

Oracle® Banking Trade Finance Process Management

Import LC Internal Amendment User Guide



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ORACLE®

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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](#)
- [Symbols and Icons](#)

Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management **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 [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
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
<code>monospace</code>	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
LC	Letter of Credit
BC	Bankers Cheque
FX	Foreign Exchange
CCY	Currency
LCY	Local Currency
FCY	Foreign Currency
LOV	List of Values
CIF	Customer Information File
UDF	User Defined Fields
FFT	Free Format Text
SBLC	Standby Letter of Credit

Basic Actions

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

Table 2 Common Action Buttons and its Definitions

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

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

Action Buttons	Description
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Click Cancel to cancel the transaction input midway without saving any data.
Save & Close	Click Save & Close to save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Next	Click Next , system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.
Submit	Click Submit to complete the transaction after you specify all the input parameters for a particular process. The task will get moved to next logical stage of the process. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

Symbols and Icons

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

Table 3 Symbols and Icons - Common

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

Table 3 (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
	Date Range
	Add a new record
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	Grid view
	List view
	Refresh
	Click this icon to add a new row.
	Click this icon to delete a row, which is already added.
	Calendar
	Alerts
	Unlock Option
	View Option
	Reopen Option

Table 4 Symbols and Icons - Widget

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

Oracle Banking Trade Finance Process Management

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

Welcome to the Oracle Banking Trade Finance Process Management (OBTFPM) User Guide. This guide provides an overview on the OBTFPM 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 OBTFPM:

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

Overview

OBTFPM is a Trade Finance middle office platform, which enables bank to streamline the Trade Finance operations. OBTFPM 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

OBTFPM helps banks to manage Trade Finance operations across the globe in different currencies. OBTFPM 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 'Initiate Task' screen for the 'Registration' stage. The interface includes a top navigation bar with the Oracle logo, user information (ADMIN01), and a date (April 20, 2022). A left sidebar menu lists various options under 'Trade Finance', with 'Initiate Task' highlighted. The main content area contains three input fields: 'Process Name' (set to 'Import LC Internal Amendment'), 'LC Reference Number' (set to 'PK2ILSN22107064'), and 'Branch' (set to 'PK2-Oracle Banking Trade Fina'). A 'Proceed' button is visible at the bottom right of the form.

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

 Note:

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

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

Table 2-1 Initiate Task - Field Description

Field	Description
Process Name	Select a process name from the drop-down list.
Branch	Select the required branch code from the drop-down list.

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

Table 2-2 Action Buttons - Field Description

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

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

2.2 Registration

This topic provides the systematic instructions to initiate the Registration stage of 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.

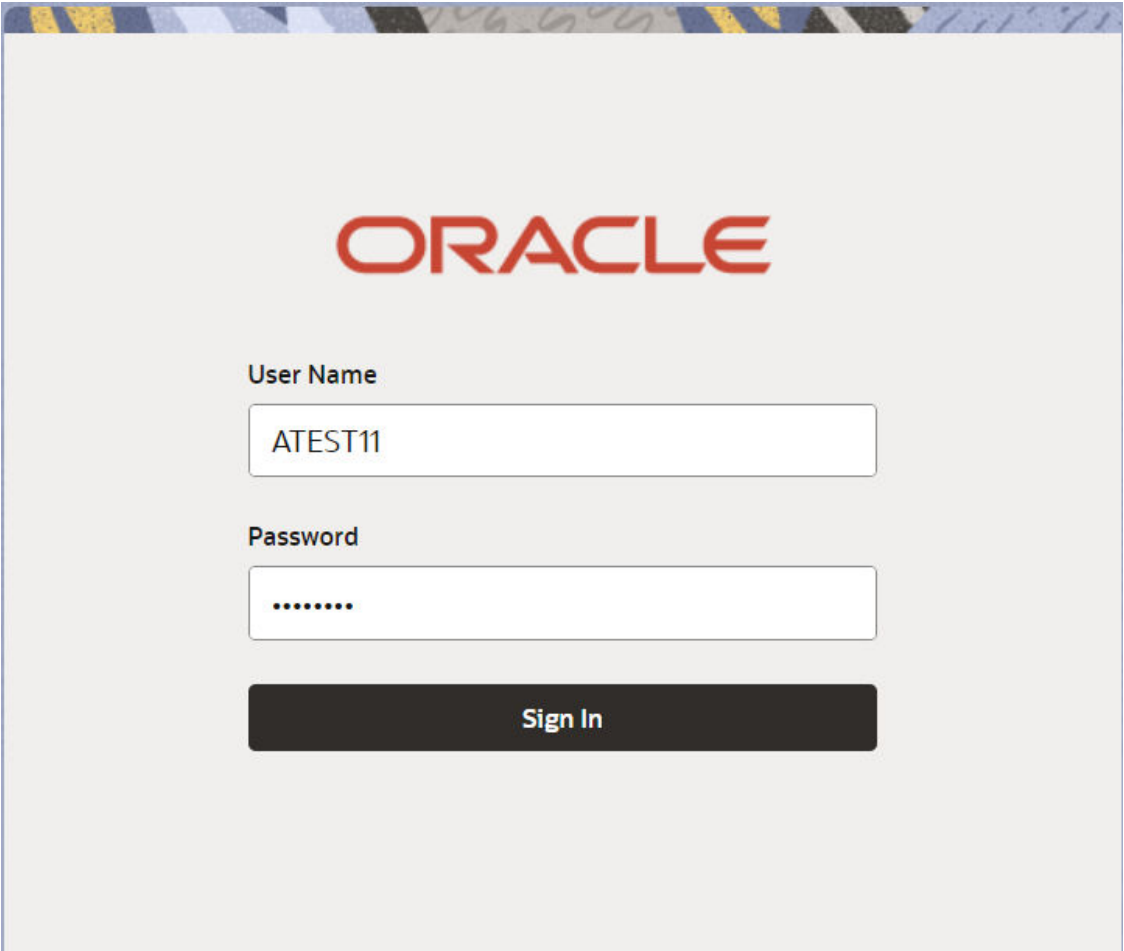
During Registration stage, user can capture the basic details of the amendment application, check the signature of the applicant and upload the related documents of the applicant. On submit of the request, the customer will be notified with an acknowledgment and the request will be available for an LC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

