Oracle Banking Trade Finance Process Management Cloud Service

Export LC Transfer - User Guide

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Preface

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

Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management Cloud Service **Export LC Transfer - Islamic** process.

Audience

This document is intended for the following audience:

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

Documentation Accessibility

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Diversity and Inclusion

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

Structure

This manual is organized into the following chapters:

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

Conventions

The following text conventions are used in this document:

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

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.

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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

Basic Actions

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

Table 2 Common Action Buttons and its Definitions

Action Buttons	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.

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Table 2 (Cont.) Common Action Buttons and its Definitions

Action Buttons	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
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	Click **Cancel** to cancel the transaction input midway without saving any data.
Save & Close	Click **Save & Close** to save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Next	Click **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.
Submit	Click **Submit** to complete the transaction after you specify all the input parameters for a particular process. The task will get moved to next logical stage of the process. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

Symbols and Icons

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

Table 3 Symbols and Icons - Common

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

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Table 3 (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 4 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

Export LC Transfer

This chapter is documented to get familiar with the Export LC Transfer process of Oracle Banking Trade Finance Process Management Cloud Service.

Using the Export Transfer LC process, the user can register request for an Export LC Transfer received at the front desk.

This topic contains following sub-topics:

- Common Initiation Stage
  This topic provides the systematic instructions to initiate the **Export LC Transfer** request.
- Registration
  This topic provides the systematic instructions to initiate the Registration stage of **Export LC Transfer** request.
- Scrutiny
  This topic provides the systematic instructions to initiate the Scrutiny stage of Export LC Transfer Amendment request.
- Data Enrichment
  This topic provides the systematic instructions to initiate the Data Enrichment stage of Export LC Transfer 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.
- Customer - Acknowledgement Format
  This topic helps you quickly get acquainted with the Customer Acknowledgement process.
- Customer - Reject Advice
  This topic helps you quickly get acquainted with the Customer - Reject Advice.

2.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the **Export LC Transfer** request.

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

1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Initiate Task**.

   The **Initiate Task** screen appears.

Figure 2-1 Initiate Task

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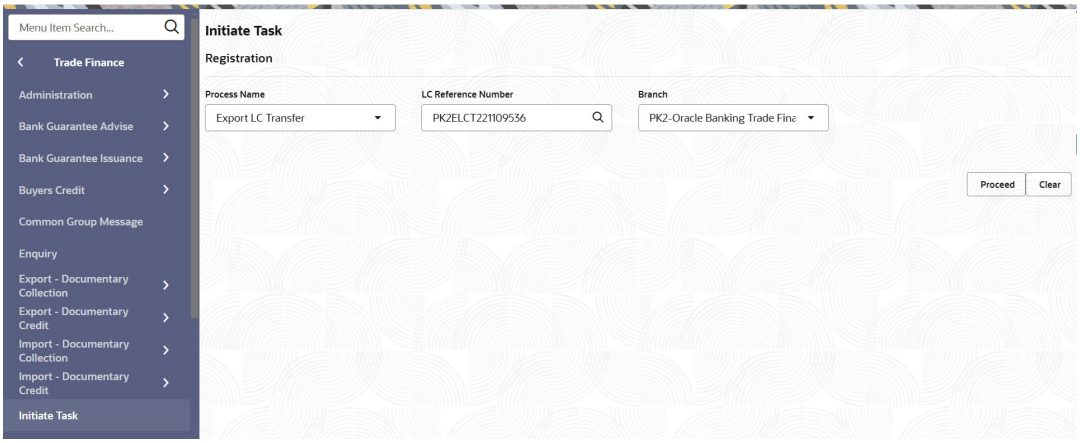

2. On **Initiate Task** screen, specify the fields.

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

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

Table 2-1 Initiate Task - Field Description

Field	Description
Process Name	Select a process name from the drop-down list.
LC Reference Number	Click **Search** to search and select the required LC reference number.
Branch	Select the required branch code from the drop-down list.

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

Table 2-2 Action Buttons - Field Description

Field	Description
Proceed	Task will get initiated to next logical stage..
Clear	Click to clear the contents update and enter the values again.

3. Click **Proceed** to proceed to the next step.

2.2 Registration

This topic provides the systematic instructions to initiate the Registration stage of **Export LC Transfer** request.

During registration stage, the user can register a request for an Export LC Transfer received at the front desk (as an application received physically/received by mail/fax).
User can capture the basic details of the response, check the signature of the signatory from the advising bank and upload the related documents. On submit of the request, the customer should be notified with acknowledgment and the request should be available for an LC expert to handle in the next stage.

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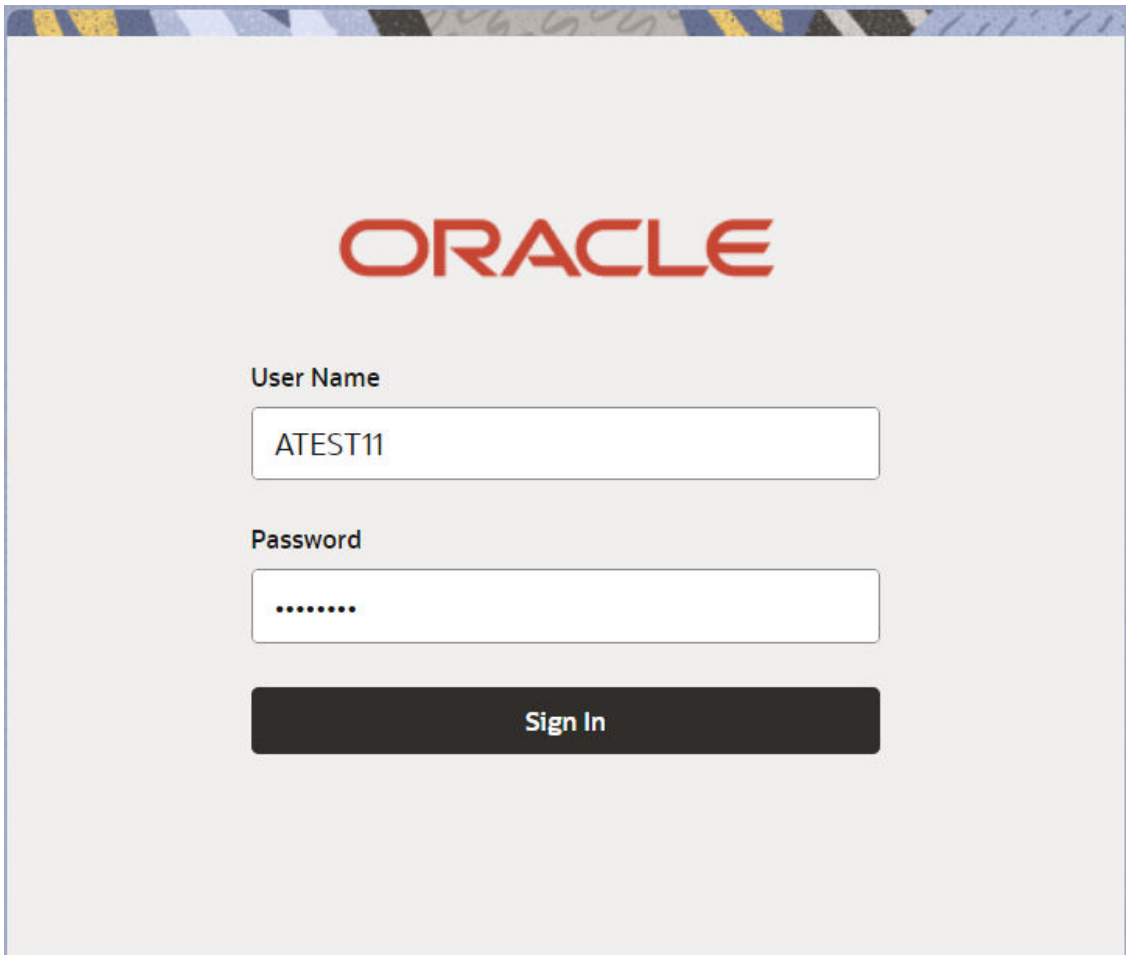
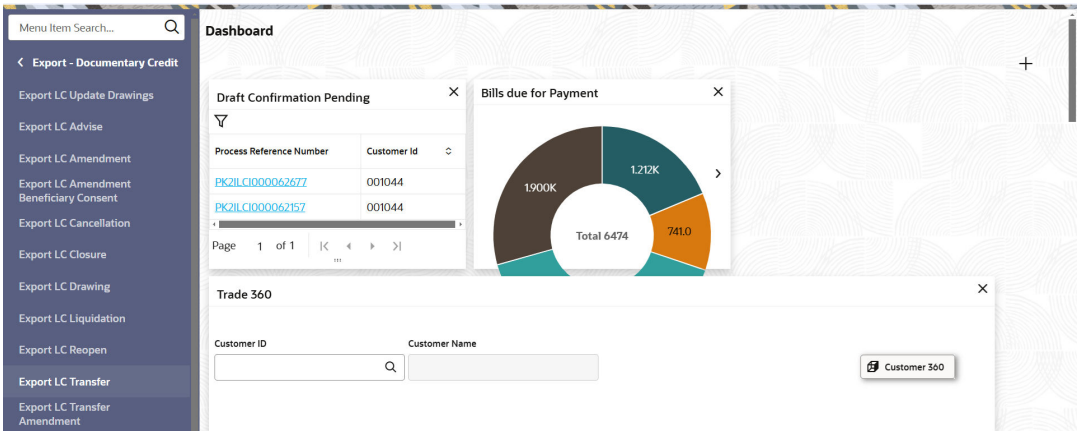
Specify **User ID** and **Password**, and login to **Home** screen.

Figure 2-2 LogIn Screen



1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Export Documentary Credit**.
2. Under **Export Documentary Credit**, click **Export LC Transfer**.

Figure 2-3 Export LC Transfer



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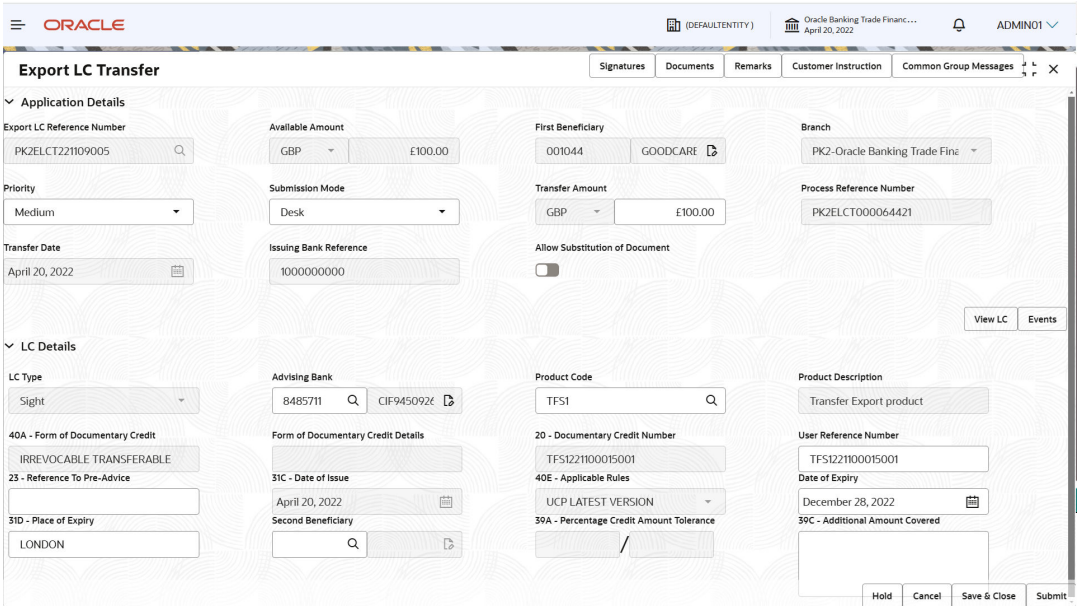
The **Export LC Transfer** screen appears.
The Export LC Transfer - Registration stage has two sections Application Details and LC Details. Let's look at the details of Registration screens below:

Figure 2-4 Export LC Transfer - Registration - Application Details



3. On **Export LC Transfer - Registration - Application 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 2-3 Export LC Transfer - Registration - Application Details - Field Description

Field	Description
Export LC Reference Number	Specify the transfer LC reference number. Alternatively, click **Search** to search and select the transfer LC reference number. In the lookup, user can search giving Transfer LC Reference Number, Beneficiary, Currency, Amount and User Reference Number. Based on the search result, select the applicable transfer LC reference number.
Available Amount	Read only field. Available amount along with currency for Transfer is auto populated. It must be less than or equals to LC amount.

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Table 2-3 (Cont.) Export LC Transfer - Registration - Application Details - Field Description

Field	Description
First Beneficiary	Read only field. First Beneficiary details is defaulted from the underlying Export LC.
Branch	Read only field. Branch details is auto-populated from LC details.
Priority	System populates 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.
Submission Mode	System populates the submission mode of Export LC Transfer request. By default the submission mode will have the value as ‘Desk’. • **Desk** - Request received through Desk • **FAX** - Request received through • **Email** - Request received through Email • **Courier** - Request received through Courier
Transfer Amount	Specify the Export LC transfer amount. Transfer amount plus tolerance cannot be more than value available in underlying Export LC. User cannot change the currency, it will be default from the underlying Export LC.
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.
Transfer Date	Read only field. By default, the application displays the branch’s current date.
Customer Reference Number	Customer reference number is defaulted from the underlying Export LC. User can change the Customer reference number.
Allow Substitution of Document	Enable the option to allow the substitution of the export documents received from transferee with the documents from beneficiary during drawing.

LC Details

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

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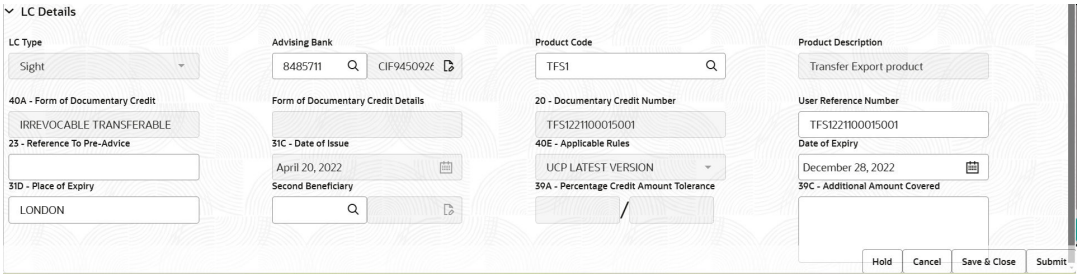

4. On **Export LC Transfer - LC Details** screen, specify the fields.

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

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

Table 2-4 Export LC Transfer - Registration - LC Details - Field Description

Field	Description
LC Type	Read only field. The LC type value is auto populated from Export LC. The values can be: • **Sight** • **Usance** • **Multi Tenor**
Advising Bank	Specify the advising bank name or click **Search** to search and select the advising bank from the lookup. System validates whether the Advising Bank is RMA compliant, if not system should display an error message.
Product Code	Read only field. Product Code of the underlying Export LC is displayed. **Note** This field is enabled for product code selection from the lookup, if Use Transfer Product flag is set as “Yes” in the bank parameter.
Product Description	Read only field. This field displays the description of the product of the underlying Export LC.
40A - Form of Documentary Credit	Read only field. The type of LC (Documentary Credit) is auto populated from Export LC.
Form of Documentary Credit Details	Specify the value for form of documentary credit details.

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Table 2-4 (Cont.) Export LC Transfer - Registration - LC Details - Field Description

Field	Description
Documentary Credit Number	Read only field. Documentary credit number is generated from the back office and displayed in the application number.
User Reference Number	System defaults the user reference number based on the product code. The user can change the user reference number.
Reference To Pre-Advice	This field is not applicable.
Date of Issue	Read only field. Application will default the branch's current date in date of issue. User cannot change the defaulted date. Application will populate the Date of Issue field with branch date on approval if date of approval is later than date of Registration.
Applicable Rules	Read only field. The applicable rules for the LC is auto populated from Export LC.
Date of Expiry	Date of expiry is defaulted from the underlying Export LC. User can change the defaulted date of expiry. On change of values, relevant validations will happen. Date of Expiry of Transferred LC cannot be later than the Expiry Date of the underlying Export LC.
Place of Expiry	Place of expiry is defaulted from the underlying Export LC. User can change the defaulted place of expiry. On change of values, relevant validations will happen.
Second Beneficiary	Click **Search** to search and select the second beneficiary from the look-up based on Party ID/Party Name. The user can select the beneficiary for Export LC Transfer. If beneficiary is not a customer of the bank, then choose WALKIN customer id and provide the beneficiary details. If beneficiary is a customer and KYC status is not valid, then system will display alert message.
Percentage Credit Amount Tolerance	Tolerance Amount to default from the underlying Export LC. User can change the value of tolerance amount.
Additional Amount Covered	Specify any additional amount included in export LC.

5. Click **Submit**.

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

Table 2-5 Export LC Transfer - Registration - Action Buttons - Field Description

Field	Description
Documents	Upload the documents received under the Export LC Transfer. System displays the mandatory and optional documents. If mandatory documents are not uploaded, system should display an error on submit. The possible documents submitted under an Export LC Transfer request are:
Remarks	Specify any additional information regarding the Export LC Transfer. This information can be viewed by other users handling the request.

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Table 2-5 (Cont.) Export LC Transfer - Registration - Action Buttons - Field Description

Field	Description
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 Common Group Message button, to send MT799 and MT999 messages from within the task.
View LC	Click to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields.
Events	Click to view the details of the details of LC , amendments (if any), drawings (if any) and liquidations if any under the LC in chronological sequence from LC drawing.
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 Export LC Transfer 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	The task will move to next logical stage of Export LC Transfer. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
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.

- Document Linkage
  This topic provides the systematic instructions to initiate the document linkage.
- Bi-Directional Flow for Offline Transactions Initiated from Oracle Banking Trade Finance Process Management Cloud Service
  This topic provides the systematic instructions to initiate the Bi-Directional Flow for Offline Transactions Initiated from Oracle Banking Trade Finance Process Management Cloud Service.

2.2.1 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.

