click **Reject Approve** to reject the transaction.

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

Table 2-35 Action Buttons - Field Description

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

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