The OBTFPM user can process MT798 with sub messages MT726-MT759 message received through SWIFT. The OBTFPM 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 OBTFPM 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.

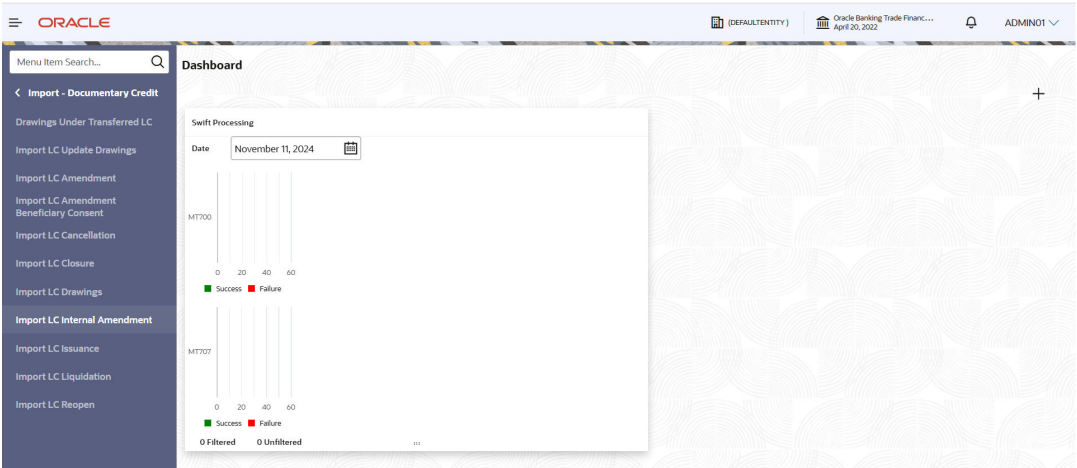
Specify **User ID** and **Password**, and login to **Home** screen.

Figure 2-2 LogIn Screen



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
Documentary Credit Number	Specify the documentary credit number.. Alternatively, click Search 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
Received From Applicant Bank	Read only field. Value will be defaulted as available in LC.
Received From - Customer ID	Read only field. Customer ID will be auto-populated based on the selected LC from the lookup.
Received From - Customer Name	Read only field. Customer name will be auto-populated based on the selected LC from the lookup.
Branch	Read only field. Branch details will be auto-populated based on the selected LC from the lookup.
Process Reference Number	Read only field. Unique OBTFPM task reference number for the transaction. This is auto generated by the system based on process name and branch code.
Priority	System defaults the Priority as: • Essential • Critical • Low • Medium • High If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated any time before submit of Registration stage.
Submission Mode	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'. • Desk - Request received through Desk • Fax- Request received through Fax • Email- Request received through Email • Courier - Request received through Courier
Amendment Date	The application displays the branch's current date by default.  Note: User cannot change the date to a back date or future date.
User Reference Number	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
Customer Reference Number	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.

