

# Oracle Banking Trade Finance Process Management Cloud Service

## Import LC Internal Amendment User Guide



Release 14.8.2.0.0

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April 2026

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

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## 2 Import LC Internal Amendment

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# Preface

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

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

## Audience

This document is intended for the following audience:

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

## Documentation Accessibility

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

- [Access to Oracle Support](#)

## Access to Oracle Support

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

## Critical Patches

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

## Structure

This manual is organized into the following chapters:

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

## Diversity and Inclusion

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

## Conventions

The following text conventions are used in this document:

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

## 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.

## 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
OBTFPMCS	Oracle Banking Trade Finance Process Management Cloud Service
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
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Cancel</b>	<p>Click <b>Cancel</b> to cancel the transaction input midway without saving any data.</p>
<b>Save &amp; Close</b>	<p>Click <b>Save &amp; Close</b> to save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.</p>
<b>Next</b>	<p>Click <b>Next</b>, 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.</p>
<b>Submit</b>	<p>Click <b>Submit</b> 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.</p>

## 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
	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

Table 3 (Cont.) Symbols and Icons - Common










Symbol/Icon	Function
	Unlock Option
	View Option
	Reopen Option

Table 4 Symbols and Icons - Widget

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

# 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.



# 2

## Import LC Internal Amendment

Import LC Internal Amendment process enables the user to make an amendment to the underlying LC details without impacting the terms and conditions of the LC.

This topic contains following subtopics:

- [Common Initiation Stage](#)  
This topic provides the systematic instructions to initiate the new import LC internal amendment request.
- [Registration](#)  
This topic provides the systematic instructions to initiate the Registration stage of **Import LC Internal Amendment** request.
- [Data Enrichment](#)  
This topic provides the systematic instructions to initiate the Data Enrichment stage of import lc internal amendment request.
- [Multi Level Approval](#)  
This topic helps you quickly get acquainted with the Multi Level Approval process.

### 2.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the new import LC internal amendment 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 displays.

**Figure 2-1 Initiate Task**

The screenshot shows the Oracle Trade Finance interface. On the left is a navigation menu with 'Trade Finance' selected. The main area is titled 'Initiate Task' and 'Registration'. It features three input fields: 'Process Name' (a dropdown menu with 'Import LC Internal Amendment' selected), 'LC Reference Number' (a text input field containing 'PK2ILSN221107064' with a search icon), and 'Branch' (a dropdown menu with 'PK2-Oracle Banking Trade Fina' selected). At the bottom right, there are 'Proceed' and 'Clear' buttons. The top of the page shows the Oracle logo, user information '(DEFAULTTENITY)', and the date 'April 20, 2022'.

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
<b>Process Name</b>	Select a process name from the drop-down list.
<b>Branch</b>	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
<b>Proceed</b>	Task will get initiated to next logical stage.
<b>Clear</b>	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 **Import LC Internal Amendment** request.

User can register request of new Import LC internal amendment received at the front desk through branch either by fax, mail, or physical application form, the Import LC internal amendment process starts from the Registration Stage.

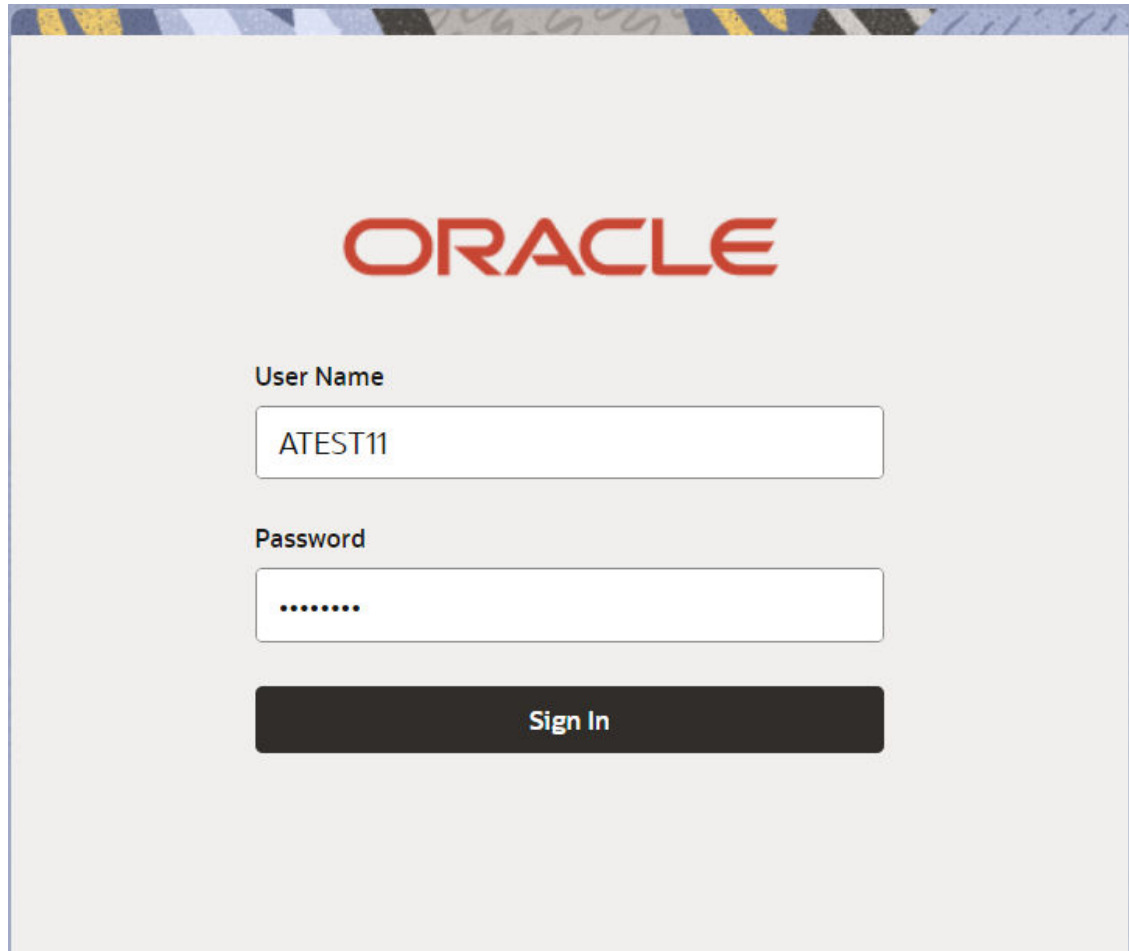
During Registration stage, user can capture the basic details of the amendment application, check the signature of the applicant and upload the related documents of the applicant. On submit of the request, the customer will be notified with an acknowledgment and the request will be available for an LC expert to handle the request in the next stage.

The OBTFPMCS user can process MT798 with sub messages MT726-MT759 message received through SWIFT. The OBTFPMCS verifies the field 21 and 26E ( of the MT759 and identifies the Original Contract Reference Number and Amendment Number and invokes the process. The user can cancel the previously received MT798 referenced message which is under process.

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

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

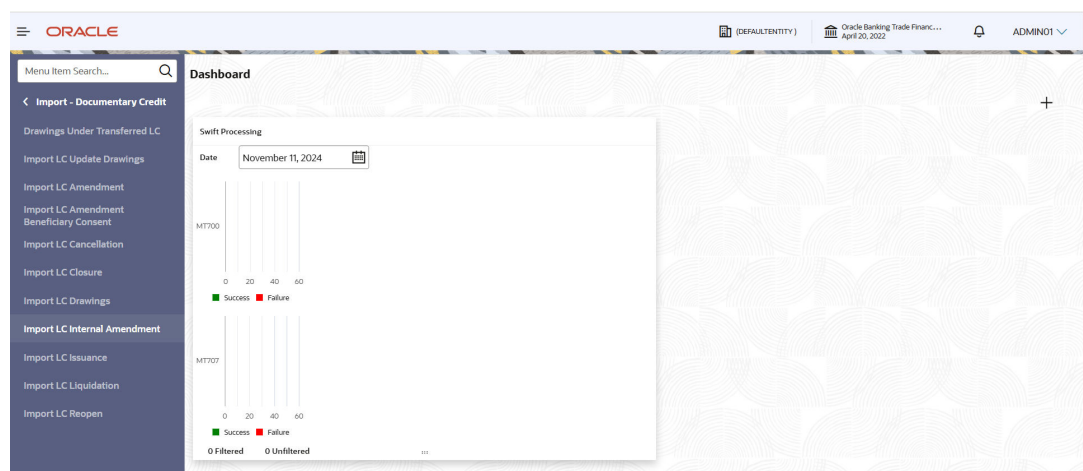
Figure 2-2 LogIn Screen



The image shows the Oracle login screen. At the top center is the Oracle logo in red. Below it, there are two input fields: "User Name" with the text "ATEST11" and "Password" with masked characters. A black "Sign In" button is positioned below the password field.

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

Figure 2-3 Import LC Internal Amendment



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

**Figure 2-4 Import LC Internal Amendment - Registration - Application Details**

- On **Import LC Internal Amendment - Registration - Application Details** screen, specify the fields.

**Note**

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

**Table 2-3 Import LC Internal Amendment - Registration - Application Details - Field Description**

Field	Description
<b>Documentary Credit Number</b>	Specify the documentary credit number..  Alternatively, click <b>Search</b> to search and select the documentary credit number.  In lookup search/advanced lookup search, user can input DCN Reference Number, Applicant, Currency, Amount, and User Reference to fetch the LC details.  Based on the search result, select the applicable LC to be amended.

**Table 2-3 (Cont.) Import LC Internal Amendment - Registration - Application Details - Field Description**

Field	Description
<b>Received From Applicant Bank</b>	Read only field. Value will be defaulted as available in LC.
<b>Received From - Customer ID</b>	Read only field.  Customer ID will be auto-populated based on the selected LC from the lookup.
<b>Received From - Customer Name</b>	Read only field.  Customer name will be auto-populated based on the selected LC from the lookup.
<b>Branch</b>	Read only field.  Branch details will be auto-populated based on the selected LC from the lookup.
<b>Process Reference Number</b>	Read only field. Unique OBTFFMCS task reference number for the transaction.  This is auto generated by the system based on process name and branch code.
<b>Priority</b>	System defaults the Priority as: <ul style="list-style-type: none"> <li>• Essential</li> <li>• Critical</li> <li>• Low</li> <li>• Medium</li> <li>• High</li> </ul> If priority is not maintained for the customer, system will populate 'Medium' as the default priority.  User can change the priority populated any time before submit of Registration stage.
<b>Submission Mode</b>	System defaults the submission mode of Import LC Internal Amendment request. By default the submission mode will have the value as 'Desk' for transactions created via registration.  By default the submission mode will have the value as 'Desk'. <ul style="list-style-type: none"> <li>• Desk - Request received through Desk</li> <li>• Fax- Request received through Fax</li> <li>• Email- Request received through Email</li> <li>• Courier - Request received through Courier</li> </ul>
<b>Amendment Date</b>	The application displays the branch's current date by default.  <div style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; margin: 10px 0;"> <p><b>Note</b></p> <p>User cannot change the date to a back date or future date.</p> </div>
<b>User Reference Number</b>	Read only field. User Reference Number will be auto populated by the system based on selected LC.

**Table 2-3 (Cont.) Import LC Internal Amendment - Registration - Application Details - Field Description**

Field	Description
<b>Customer Reference Number</b>	System defaults a unique Customer Reference Number for the amendment. User can enter the 'Reference number' provided by the applicant/applicant bank.