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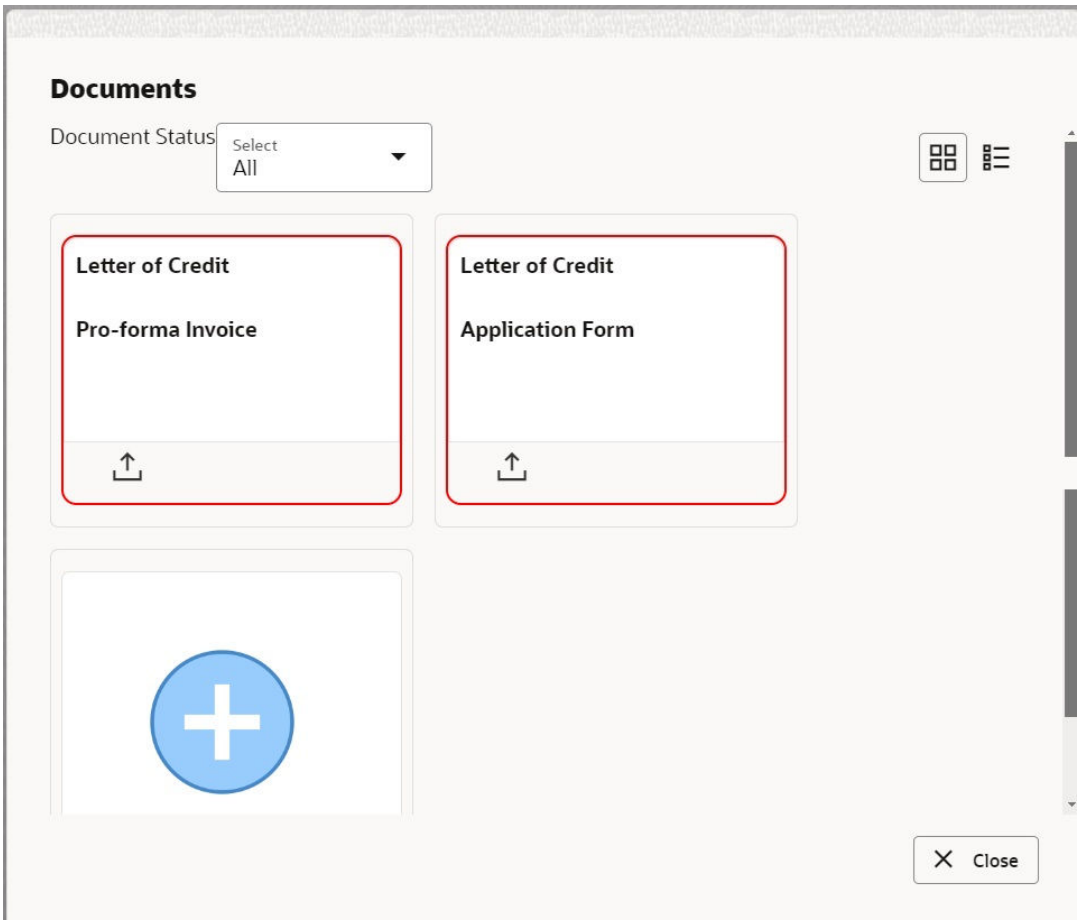
System displays the Documents ids which is not linked with any of the task. Mid office should allow either upload the document or link the document during task processing. The Mid office should allow to Link the same Document in multiple tasks.

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

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

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



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

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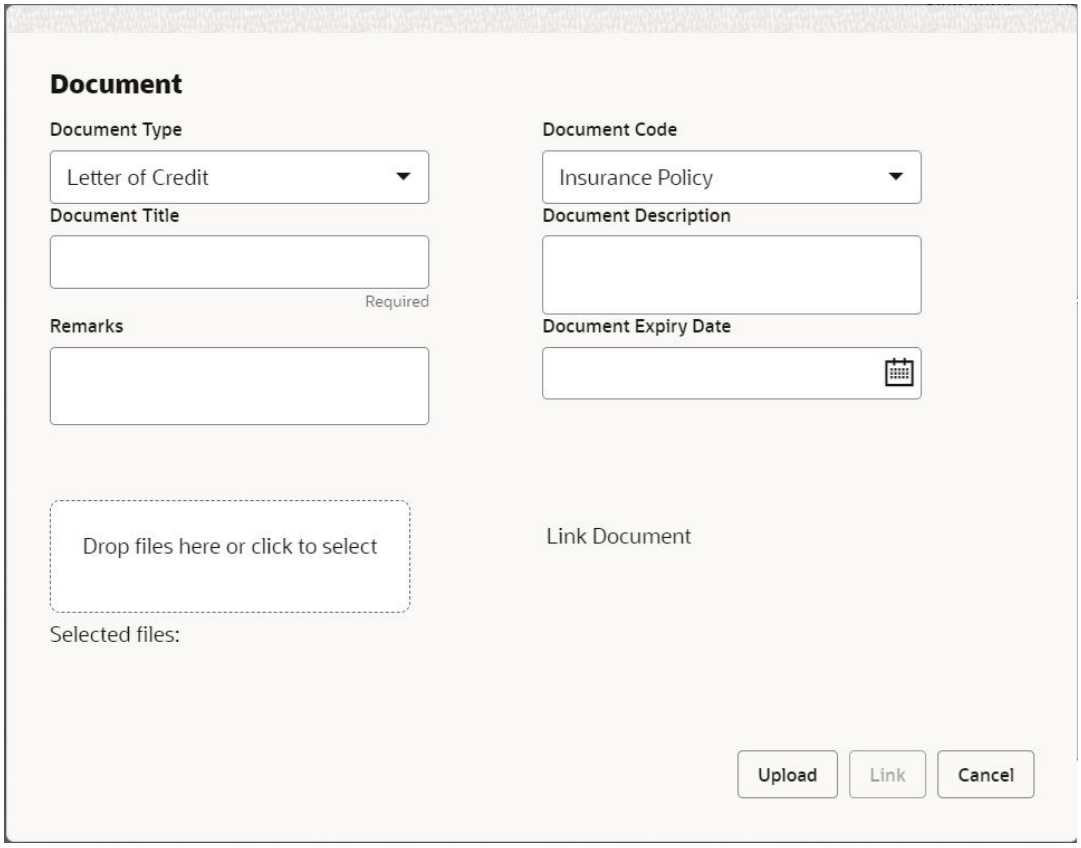
The **Document** screen is displayed.



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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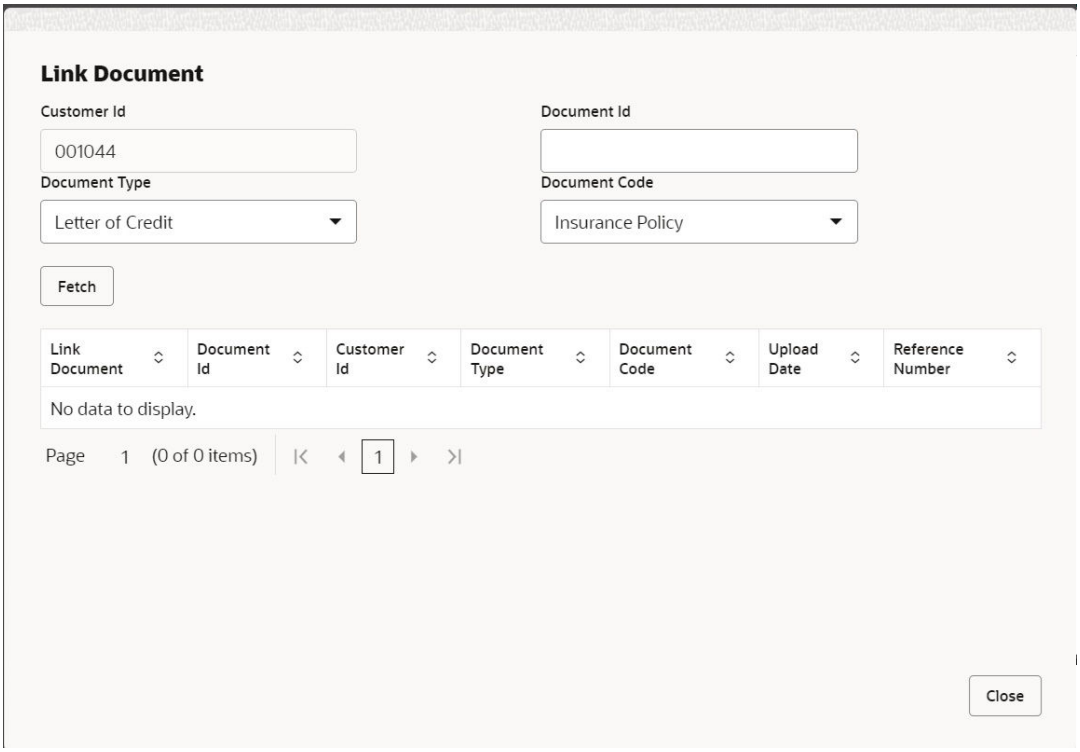

4. Click **Fetch** to retrieve the details from DMS.

   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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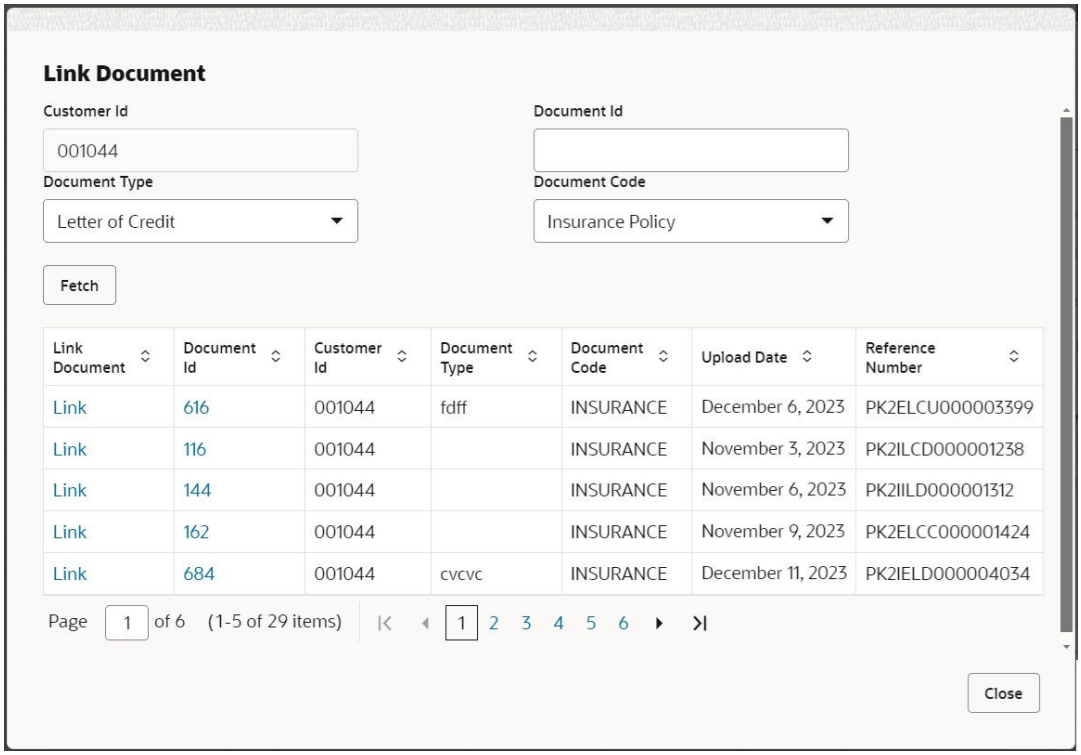
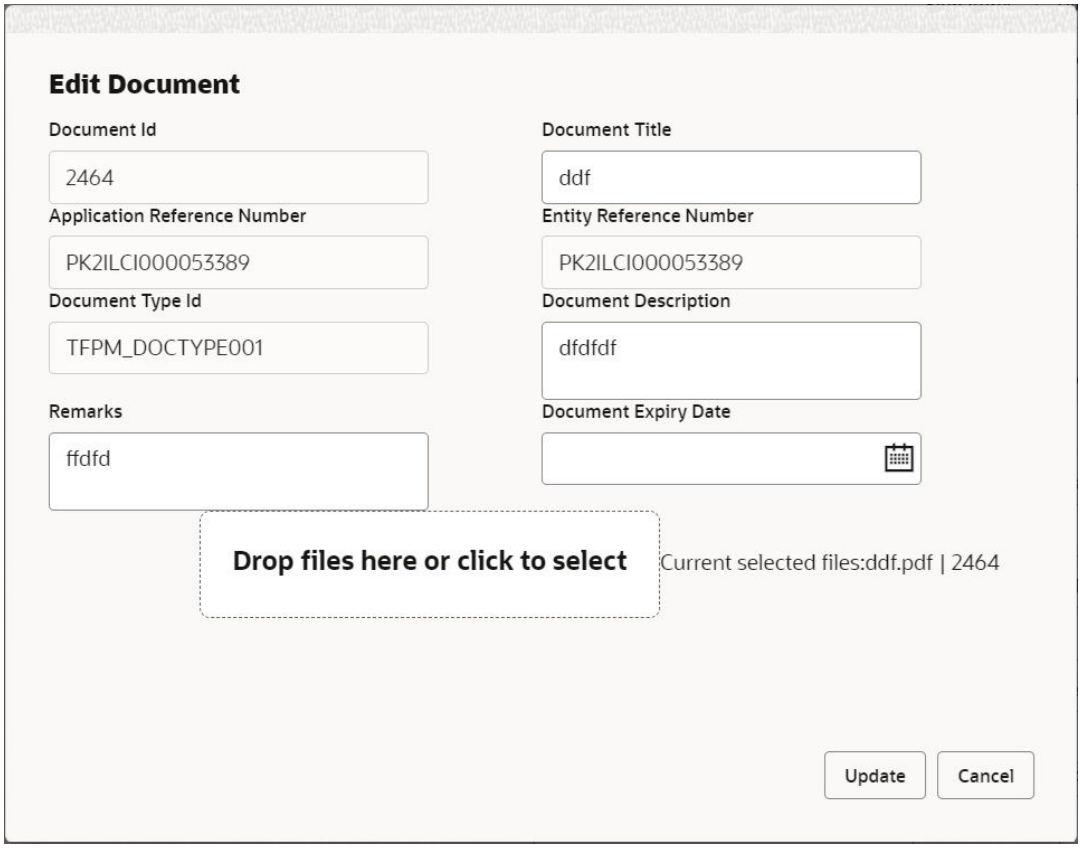


Post linking the document, the user can View, Edit and Download the document.

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

The **Edit Document** screen is displayed.



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2.2.2 Bi-Directional Flow for Offline Transactions Initiated from Oracle Banking Trade Finance Process Management Cloud Service

This topic provides the systematic instructions to initiate the Bi-Directional Flow for Offline Transactions Initiated from Oracle Banking Trade Finance Process Management Cloud Service.

Offline Transactions means those transactions which are not initiated by OBDX, but are initiated directly by the bank user in Oracle Banking Trade Finance Process Management Cloud Service upon request received from the customer.
Pre- Conditions:

- Customer Maintenance details are replicated from OBTF to Oracle Banking Trade Finance Process Management Cloud Service.
- Task is initiated in Oracle Banking Trade Finance Process Management Cloud Service, Customer ID is captured/populated and Process Reference Number is generated.

1. Customer Maintenance details are replicated from OBTF to Oracle Banking Trade Finance Process Management Cloud Service.
2. In Oracle Banking Trade Finance Process Management Cloud Service, user clicks **Request Clarification**, the system checks if the request is initiated from OBDX by validating the value available in the submission mode field is “Online”. In case submission mode is “Online”, the user can enter the clarification details in “Clarification Required” placeholder.
3. In case submission mode is not “Online”, the system will validates if the counterparty is a OBDX customer by checking the flag “Trade Finance Portal” in the Customer Maintenance table replicated from OBTF. In this case, the user can submit clarification.
4. In case submission mode is not “Online”, and if the “Trade Finance Portal” flag is set to ‘No’ in Customer Maintenance Table, the system should display the error message that ‘The customer is not subscribed to Trade Finance Portal’. Once the request is submitted, the Request Clarification functionality would be applicable to offline initiated transactions also.

2.3 Scrutiny

This topic provides the systematic instructions to initiate the Scrutiny stage of Export LC Transfer Amendment request.

At Scrutiny stage, user can scrutinize the Export LC Transfer Amendment request. As part of Scrutiny, the user enters the basic details of the Export LC transfer Amendment request and can verify if the request can be processed further.
Non-Online Channel - Export LC Transfer Amendment request that were received at the desk will move to Scrutiny stage post successful Registration. The requests will have the details entered during the Registration stage.

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

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

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

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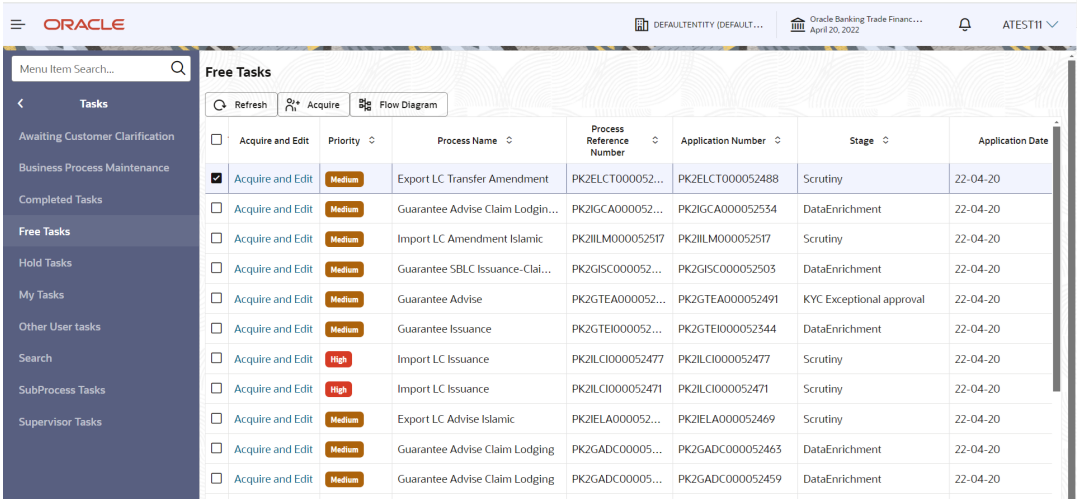
1. On **Home** screen, click **Task**.
2. Under **Task**, click **Free Task**.

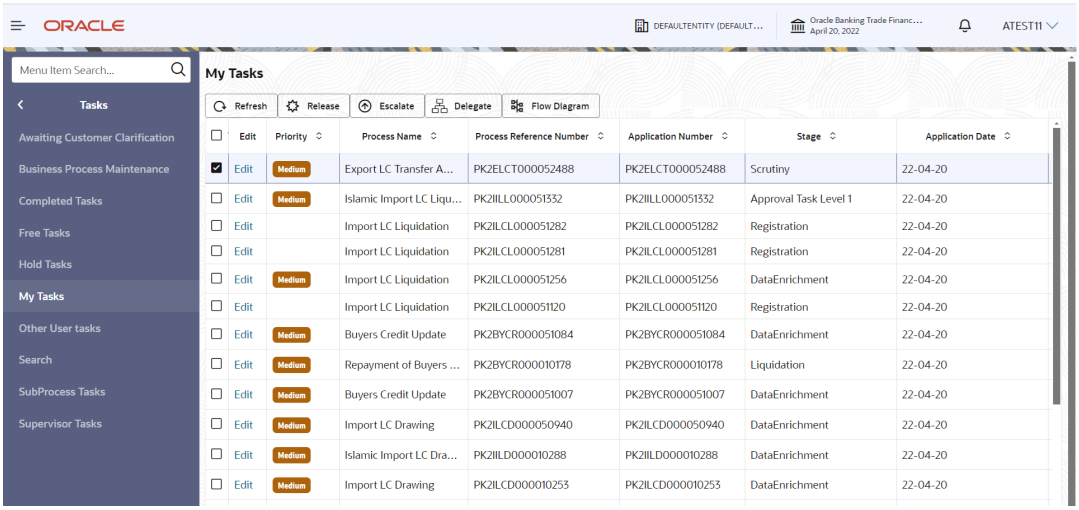
Figure 2-5 Free Task



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 or provide input for Scrutiny stage.