- 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
Revolving	Read only field. The option  displays that the LC type is revolving. The option  displays that the LC type is not revolving.
LC Type	Read only field. This field displays the value used for LC type as per the latest LC details.
Product Code	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
Product Description	Read only field. This field displays the description of the product as in Import LC Issuance.
Advising Bank	Read only field. This field displays the advising bank as per the latest LC details.
Form of Documentary Credit	Read only field. This field displays the form of documentary credit details the value available in LC record.
Date of Issue	Read only field. This field displays the LC issuance date.
Applicable Rules	Read only field. This field displays the applicable rule as per the latest LC details.
Date of Expiry	Read only field. This field displays the expiry date as per the latest LC details.
Place of Expiry	Read only field. This field displays the place of expiry as per the latest LC details.
Applicant Bank	Read only field. This field displays the applicant bank details if available, as per the latest LC details.
Applicant	Read only field. This field displays the applicant details as per the latest LC details.
Beneficiary Name	Read only field. This field displays the beneficiary as per the latest LC details.  Note: If the user amend this field and the selected beneficiary/ party is blacklisted the system displays a warning message.
Accountee	Read only field. This field displays the accountee details as per the latest LC details.
Currency Code, Amount	Read only field. This field displays the currency code/ LC Amount as per the latest LC details.
Percentage Credit Amount Tolerance	Read only field. This field displays the percentage credit amount tolerance details as per the latest LC details.
LC Outstanding Amount	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
Limits/Collateral Required	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.
Additional Amount Covered	Read only field. This field displays the details of additional amount covered as per the latest LC details.
Auto Close	Switch to , if Auto close is required for that transactions. Switch to , if Auto close is not required for that transactions.
Closure Date	Read only field. System default the "Closure Date" value from the previous version of the contract. If the system defaulted value for Auto Close is Yes, then Closure Date field will be a display only field and user is not allowed to edit the same. If the system defaulted value for Auto Close is No, then user can edit the Closure Date field by enabling the Auto Close toggle as Yes. User can provide the value in this field, if Auto Close is enabled as a part of this internal amendment.

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

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

Field	Description
Customer Instructions	Click to view/ input the following: Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	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.
View LC	Click to view the details of the underlying LC.
Events	Click to view the event details.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancels the Import LC Internal Amendment task. Details entered will not be saved and the task will be removed.
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.
Submit	Click Submit, 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.
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit. The checklist items under Registration Stage are: Application signed and stamped Customer signature verified Any correction or alteration initialed by the applicant.