**LC Amendment Details**

The LC Amendment Details section allows the registration user to view the latest LC values defaulted in the respective fields.

The screenshot shows the 'LC Amendment Details' form with the following fields and values:

- Revolving:**
- LC Type:** Sight
- Product Code:** ILSN
- Product Description:** Import LC Sight Non Revolving
- 50A - Advising Bank:** 001041 WELLS FAF
- 40A - Form of Documentary Credit:** IRREVOCABLE
- 30 - Date of Issue:** April 20, 2022
- 40C - Applicable Rules:** UCP LATEST VERSION
- 31D - Date of Expiry:** December 28, 2022
- 31D - Place of Expiry:** NEW YORK
- 51A - Applicant Bank:** [Empty]
- 50 - Applicant:** 001044 GOODCAR
- 59A - Beneficiary Name:** 001043 MARKS AN
- Accountee:** [Empty]
- 32B - Currency Code, Amount:** GBP £100.00
- 39A - Percentage Credit Amount Tolerance:** /
- LC Outstanding Amount:** GBP £100.00
- Limits/Collateral Required:**
- 39C - Additional Amount Covered:** [Empty]
- Auto Close:**
- Closure Date:** December 28, 2022



- On **Import LC Internal Amendment - Registration - 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 Import LC Internal Amendment - Registration - LC Details - Field Description**

Field	Description
<b>Revolving</b>	Read only field. The option  displays that the LC type is revolving. The option  displays that the LC type is not revolving.
<b>LC Type</b>	Read only field. This field displays the value used for LC type as per the latest LC details.
<b>Product Code</b>	Read only field. This field displays the description of the product used during Issuance of the selected LC.

**Table 2-4 (Cont.) Import LC Internal Amendment - Registration - LC Details - Field Description**

Field	Description
<b>Product Description</b>	Read only field. This field displays the description of the product as in Import LC Issuance.
<b>Advising Bank</b>	Read only field. This field displays the advising bank as per the latest LC details.
<b>Form of Documentary Credit</b>	Read only field. This field displays the form of documentary credit details the value available in LC record.
<b>Date of Issue</b>	Read only field. This field displays the LC issuance date.
<b>Applicable Rules</b>	Read only field. This field displays the applicable rule as per the latest LC details.
<b>Date of Expiry</b>	Read only field. This field displays the expiry date as per the latest LC details.
<b>Place of Expiry</b>	Read only field. This field displays the place of expiry as per the latest LC details.
<b>Applicant Bank</b>	Read only field.  This field displays the applicant bank details if available, as per the latest LC details.
<b>Applicant</b>	Read only field. This field displays the applicant details as per the latest LC details.
<b>Beneficiary Name</b>	Read only field. This field displays the beneficiary as per the latest LC details.  <div style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>If the user amend this field and the selected beneficiary/ party is blacklisted the system displays a warning message.</p> </div>
<b>Accountee</b>	Read only field. This field displays the accountee details as per the latest LC details.
<b>Currency Code, Amount</b>	Read only field. This field displays the currency code/ LC Amount as per the latest LC details.
<b>Percentage Credit Amount Tolerance</b>	Read only field. This field displays the percentage credit amount tolerance details as per the latest LC details.
<b>LC Outstanding Amount</b>	Read only field. This field displays the Outstanding LC Amount as per the latest LC details.

**Table 2-4 (Cont.) Import LC Internal Amendment - Registration - LC Details - Field Description**

Field	Description
<b>Limits/Collateral Required</b>	<p>Switch to , to enable limit check during the process flow of this request.</p> <p>Switch to , to disable limit check during the process flow of this request.</p>
<b>Additional Amount Covered</b>	<p>Read only field. This field displays the details of additional amount covered as per the latest LC details.</p>
<b>Auto Close</b>	<p>Switch to , if Auto close is required for that transactions.</p> <p>Switch to , if Auto close is not required for that transactions.</p>
<b>Closure Date</b>	<p>Read only field. System default the "Closure Date" value from the previous version of the contract.</p> <p>If the system defaulted value for <b>Auto Close</b> is <b>Yes</b>, then <b>Closure Date</b> field will be a display only field and user is not allowed to edit the same.</p> <p>If the system defaulted value for <b>Auto Close</b> is <b>No</b>, then user can edit the <b>Closure Date</b> field by enabling the <b>Auto Close</b> toggle as <b>Yes</b>.</p> <p>User can provide the value in this field, if <b>Auto Close</b> is enabled as a part of this internal amendment.</p>

5. Click **Submit**.

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

**Table 2-5 Import LC Internal Amendment - Registration - Action Buttons - Field Description**

Field	Description
<b>Signatures</b>	<p>Click the Signature button to verify the signature of the customer/bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is available, system should display all the signatures.</p>
<b>Documents</b>	<p>Upload the documents received under the LC.</p> <p>Application displays mandatory documents to be uploaded for Import LC Amendment. Place holders are also available to upload additional documents submitted by the applicant</p>
<b>Remarks</b>	<p>Specify any additional information regarding the LC. This information can be viewed by other users processing the request.</p>

**Table 2-5 (Cont.) Import LC Internal Amendment - Registration - Action Buttons - Field Description**

Field	Description
<b>Customer Instructions</b>	Click to view/ input the following: <ul style="list-style-type: none"> <li><b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li><b>Transaction Level Instructions</b> – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Common Group Messages</b>	Click Common Group Message button, to send MT799, MT999, MT759 and MT79-1,2,5,6,798 messages from within the task. A walk-in customer of the receiving bank can be sent a common group message by the BIC.
<b>View LC</b>	Click to view the details of the underlying LC.
<b>Events</b>	Click to view the event details.
<b>Hold</b>	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.
<b>Cancel</b>	Cancel the Import LC Internal Amendment task. Details entered will not be saved and the task will be removed.
<b>Save &amp; Close</b>	Save the information provided and holds the task in 'My Task' queue for working later.  This option will not submit the request.
<b>Submit</b>	Click Submit, system will trigger acknowledgment to the customer and give confirmation message for successful submission. The task will move to next logical stage of Import LC Internal Amendment. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
<b>Checklist</b>	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.  The checklist items under Registration Stage are: Application signed and stamped Customer signature verified Any correction or alteration initialed by the applicant.

- [Document Linkage](#)  
This topic provides the systematic instructions to initiate the document linkage.

## 2.2.1 Document Linkage

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

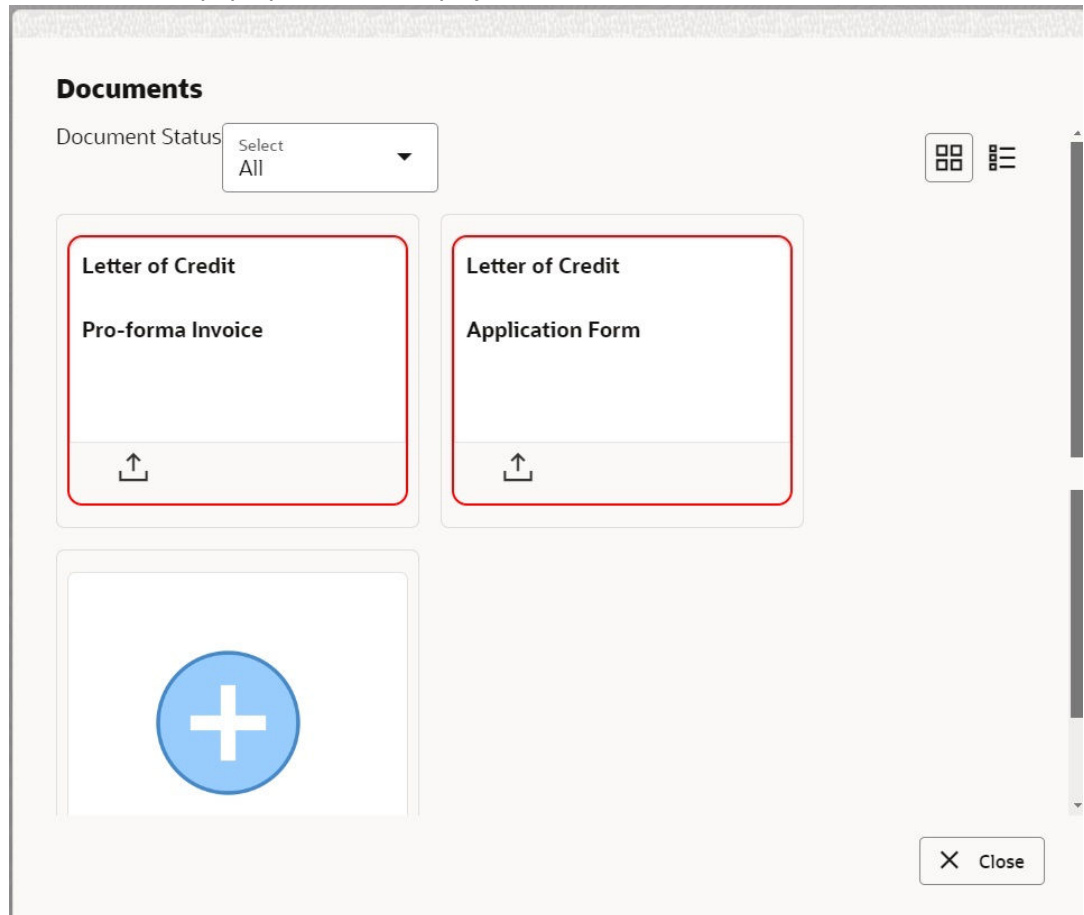
In Oracle Banking Trade Finance Process Management Cloud Service, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded 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.

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.

The **Document** screen is displayed.

The screenshot shows a form titled "Document" with the following fields and controls:

- Document Type:** A dropdown menu with "Letter of Credit" selected.
- Document Code:** A dropdown menu with "Insurance Policy" selected.
- Document Title:** A text input field with a "Required" label below it.
- Document Description:** A text input field.
- Remarks:** A text input field.
- Document Expiry Date:** A date picker field with a calendar icon.
- Drop files here or click to select:** A dashed border box for file upload.
- Link Document:** A text label.
- Selected files:** A label below the file upload area.
- Buttons:** "Upload", "Link", and "Cancel" buttons at the bottom right.

Field	Description
<b>Document Type</b>	Select the document type from list. Indicates the document type from metadata.
<b>Document Code</b>	Select the document Code from list. Indicates the document Code from metadata.
<b>Document Title</b>	Specify the document title.
<b>Document Description</b>	Specify the document description.
<b>Remarks</b>	Specify the remarks.
<b>Document Expiry Date</b>	Select the document expiry date.
<b>Link Document</b>	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.

### Link Document

Customer Id

Document Type

Document Id

Document Code

Link Document	Document Id	Customer Id	Document Type	Document Code	Upload Date	Reference Number
No data to display.						

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

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

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

### Link Document

Customer Id:

Document Id:

Document Type:

Document Code:

Link Document	Document Id	Customer Id	Document Type	Document Code	Upload Date	Reference Number
<a href="#">Link</a>	616	001044	fdff	INSURANCE	December 6, 2023	PK2ELCU000003399
<a href="#">Link</a>	116	001044		INSURANCE	November 3, 2023	PK2ILCD000001238
<a href="#">Link</a>	144	001044		INSURANCE	November 6, 2023	PK2IILD000001312
<a href="#">Link</a>	162	001044		INSURANCE	November 9, 2023	PK2ELCC000001424
<a href="#">Link</a>	684	001044	cvcvc	INSURANCE	December 11, 2023	PK2IELD000004034

Page 1 of 6 (1-5 of 29 items) | < > 1 2 3 4 5 6 > |

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

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

The **Edit Document** screen is displayed.