Figure 2-6 My Task



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Let’s look at the details for scrutiny stage. User can enter/update the following fields. Some of the fields that are already having value from Registration/online channels may not be editable.
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 Export LC Transfer Amendment request.
- Availability
  This topic provides the systematic instructions to capture the availability details.
- Payment
  This topic provides the systematic instructions to initiate the Payment in Scrutiny stage of Export LC Transfer request.
- Additional Fields
  This topic provides the systematic instructions to capture the additional fields.
- Additional Details
  This topic provides the systematic instructions to capture the additional details in Scrutiny stage of Export LC Transfer process.
- Summary
  This topic provides the systematic instructions to view the summary details in Scrutiny stage of **Export LC Transfer** request.

2.3.1 Main Details

This topic provides the systematic instructions to initiate the main details of Scrutiny stage of Export LC Transfer Amendment request.

Main details section has two sub section as follows:

- Application Details
- Transfer LC Details.

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

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

Figure 2-7 Scrutiny - Main Details

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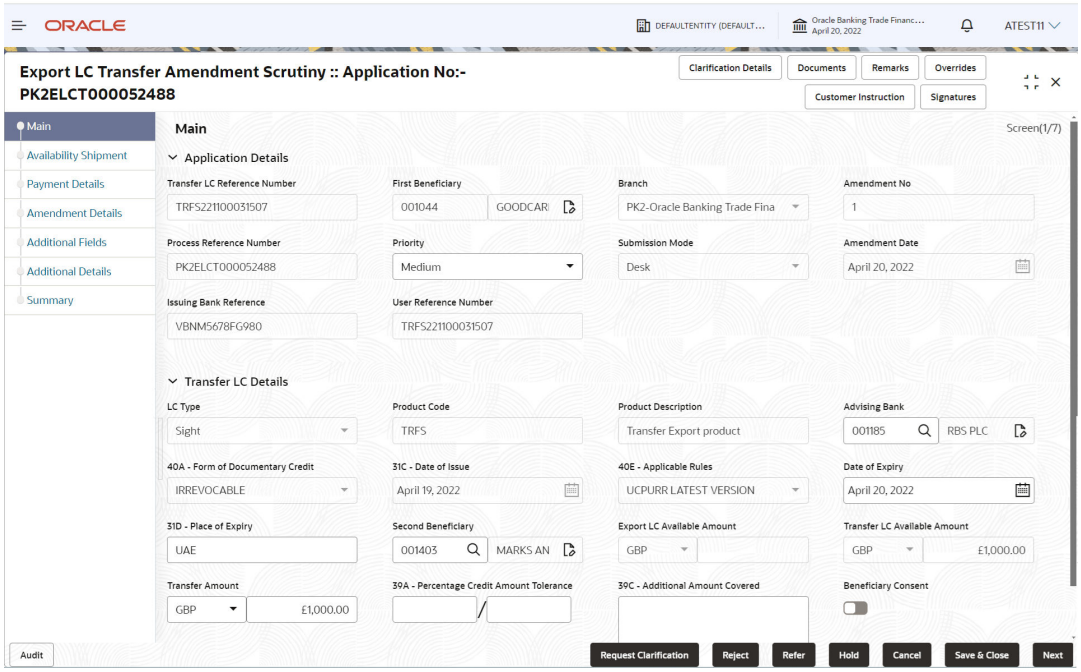

For more information on fields, refer to the field description table below.

Table 2-6 Export LC Transfer Amendment - Main Details - Application Details - Field Description

Field	Description
Transfer LC Reference Number	Read only field. System displays the export LC reference number to be transferred.
First Beneficiary	Read only field. System displays the name of the first beneficiary.
Branch	Read only field. Branch details is auto-populated from LC details.
Amendment No	Read only field. System defaults the latest amendment number sequence for this transfer LC.
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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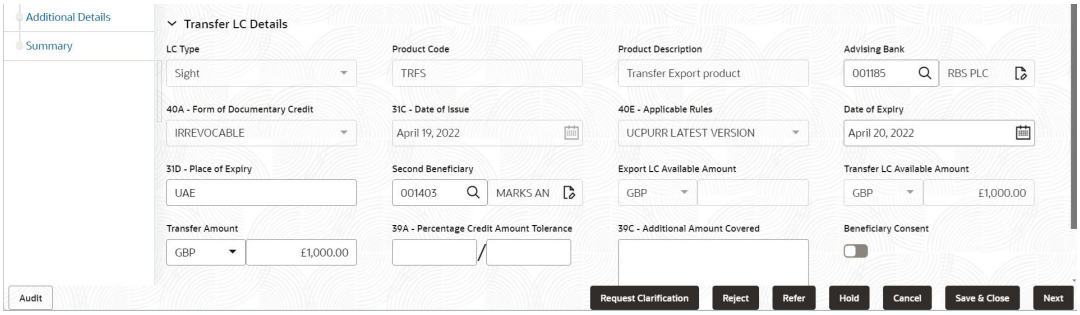
Table 2-6 (Cont.) Export LC Transfer Amendment - Main Details - Application Details - Field Description

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

Transfer LC Details
Registration user can capture the changes made to the Transfer LC in this section. During registration, if user has not captured input, then user can capture the details in this section.

Figure 2-8 Transfer LC Details



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

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Table 2-7 Export LC Transfer Amendment - Transfer LC Details - Field Description

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

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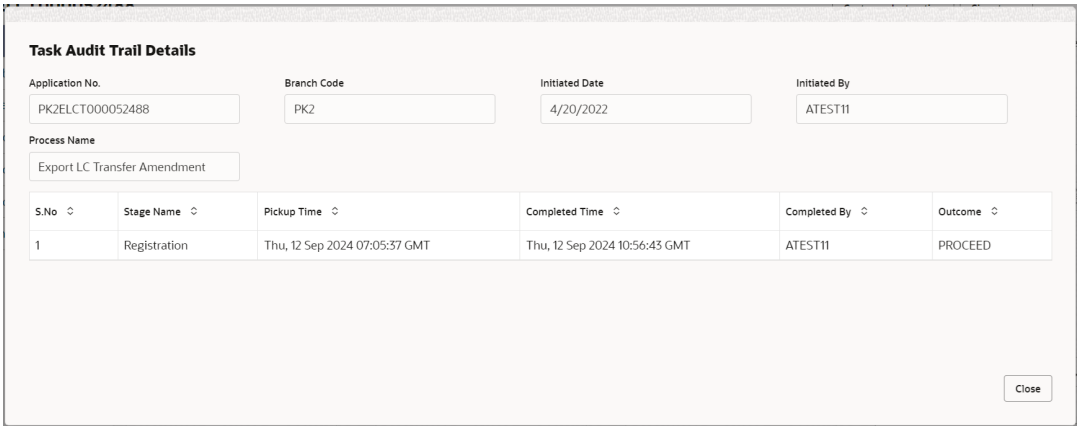
Table 2-7 (Cont.) Export LC Transfer Amendment - Transfer LC Details - Field Description

Field	Description
Transfer Amount	The export LC transfer amount is defaulted from the transferred LC. The user can amend the Transfer LC amount including Tolerance if any. During Transfer LC amendment, system checks, that the increase in Transfer LC amount including tolerance is not greater than the Outstanding amount in Parent LC. System should display an error if it is greater. During Transfer LC Amendment, if LC amount is decreased, system checks that the decrease in LC amount is not greater than available balance in Transfer LC, including tolerance if any.
Percentage Credit Amount Tolerance	Tolerance Amount to default from the underlying Export LC. User can change the value of tolerance amount.
Additional Amount Covered	Specify any additional amount included in export LC. In case of online request, system should auto-populate the details. User cannot change the populated value.
Beneficiary Consent	Enable the option, if beneficiary consent is required. Disable the option, if beneficiary consent is not required.

Audit



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

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

Table 2-8 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.

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Table 2-8 (Cont.) Audit - Field Description

Field	Description
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 2-9 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'.
Documents	Upload the required documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following. • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
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	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.

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Table 2-9 (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
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 Export LC Transfer 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.
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.
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.

2.3.2 Availability

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

In this section user can input the Availability details for Export LC Transfer. In case the request is received through online channel, the user can verify the details populated.
Non Online Channel - Export LC Transfer request that are received at the desk will move to scrutiny stage post successful Registration. The transaction will have the details entered during the Registration stage.

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

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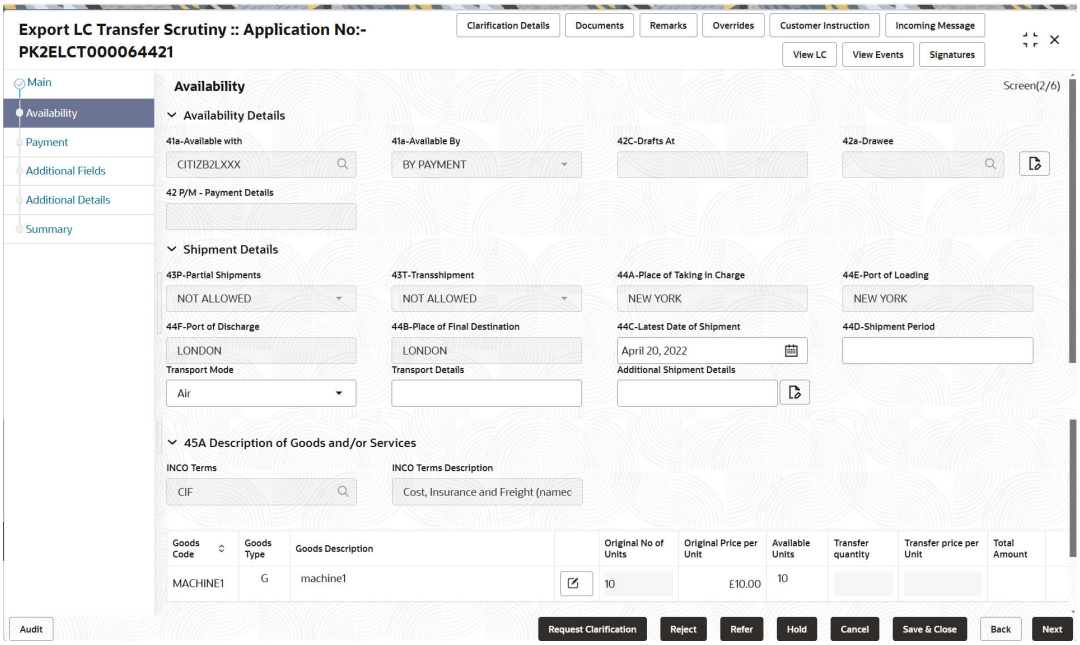
stage and available data for all data segments from Application stage to Data Enrichment stage would be auto populated.

1. On **Availability** screen, specify the fields.

Figure 2-9 Availability



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

Table 2-10 Availability - Field Description

Field	Description
Availability Details	Specify the availability details based on the description of following table.
Available with	This field identifies the bank with which the credit is available. Online Channel - Read only Non Online Channel - It is an input field and user can enter the details. • If the LC is restricted to any particular bank, search the bank with SWIFT code (BIC) or Bank Name. On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address gets defaulted. • If the LC is not restricted to any bank, provide free text - (YOURSELVES, WITH ANY BANK etc.). In case of Online channel, this field is read only. System auto-populates the detail. User cannot change the populated value.

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Table 2-10 (Cont.) Availability - Field Description

Field	Description
Available By	This field identifies how the credit is available. Online Channel – Read-only. In case of online request, system should auto-populate the details. User cannot change the populated value. This field displays the value of 'Available By' as per the issued LC. Online Channel - Read only Non Online Channel - It is an input field and user can enter the details. Select one of the following values from drop down, if required. The options are: • **BY ACCEPTANCE** • **BY DEF PAYMENT** • **BY MIXED PAYMENT** • **BY NEGOTIATION** **Note** If **BY DEF PAYMENT** and **BY MIXED PAYMENT** option is selected, **42 P/M - Payment Details** field gets enabled.
Drafts At	This field specifies the tenor of drafts to be drawn under the documentary credit. In case of online request, system should auto-populate the details. User cannot change the populated value.
Drawee	This field is enabled if **Drafts At** field has a value. Click **Search** to search and select the Drawee bank (Advising bank or Confirming bank). • Search the bank with SWIFT code (BIC) or Bank Name. On selection of the record if SWIFT code is available, then SWIFT code will be defaulted, if SWIFT code is not available then the bank's name and address to be defaulted. In case of online request, this field is read only. System auto-populates the detail. User cannot change the populated value.
Payment Details	This field is applicable if, **Available By** field has value as **BY MIXED PAYMENT** or **BY DEF PAYMENT** and **Drafts At** field does not have value. In case of online request, system should auto-populate the details. User cannot change the populated value.
Shipment Details	User can change the values available in the fields based on the description of following table.

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Table 2-10 (Cont.) Availability - Field Description

Field	Description
Partial Shipments	Read only field. This field specifies whether or not partial shipments are allowed under the documentary credit. Partial shipment details is auto-populated from the underlying Transfer LC. The options are: • **Allowed** • **Conditional** • **Not Allowed** User cannot change the populated value.
Transshipment	Read only field. Transshipment details is defaulted from the underlying Transfer LC. This field specifies whether or not transshipment are allowed under the documentary credit. The options are: • **Allowed** • **Conditional** • **Not Allowed** User cannot change the populated value.
Place Of Taking In Charge	Read only field. Place of taking in charge value is defaulted from the underlying Transfer LC. The field specifies the details of place of taking in charge (in case of a multi-modal transport document), the place of receipt (in case of a road, rail or inland waterway transport document or a courier or expedited delivery service document), the place of dispatch or the place of shipment to be indicated on the transport document for non-online channel.
Port Of Loading	Read only field. Port of loading details is defaulted from the underlying Transfer LC. This field specifies the port of discharge or airport of destination to be indicated on the transport document. User cannot change the populated value.
Port Of Discharge	Read only field. Port of discharge details is defaulted from the underlying Transfer LC. This field specifies the port of discharge or airport of destination to be indicated on the transport document. User cannot change the populated value.
Place Of Final Destination	Read only field. Place of final destination details is defaulted from the underlying Transfer LC. This field specifies the final destination or place of delivery to be indicated on the transport document.

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Table 2-10 (Cont.) Availability - Field Description

Field	Description
Latest Date Of Shipment	Indicates the latest date for loading on board/dispatch/taking in charge. Latest date of shipment is auto populated from underlying Export LC. The user can change the date. **Note** This field is alternate to **Shipment Period**. Latest date of shipment or shipment period must have value and if both the fields has values, application will display an error message. Latest shipment date should be on or before expiry date and should not be before the branch date.
Shipment Period	Indicates the details of Shipment. Shipment period is auto populated from the underlying Transfer LC. The user can change the shipment period. **Note** This field is alternate to **Latest Date Of Shipment.**. Latest date of shipment or shipment period must have value and if both the fields has values, application will display an error message.
Transport Mode	Transportation mode is auto populated from underlying Export LC.. The options are: • **Air** • **Sea** • **Road** • **Rail** • **Multimodal** • **Other** The user can change the details.
Transport Details	The transportation details of shipment is auto populated from underlying Export LC. The user can change the details.
Additional Shipment Details	Specify the additional details of shipment, if any.
Description of Goods and/or Services	Specify description of goods and/or services based on the description in the following table: This field contains a description of the goods and/or services of the issued LC and can be changed if required.
INCO Terms	The INCO terms from the document received details is auto populated from the underlying Export LC.
INCO Terms Description	The description of the INCO term based on the selected INCO Terms code is auto populated from the underlying Export LC. The user can click **+** to add multiple descrption of goods and services.

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Table 2-10 (Cont.) Availability - Field Description

Field	Description
Goods Code	Goods Details is defaulted from the underlying LC and user can change the values. Click **Search** to search and select the goods code. from the look-up. Once you select goods code, value will default in Goods Type and Goods Description.
Goods Type	The goods type is defaulted from the underlying LC and user can change the values.
Goods Description	The goods description is defaulted from the underlying Transfer LC and user can change the values.
Original No of Units	The system displays the original number of units from the underlying Transfer LC.
Original Price per Unit	The system displays the original price per unit from the underlying Transfer LC.
Available Units	The system displays the available units of the goods. User should not be allowed to update this.
Transfer quantity	Specify the number of units. The system displays an error message if the value for units transferred is more than the units available.
Transfer Price per Unit	Specify the price per unit is not more than the original price per unit.
Total Amount	System calculates the total price. In case of online request, the system should populate the total amount from incoming request. System validates that the total amount is equal to the value of the transaction (LC/Collection).
Action	Click Edit icon to edit the goods code. Click Delete icon to delete the goods code.

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 Availability - Action Buttons - Field Description

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

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

Field	Description
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.
Incoming Message	Displays the incoming message, if any. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View LC	Click to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields..
View Events	Click to view the details of the details of LC , amendments (if any), drawings (if any) and liquidations if any under the LC in chronological sequence from LC drawing.
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
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	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Back	On click of Back, task moves to previous logical step.

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

Field	Description
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.

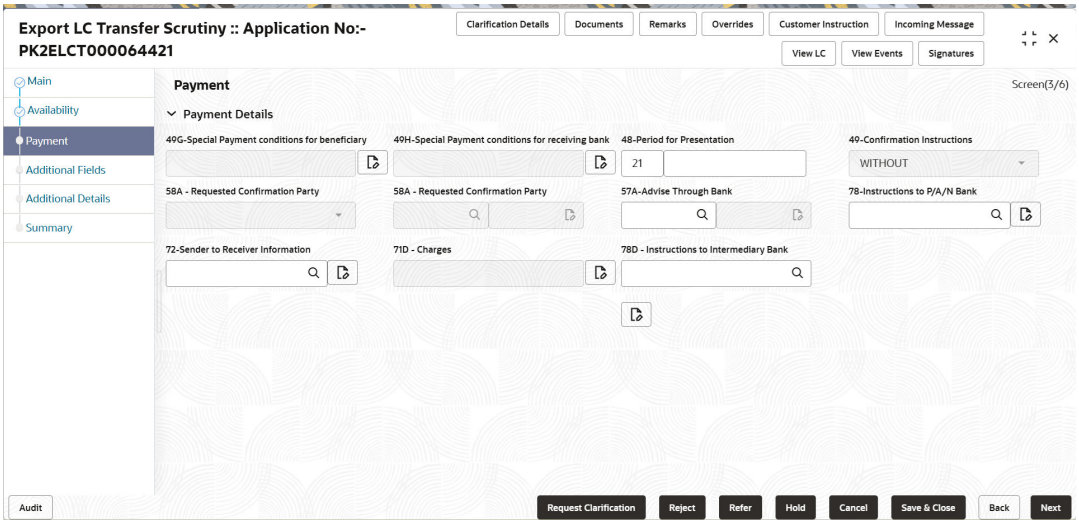
2.3.3 Payment

This topic provides the systematic instructions to initiate the Payment in Scrutiny stage of Export LC Transfer request.

In this section, user can input the Payment details for an Export LC Transfer. As part of Scrutiny, the user can enter the Payment details of an Export LC Transfer request.

1. On **Scrutiny - Payment** screen, specify the fields.

Figure 2-10 Scrutiny - Payment



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

Table 2-12 Payment - Field Description

Field	Description
Payment Details	
Special Payment conditions for beneficiary	Special Payment conditions for beneficiary is defaulted from the underlying Transfer LC. The user can specify the details, if any special payment condition has to be provided to beneficiary, in case of Non - Online channel. In case of Online channel, system auto-populates the details. User cannot change the populated value.