### Edit Document

Document Id:

Document Title:

Application Reference Number:

Entity Reference Number:

Document Type Id:

Document Description:

Remarks:

Document Expiry Date:

**Drop files here or click to select** Current selected files:ddf.pdf | 2464

## 2.3 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of import LC internal amendment request.

On successful completion of Registration of an Import LC internal amendment, the task moves to Data Enrichment stage. As part of Data Enrichment, user can enter/update basic details of the amendment request and can verify if the request can be progressed further.

**Non-Online Channel** - Internal LC Amendment request that were received at the desk will move to Data Enrichment stage post successful Registration. The transaction will have the details entered during the Registration stage.

**Online Channel** - Requests that are received via SWIFT (MT730) are available directly for further processing in OBTFPM from Data Enrichment stage and relevant data should be auto populated.

For MT 730, system should validate the incoming MT 730 based on Related Reference field to identify whether it is Acknowledgment for Import LC or Export LC. If the MT 730 is for Import LC, system should process the MT 730 under Internal Amendment to Import LC.

### Note

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

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

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

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

**Figure 2-5 Free Tasks**

Acquire and Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Medium	Import LC Internal Am...	PK2ILCI000065216	PK2ILCI000065216	DataEnrichment	22-04-20
<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI000051404	PK2ILCI000051404	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Import LC Issuance	PK2ILCI000004849	PK2ILCI000004849	DataEnrichment	22-04-20
<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI000062659	PK2ILCI000062659	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Medium	Common Group Mess...	PK2CGRM000063178	PK2CGRM000063178	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Common Group Mess...	PK2CGRM000063173	PK2CGRM000063173	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Common Group Mess...	PK2CGRM000063171	PK2CGRM000063171	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Common Group Mess...	PK2CGRM000063170	PK2CGRM000063170	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Common Group Mess...	PK2CGRM000063169	PK2CGRM000063169	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Common Group Mess...	PK2CGRM000063167	PK2CGRM000063167	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Common Group Mess...	PK2CGRM000063163	PK2CGRM000063163	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Common Group Mess...	PK2CGRM000063161	PK2CGRM000063161	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Common Group Mess...	PK2CGRM000063150	PK2CGRM000063150	Handoff RetryTask	22-04-20

The **Free Tasks** gets displayed.

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

**Figure 2-6 My Tasks**

Menu Item Search...	My Tasks	Refresh	Release	Escalate	Delegate	Flow Diagram					
Tasks	Process Name	Process Reference Number	Application Number	Stage	Application Date						
Awaiting Customer Clarification	Import LC Internal Am...	PK2ILCI000063216	PK2ILCI000063216	DataEnrichment	22-04-20	<input type="checkbox"/>	Edit	Medium			
Business Process Maintenance	Import LC Internal Am...	PK2ILCI000053564	PK2ILCI000053564	Approval Task Level 1	22-04-20	<input type="checkbox"/>	Edit	Medium			
Completed Tasks	Import LC Amendmen...	PK2IILM000061842	PK2IILM000061842	DataEnrichment	22-04-20	<input type="checkbox"/>	Edit	Medium			
Free Tasks	Export LC Advise Islamic	PK2IELA000008146	PK2IELA000008146	Reject Approval	22-04-20	<input type="checkbox"/>	Edit	Medium			
Hold Tasks	Import LC Issuance Isl...	PK2IILI000002656	PK2IILI000002656	DataEnrichment	22-04-20	<input type="checkbox"/>	Edit	Medium			
My Tasks	Import LC Issuance	PK2ILCI000063110	PK2ILCI000063110	DataEnrichment	22-04-20	<input type="checkbox"/>	Edit	High			
Other User tasks	Import LC Issuance	PK2ILCI000063115	PK2ILCI000063115	Registration	22-04-20	<input type="checkbox"/>	Edit	High			
Search	Export LC Advise	PK2ELCA000062384	PK2ELCA000062384	DataEnrichment	22-04-20	<input type="checkbox"/>	Edit	Medium			
SubProcess Tasks	Export LC Advise	PK2ELCA000062994	PK2ELCA000062994	DataEnrichment	22-04-20	<input type="checkbox"/>	Edit	Medium			
Supervisor Tasks	Export LC Advise	PK2ELCA000062968	PK2ELCA000062968	DataEnrichment	22-04-20	<input type="checkbox"/>	Edit	Medium			
	Export LC Advise	PK2ELCA000062993	PK2ELCA000062993	DataEnrichment	22-04-20	<input type="checkbox"/>	Edit	Medium			
	Export LC Advise	PK2ELCA000063026	PK2ELCA000063026	DataEnrichment	22-04-20	<input type="checkbox"/>	Edit	Medium			
	Export LC Advise	PK2ELCA000062969	PK2ELCA000062969	DataEnrichment	22-04-20	<input type="checkbox"/>	Edit	Medium			

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

- [Main Details](#)  
This topic provides the systematic instructions to initiate the Data Enrichment stage of **Import LC Internal Amendment** request.
- [Acknowledgement Details](#)  
This topic provides the systematic instructions to capture the acknowledgement details.
- [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.
- [Additional Details](#)  
This topic provides the systematic instructions to capture the additional details.
- [Settlement Details](#)  
This topic provides the systematic instructions to capture the settlement details of import LC Internal amendment request.
- [Summary](#)  
This topic provides the systematic instructions to view the summary of **Import LC Internal Amendment** request.

## 2.3.1 Main Details

This topic provides the systematic instructions to initiate the Data Enrichment stage of **Import LC Internal Amendment** request.

Main details section has two sub section as follows:

- Application Details
- LC Amendment Details.

### Application Details

All fields displayed under main details section, would be read only except the **Priority**. For more information on the fields, refer **Application Details** of **Registration** stage .

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

**Figure 2-7 Data Enrichment - Main Details**

**Table 2-6 Data Enrichment - Main Details - Application Details - Field Description**

Field	Description
<b>Documentary Credit Number</b>	Non Online: Ready only defaults from Registration stage. Online: Read only. Received from the online request/ Incoming MT730.
<b>Received from Applicant Bank</b>	Read only field. Value will be defaulted as available in LC.

**Table 2-6 (Cont.) Data Enrichment - Main Details - Application Details - Field Description**

Field	Description
<b>Received From - Customer ID</b>	Read only field. Customer ID will be auto-populated based on the selected LC from the lookup in Registration stage.
<b>Received From - Customer Name</b>	Read only field. Customer name will be defaulted as available in LC.
<b>Documentary Credit Number</b>	Non Online: Ready only defaults from Registration stage. Online: Read only. Received from the online request/ Incoming MT730.
<b>Branch</b>	Read only field. Branch details will be auto-populated based on the selected LC from the lookup.
<b>Process Reference Number</b>	Read only field. Unique OBTFPMCS task reference number for the transaction. This is auto generated by the system based on process name and branch code.
<b>Priority</b>	Priority is defaulted from Registration stage as: <ul style="list-style-type: none"> <li>• Essential</li> <li>• Critical</li> <li>• Low</li> <li>• Medium</li> <li>• High</li> </ul> If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated any time before submit of Registration stage.
<b>Submission Mode</b>	Read only field. The submission mode of Import LC (internal Amendment request). By default the submission mode will have the value as 'Desk' for transactions created via registration.
<b>Amendment Date</b>	Read only field. The application displays the branch's current date by default. User cannot change the date to a back date or future date.
<b>User Reference Number</b>	Read only field. User Reference Number will be auto populated by the system based on selected LC.
<b>Customer Reference Number</b>	Read only field. This field displays the unique Customer Reference Number for the amendment.





**LC Amendment Details**

The fields listed under this section are read only fields.

**Figure 2-8 LC Amendment Details**
**Table 2-7 Data Enrichment - Main Details - LC Amendment Details - Field Description**

Field	Description
<b>Revolving</b>	Read only field. This field displays the value used for 'Revolving' as per the latest LC details.
<b>LC Type</b>	Read only field. This field displays the value used for LC type as per the latest LC amendment details.
<b>Product Code</b>	Read only field. This field displays the description of the product used during Issuance of the selected LC.
<b>Product Description</b>	Read only field. This field displays the description of the product as in Import LC Issuance.
<b>Advising Bank</b>	Read only field. This field displays the advising bank as per the latest LC amendment details.
<b>Form of Documentary Credit</b>	Read only field. This field displays the form of documentary credit details as per the value available in LC record.
<b>Date of Issue</b>	Read only field. This field displays the LC issuance date.
<b>Applicable Rules</b>	Read only field. This field displays the applicable rule as per the latest LC amendment details.
<b>Date of Expiry</b>	Read only field. This field displays the expiry date as per the latest LC amendment details.
<b>Place of Expiry</b>	Read only field. This field displays the place of expiry as per the latest LC amendment details.

**Table 2-7 (Cont.) Data Enrichment - Main Details - LC Amendment Details - Field Description**

Field	Description
<b>Applicant Bank</b>	Read only field. This field displays the applicant bank details as per the latest LC details.
<b>Applicant</b>	Read only field. This field displays the applicant details as per the latest LC details.
<b>Beneficiary Name</b>	Read only field. This field displays the beneficiary as per the latest LC amendment details.
<b>Accountee</b>	Read only field. This field displays the accountee details as per the latest LC details.
<b>Currency Code, Amount</b>	Read only field. This field displays the currency code/ LC Amount as per the latest LC amendment details.
<b>Percentage Credit Amount Tolerance</b>	Read only field. This field displays the percentage credit amount tolerance details as per the latest LC amendment details.
<b>LC Outstanding Amount</b>	Read only field. This field displays the Outstanding LC Amount as per the latest LC amendment details.
<b>Limits/Collateral Required</b>	Switch to  , to enable limit check during the process flow of this request.  Switch to  , to disable limit check during the process flow of this request.
<b>Additional Amount Covered</b>	Read only field. This field displays the details of additional amount covered as per the latest LC amendment details.
<b>Auto Close</b>	Switch to  , if Auto close is required for that transactions.  Switch to  , if Auto close is not required for that transactions.
<b>Closure Date</b>	Read only field. System default the "Closure Date" value from the previous version of the contract. If the system defaulted value for <b>Auto Close</b> is <b>Yes</b> , then <b>Closure Date</b> field will be a display only field and user is not allowed to edit the same. If the system defaulted value for <b>Auto Close</b> is <b>No</b> , then user can edit the <b>Closure Date</b> field by enabling the <b>Auto Close</b> toggle as <b>Yes</b> . User can provide the value in this field, if <b>Auto Close</b> is enabled as a part of this internal amendment.

**Audit**

**Task Audit Trail Details**

Application No.  Branch Code  Initiated Date  Initiated By

Process Name

S.No	Stage Name	Pickup Time	Completed Time	Completed By	Outcome
1	Registration	Tue, 26 Nov 2024 06:05:29 GMT	Tue, 26 Nov 2024 07:16:15 GMT	ADMIN01	PROCEED

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

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

**Table 2-8 Audit - Field Description**

Field	Description
<b>Application No.</b>	This field displays the application number of the process.
<b>Branch Code</b>	This field displays the branch code.
<b>Initiated Date</b>	This field displays the date on which process is initiated.
<b>Initiated By</b>	This field displays the user ID of the user who had initiated the process.
<b>Process Name</b>	This field displays the name of the process which is initiated.
<b>S. No</b>	This field displays the serial number of the audit record.
<b>Stage Name</b>	This field displays the current stage of the process.
<b>Completed Time</b>	This field displays the time on which the audit of the current stage is completed.
<b>Completed By</b>	This field displays the user ID of the user who had completed the audit.
<b>Outcome</b>	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
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.

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

Field	Description
<b>Documents</b>	<p>Click to View/Upload the required document.</p> <p>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.</p>
<b>Remarks</b>	<p>Specify any additional information regarding the LC internal amendment. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
<b>Overrides</b>	Click to view the various overrides that have been generated and accepted.
<b>Customer Instructions</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Common Group Message</b>	Click Common Group Message button, to send MT799, MT999, MT759 and MT79-1,2,5,6,798 messages from within the task.
<b>Incoming Message</b>	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).
<b>View LC</b>	Click to view the details of the LC.
<b>Signatures</b>	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is available, system should display all the signatures.</p>
<b>Request Clarification</b>	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>

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

Field	Description
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Next</b>	<p>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.</p>

## 2.3.2 Acknowledgement Details

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

User can scrutinize the incoming MT730 details of an Internal LC amendment request for the different fields under the respective data segments.

At this stage the incoming MT730 details are auto populated. If required, the MT 730 details can also be entered by the user.

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

Figure 2-9 Acknowledgement Details

The screenshot displays the 'Acknowledgement Details' section of the Oracle Data Enrichment application. The application title is 'Import LC Internal Amendment DataEnrichment ::' with 'Application No:- PK2ILCI00053564'. The main form area is titled 'Acknowledgement Details' and contains a section for 'MT730- Acknowledgement Received'. The form includes several input fields: 'Advising Bank Reference', '25 Account Identification' (with value PK1002810921884), '30 Date of Acknowledgement' (with value April 20, 2022), '32a Amount of Charges' (with value GBP and £100.00), '57a - Account with Bank' (with value 8512959), '71 D Charges' (with value CIF1017627), '72- Sender to Receiver Information' (with value SND2RECM730), and '79Z Narrative' (with value 77NARRATIVE). The interface also features a navigation menu on the left with options like 'Main Details', 'Acknowledgement Details', 'Additional Fields', 'Advices', 'Settlement Details', and 'Summary'. At the bottom, there is an 'Audit' section and a toolbar with buttons for 'Request Clarification', 'Reject', 'Refer', 'Hold', 'Cancel', 'Save & Close', 'Back', and 'Next'.

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

Table 2-10 Acknowledgement Details

Field	Description
<b>MT730- Acknowledgement Received</b>	Specify the MT730- Acknowledgement Received details based on the description of following table:
<b>Advising Bank Reference</b>	Specify the advising bank reference details, in case of <b>Non Online</b> channel. This field is read only, in case of <b>Online</b> channel. Details received from the online request/ Incoming MT730 will get auto populated.
<b>Account Identification</b>	Specify or click <b>Search</b> to search and select the account identification details.
<b>Date of Acknowledgement</b>	Select the date of acknowledgement, in case of <b>Non Online</b> channel. This field is read only, in case of <b>Online</b> channel. Details received from the online request/ Incoming MT730 will get auto populated.
<b>Amount of Charges</b>	Specify the amount of charges and select the currency code, in case of <b>Non Online</b> channel. This field is read only, in case of <b>Online</b> channel. System defaults the amount of charge from the incoming MT730 received.
<b>Account with Bank</b>	Specify the account with bank details, or click <b>Search</b> to search and select the account with bank details, in case of <b>Non Online</b> channel. This field is read only, in case of <b>Online</b> channel. System defaults the account with bank details from the incoming MT730 received.
<b>Charges</b>	Specify the charge details, in case of <b>Non Online</b> channel. This field is read only, in case of <b>Online</b> channel. System defaults the charges from the incoming MT730 received. User can manually enter the details if not processed as STP.
<b>Sender to Receiver Information</b>	Specify the sender to receiver information, in case of <b>Non Online</b> channel. This field is read only, in case of <b>Online</b> channel. System defaults the sender to receiver information from the incoming MT730 received

Table 2-10 (Cont.) Acknowledgement Details

Field	Description
<b>Narrative</b>	Specify the narrative, in case of <b>Non Online</b> channel. This field is read only, in case of <b>Online</b> channel. System defaults the Narrative from the incoming MT730 received.

2. Click **Next**.

The task will move to next data segment.

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

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	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.
<b>Remarks</b>	Specify any additional information regarding the LC internal amendment. 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.
<b>Overrides</b>	Click to view the various overrides that have been generated and accepted.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li><b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li><b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Common Group Message</b>	Click Common Group Message button, to send MT799, MT999, MT759 and MT79-1,2,5,6,798 messages from within the task.
<b>Incoming Message</b>	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).
<b>View LC</b>	Click to view the details of the LC.

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

Field	Description
<b>Signatures</b>	<p>Click the Signature button to verify the signature of the customer/bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is available, system should display all the signatures.</p>
<b>Request Clarification</b>	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Back</b>	On click Back, user navigates to previous step.
<b>Next</b>	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.

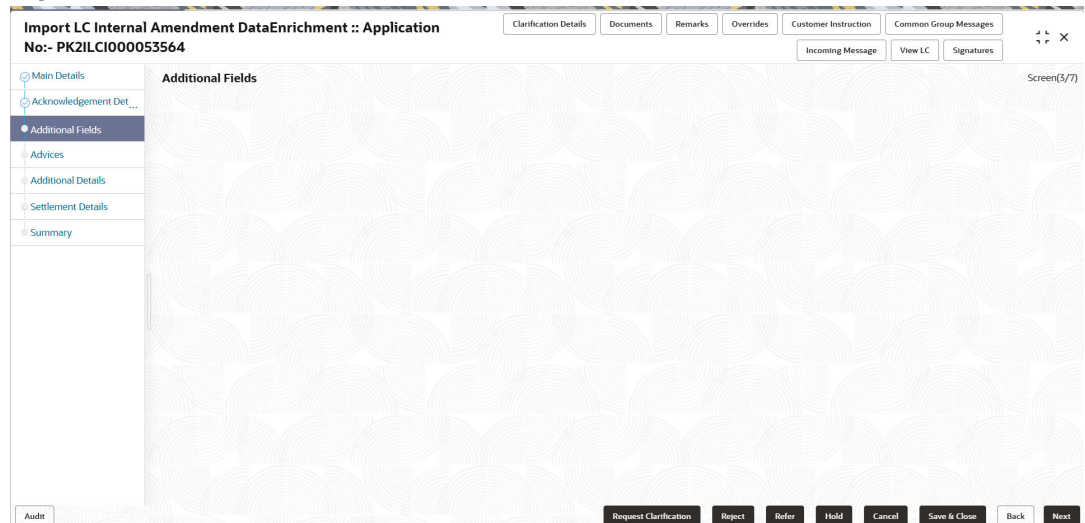
## 2.3.3 Additional Fields

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

Banks can configure user defined fields as per their requirement in the Additional Fields Screen.

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

**Figure 2-10 Additional Fields**



2. Click **Next**.

The task will move to next data segment.

**Table 2-12 Additional Fields - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	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.
<b>Remarks</b>	Specify any additional information regarding the LC internal amendment. 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.

Table 2-12 (Cont.) Additional Fields - Action Buttons - Field Description

Field	Description
<b>Overrides</b>	Click to view the various overrides that have been generated and accepted.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Common Group Messages</b>	Click Common Group Message button, to send MT799, MT999, MT759 and MT79-1,2,5,6,798 messages from within the task.
<b>Incoming Message</b>	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).
<b>View LC</b>	Click to view the details of the LC.
<b>Signatures</b>	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 available, system should display all the signatures.
<b>Request Clarification</b>	Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline.
<b>Save &amp; Close</b>	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in ‘My Task’ queue.
<b>Hold</b>	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.
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

**Table 2-12 (Cont.) Additional Fields - Action Buttons - Field Description**

Field	Description
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Back</b>	On click Back, user navigates to previous step.
<b>Next</b>	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.

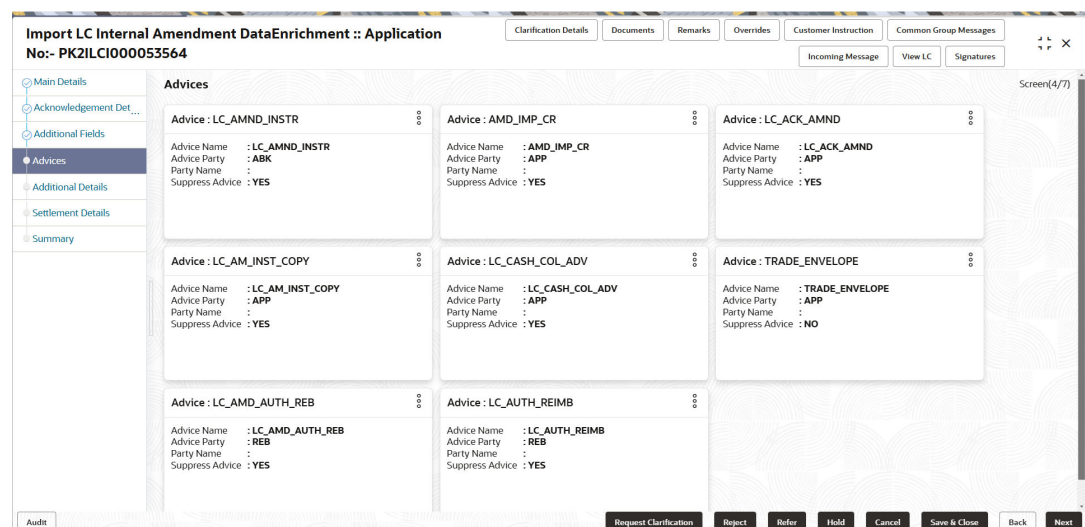
### 2.3.4 Advices

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

Advices menu displays the advices available under a product code at the product level from the back office as tiles. User can edit the fields in the tile, if required. User can suppress the advice, if required.

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

**Figure 2-11 Advices**



### Advice Details

**Table 2-13 Advices Details**





Field	Description
<b>Suppress Advice</b>	Switch to  , to suppress the advice. Switch to  , if suppress advice is not required.
<b>Advice Name</b>	Read only field. Displays the advice name.
<b>Medium</b>	This field displays the medium of advices defaulted from the system. User can update if required.
<b>Advice Party</b>	Read only field. Displays the advice party, defaulted from the Internal LC amendment.
<b>Party ID</b>	Read only field. Displays the party Id defaulted from the Internal LC amendment.
<b>Party Name</b>	Read only field. Displays the party name defaulted from the Internal LC amendment.
<b>Free Format Text</b>	Specify the free format text based on the following table.
<b>FFT Code</b>	Click <b>Search</b> to search and select the FFT code as a part of free text.
<b>FFT Description</b>	Read only field. This field displays the FFT description based on the FFT code selected.
	Click edit icon to edit the existing FFT description.

Table 2-13 (Cont.) Advices Details

Field	Description
<b>Action</b>	Click Edit icon to edit the FFT code. Click Delete icon to delete the FFT code.
<b>Instruction Details</b>	Specify the instruction details based on the following table.
<b>Instruction Code</b>	Click <b>Search</b> to search and select the instruction code as a part of free text.
<b>Instruction Description</b>	This field displays the instruction description based on the instruction code selected. User can edit the instruction description.
	Click edit icon to edit the existing instruction description.
<b>Action</b>	Click Edit icon to edit the instruction code. Click Delete icon to delete the 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 2-14 Advices - Action Buttons - Field Description

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	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.
<b>Remarks</b>	Specify any additional information regarding the Import LC Internal Amendment - Islamic. 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.
<b>Overrides</b>	Click to view the overrides accepted by the user.