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Table 2-12 (Cont.) Payment - Field Description

Field	Description
Special Payment conditions for receiving bank	Special Payment conditions for receiving bank is defaulted from the underlying Transfer LC. The user can specify the details, if any special payment condition has to be provided to receiving bank, in case of Non - Online channel. In case of Online channel, system auto-populates the details. User cannot change the populated value.
Period for Presentation	Specify the event name in text along with the number of days in number, if the period of presentation is based on any event other than shipment, in case of non-online channel. In case of Online channel, this field is read only.
Confirmation Instructions	Select the confirmation instruction for the LC from the available list, in case of non-online channels. The options are: • CONFIRM • MAY ADD • WITHOUT Applicable only if field 49 - confirmation instruction is 'confirm' or 'may add'. You can search through LOV, Party type with banks should only be displayed in LOV. The system should display the • SWIFT code (if available) • Name and address of the bank On selection of the record if SWIFT code is available then SWIFT code will be defaulted, if SWIFT code is not available then the bank's name and address to be defaulted. In case of Online channel, this field is read only. System auto-populates the detail. User cannot change the populated value.
Requested Confirmation Party	Click **Search** to search and select the appropriate requested confirmation party, in case of online and non-online channels. This field is enabled and mandatory, if the **Confirmation Instructions** is **CONFIRM** or**MAY ADD**. **Note** This field is applicable only for LC Type - Confirmed LC. In case of Online channel, this field is read only. System auto-populates the detail. User cannot change the populated value.
Advise Through Bank	Click **Search** to search and select the advise through bank, in case of Non - Online channel. Party type with banks must be displayed in look-up. • SWIFT code (if available) • Name and address of the bank On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted. In case of online request, system should auto-populate the details. User cannot change the populated value.
Instructions to P/A/N Bank	Click **Search** to search and select the instructions to P/A/N Bank, in case of Non - Online channel. In case of Online channel, update the details received.

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Table 2-12 (Cont.) Payment - Field Description

Field	Description
Sender to Receiver Information	Click **Search** to search and select the sender to receiver information (FFT), in case of Non - Online channel. In case of Online channel, update the details received.
Charges	Specify the charges details(FFT), in case of non-online channel. In case of Online channel, this field is read only.
Instructions to Intermediary Bank	Click **Search** to search and select the instructions to intermediary bank.

2. Click **Next**.

The task will move to next data segment. For more information refer Additional Fields.

Table 2-13 Payment Details - Action Buttons - Field Description

Field	Description
Documents	Upload the required documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following. • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Incoming Message	Displays the incoming message, if any. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View LC	Click to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields..
View Events	Click to view the details of the details of LC , amendments (if any), drawings (if any) and liquidations if any under the LC in chronological sequence from LC drawing.

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Table 2-13 (Cont.) Payment 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
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	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Back	On click of Back, task moves to previous logical step.
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.

2.3.4 Additional Fields

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

In this section, the user can input in the additional fields implemented by the bank for Export LC Transfer. Any user defined fields maintained at the bank level should be available in this Additional field details.

1. On **Additional Fields** screen, specify the fields, if any.

Figure 2-11 Scrutiny - Additional Fields

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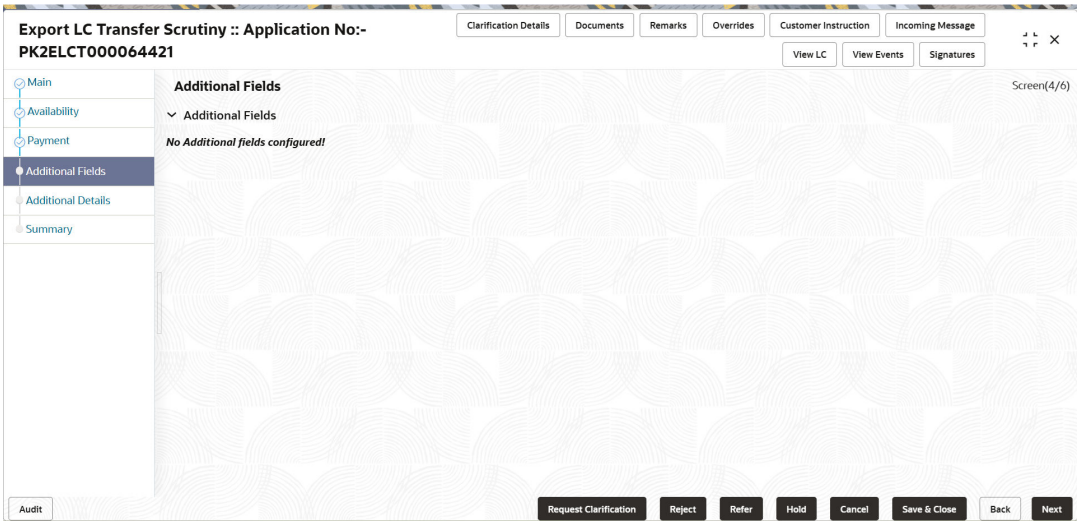

2. Click **Next**.

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

Table 2-14 Additional Fields - Action Buttons - Field Description

Field	Description
Documents	Upload the required documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following. • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Incoming Message	Displays the incoming message, if any. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View LC	Click to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields..

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Table 2-14 (Cont.) Additional Fields - Action Buttons - Field Description

Field	Description
View Events	Click to view the details of the details of LC , amendments (if any), drawings (if any) and liquidations if any under the LC in chronological sequence from LC drawing.
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
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	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Back	On click of Back, task moves to previous logical step.
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.

2.3.5 Additional Details

This topic provides the systematic instructions to capture the additional details in Scrutiny stage of Export LC Transfer process.

In the Additional Details section, the user can verify/input/update the additional details Data Segment of the Export LC Transfer.
The various additional details should be available as tile. Each tile can be selected and the respective screen will open for the user to capture details.

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

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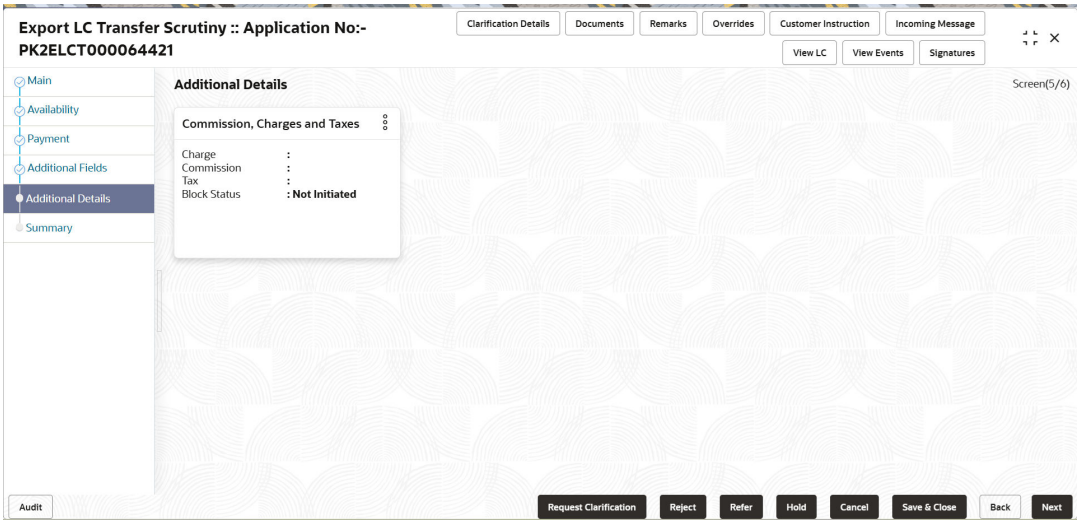
1. On **Additional Details** screen, click ⋮ on any Additional Details tile to view the details.

Figure 2-12 Additional Details



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

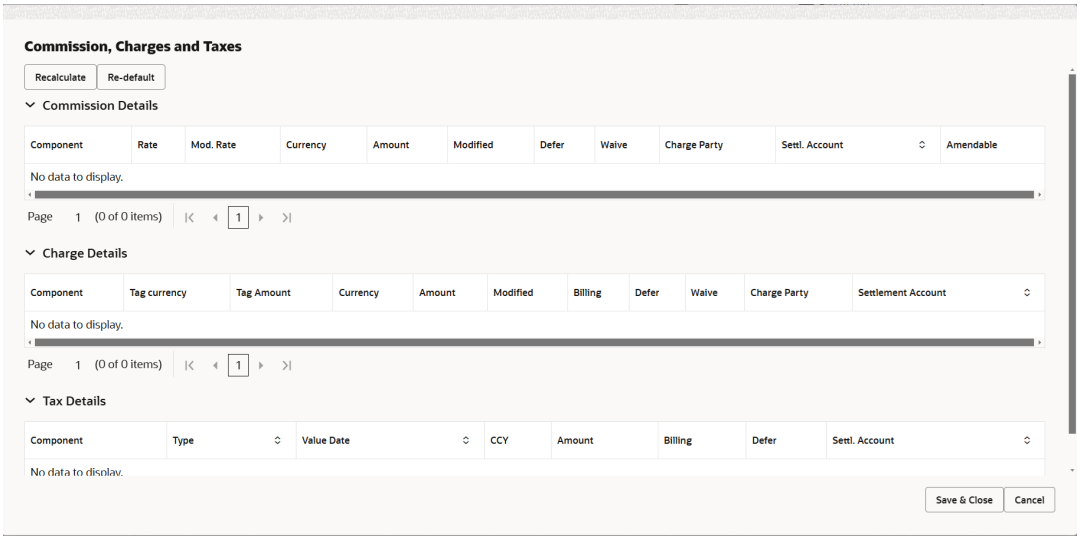
Commission, Charges and Taxes

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

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

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

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



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

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Table 2-15 Charge Details - Field Description

Field	Description
Commission Details	If default commission is available under the product, it should be defaulted here with values.
Event Description	Read only field. This field displays the description of the event.
Component	This field displays the commission component.
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.
Modified 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 Amount	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.
Settlement Account	Select the settlement account.
Charge Details	This section 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. User can edit the value, if required.
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. User can edit the value, if required.
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 2-15 (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	Select the settlement account.
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.
Currency	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.
Settlement Account	System defaults the settlement account. The user can modify the settlement account.

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

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

Table 2-16 Additional Details - Action Buttons - Field Description

Field	Description
Documents	Upload the required documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following. • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Incoming Message	Displays the incoming message, if any. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View LC	Click to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields..
View Events	Click to view the details of the details of LC , amendments (if any), drawings (if any) and liquidations if any under the LC in chronological sequence from LC drawing.
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 2-16 (Cont.) Additional Details - 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
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	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Back	On click of Back, task moves to previous logical step.
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.

2.3.6 Summary

This topic provides the systematic instructions to view the summary details in Scrutiny stage of **Export LC Transfer** request.

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

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

Figure 2-13 Summary

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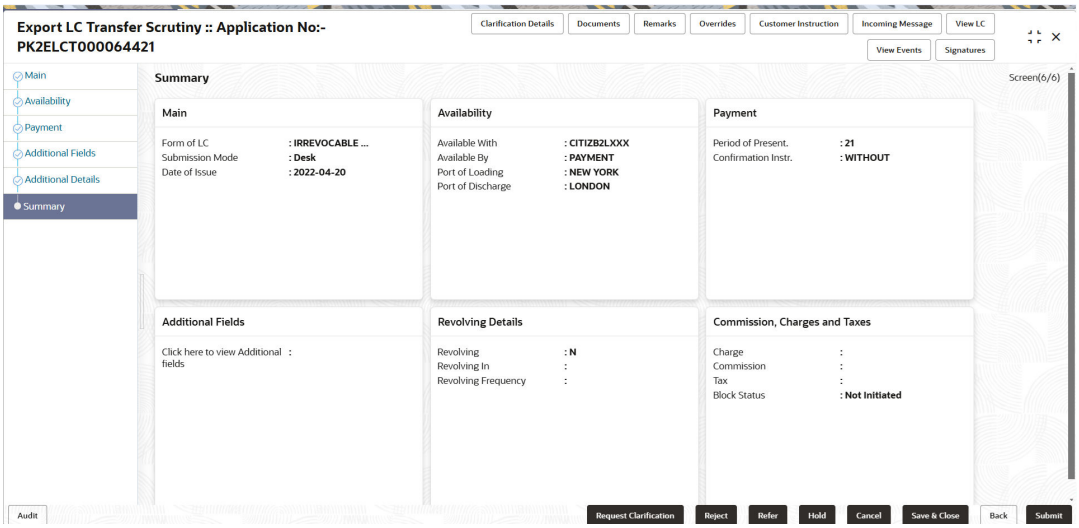

Tiles Displayed in Summary

- Main Details - User can view the application details details and export LC details. User can modify the details, if required.
- Availability - User can view already captured availability and shipment details. User can modify the details, if required.
- Payment - User can view all details related to payments. User can modify the details, if required.
- Additional Fields: Banks can configure the additional fields during implementation. User can view the details of additional fields.
- Revolving Details: User can drill down into revolving details tile to see more information on revolving LC if applicable.
- Commission, Charges and Taxes: User can see the details provided for charges. User can update the details if required.

2. Click **Submit**.

The task will move to next logical stage.

Table 2-17 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.

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

Field	Description
Remarks	Specify any additional information regarding the Export LC Update Drawings. 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.
Incoming Message	Displays the incoming message, if any. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View LC	Click to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields..
View Events	Click to view the details of the details of LC , amendments (if any), drawings (if any) and liquidations if any under the LC in chronological sequence from LC drawing.
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 2-17 (Cont.) 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.
Cancel	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Back	Clicking on Back button, takes the user to the previous screen.
Submit	Task will get moved to next logical stage of Export LC Transfer. 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.

2.4 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of Export LC Transfer request.

As a part of Data Enrichment stage, User can enter/update basic details of the incoming request.
Non Online Channel - Export LC Transfer request that were received at the desk will move to DE stage post successful registration and scrutiny stage. The transaction will have the details entered during the registration/scrutiny stage.

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

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

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

Do the following steps to acquire a task which completed the registration and currently at Data enrichment stage.

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

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

Figure 2-14 Free Task

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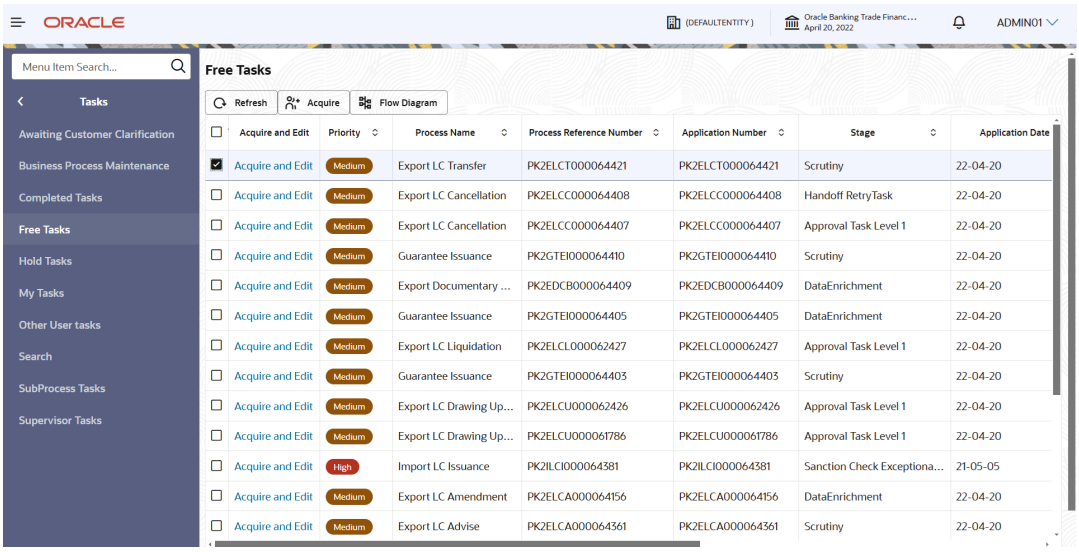
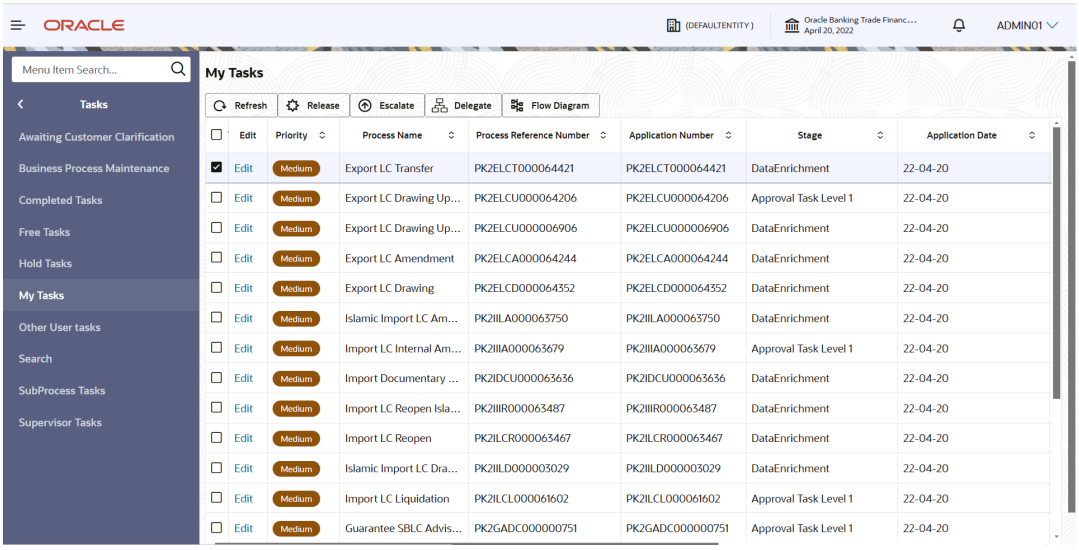


The **Free Task** screen appears.

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 provide input for Data Enrichment stage.

Figure 2-15 My Task



The Data Enrichment stage has the following hops for data capture:

- Main Details
- Availability
- Payment

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- Document and Conditions
- Additional Fields
- Advices
- Additional Details
- Settlement Details
- Summary

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

- Main Details
  This topic provides the systematic instructions to initiate the Data Enrichment stage of Export LC Transfer request.
- Availability
  This topic provides the systematic instructions to capture the availability and shipment details.
- Payment
  This topic provides the systematic instructions to initiate the Payment in Data Enrichment stage of Export LC Transfer request.
- Document and Conditions
  This topic provides the systematic instructions to capture the details of the documents received.
- Additional Fields
  This topic provides the systematic instructions to capture the additional fields.
- Advices
  This topic provides the systematic instructions to capture the advices details of Export LC Transfer process.
- Additional Details
  This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Export LC Transfer process.
- Settlement Details
  This topic provides the systematic instructions to capture the settlement details of Export LC Transfer request.
- Summary
  This topic provides the systematic instructions to view the summary details in Data Enrichment stage of Export LC Transfer request.

2.4.1 Main Details

This topic provides the systematic instructions to initiate the Data Enrichment stage of Export LC Transfer request.