**Table 2-14 (Cont.) Advices - Action Buttons - Field Description**

Field	Description
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
<b>Common Group Messages</b>	Click Common Group Message button, to send MT799, MT999, MT759 and MT79-1,2,5,6,798 messages from within the task.
<b>Incoming Message</b>	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).
<b>View LC</b>	Click to view the details of the LC.
<b>Signatures</b>	<p>Click the Signature button to verify the signature of the customer/bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is available, system should display all the signatures.</p>
<b>Request Clarification</b>	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>

**Table 2-14 (Cont.) Advices - Action Buttons - Field Description**

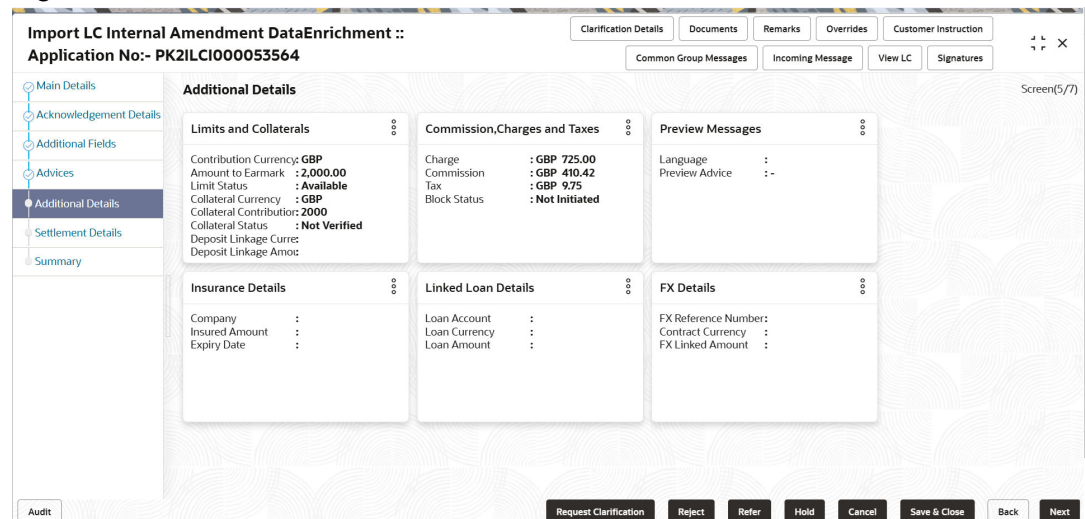
Field	Description
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Back</b>	On click of Back, system moves the task back to previous data segment.
<b>Next</b>	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.

1. On **Additional Details** screen, click the 3 dots 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.

#### 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 (OBTfPMCS) 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. Provide the Limit Details based on the description in the following table.

**Limits and Collaterals**

▼ Limit Details

Customer ID	Linkage Type	Liability Number	Line Id/Linkage Ref No	Line Serial	Contribution %	Contribution Currency	Amount to Earmark	Limit Check Response	Response Message	View
001044	Facility	001044	001044_GB	1	80	GBP	8000	Available	Balance available of GBP 999876340290.7	001044

▼

**Cash Collateral Details**

Collateral Percentage: 0.0

Collateral Currency and amount: GBP, £0.00

Exchange Rate: 1.0

Sequence Number	Settlement Account Currency	Settlement Account	Exchange Rate	Collateral Split %	Contribution Amount	Contribution Amount in Account...	Account Balance Check...	Response Message
1		PK20010440017	1	100	0			The amount block can be performed as the account has sufficient

▼ Deposit Linkage Details

Deposit Account	Deposit Currency	Deposit Maturity Date	Transaction Currency	Deposit Available In Transaction Currency	Linkage Amount(Transaction Currency)	Edit	Delete
PK2CDP1221100004	GBP	April 20, 2023	GBP	50150.24	6700	PK2CDP1221100004	

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

Save & Close Cancel

Figure 2-13 Limit Details

### Limit Details

<p><b>Customer Id</b></p> <input style="width: 90%;" type="text" value="001044"/> <span style="float: right;">🔍</span>	<p><b>Linkage Type</b></p> <input style="width: 90%;" type="text" value="Facility"/> <span style="float: right;">▼</span>
<p><b>Contribution %</b></p> <input style="width: 90%;" type="text" value="100.0"/> <span style="float: right;">▼ ▲</span>	<p><b>Liability Number</b></p> <input style="width: 90%;" type="text" value="001044"/> <span style="float: right;">🔍</span>
<p><b>Contribution Currency</b></p> <input style="width: 90%;" type="text" value="USD"/>	<p><b>Line Id/Linkage Ref No</b></p> <input style="width: 90%;" type="text" value="001044_US"/> <span style="float: right;">🔍</span>
<p><b>Limit/Liability Currency</b></p> <input style="width: 90%;" type="text" value="USD"/>	<p><b>Limits Description</b></p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
<p><b>Limit Check Response</b></p> <input style="width: 90%;" type="text" value="Available"/>	<p><b>Amount to Earmark</b></p> <input style="width: 90%;" type="text" value="\$10.00"/>
<p><b>Expiry Date</b></p> <input style="width: 90%;" type="text"/> <span style="float: right;">📅</span>	<p><b>Limit Available Amount</b></p> <input style="width: 90%;" type="text" value="\$999,378,010.18"/>
<p><b>Response Message</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 30px;">                     Balance available of USD 999378010.18                 </div>	<p><b>ELCM Reference Number</b></p> <input style="width: 90%;" type="text"/>

Figure 2-14 Collateral Details

### Collateral Details

<p><b>Total Collateral Amount</b></p> <input style="width: 90%;" type="text" value="£2,000.00"/>	<p><b>Collateral Amount to be Collected</b></p> <input style="width: 90%;" type="text" value="£0.00"/>
<p><b>Collateral Amount to be Released</b></p> <input style="width: 90%;" type="text"/>	<p><b>New Collateral Amount</b></p> <input style="width: 90%;" type="text"/>
<p><b>Sequence Number</b></p> <input style="width: 90%;" type="text" value="2.0"/>	<p><b>Collateral Split %</b></p> <input style="width: 90%;" type="text" value="56.0"/> <span style="float: right;">▼ ▲</span>
<p><b>Collateral Contribution Amount</b></p> <input style="width: 90%;" type="text" value="£1,120.00"/>	<p><b>Settlement Account</b></p> <input style="width: 90%;" type="text" value="PK20010440017"/> <span style="float: right;">🔍</span>
<p><b>Settlement Account Currency</b></p> <input style="width: 90%;" type="text"/>	<p><b>Exchange Rate</b></p> <input style="width: 90%;" type="text"/>

### Deposit Linkage Details

<p><b>Customer Id</b></p> <input style="width: 90%;" type="text" value="001044"/> <input style="width: 10%; height: 20px;" type="button" value="Q"/>	<p><b>Deposit Account</b></p> <input style="width: 90%;" type="text" value="PK2CDP1221100004"/> <input style="width: 10%; height: 20px;" type="button" value="Q"/>
<p><b>Deposit Branch</b></p> <input style="width: 90%;" type="text" value="PK2"/>	<p><b>Deposit Available Amount</b></p> <div style="display: flex; align-items: center;"> <input style="width: 40%; height: 20px;" type="text" value="GBP"/> <input style="width: 60%; height: 20px;" type="text" value="£50,150.24"/> </div>
<p><b>Deposit Maturity Date</b></p> <input style="width: 90%;" type="text" value="April 20, 2023"/> <input style="width: 10%; height: 20px;" type="button" value="📅"/>	<p><b>Exchange Rate</b></p> <input style="width: 90%;" type="text" value="1"/>
<p><b>Deposit Available In Transaction Currency</b></p> <div style="display: flex; align-items: center;"> <input style="width: 40%; height: 20px;" type="text" value="GBP"/> <input style="width: 60%; height: 20px;" type="text" value="50,150.24"/> </div>	<p><b>Linkage Percentage %</b></p> <div style="display: flex; align-items: center;"> <input style="width: 60%; height: 20px;" type="text" value="67.0"/> <input style="width: 10%; height: 20px;" type="button" value="v"/> <input style="width: 10%; height: 20px;" type="button" value="^"/> </div>
<p><b>Linkage Amount(Transaction Currency)</b></p> <div style="display: flex; align-items: center;"> <input style="width: 40%; height: 20px;" type="text" value="GBP"/> <input style="width: 60%; height: 20px;" type="text" value="£6,700.00"/> </div>	

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

**Table 2-15 Limit Details - Field Description**

Field	Description
<b>Limit Details</b>	Below fields are displayed on the Limit Details pop-up screen, if the user clicks plus icon.
<b>Customer ID</b>	This field displays the applicant's/applicant bank customer ID defaulted from the application. The user can change the Customer ID.
<b>Linkage Type</b>	Select the linkage type. Linkage type can be: <ul style="list-style-type: none"> <li>• <b>Facility</b></li> <li>• <b>Liability</b></li> </ul> By default Linkage Type should be "Facility".

Table 2-15 (Cont.) Limit Details - Field Description

Field	Description
<b>Contribution %</b>	<p>System defaults this field to 100%. User can modify this value. If contribution is more than 100%, system displays an alert message, if modified.</p> <p>Once contribution % is provided, system defaults the amount.</p> <p>System validates 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.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>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.”</p> </div>
<b>Liability Number</b>	<p>Click <b>Search</b> to search and select the Liability Number from the look-up.</p> <p>The list has all the Liabilities mapped to the customer.</p>
<b>Contribution Currency</b>	<p>Read only field.</p> <p>This field displays the contribution currency.</p>
<b>Line ID/Linkage Ref No</b>	<p>Click <b>Search</b> to search and select from the various lines available and mapped under the customer id list.</p> <p>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.</p> <p>The user can click the Line Id link to view the limit details.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>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.</p> </div> <p>This field is disabled and read only, if <b>Linkage Type</b> is Liability.</p>
<b>Limit/Liability Currency</b>	<p>Read only field.</p> <p>This field displays the limit currency, when the user select the <b>Liability Number</b>.</p>
<b>Limits Description</b>	<p>Read only field.</p> <p>This field displays the limits description.</p>
<b>Limit Check Response</b>	<p>Read only field. This field displays the limit check response. Response can be 'Success' or 'Limit not Available' based on the limit service call response.</p> <p>The value in this field appears, if you click the <b>Verify</b> button.</p>

Table 2-15 (Cont.) Limit Details - Field Description

Field	Description
<b>Amount to Earmark</b>	This field defaults the amount to earmark. Contribution amount will default based on the contribution %. User can change the value.
<b>Expiry Date</b>	Read only field. This field displays the date up to which the Line is valid.
<b>Limit Available Amount</b>	Read only field. This field displays the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount. The value in this field appears, if you click the <b>Verify</b> button.
<b>Response Message</b>	Read only field. This field displays the detailed response message. The value in this field appears, if you click the <b>Verify</b> button.
<b>ELCM Reference Number</b>	Read only field. This field displays the ELCM reference number.
<b>Limit Details</b> grid	Below fields appear in the <b>Limit Details</b> grid along with the above fields.
<b>Line Serial</b>	Displays the serial of the various lines available and mapped under the customer id.
<b>Edit</b>	Click the link to edit the <b>Limit Details</b> .
<b>Cash Collateral Details</b>	Specify the Collateral details based on the description of following table:
<b>Collateral Percentage</b>	System populates the Collateral % maintained in the Customer / Product for the counter party of the contract. User can modify the collateral percentage.  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.
<b>Collateral Currency and amount</b>	System populates the contract currency as collateral currency by default. User can modify the collateral Currency and amount.
<b>Exchange Rate</b>	System populates the exchange rate maintained. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.
<b>Collateral Details</b>	Below fields are displayed on the <b>Collateral Details</b> pop-up screen, if the user clicks plus icon.
<b>Total Collateral Amount</b>	Read only field. This field displays the total collateral amount provided by the user.
<b>Collateral Amount to be Collected</b>	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.
<b>Sequence Number</b>	Read only field. The sequence number is auto populated with the value, generated by the system.