Main details section has two sub section as follows:

- Application Details
- LC Details.

Application Details

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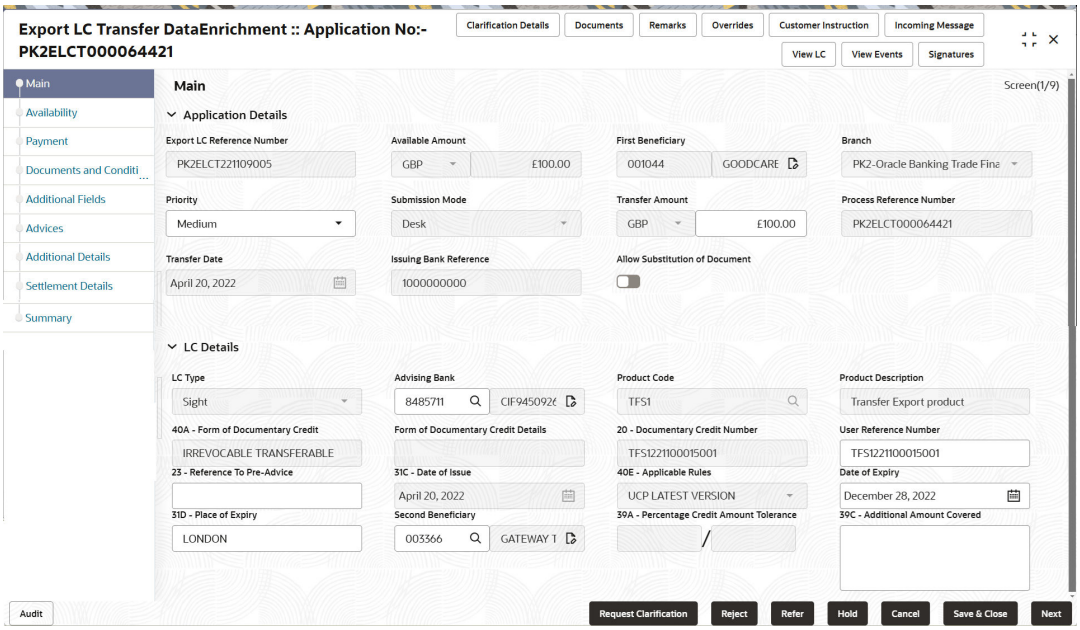
1. On **Data Enrichment - Main Details** screen, specify the fields that were not entered at Registration stage.

Figure 2-16 Data Enrichment - Main Details



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

Table 2-18 Export LC Transfer - Main Details - Application Details - Field Description

Field	Description
Export LC Reference Number	Read only field. System displays the export LC reference number to be transferred.
Available Amount	Read only field. System displays the available amount from earlier stages.
First Beneficiary	Read only field. System displays the name of the transferor-applicant from the earlier stages.
Branch	Read only field. Branch details is auto-populated from LC details.

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Table 2-18 (Cont.) Export LC Transfer - Main Details - Application Details - Field Description

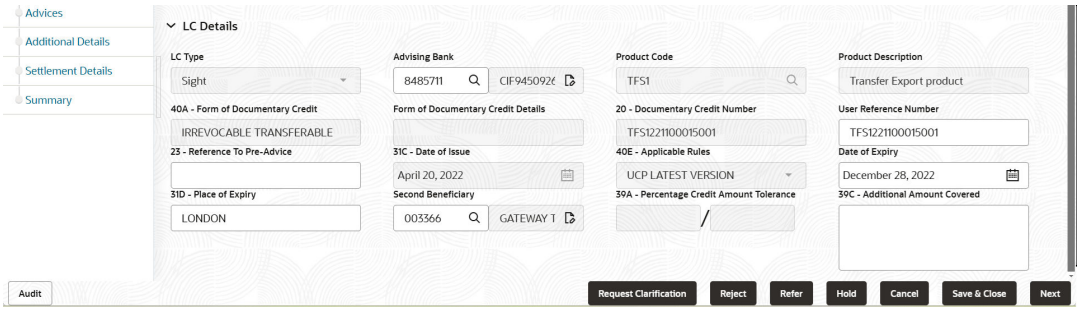
Field	Description
Priority	System populates the priority of the customer based on priority maintenance. Values are High, Medium and Low. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated.
Submission Mode	Read only field. System populates the submission from the earlier stages.
Transfer Amount	System defaults the export LC transfer amount from the earlier stages.
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.
Transfer Date	Read only field. System defaults the branch's current date as LC transfer date.
Customer Reference Number	Customer reference number is defaulted from the underlying Export LC. User can change the Customer reference number.
Allow Substitution of Document	Enable the option to allow the substitution of the export documents received from transferee with the documents from beneficiary.

.

LC Details

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

Figure 2-17 LC Details



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

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Table 2-19 Export LC Transfer - LC Details - Field Description

Field	Description
LC Type	Read only field. System displays the value used for LC Type as per the latest LC details.
Advising Bank	Specify the advising bank name or click **Search** to search and select the advising bank from the lookup.
Product Code	Read only field. Product Code of the underlying Export LC is displayed. **Note** This field is enabled for product code selection from the lookup, if Use Transfer Product flag is set as “Yes” in the bank parameter.
Product Description	Read only field. This field displays the description of the product of the underlying Export LC.
40A - Form of Documentary Credit	Read only field. System auto-populates the details from previous operation.
Form of Documentary Credit Details	Read only field. System auto-populates the details from underlying Export LC. .
Documentary Credit Number	Read only field. This field displays the Documentary Credit Number of the selected LC.
User Reference Number	System defaults the user reference number based on the product code. The user can change the user reference number.
Reference To Pre-Advice	This field is not applicable.
Date of Issue	Read only field. Application will default the branch’s current date in this field.
Applicable Rules	Read only field. The applicable rules for the LC is auto populated from previous operation. Default rule is **UCP Latest Version**.
Date of Expiry	Date of expiry is defaulted as per the latest LC details. User can change the defaulted date of expiry.
Place of Expiry	Place of expiry is defaulted as per the latest LC details. User can change the defaulted place of expiry.
Second Beneficiary	Second beneficiary name is defaulted from the Registration stage as selected for Export LC Transfer. In case of online request, system should auto-populate the details. User cannot change the populated value.

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Table 2-19 (Cont.) Export LC Transfer - LC Details - Field Description

Field	Description
Percentage Credit Amount Tolerance	Tolerance Amount to default from the underlying Export LC. User can change the value of tolerance amount. In case of online request, system should auto-populate the details. User cannot change the populated value.
Additional Amount Covered	Specify any additional amount included in export LC. In case of online request, system should auto-populate the details. User cannot change the populated value.

2. Click **Next**.

   The task will move to next data segment. For more information refer Availability.
   For more information on the action buttons, refer Table 2-9 in **Main Details** section of **Scrutiny** stage.

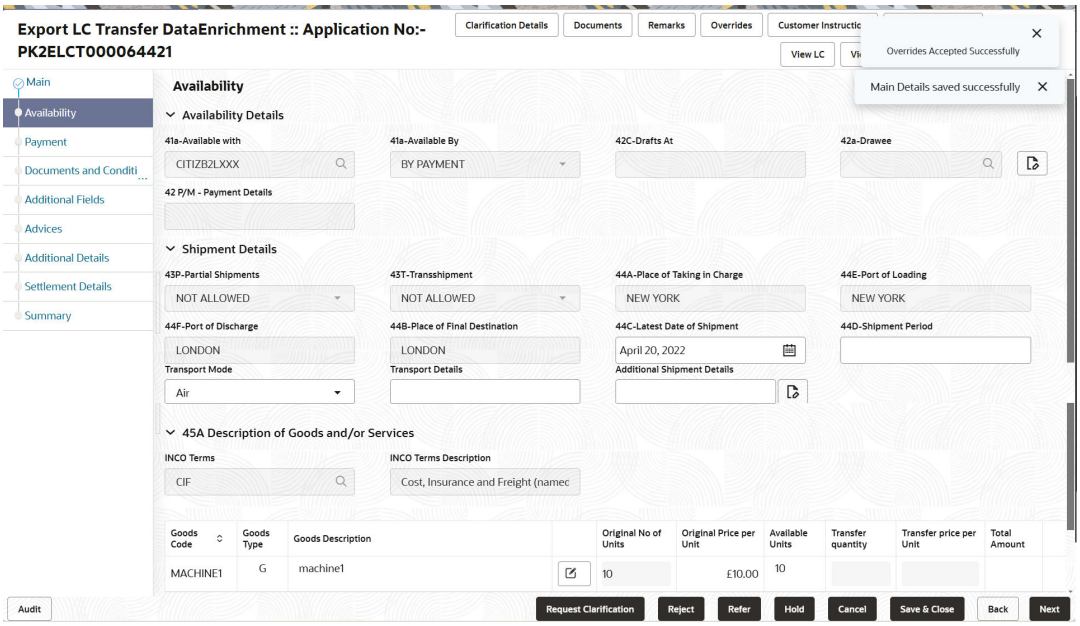
2.4.2 Availability

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

User can update/review the Availability details for Export LC Transfer.
DE user can select the respective field and should be allowed to edit/update the field. DE user can change only some of the fields received from online channels.

1. On **Availability** screen, specify the fields.

Figure 2-18 Availability



   For more information on fields, refer Table 2-10 of **Scrutiny** stage.

2. Click **Next**.

   The task will move to next data segment. For more information refer Payment.

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For more information on action buttons, refer Table 2-11 of **Scrutiny** stage.

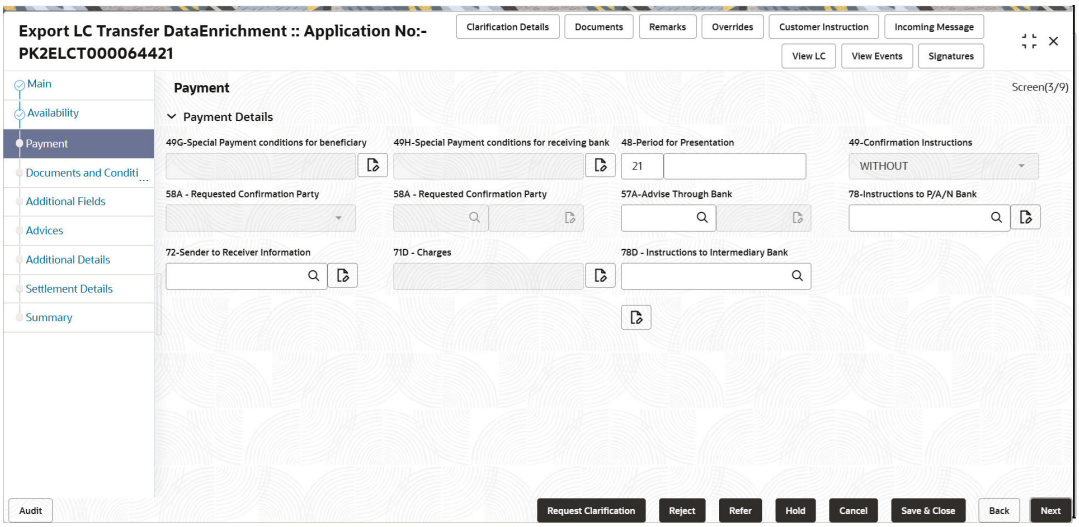
2.4.3 Payment

This topic provides the systematic instructions to initiate the Payment in Data Enrichment stage of Export LC Transfer request.

Data Enrichment user can verify and enter the basic details available in the Export LC Transfer request.

1. On **Data Enrichment - Payment Details** screen, specify the fields.

Figure 2-19 Data Enrichment - Payment Details



For more information on fields, refer Table 2-12 of Scrutiny stage.

2. Click **Next**.

The task will move to next data segment. For more information refer Document and Conditions
For more information on action buttons, refer Table 2-13 of Scrutiny stage.

2.4.4 Document and Conditions

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

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

- Document Details
- Additional Conditions

Document Details

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

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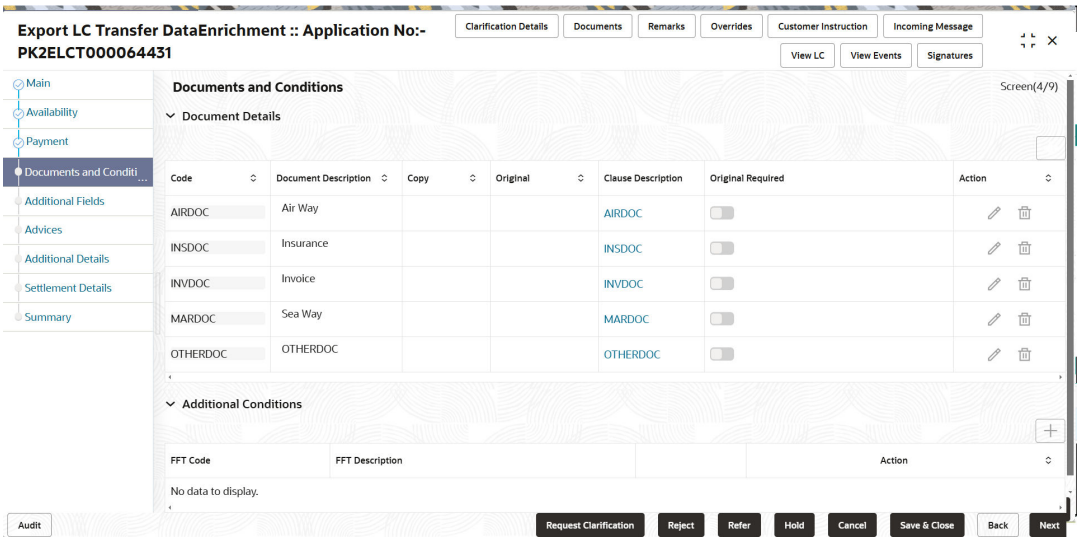
Online Channel - System will default the details received in the Description column. Based on the details populated, user can pick corresponding values for document code, originals and copy.

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

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

Figure 2-20 Data Enrichment - Document Details



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

Table 2-20 Document Details - Field Description

Field	Description
Document Code	System defaults the document code. User can add the document code by clicking the plus icon.Click **Search** to search and select the document code based on the document received. User can add or delete the code by deleting the line on the grid.
Document Description	System dispalys the document description based on the document code from the latest LC.
Copy	System defaults the number of duplicate copies of documents as required in LC. User can edit the actual copies received. Specify the number copies received.

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Table 2-20 (Cont.) Document Details - Field Description

Field	Description
Original	System defaults the number of documents in original as required in LC. User can edit the actual originals received. Specify the number of original documents received.
Clause Description	System populates the description of the clause required as per LC. User can view the description of the clause by clicking the link in the 'Document Clause' column.
Original Required	System defaults the value to display whether original document is required or not. Enable the option, if original document is required.
Action	Click Edit icon to edit the document details. Click Delete icon to delete the document details.

Additional Conditions

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

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

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

Table 2-21 Additional Conditions - Field Description

Field	Description
FFT Code	Click **Search** to search and select the FFT code from the look up. The user can click + to add multiple Additional Conditions.
FFT Description	This field displays the description of the FFT code based on the selected FFT code.
Action	Click Edit icon to edit the additional condition details. Click Delete icon to delete the additional condition details.

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 2-22 Document 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 export lc Transfer. 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.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701). In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View LC	Click to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields..
View Events	Click to view the details of the details of LC , amendments (if any), drawings (if any) and liquidations if any under the LC in chronological sequence from LC drawing.
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 2-22 (Cont.) Document Details - 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
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	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Back	Click the Back button, to go back to the previous screen.
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.

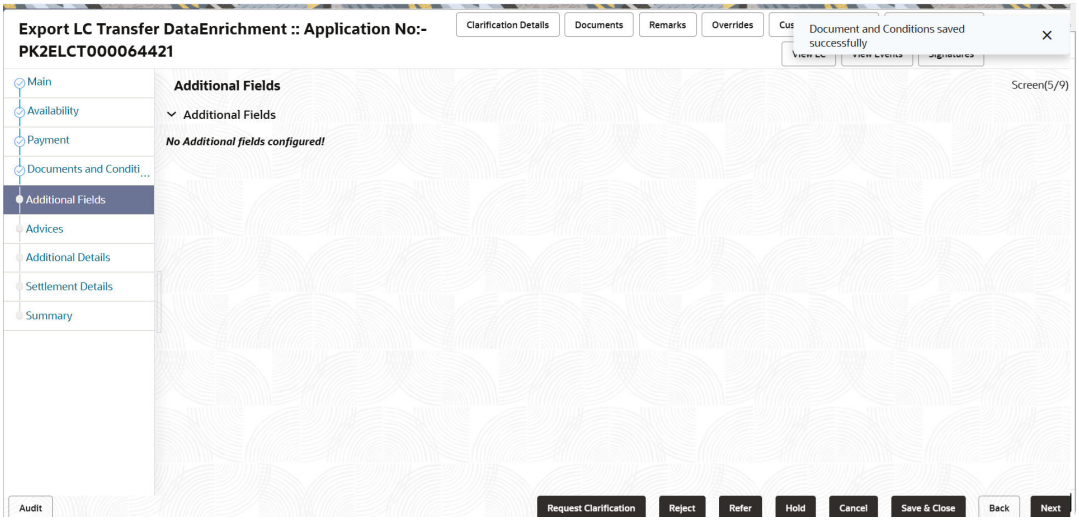
2.4.5 Additional Fields

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

Banks can configure these additional fields during implementation.

1. On **Additional Fields** screen, specify the fields, if any.

Figure 2-21 Data Enrichment - Additional Fields



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2. Click **Next**.

   The task will move to next data segment. For more information refer Advices. For more information on action buttons, refer Table 2-14 of **Scrutiny** stage.

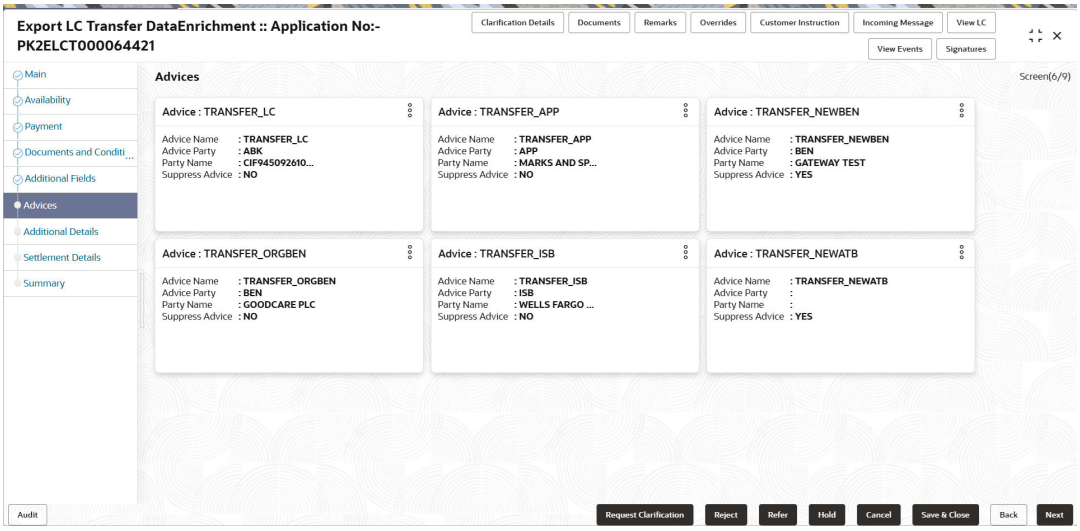
2.4.6 Advices

This topic provides the systematic instructions to capture the advices details of Export LC Transfer process.

DE user can view the Advices generated during Export LC Transfer request. Advices menu displays the advices available under a product code from the back office as tiles. Some of the possible advices could be of Transfer LC Instrument (SWIFT MT 720), Transfer LC Instrument Copy, and Payment message. The user can also suppress the Advice, if required.

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

Figure 2-22 Advices



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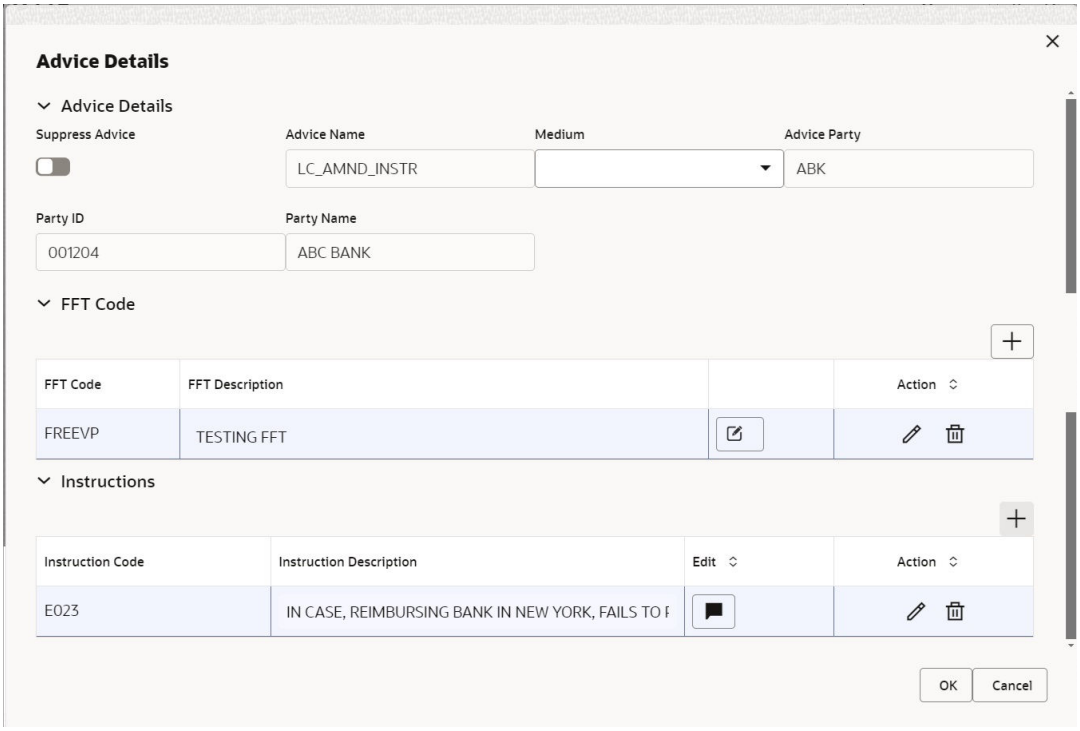
Advice Details



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

Table 2-23 Advice Details

Field	Description
Suppress Advice	Enable this option to suppress the advice. Disable this option if suppress advice is not required.
Advice Name	Displays the advice name.
Medium	Displays the medium of advices is defaulted from the system.
Advice Party	Displays the advice party is defaulted from the system.
Party ID	Displays the party Id defaulted from system.
Party Name	Displays the defaulted from Guarantee.
FFT Code	Click **+** to add multiple **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. User can edit the FFT description.
Edit icon	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.
Instructions	Click **+** to add multiple **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. User can edit the instruction description.

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Table 2-23 (Cont.) Advice Details

Field	Description
Edit icon	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 2-24 Advices - 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 Export LC Transfer. 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.
Incoming Message	Displays the incoming message, if any. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View LC	Click to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields..
View Events	Click to view the details of the details of LC , amendments (if any), drawings (if any) and liquidations if any under the LC in chronological sequence from LC drawing.

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Table 2-24 (Cont.) Advices - 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
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	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Back	Clicking on Back button, takes the user to the previous screen.
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.

2.4.7 Additional Details

This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Export LC Transfer process.

A Data Enrichment user can verify/input/update the additional details data segment of the Export LC Transfer request.
The various additional details should be available as tile. Each tile can be selected and the respective screen will open for the user to capture details. This is a multi-grid section with facility to attach more than one line.

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

Figure 2-23 Additional Details

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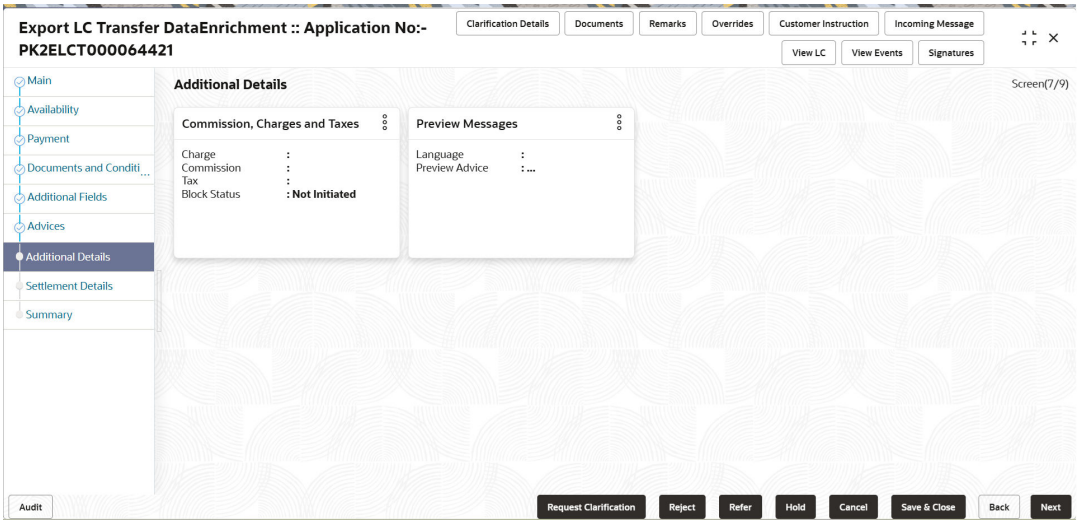

2. Click **Save and Close** to save the details and close the screen.

Limits and Collaterals

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

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

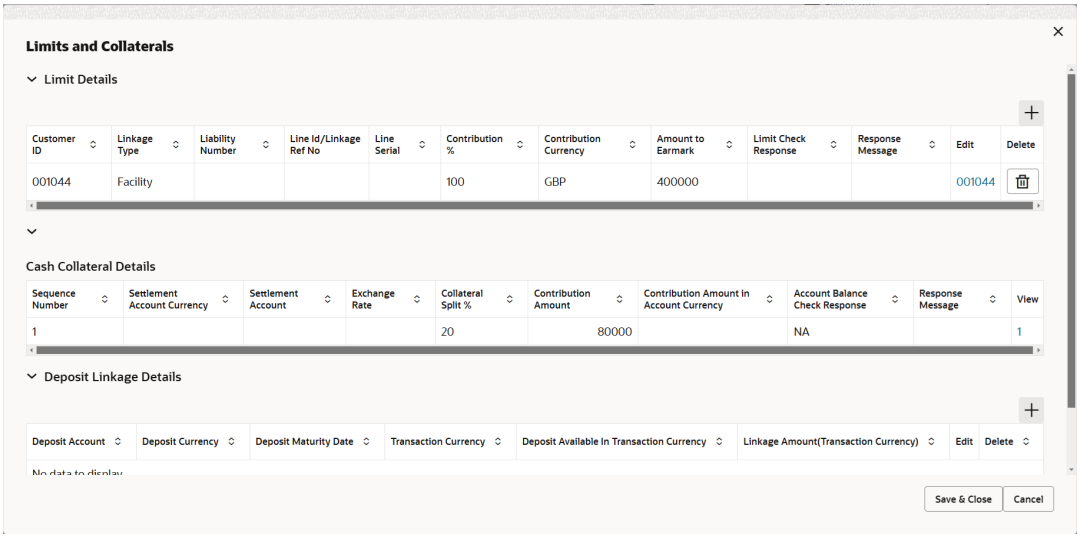

Figure 2-24 Limit Details

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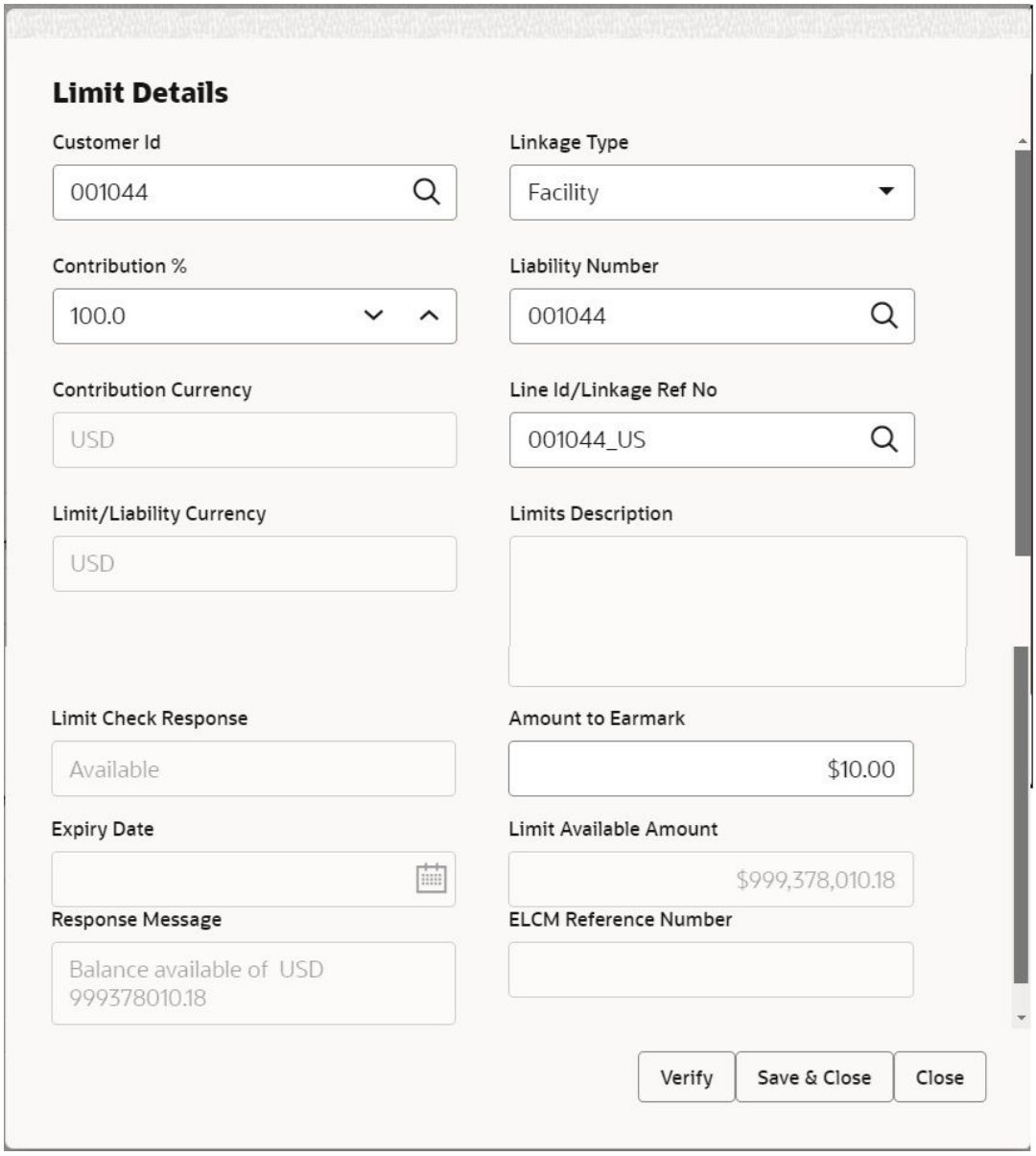

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Figure 2-25 Collateral Details

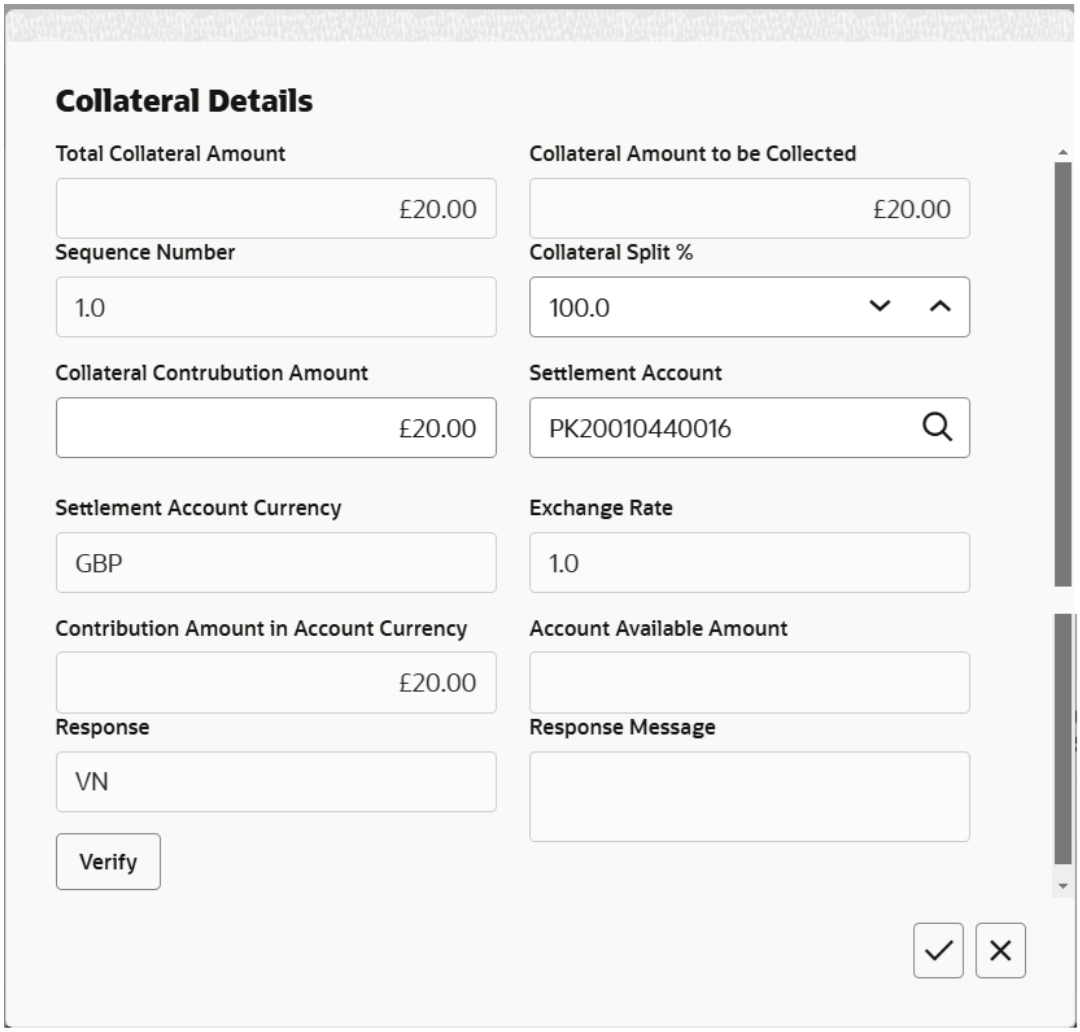

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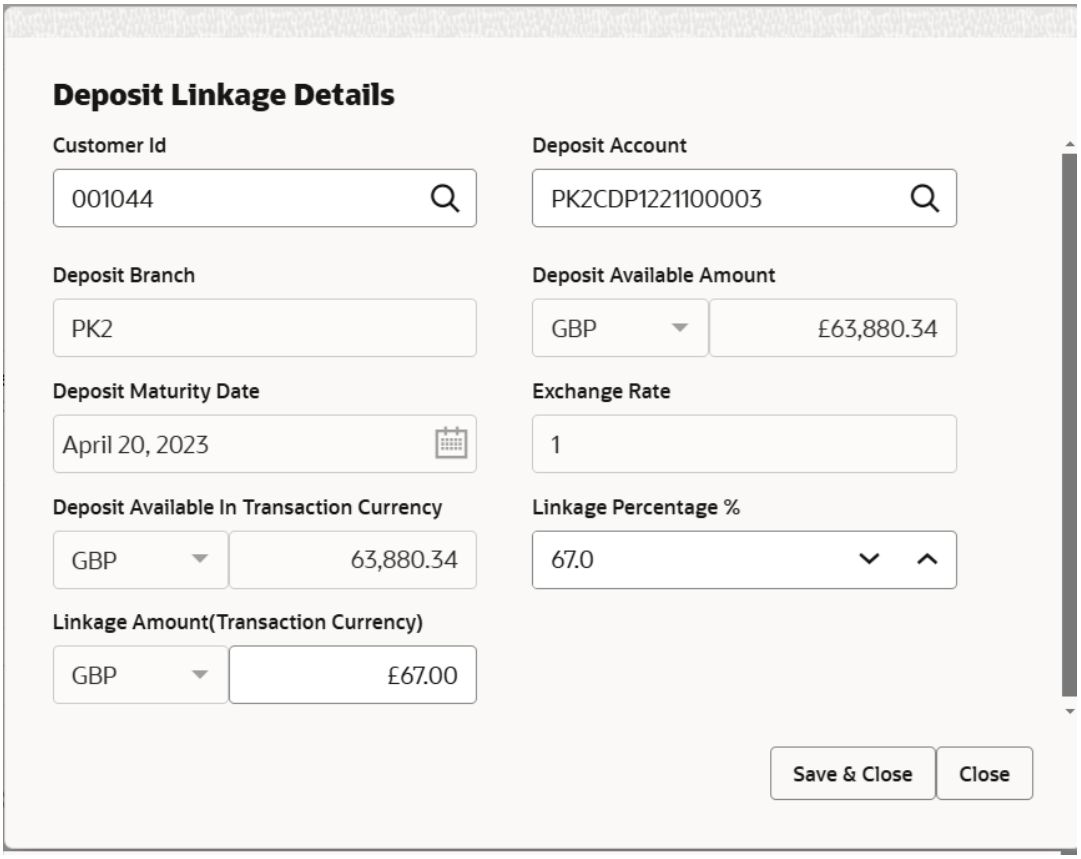
Figure 2-26 Deposit Linkage Details



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

Table 2-25 Limit Details - Field Description

Field	Description
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.
Linkage Type	Select the linkage type. Linkage type can be: • **Facility** • **Liability** By default Linkage Type should be "Facility".

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Table 2-25 (Cont.) Limit Details - Field Description

Field	Description
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. **Note** 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.
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	This field displays the contribution currency.
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. The user can click the Line Id link to view the limit details. **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, when the user select the **Liability Number**.
Limits Description	This field displays the limits description.
Limit Check Response	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	This field defaults the amount to earmark. Contribution amount will default based on the contribution %. User can change the value.
Expiry Date	This field displays the date up to which the Line is valid.