Table 2-15 (Cont.) Limit Details - Field Description

Field	Description
<b>Collateral Split %</b>	Specify the collateral split% to be collected against the selected settlement account.
<b>Collateral Contribution Amount</b>	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 %.
<b>Settlement Account</b>	Click <b>Search</b> to search and select the settlement account for the collateral.
<b>Settlement Account Currency</b>	Read only field. This field displays the settlement account currency defaulted by the system.
<b>Exchange Rate</b>	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.
<b>Contribution Amount in Account Currency</b>	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.
<b>Account Available Amount</b>	Read only field. System populates the account available amount on clicking the <b>Verify</b> button.
<b>Response</b>	Read only field. System populates the response on clicking the <b>Verify</b> button.
<b>Response Message</b>	Read only field. System populates the response message on clicking the <b>Verify</b> button.
<b>Verify</b>	Click to verify the account balance of the Settlement Account.
<b>Save</b>	Click to to save and close the record.
<b>Close</b>	Click to cancel the entry.
<b>Cash Collateral Details grid</b>	Below fields appear in the along with the above fields.
<b>Contribution Amount</b>	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.
<b>Account Balance Check Response</b>	This field displays the account balance check response.
<b>Edit</b>	Click edit link to edit the collateral details.
<b>Account Available Amount</b>	This field displays the account available amount which will be auto-populated based on the settlement account selection.
<b>Deposit Linkage Details</b>	Specify the deposit linkage details based on the description of following table: 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.

Table 2-15 (Cont.) Limit Details - Field Description

Field	Description
<b>Deposit Linkage Details</b> pop-up screen	Click plus icon to add new deposit linkage details. Below fields are displayed on the <b>Deposit Linkage Details</b> pop-up screen, if the user clicks plus icon.
<b>Customer Id</b>	This field displays the defaulted from the application. The user can change the Customer ID.
<b>Deposit Account</b>	Click <b>Search</b> 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.
<b>Deposit Branch</b>	Read only field. This field displays the deposit branch which will be auto-populated based on the deposit account selection.
<b>Deposit Available Amount</b>	Read only field. This field displays the deposit available amount and currency which will be auto-populated based on the deposit account selection.
<b>Deposit Maturity Date</b>	Read only field. This field displays the maturity date of deposit based on the deposit account selection.
<b>Exchange Rate</b>	Read only field. This field displays the latest exchange rate for deposit linkage. This will be picked up from the exchange rate maintenance from the common core.
<b>Deposit Available In Transaction Currency</b>	Read only field. This field displays the deposit amount available, after exchange rate conversion, if applicable.
<b>Linkage Percentage %</b>	Specify the value for linkage percentage.
<b>Linkage Amount (Transaction Currency)</b>	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.
<b>Deposit Details</b> grid	Below fields appear in the <b>Deposit Details</b> grid along with the above fields.
<b>Deposit Currency</b>	This field displays the deposit currency.
<b>Transaction Currency</b>	This field displays the transaction currency.
<b>Edit</b>	Click edit link to edit the deposit linkage details.

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

### Charge Details

This section displays charge details, commission and tax components mapped to the product from the back office system. 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.

**Commission,Charges and Taxes**

Recalculate Re-default

Commission Details

Single Collection Cycle

Component	Rate	Mod. Rate	Currency	Amount	Modified	Defer	Waive	Charge Party	Settl. Account	Amendable
AILSN_COMM	1.25		GBP	ES.00		<input type="checkbox"/>	<input type="checkbox"/>	GOODCARE PLC		Yes
AILLN_COM2	1.25		GBP	E0.10		<input type="checkbox"/>	<input type="checkbox"/>	GOODCARE PLC		Yes

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Charge Details

Component	Tag currency	Tag Amount	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party	Settlement Account
LCCOURAMND	GBP	0	GBP	E175.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GOODCARE PLC	FK2001D440017
LCSWIFTAMN	GBP	0	GBP	E50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GOODCARE PLC	FK2001D440017

Page 1 of 1 (1-2 of 2 items) |< < 1 > >|

Tax Details

Component	Type	Value Date	CCY	Amount	Billing	Defer	Settl. Account
LCTAC6	WITHHOLDING	April 20, 2022	GBP	E175	<input type="checkbox"/>	<input type="checkbox"/>	

Save & Close Cancel

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

**Table 2-16 Charge Details - Field Description**

Field	Description
<b>Commission Details</b>	This section displays the commission details. By default, all the charges, commission and margin are collected from the counter-party.
<b>Single Collection Cycle for Commission</b>	This field is display only. The value displays as available in Bank Parameter at Back office When Single Cycle toggle is on, back office system follows single cycle for collecting commission as per the issuance commission cycle period for periodic commission.
<b>Commission Collection Method</b>	Select the Commission Collection Method from the following values: <ul style="list-style-type: none"> <li><b>Advance</b></li> <li><b>Arrears</b></li> </ul> The values are defaulted for commission Collection method as per product, which user can change. Based on collection method provided at contract level, for all commission component commission are collected and same is applicable for life cycle of the transaction.
<b>Component</b>	Displays the commission component. Click the link to view the component details.
<b>Rate</b>	Displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults 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.
<b>Mod. Rate</b>	From the default value, if the rate is changed the value gets updated in this field. The user can change the value.
<b>Currency</b>	Displays the currency in which the commission have to be collected.

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














Field	Description
<b>Amount</b>	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.
<b>Modified</b>	From the default value, if the amount is changed, the value gets updated in the modified amount field.
<b>Defer</b>	Switch to  for charges/commissions has to be deferred and collected at any future step.
<b>Waive</b>	Switch to  to waive the charges/commissions. 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.
<b>Charge Party</b>	Charge party is 'Applicant' by default. User can change the value to Beneficiary.
<b>Settl. Account</b>	The settlement account.
<b>Amendable</b>	Displays if the field is amendable or not.
<b>Charge Details</b>	This section displays the charge details.
<b>Component</b>	Displays the charge component type.
<b>Tag Currency</b>	Displays the tag currency in which the charges have to be collected.
<b>Tag Amount</b>	Displays the tag amount that is maintained under the product code.
<b>Currency</b>	Displays the currency in which the charges have to be collected.
<b>Amount</b>	This field displays the amount that is maintained under the product code.
<b>Modified</b>	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.
<b>Billing</b>	Switch to  to make the details available for billing engine for further processing, if charges are handled by separate billing engine. 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.

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

Field	Description
<b>Defer</b>	 <p>Switch to  to defer the charges and collect at any future step. 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 OBTFFMCS.</p> <p>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.</p>
<b>Waive</b>	 <p>Switch to  to waive the charges. Based on the customer maintenance, the charges should be marked for Billing or for Defer.</p> <p>This field is disabled, if <b>Defer</b> toggle is enabled.</p>
<b>Charge Party</b>	Displays the charge party. By default the charge party is 'Applicant'.
<b>Settlement Account</b>	Click <b>Search</b> icon to search and select the settlement account.
<b>Tax Details</b>	<p>This section displays the tax details.</p> <p>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.</p>
<b>Component</b>	Displays the tax component.
<b>Type</b>	Displays the type of tax component.
<b>Value Date</b>	Displays the value date of tax component.
<b>Ccy</b>	Displays the currency in which the tax have to be collected. The tax currency is the same as the commission.
<b>Amount</b>	Displays the tax amount based on the percentage of commission maintained. The user can edit the tax amount, if applicable.
<b>Billing</b>	 <p>Switch to  to make the details available for billing engine for further processing, if taxes are handled by separate billing engine. This field is disabled, if 'Defer' toggle is enabled.</p>
<b>Defer</b>	 <p>Switch to  to defer the taxes and collect at any future step.</p>  <p>Switch to  if you do not want to defer the taxes.</p> <p>On disabling the user has to click on 'Recalculate' charges button for re-simulation.</p>
<b>Settl. Account</b>	System defaults the settlement account. The user can modify the settlement account.

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

#### Preview Messages

The draft LC message from the back office should be simulated and displayed in the Preview Message tile.

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

**Table 2-17 Preview Messages - Field Description**


Field	Description
<b>Preview SWIFT Message</b>	This section displays the preview of SWIFT Messages fields.
<b>Language</b>	Read only field. English is set as default language for the preview.
<b>Message Type</b>	Select the message type.
<b>Message Status</b>	Read only field. Display the message status of draft message of internal amendment details.
<b>Repair Reason</b>	Read only field. Display the message repair reason of draft message of internal amendment details.
<b>Preview Message</b>	This field displays a preview of the draft message.
<b>Preview Mail Advice</b>	This section displays the preview of Mail Advice fields.
<b>Language</b>	Read only field. English is set as default language for the preview.
<b>Advice Type</b>	Select the advice type.
<b>Message Status</b>	Read only field. Display the message status of draft message of internal amendment details.
<b>Repair Reason</b>	Read only field. Display the message repair reason of draft message of internal amendment details.
<b>Preview Message</b>	This field displays a preview of the advice.
<b>Draft Confirmation</b>	This section displays the draft confirmation fields.
<b>Draft Confirmation Required</b>	Switch to  , if draft confirmation is required.
<b>Customer Response</b>	Specify the response received from customer. If the response is received online, the response is auto populated in this field by the system.

Table 2-17 (Cont.) Preview Messages - Field Description

Field	Description
<b>Customer Remarks</b>	Read only field. Display the remarks from the customer for the draft.
<b>Response Date</b>	Read only field. Display the customer response received date.
<b>Customer Email ID 1</b>	Click <b>Search</b> icon to search and select the Email ID from lookup. The user can select from the Customer Email Address field of the customer maintenance in Back Office and replicated in OBTFPMCS. By default this field is blank.

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

### Insurance Details

Provide the Insurance details based on the description in the following table.

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

Table 2-18 Insurance Details - Field Description

Field	Description
<b>Code</b>	Click <b>Search</b> icon to search and select insurance company code.
<b>Company Name</b>	This field displays the insurance company name as per the selected company code.
<b>Company Address</b>	This field displays the insurance company address details as per the selected company code.
<b>Policy Number</b>	Click <b>Search</b> icon to search and select the policy number of the insurance.
<b>Open Policy</b>	Read only field. If enabled, this field denotes whether the policy is an open policy.
<b>Cover Date</b>	The cover date of the policy.
<b>Expiry Date</b>	The Expiry Date of the Policy. System displays an override if the policy is expired.
<b>Insurance Amount</b>	The insurance amount for the policy.
<b>Utilized Amount</b>	This field displays the utilized amount, if the policy is an Open Policy.