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Table 2-25 (Cont.) Limit Details - Field Description

Field	Description
Limit Available Amount	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	This field displays the detailed response message. The value in this field appears, if you click the **Verify** button.
ELCM Reference Number	This field displays the ELCM reference number.
Limit Details grid	Below fields appear in the **Limit Details** grid along with the above fields.
Line Serial	Displays the serial of the various lines available and mapped under the customer id. This field appears on the Limits grid.
Edit	Click the link to edit the **Limit Details**.
Cash Collateral Details	This section displays **Cash Collateral Details**.
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. User can modify the collateral Currency and amount. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.
Edit	Click edit link to edit the collateral details.
Collateral Details pop-up screen	Click **+** plus icon to add new collateral details. Below fields are displayed on the **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	Specify the collateral amount to be collected against the selected settlement account. User can either provide the collateral % where the collateral amount will be auto populated or modifying the collateral amount will auto correct the collateral %.
Settlement Account	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 defaulted by the system.

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Table 2-25 (Cont.) Limit Details - Field Description

Field	Description
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.
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.
Edit	Click edit link to edit the collateral details.
Account Available Amount	This field displays the account available amount which will be auto-populated based on the settlement account selection.
Deposit Linkage Details	In this section which the deposit linkage details is captured. System should allow the user to Link one or more existing Deposits as a contribution to secure underlying transactions. On Submit of DE stage, system will create Linkage of the Deposit/modification of existing Linkage by calling Back-office system (DDA) system directly. Click + plus icon to add new Deposit Linkage details.
Edit	Click edit link to edit the deposit linkage details.
Deposit Linkage Details pop-up screen	Below fields are displayed on the **Deposit Linkage Details** pop-up screen, if the user clicks plus icon.

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Table 2-25 (Cont.) Limit Details - Field Description

Field	Description
Deposit Account	Click **Search** to search and select deposit for linkage from the list of all the customer Deposits. All the Deposits of the customer should be listed in the LOV search. User should be able to select the deposit for linkage.
Deposit Branch	This field displays the deposit branch which will be auto-populated based on the deposit account selection.
Deposit Available Amount	This field displays the deposit available amount and currency which will be auto-populated based on the deposit account selection.
Deposit Maturity Date	This field displays the maturity date of deposit based on the deposit account selection.
Exchange Rate	This field displays the latest exchange rate for deposit linkage. This will be picked up from the exchange rate maintenance from the common core.
Deposit Available In Transaction Currency	This field displays the deposit amount available, after exchange rate conversion, if applicable.
Linkage Percentage %	Specify the value for linkage percentage.
Linkage Amount (Transaction Currency)	This field displays the transaction amount, user can change the value. System validates the linking amount with available Deposit balance and should not allow to link more than the available amount.
Deposit Details grid	Below fields appear in the **Deposit Details** grid along with the above fields.
Deposit Currency	This field displays the deposit currency.
Transaction Currency	This field displays the transaction currency.

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

Commission, Charges and Taxes

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

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

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

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

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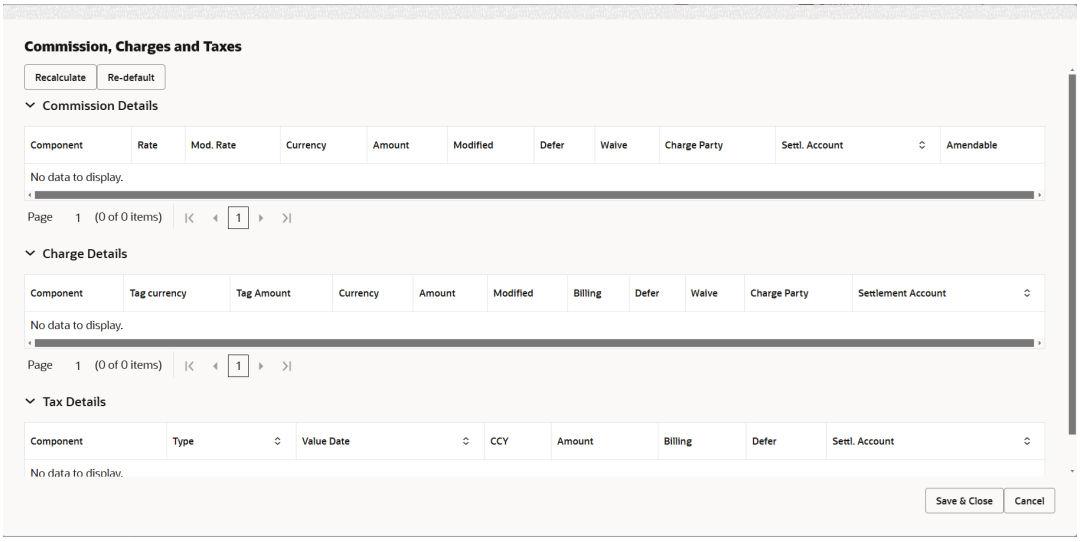

For more information on fields, refer Table 2-15of **Scrutiny** stage.

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

Preview Messages

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

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

> **Note**
>
> Preview to have MT 720 as SWIFT and other advices as Mail Advice. This needs to be mentioned under Preview messages heading.

Draft Confirmation

The user can view the draft LC message (outgoing MT720 SWIFT message format) being displayed on the preview message text box.

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

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

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

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

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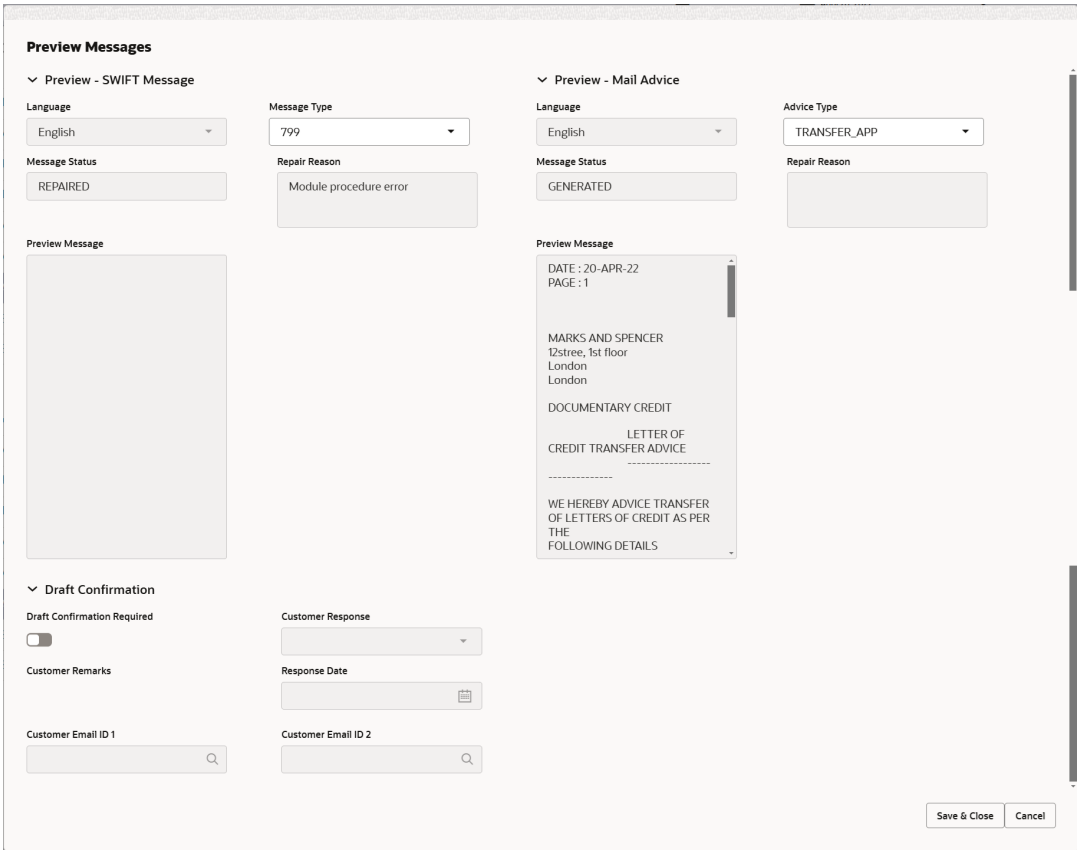

For more information on fields, refer to the field description table below.

Table 2-26 Preview - Field Description

Field	Description
Preview SWIFT Message	This section displays the **Preview SWIFT Message** details.
Language	Read only field. English is set as default language for the preview.
Message Type	Select the message type from the drop down. User can choose to see preview of different message like MT 700, MT 740 and MT 701.
Message Status	Read only field. This field displays the message status of draft message of liquidation details.
Repair Reason	Read only field. This field displays the message repair reason of draft message of liquidation details.
Preview Message	This field displays a preview of the draft message.
Preview Mail Device	This section displays the **Preview Mail Device** details.
Language	Read only field. English is set as default language for the preview.
Advice Type	Select the advice type.
Message Status	Read only field. This field displays the message status of draft message of liquidation details.

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Table 2-26 (Cont.) Preview - Field Description

Field	Description
Repair Reason	Read only field. This field displays the message repair reason of draft message of liquidation details.
Preview Message	This field displays a preview of the advice.
Draft Confirmation	Following fields will have values on receipt of customer response.
Customer Response	Specify the response received from customer. If the response is received online, the response is auto populated in this field by the system.
Customer Remarks	Indicates the remarks from the customer for the draft.
Response Date	Indicates the customer response received date.
Customer Email ID 1	Indicates the email address of the customer. System fetches the Email ID from Customer Address maintenance in Back office and auto populates the available Email ID.
Customer Email ID 1	By default this field is blank. Click **Search** to search and select the Email ID from lookup from the Customer Email Address field of the customer maintenance in Back Office and replicated in OBTFPM.

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

   The task will move to next data segment. For more information refer Settlement Details. For more information on action buttons, refer Table 2-16 of **Scrutiny** stage.

2.4.8 Settlement Details

This topic provides the systematic instructions to capture the settlement details of Export LC Transfer request.

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

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

Figure 2-27 Settlement Details

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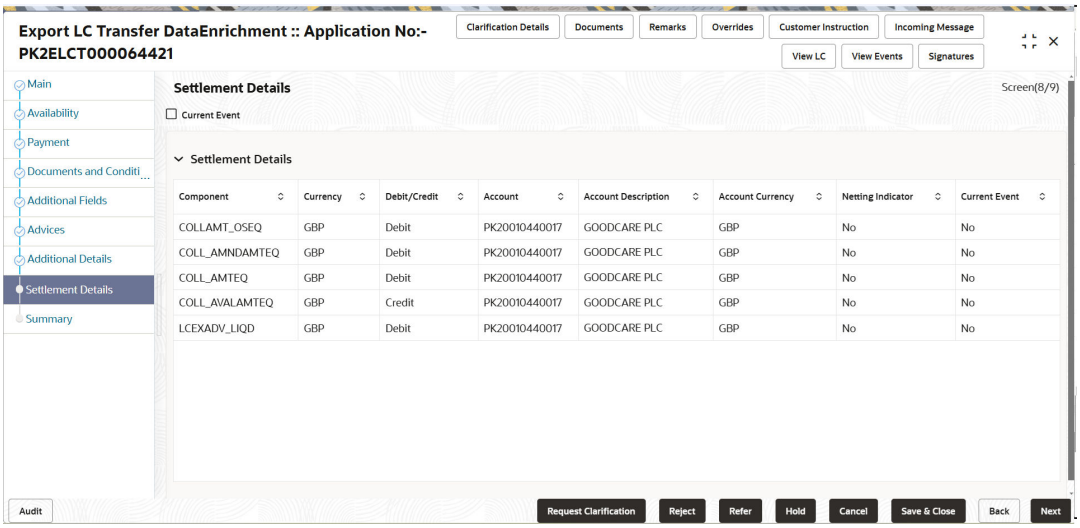

For more information on fields, refer to the field description table below.

Table 2-27 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.
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.
Original Exchange Rate	System displays the Original Exchange Rate as simulated in settlement details section from OBTF.
Exchange Rate	This exchange rate.
Deal Reference Number	This exchange deal reference number.

2. Click any component in the grid.

Party Details

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Table 2-28 Party Details – Field Description

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** • **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.

Payment Details

Table 2-29 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.

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Remittance Information

Table 2-30 Remittance Information – Field Description

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 Export LC Transfer. 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.
Incoming Message	Displays the incoming message, if any. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View LC	Click to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields..
View Events	Click to view the details of the details of LC , amendments (if any), drawings (if any) and liquidations if any under the LC in chronological sequence from LC drawing.

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Table 2-31 (Cont.) Settlement 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
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	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Back	Click the Back button, to go back to the previous screen.
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.

2.4.9 Summary

This topic provides the systematic instructions to view the summary details in Data Enrichment stage of Export LC Transfer request.

User can review the summary of details updated in Data Enrichment stage of Export LC Transfer request.
As part of summary screen, user can see the summary tiles. The Summary tiles display a list of important fields with values. User can drill down from Summary tiles into respective data segments.

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

Figure 2-28 Summary

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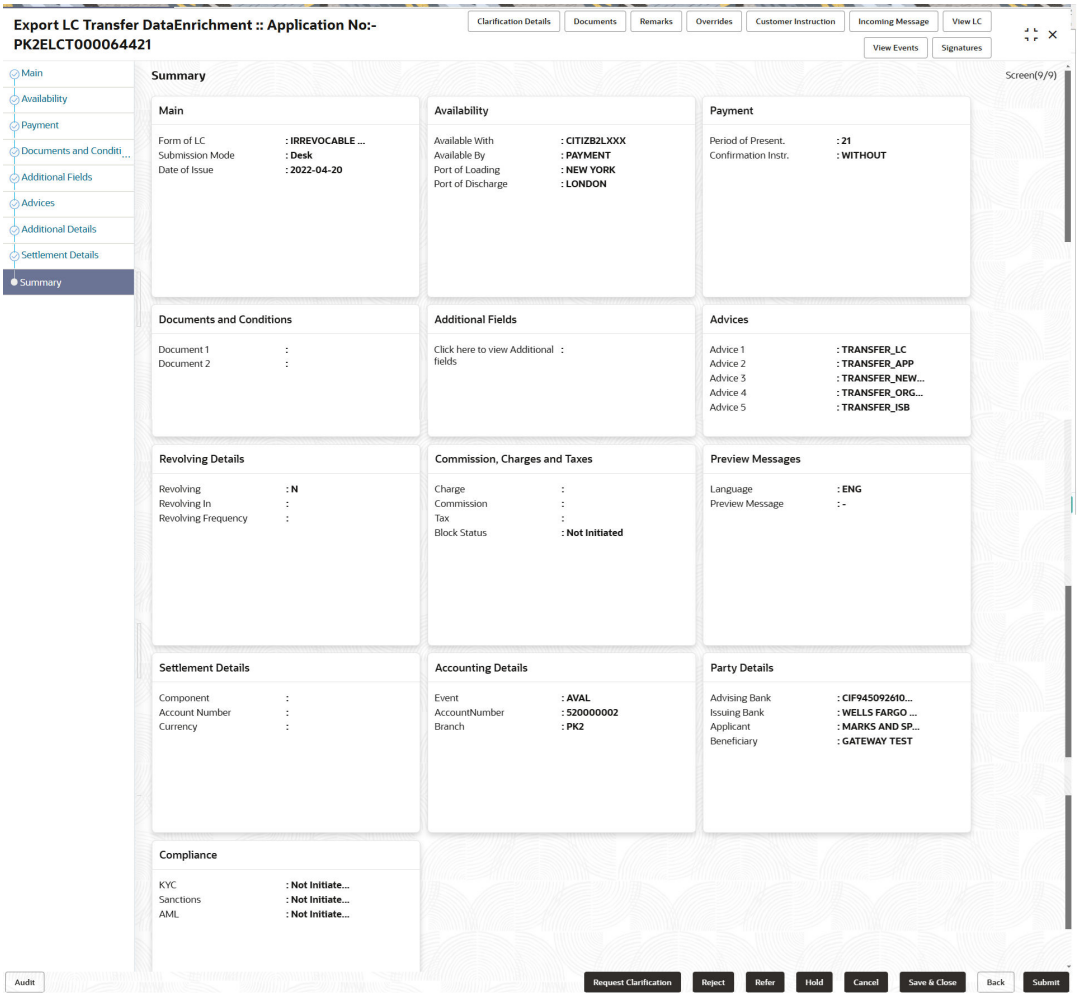

Tiles Displayed in Summary

- Main Details - User can view the application details details and export LC details. User can modify the details, if required.
- Availability - User can view already captured availability and shipment details. User can modify the details, if required.
- Payment - User can view all details related to payments. User can modify the details, if required.
- Documents and Conditions - User can view the document details and additional condition details. User can modify the details, if required.
- Additional Fields: Banks can configure the additional fields during implementation. User can view the details of additional fields.
- Advices - User can view the details of the advices.
- Revolving Details: User can drill down into revolving details tile to see more information on revolving LC if applicable.
- Commission, Charges and Taxes: User can see the details provided for charges. User can update the details if required.

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- Preview Messages - User can view the preview of the message.
- Settlement Details - User can view the settlement details.
- 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.

- Party Details - User can view party details like applicant, advising bank etc.
- Compliance - User can view the compliance details.

2. Click **Submit**.

   The task will move to next logical stage.
   For more information on action buttons, refer Table 2-17 of **Scrutiny** stage.

2.5 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. Task. The checks to external system/internal system is initiated after the DE Stage. The amount Block earmark and Limit Earmarks if applicable are also initiated after the DE stage.

If a negative response is received for any of the calls, the task lands in respective exceptional queue which require further manual handling/approval.

Amount Block Exception Approval

As part of amount block validation, application will check if sufficient balance is available in the account to create the block. On hand-off, system will debit the blocked account to the extent of block and credit charges/ commission account in case of charges block or credit the amount in suspense account for blocks 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 important 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. Reference for all accounts to be passed to the back office.
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

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- Refer:
  - 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.

Summary

Tiles Displayed in Summary:

- Main Details - User can view the application details details and export LC details.
- Availability - User can view already captured availability and shipment details.
- Payment - User can view all details related to payments.
- Documents and Conditions - User can view the document details and additional condition details.
- Additional Fields: Banks can configure the additional fields during implementation. User can view the details of additional fields.
- Advices - User can view the details of the advices.
- Revolving Details: User can drill down into revolving details tile to see more information on revolving LC if applicable.
- Commission, Charges and Taxes: User can see the details provided for charges. User can update the details if required.
- Preview Messages - User can view the preview of the message.
- Settlement Details - User can view the settlement details.
- 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.

- Party Details - User can view party details like applicant, advising bank etc.
- Compliance - User can view the compliance details.

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.

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

Field	Description
Remarks	Specify any additional information regarding the Export LC Transfer. 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.
Incoming Message	Displays the incoming message, if any. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View LC	Click to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields..
View Events	Click to view the details of the details of LC , amendments (if any), drawings (if any) and liquidations if any under the LC in chronological sequence from LC drawing.
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

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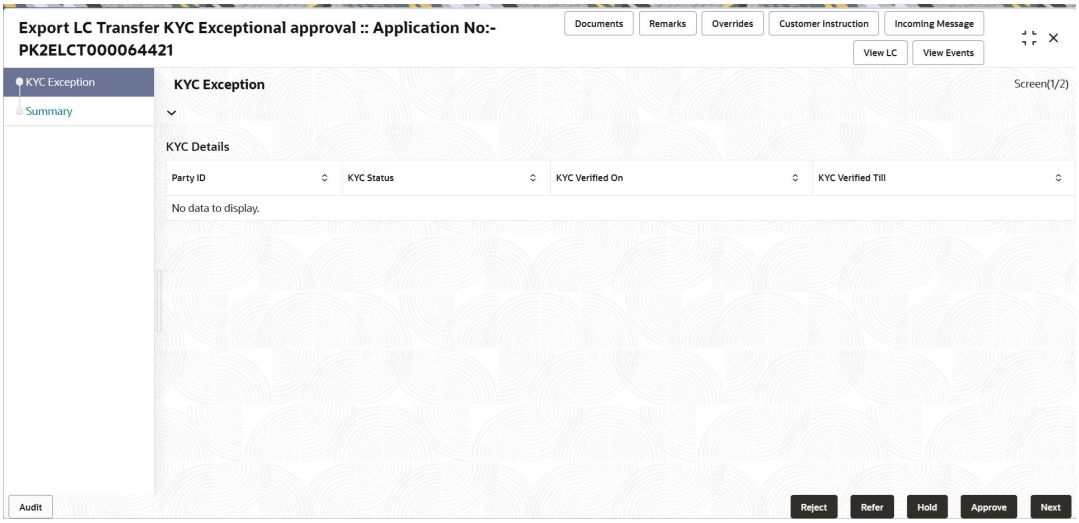
Table 2-32 (Cont.) Amount Bock Exception - Action Buttons - Field Description

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.
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 2-29 Know Your Customer (KYC) Exception

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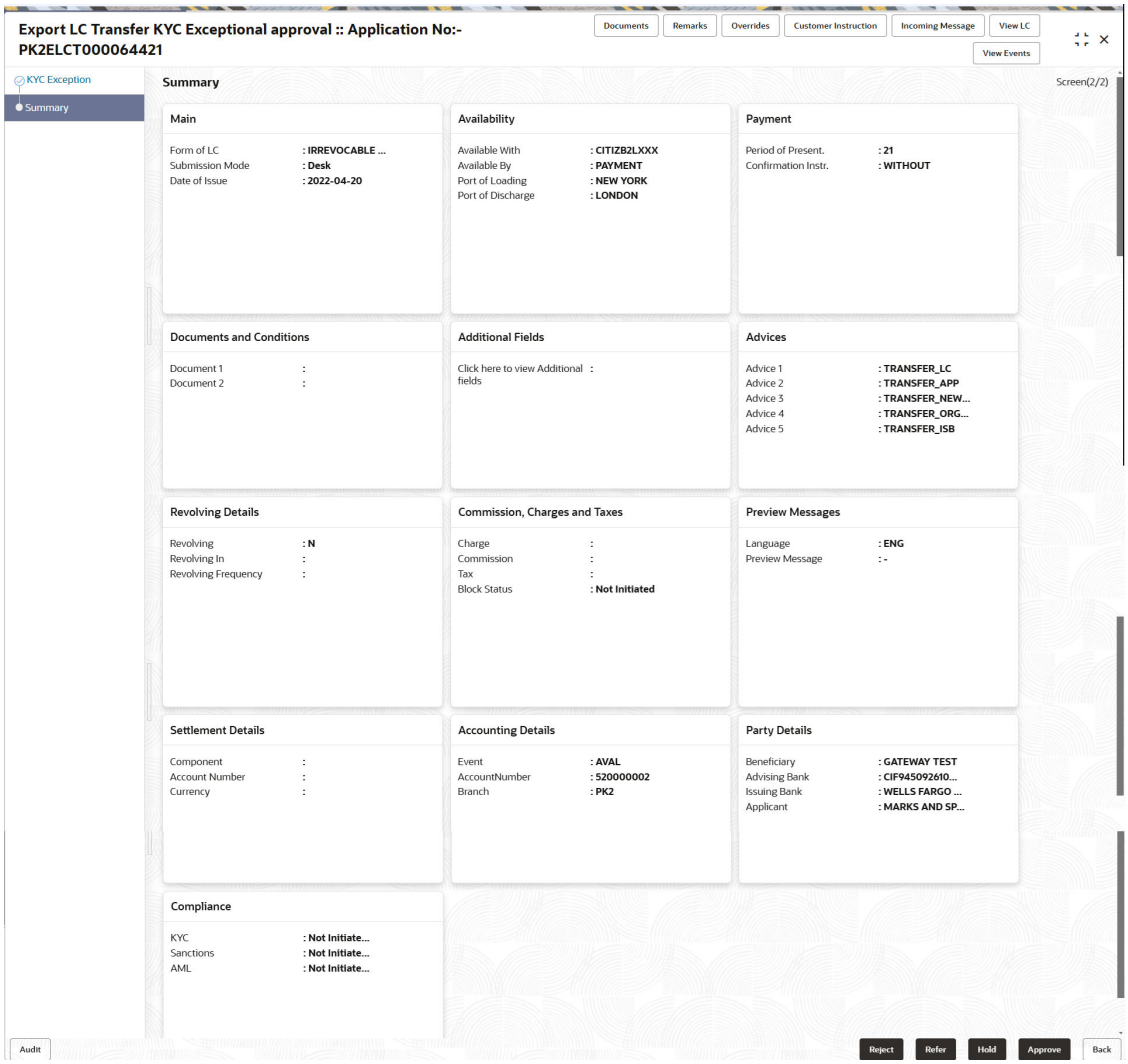

Tiles Displayed in Summary:

- Main Details - User can view the application details details and export LC details.
- Availability - User can view already captured availability and shipment details.
- Payment - User can view all details related to payments.
- Documents and Conditions - User can view the document details and additional condition details.
- Additional Fields: Banks can configure the additional fields during implementation. User can view the details of additional fields.
- Advices - User can view the details of the advices.
- Revolving Details: User can drill down into revolving details tile to see more information on revolving LC if applicable.
- Commission, Charges and Taxes: User can see the details provided for charges. User can update the details if required.
- Preview Messages - User can view the preview of the message.
- Settlement Details - User can view the settlement details.

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- 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.

- Party Details - User can view party details like applicant, advising bank etc.
- Compliance - User can view the compliance details.

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 Export LC Drawing. 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.
Incoming Message	Displays the incoming message, if any. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View LC	Click to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields..
View Events	Click to view the details of the details of LC , amendments (if any), drawings (if any) and liquidations if any under the LC in chronological sequence from LC drawing.

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Table 2-33 (Cont.) Exception - Know Your Customer (KYC) 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. 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
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.
Back	Task moves to previous logical step.

Exception - Limit Check/Credit

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

1. Log in into OBTFPMCS application, limit check exception queue. Limit check exception failed tasks for Trade Finance transactions must be listed in your queue.
2. Click **My Task**. The summary tiles displays summary of important fields with values.

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

Limit check Exception approver can do the following actions:

Approve

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

Refer

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

Reject

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

Limit/Credit Check

This section will display the amount block exception details.

Summary

Tiles Displayed in Summary:

- Main Details - User can view the application details details and export LC details.
- Availability - User can view already captured availability and shipment details.
- Payment - User can view all details related to payments.
- Documents and Conditions - User can view the document details and additional condition details.
- Additional Fields: Banks can configure the additional fields during implementation. User can view the details of additional fields.
- Advices - User can view the details of the advices.
- Revolving Details: User can drill down into revolving details tile to see more information on revolving LC if applicable.
- Commission, Charges and Taxes: User can see the details provided for charges. User can update the details if required.
- Preview Messages - User can view the preview of the message.
- Settlement Details - User can view the settlement details.
- 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.

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- Party Details - User can view party details like applicant, advising bank etc.
- Compliance - User can view the compliance details.

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

Table 2-34 Exception - Limit Check/Credit - Action Buttons – Field Description

Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the Export LC Drawing. 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.
Incoming Message	Displays the incoming message, if any. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View LC	Click to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields..
View Events	Click to view the details of the details of LC , amendments (if any), drawings (if any) and liquidations if any under the LC in chronological sequence from LC drawing.
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 2-34 (Cont.) Exception - Limit Check/Credit - Action Buttons – Field Description

Field	Description
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
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.
Back	Task moves to previous logical step.

2.6 Multi Level Approval

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

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

1. Log in into OBTFPMCS application and on **Home** screen, click, **Task**.
2. Under **Task**, click **Free Task**.
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 approve the task.

   The **Approval Re-Key** pop-up screen appears.

Figure 2-30 Approval Re-Key

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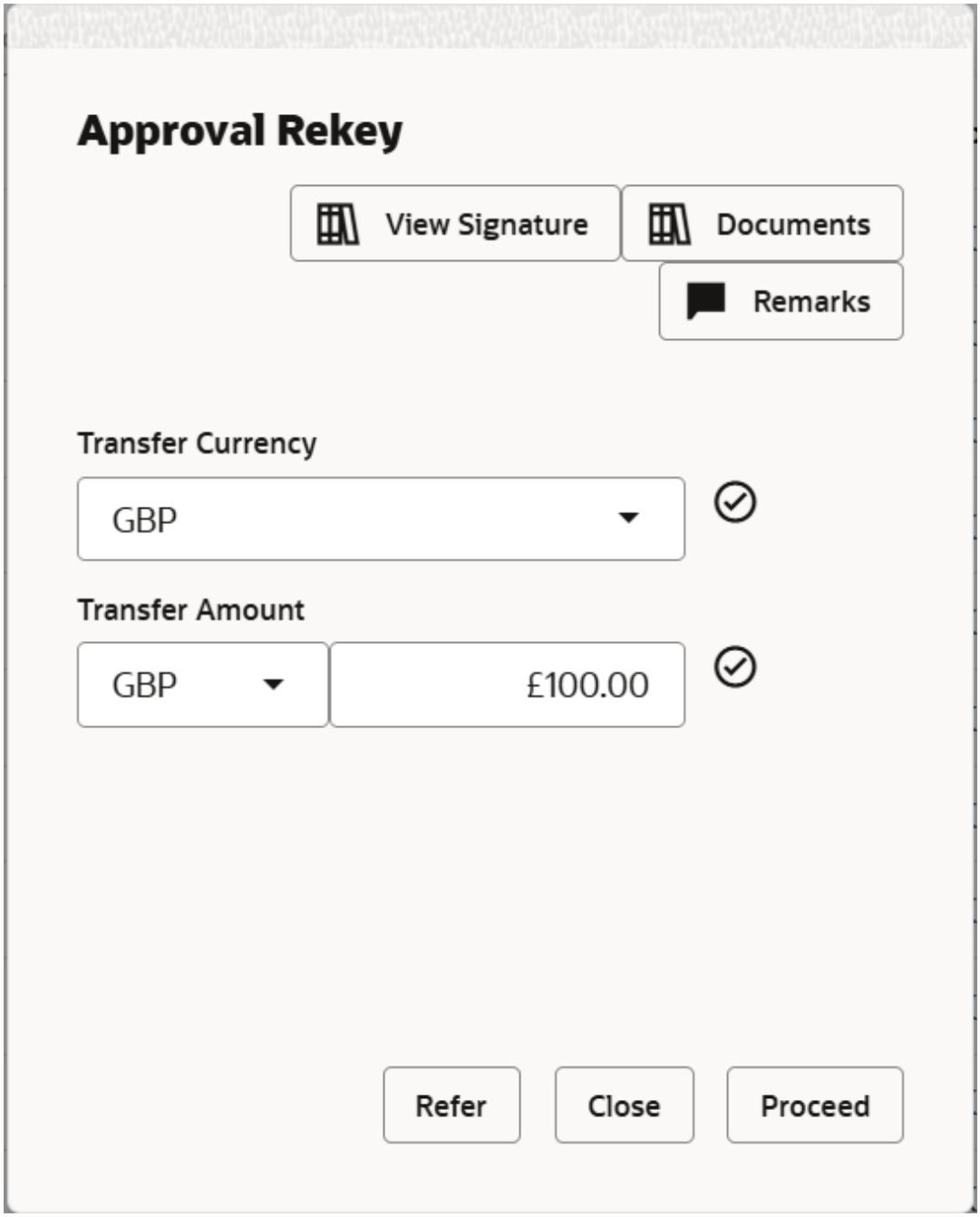

For non online channel, application will request approver for few critical field values as an authorization step. If the values captured match with the values available in the screen, system will allow user to open the transaction screens for further verification. If the re-key values are different from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

5. Open the task and re-key some of the critical field values from the request in the **Approval Re-Key** screen.

   Some of the fields below will dynamically be available for re-key.:

   - Transfer Currency

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- Transfer Amount
- Expiry Date

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

6. Click **Proceed** to proceed for the approval.

   The **Approval Summary** screen appears. The user can view the Summary tiles which displays list of important fields with values.

7. Click each tile to drill down from summary tiles into respective data segments to verify the details of all fields under the data segment.

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

Approval Summary

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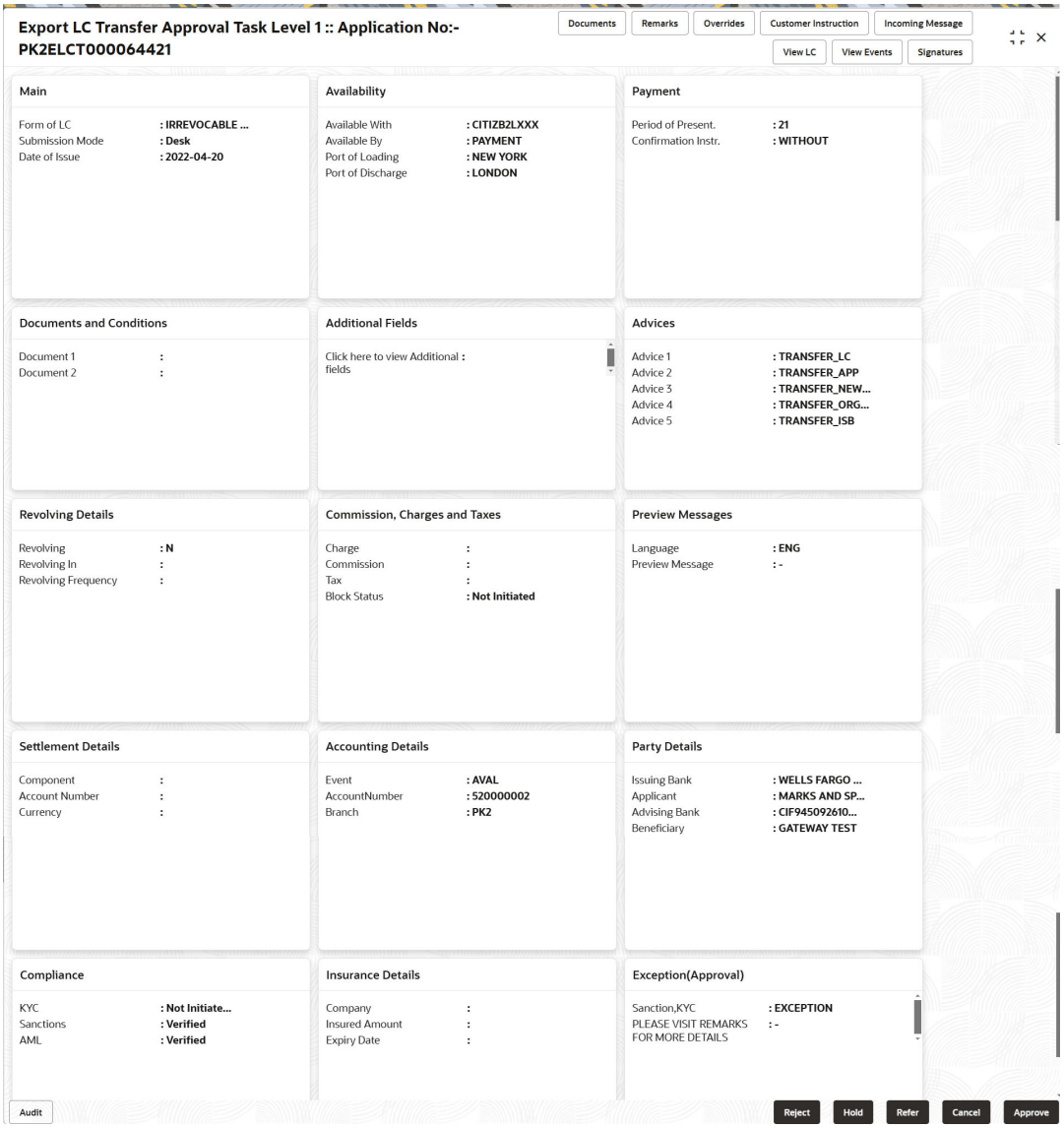

Tiles Displayed in Summary:

- Main Details - User can view and modify the application details and Export LC details.
- Availability - User can view already captured availability and shipment details. User can modify the details, if required.
- Documents and Conditions: User can to view the details of Documents and Conditions.
- Payment - User can view all details related to payments. User can modify the details, if required.
- Additional Fields: Banks can configure the additional fields during implementation.
- Advices: User should be able to view the advice details.
- Revolving Details: User can drill down into revolving details tile to see more information on revolving LC if applicable.
- Commission, Charges and Taxes: User can see the details provided for charges. User should be able to update the details if required.

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- Party Details: User can see the party details like beneficiary, advising bank etc.
- Preview Messages: User can see the preview details grid.
- Settlement Details: User can see the Settlement details.
- Compliance: User can see the compliance details tiles. The status should be verified for KYC, AML and Sanction Checks.
- Accounting Details: User can view the accounting details.

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

Table 2-35 Approval Summary - 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 LC transfer. 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.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
Incoming Message	Displays the incoming message, if any. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View LC	Click to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields..
View Events	Click to view the details of the details of LC , amendments (if any), drawings (if any) and liquidations if any under the LC in chronological sequence from LC drawing.

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Table 2-35 (Cont.) Approval 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.
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.
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
Cancel	Cancel the Approval stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
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.

8. Click **Approve**.

2.7 Customer - Acknowledgement Format

This topic helps you quickly get acquainted with the Customer Acknowledgement process.

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

To: <CUSTOMER NAME> DATE: DD-MM-YYYY

<CUSTOMER ADDRESS>

Dear Sir,

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

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

Applicant: XXXX

Beneficiary: XXXX

Currency: XXXX

Amount: XXXX

Issue Date: XXXX

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

Document Name 1

Document Name 2

Document Name n

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

This acknowledgement does not constitute issuance of LC.

Thank you for banking with us.

Regards,

<DEMO BANK>

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Thank you

2.8 Customer - Reject Advice

This topic helps you quickly get acquainted with the Customer - Reject Advice.

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

FROM:

<BANK NAME>>

<BANK ADDRESS

To: <CUSTOMER NAME> DATE: DD-MM-YYYY

<CUSTOMER ADDRESS>

<CUSTOMER ID>

Dear Sir,

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SUB: Your Export LC Transfer application <Customer Reference Number> under our Process Ref <Process Ref No> - Rejected

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

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

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

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

Authorized Signatory

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Glossary

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