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

### Linked Loan Details

The bank user can view the details of linked loan accounts.

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

**Table 2-19 Linked Loan Details - Field Description**

Field	Description
<b>Linked Loan Details</b>	
<b>Drawing Reference Number</b>	This field displays the drawing reference number of the linked loan account.
<b>Drawing Currency</b>	This field displays the drawing currency of the linked loan account.
<b>Drawing Amount</b>	This field displays the drawing amount of the linked loan account.
<b>Loan Account</b>	This field displays the loan account number.
<b>Loan Currency</b>	This field displays the currency of the loan account.
<b>Loan Amount</b>	This field displays the loan amount.

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

### FX Linkage

Following are the conditions of FX Linkage:

- If any LC Amendment is pending for beneficiary confirmation with FX changes, then the system, will not allow another amendment on this contract further.
- FX request will be processed in external system, only after successful amendment confirmation has been done.
- Sum of Linked amount will not be greater than LC contract amount. Linked amount will not be greater than the available amount for linkage.
- Delink of linked FX or Reduction of linked amount from the LC is allowed if the same is not attached to any Bills.
- Reduction of LC contract amount with FX, through LC amendment will be restricted, when the contract amount goes below the FX linkage amount. User will be intimated with the message.

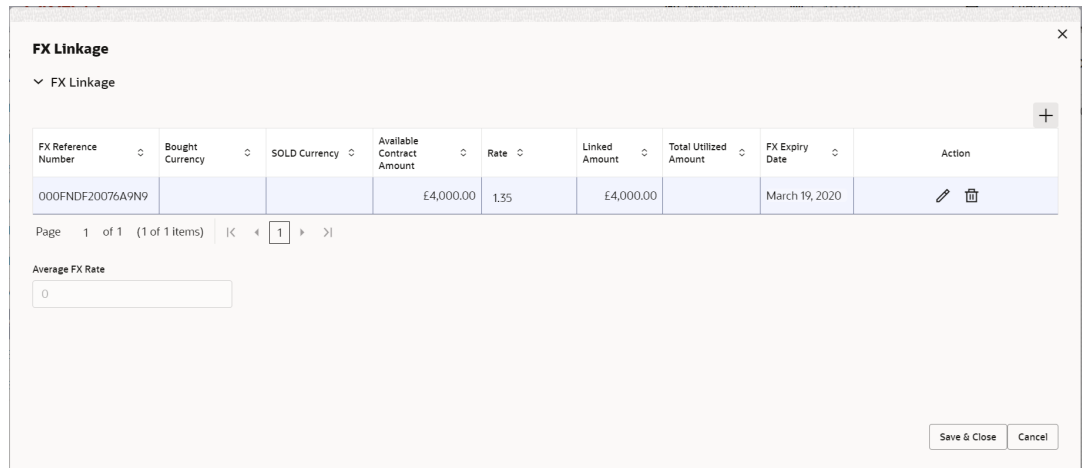
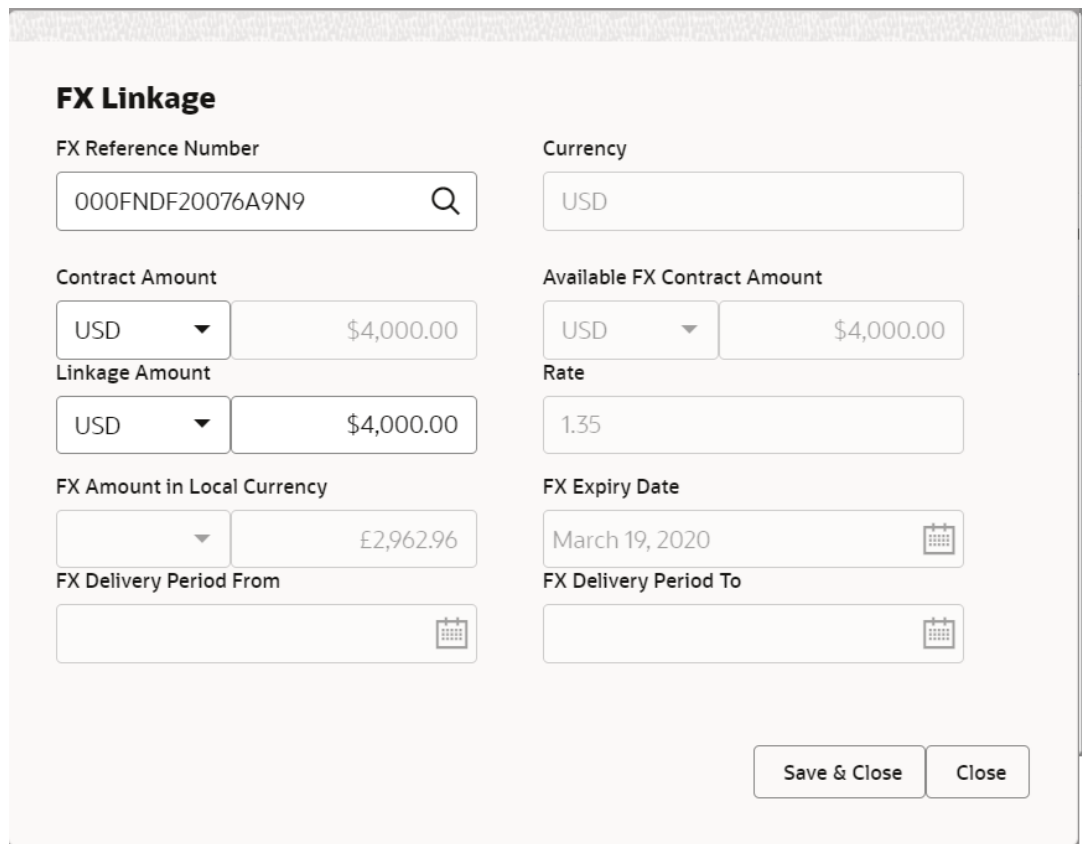


Figure 2-16 FX Linkage Details



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

Table 2-20 FX Linkage - Field Description

Field	Description
<b>FX Details.</b>	Below fields are displayed on the <b>FX Linkage</b> pop-up screen, if the user clicks the plus icon.

Table 2-20 (Cont.) FX Linkage - Field Description

Field	Description
<b>FX Reference Number</b>	<p>Click <b>Search</b> to search and select the FX contract reference number. On select and save and close, system defaults the available amount, bot currency, sold currency and rate. Forward FX Linkage available for selection at bill would be as follows,</p> <ul style="list-style-type: none"> <li>Counterparty of the FX contract should be the counterparty of the Bill contract.</li> <li>Active Forward FX transactions authorized not marked for auto liquidation.</li> </ul> <p>Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill.</p>
<b>Currency</b>	<p>Read only field. This field displays the FX SOLD currency from the linked FX contract.</p>
<b>Contract Amount</b>	<p>This field displays the FX SOLD currency and Amount. The user can change the currency.</p>
<b>Available FX Contract Amount</b>	<p>Read only field. This field displays the available FX contract amount. The value is from the "Available Amount" in FXDLINKG screen in OBTR. Available Amount SOLD currency and Amount is displayed.</p>
<b>Linkage Amount</b>	<p>System defaults the amount available for linkage. The Linkage amount should default the LC Contract Currency and allowed to change the linkage amount alone. The validation "Sum of Linked amount will not be greater than contract amount" or "Linkage amount will not be greater than the available amount for linkage" should be triggered on save of the FX linkage screen when trying to link the single FX or multiple FX.</p>
<b>Rate</b>	<p>Read only field. This field displays the rate at which the contract is booked.</p>
<b>FX Amount in Local Currency</b>	<p>Read only field. This field displays the FX amount in local currency. The value is defaulted as FX BOT currency and Amount from FXDTRONL</p>
<b>FX Expiry Date</b>	<p>Read only field. This field displays the expiry date from the linked FX contract.</p>
<b>FX Delivery Period - From</b>	<p>Read only field. This field displays the date from which the contract is valid for utilization.</p>
<b>FX Delivery Period - To</b>	<p>Read only field. This field displays the date to which the contract is valid for utilization.</p>
<b>FX Linkage grid</b>	<p>Below fields appear in the FX linkage grid along with the above fields.</p>
<b>Bought Currency</b>	<p>Read only field. This field displays the currency from the linked FX contract.</p>
<b>Sold Currency</b>	<p>Read only field. This field displays the currency from the linked FX contract.</p>
<b>Available Contract Amount</b>	<p>Read only field. Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.</p>

**Table 2-20 (Cont.) FX Linkage - Field Description**

Field	Description
<b>Linked Amount</b>	Sum of Linked amount will not be greater than LC contract amount. Linked amount will not be greater than the available amount for linkage.
<b>Total Utilized Amount</b>	Read only field. This field displays the total amount utilized against the corresponding linked FX. On query, both Utilized and Total Utilized amount holds the amount of latest version. The value is Total Utilized Amount SOLD currency and Amount for Import LC/Guarantee Issuance from FXDLINKG .
<b>Average FX Rate</b>	Read only field. Multiple forward FX contract could be linked, and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. This will be populated in the Average FX Rate.
<b>Action</b>	Click Edit icon to edit the FX details.  Click Delete icon to delete the FX details.

8. Click **Next**.

The task will move to next data segment.

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

**Table 2-21 Additional Details - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	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.
<b>Remarks</b>	Specify any additional information regarding the Import LC Internal Amendment. 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.
<b>Overrides</b>	Click to view the overrides accepted by the user.

Table 2-21 (Cont.) Additional Details - Action Buttons - Field Description

Field	Description
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Common Group Messages</b>	Click Common Group Message button, to send MT799, MT999, MT759 and MT79-1,2,5,6,798 messages from within the task.
<b>Incoming Message</b>	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).
<b>View LC</b>	Click to view the details of the LC.
<b>Signatures</b>	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is available, system should display all the signatures.</p>
<b>Request Clarification</b>	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>

**Table 2-21 (Cont.) Additional Details - Action Buttons - Field Description**

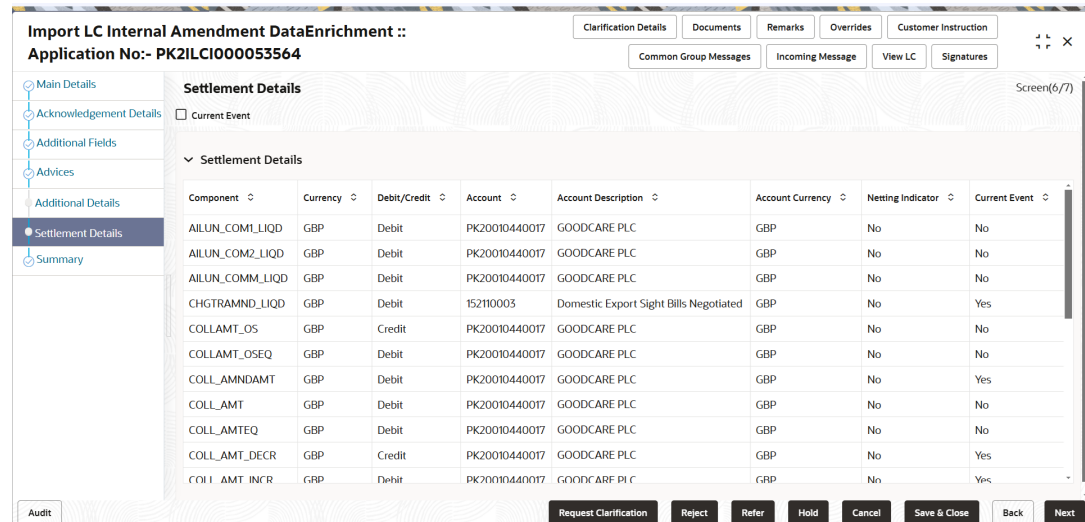
Field	Description
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Back</b>	On click of Back, system moves the task back to previous data segment.
<b>Next</b>	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 Settlement Details

This topic provides the systematic instructions to capture the settlement details of import LC Internal amendment request.

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

**Figure 2-17 Settlement Details**



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

**Table 2-22 Settlement Details – Field Description**

Field	Description
<b>Current Event</b>	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
<b>Component</b>	This field displays the components based on the product selected.
<b>Currency</b>	This field displays the default currency for the component.
<b>Debit/Credit</b>	This field displays the debit/credit indicators for the components.
<b>Account</b>	This field displays the account details for the components.
<b>Account Description</b>	This field displays the the description of the selected account.
<b>Account Currency</b>	This field displays the currency for all the items based on the account number.
<b>Netting Indicator</b>	This field displays the applicable netting indicator.
<b>Current Event</b>	This field displays the current event.

2. Click **Next**.

The task will move to next data segment.

**Table 2-23 Settlement Details - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	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.
<b>Remarks</b>	Specify any additional information regarding the Import LC Internal Amendment. 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.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>

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

Field	Description
<b>Common Group Messages</b>	Click Common Group Message button, to send MT799, MT999, MT759 and MT79-1,2,5,6,798 messages from within the task.
<b>Incoming Message</b>	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).
<b>View LC</b>	Click to view the details of the LC.
<b>Signatures</b>	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 available, system should display all the signatures.
<b>Request Clarification</b>	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Hold</b>	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.
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Back</b>	On click of Back, system moves the task back to previous data segment.

**Table 2-23 (Cont.) Settlement Details - Action Buttons - Field Description**

Field	Description
<b>Next</b>	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.
<b>Checklist</b>	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.

## 2.3.7 Summary

This topic provides the systematic instructions to view the summary of **Import LC Internal Amendment** request.

User can review the summary of details updated in Data Enrichment stage of **Import LC Internal Amendment** request.

The tiles must display a list of important fields with values. User can drill down from Summary Tiles into respective data segments.

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

Figure 2-18 Summary

**Import LC Internal Amendment DataEnrichment :: Application**  
No:- PK2ILCI000063044

Clarification Details | Documents | Remarks | Overrides | Customer Instruction | Common Group Messages

Incoming Message | View LC | Signatures

Screen(7/7)

**Summary**

**Main Details**

Form of LC	: IRREVOCABLE
Submission Mode	: Desk
Date of Issue	: 2022-04-20
Date of Expiry	: 2022-07-19
Place of Expiry	: MUMBAI

**Acknowledgement Details**

Account Identification	:	
Acknowledgement date	:	: 2022-04-20
Amount	:	: 100
Currency	:	: AED

**Additional Fields**

Click here to view Additional fields

**Advices**

Advice 1	: LC_AMND_INST...
Advice 2	: AMND_IMP_ER
Advice 3	: LC_AM_INST_C...
Advice 4	: LC_CASH_COL...
Advice 5	: TRADE_ENVELO...

**Limits and Collaterals**

Contribution Currency	:	
Amount to Earmark	:	
Limit Status	:	: Not Verified
Collateral Currency	:	
Collateral Contribution	:	
Collateral Status	:	: Not Verified
Deposit Linkage Currency	:	
Deposit Linkage Amount	:	

**Commission, Charges and Taxes**

Charge	:	: GBP 225.00
Commission	:	: GBP 41.04
Tax	:	: GBP 175
Block Status	:	: Not Initiated

**Preview Messages**

Language	:	: ENG
Preview Message	:	: -

**Settlement Details**

Component	:	: LCSWIFTAMN_L...
Account Number	:	: PK2001043001...
Currency	:	: GBP

**Parties Details**

Advising Bank	:	: RABO BANK
Beneficiary	:	: GOODCARE PLC
Applicant	:	: MARKS AND SP...

**Accounting Details**

Event	:	: AMND
Account Number	:	: PK2001043001...
Branch	:	: PK2

**Insurance Details**

Company	:	
Insured Amount	:	
Expiry Date	:	

**Linked Loan Details**

Loan Acc	:	
Loan Currency	:	
Loan Amount	:	

**FX Details**

Reference Number	:	
Linkage Amount	:	
Contract Currency	:	

Audit | Request Clarification | Reject | Refer | Hold | Cancel | Save & Close | Back | Submit

## Tiles Displayed in Summary

- Main Details - User can view the application and LC details and modify the details if required.
- Acknowledgement Details - User can view and modify the MT730 details, if required.
- Additional Fields - User can view and modify the details of additional fields, if required.
- Advices - User can view and modify the advice details, if required.
- Settlement Details - User can view the settlement details.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Commission and Charges and Taxes - User can view and modify commission, charge and tax details, if required.
- Preview Messages - User can preview the message (MT799) generated if any.
- Parties Details - User can view and modify party details like beneficiary, advising bank etc., if required.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated in back office.

**Note**

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

- Insurance Details - User can view and modify insurance details, if required.
- Linked Loan Details - User can view the linked loan details.

2. Click **Submit**.

The task will move to next logical stage.

**Table 2-24 Summary - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	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.
<b>Remarks</b>	Specify any additional information regarding the Import LC Internal Amendment. 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.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
<b>Common Group Messages</b>	Click Common Group Message button, to send MT799, MT999, MT759 and MT79-1,2,5,6,798 messages from within the task.
<b>Incoming Message</b>	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).
<b>View LC</b>	Click to view the details of the LC.

Table 2-24 (Cont.) Summary - Action Buttons - Field Description

Field	Description
<b>Signatures</b>	<p>Click the Signatures button to verify the signature of the customer/bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is available, system should display all the signatures.</p>
<b>Request Clarification</b>	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Back</b>	On click of Back, system moves the task back to previous data segment.
<b>Submit</b>	Task will get moved to next logical stage of Import LC issuance. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. In case of duplicate documents' system will terminate the process after handing off the details to back office.
<b>Checklist</b>	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.

## 2.4 Multi Level Approval

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

The Approval user can approve the Transaction.

The Approval summary screen displays the summary tiles. The tiles displays a list of important fields with values. User must be able to drill down from summary Tiles into respective data segments to verify the details of all fields under the data segment.

1. Log in into OBTFPMCS application and on **Home** screen, click, **Tasks**.
2. Under **Tasks**, click **Free Tasks**.
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 gets displayed.

Figure 2-19 Approval Re-Key

**Approval Rekey**

View Signature Documents Remarks

Currency  
GBP ✓

Contract Amount  
GBP £10,000.00 ✓

Refer Close Proceed

For non online channel, the 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 and user will not be able to approve the task.

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

- Currency
- Amount

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

**Table 2-25 Approval Re-Key - Action Buttons - Field Description**

Field	Description
<b>View Signatures</b>	Click the View Signatures 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 available, system should display all the signatures.
<b>Documents</b>	Click to View/Upload the required document.
<b>Remarks</b>	Specify any additional information regarding the internal LC amendment. This information can be viewed by other users processing the request.
<b>Refer</b>	Select a Refer Reason from the values displayed by the system. User will be able to refer the task back to the Data Enrichment user.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R5 - Others</li> </ul>
<b>Close</b>	Click Close to close the Import LC Internal Amendment Approval Rekey screen.
<b>Proceed</b>	Click to navigat to Approval Summary screen.

5. Open the task and re-key some of the critical field values from the request in the **Approval Re-Key** screen.
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 OBTFPMCS displays the Handoff failure error during the Approval of the task.

### Approval Summary

ORACLE (DEFAULT IDENTITY) Oracle Banking Trade Finance... ADMIN01 ✓  
April 20, 2022

**Import LC Internal Amendment Islamic Approval Task Level 1 ::**  
**Application No:- PK2IIIA000063679**

Documents Remarks Overrides Customer Instruction  
Common Group Messages Incoming Message View LC Signatures

<b>Main Details</b> Form of LC : IRREVOCABLE Submission Mode : Desk Date of Issue : 2022-04-20 Date of Expiry : 2022-12-28 Place of Expiry : NEW YORK	<b>Acknowledgement Details</b> Account Identification : Acknowledgement date : 2022-04-20 Amount : 100 Currency : GBP	<b>Additional Fields</b> Click here to view Additional : fields
<b>Advices</b> Advice 1 : LC_AMND_INST... Advice 2 : LC_INSTRUMEN... Advice 3 : AMD_IMP_CR Advice 4 : LC_ACK_AMND Advice 5 : LC_AM_INST_C...	<b>Settlement Details</b> Component : Account Number : Currency :	<b>Limits and Collaterals</b> Contribution Currency : Amount to Earmark : Limit Status : <b>Not Verified</b> Collateral Currency : Collateral Contribution : Collateral Status : <b>Not Verified</b> Deposit Linkage Currency : Deposit Linkage Amount :
<b>Commission,Charges and Taxes</b> Charge : Commission : Tax : Block Status : <b>Not Initiated</b>	<b>Preview Messages</b> Language : ENG Preview Message : -	<b>Insurance Details</b> Company : Insured Amount : Expiry Date :
<b>Parties Details</b> Beneficiary : MARKS AND SP... Applicant : GOODCARE PLC Advising Bank : WELLS FARGO ...	<b>Accounting Details</b> Event : AMND AccountNumber : PK2001044001... Branch : PK2	<b>Linked Loan Details</b> loanAcc : Loan Currency : Loan Amount :
<b>Exception(Approval)</b> Sanction : EXCEPTION PLEASE VISIT REMARKS : - FOR MORE DETAILS	<b>Fx Details</b> Reference Number : Linkage Amount : Contract Currency :	

Audit Reject Hold Refer Cancel Approve

#### Tiles Displayed in Summary:

- Main Details - User can view and modify details about application details and LC details, if required.
- Acknowledgement Details - User can view and modify the MT730 details, if required.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the details of generated advices.
- Settlement Details - User can view the settlement details.
- Limits and Collaterals - User can view the limits and collateral details.
- Commission and Charges and Taxes - User can view and modify the commission, charge and tax details, if required.
- Preview Messages - User can view and modify preview details, if required.
- Insurance Details - User can view the insurance details.

- Parties Details - User can view and modify party details like beneficiary, advising bank etc., if required.
- 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.

- Linked Loan Details - User can view the linked loan details.
- Exception(Approval) - User can view the approval details.
- FX Details - User can view the FX details.

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

**Table 2-26 Approval Summary - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	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
<b>Remarks</b>	Specify any additional information regarding the Internal LC Amendment. 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.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
<b>Common Group Messages</b>	Click Common Group Message button, to send MT799, MT999, MT759 and MT79-1,2,5,6,798 messages from within the task.
<b>Incoming Message</b>	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).
<b>View LC</b>	Click to view the details of the LC.

Table 2-26 (Cont.) Approval Summary - Action Buttons - Field Description

Field	Description
<b>Signatures</b>	<p>Click the Signature button to verify the signature of the customer/bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is available, system should display all the signatures.</p>
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Cancel</b>	<p>Cancel the Approval stage. The details updated in this stage are not saved. The task will be available in 'My Task' queue.</p>
<b>Approve</b>	<p>On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.</p>

8. Click **Approve** to approve the transaction. The transaction is approved and handed off to the back end system for posting.

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