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

2.2.1 Document Linkage

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

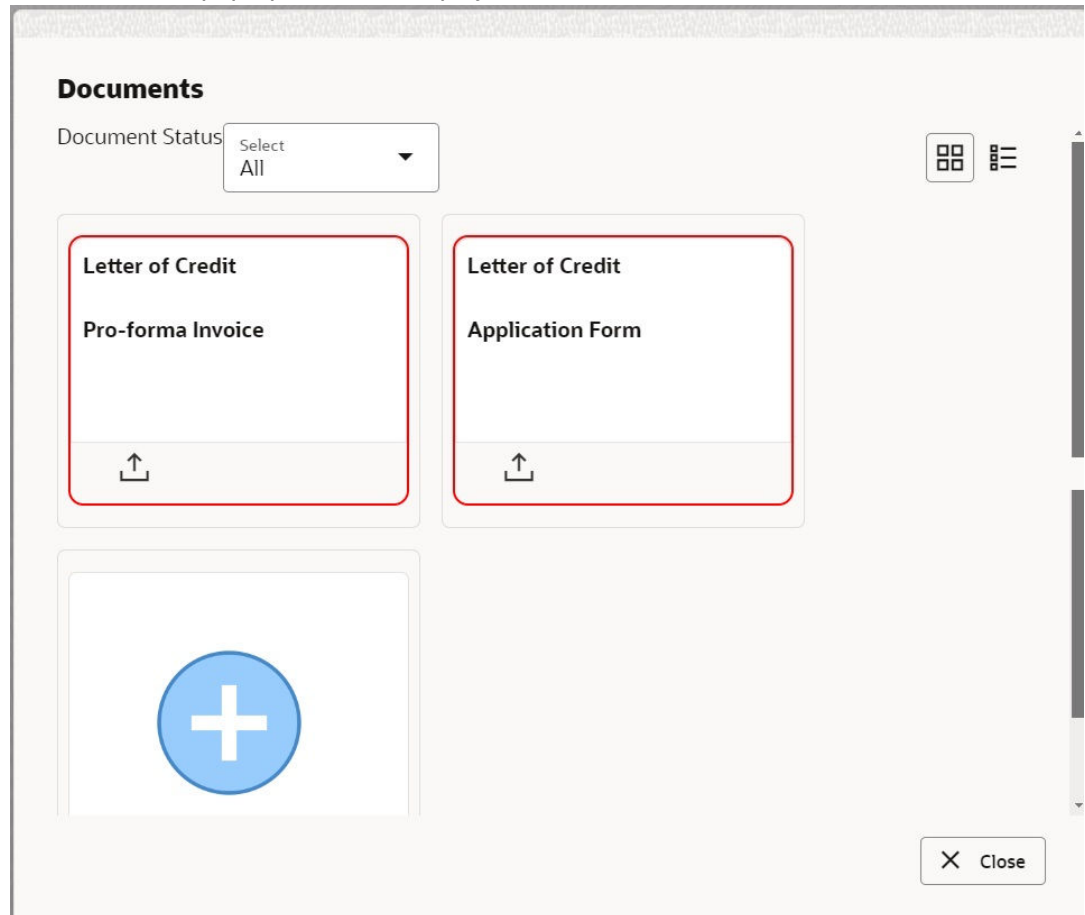
In OBTFPM, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried 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 web form titled "Document". It contains 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.
- Document Description**: A text input field.
- Remarks**: A text input field.
- Document Expiry Date**: A date picker control.
- File Upload Area**: A dashed box with the text "Drop files here or click to select".
- 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
Document Type	Select the document type from list. Indicates the document type from metadata.
Document Code	Select the document Code from list. Indicates the document Code from metadata.
Document Title	Specify the document title.
Document Description	Specify the document description.
Remarks	Specify the remarks.
Document Expiry Date	Select the document expiry date.
Link Document	The link to link the existing uploaded documents from DMS to the workflow task.

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

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

The value selected in **Document Type** and **Document Code** of **Document** screen are defaulted in the **Link Document Search** screen.

Link Document

Customer Id

Document Id

Document Type

Letter of Credit ▼

Document Code

Insurance Policy ▼

Fetch

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

Page 1 (0 of 0 items)

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1

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⏩

Close

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

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

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

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

Link Document

Customer Id
001044

Document Id

Document Type
Letter of Credit

Document Code
Insurance Policy

Fetch

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

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

Close

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
2464

Document Title
ddf

Application Reference Number
PK2ILCI000053389

Entity Reference Number
PK2ILCI000053389

Document Type Id
TFPM_DOCTYPE001

Document Description
dfdfdf

Remarks
ffdfd

Document Expiry Date

Drop files here or click to select

Current selected files:ddf.pdf | 2464

Update

Cancel

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
☒	Acquire and Edit	Medium	Import LC Internal Am...	PK2ILCI000063216	PK2ILCI000063216	DataEnrichment	22-04-20
☐	Acquire and Edit	High	Import LC Issuance	PK2ILCI000051404	PK2ILCI000051404	Handoff RetryTask	22-04-20
☐	Acquire and Edit	Medium	Import LC Issuance	PK2ILCI000004849	PK2ILCI000004849	DataEnrichment	22-04-20
☐	Acquire and Edit	High	Import LC Issuance	PK2ILCI000062659	PK2ILCI000062659	Approval Task Level 1	22-04-20
☐	Acquire and Edit	Medium	Common Group Mess...	PK2CGRM000063178	PK2CGRM000063178	Handoff RetryTask	22-04-20
☐	Acquire and Edit	Medium	Common Group Mess...	PK2CGRM000063173	PK2CGRM000063173	Handoff RetryTask	22-04-20
☐	Acquire and Edit	Medium	Common Group Mess...	PK2CGRM000063171	PK2CGRM000063171	Handoff RetryTask	22-04-20
☐	Acquire and Edit	Medium	Common Group Mess...	PK2CGRM000063170	PK2CGRM000063170	Handoff RetryTask	22-04-20
☐	Acquire and Edit	Medium	Common Group Mess...	PK2CGRM000063169	PK2CGRM000063169	Handoff RetryTask	22-04-20
☐	Acquire and Edit	Medium	Common Group Mess...	PK2CGRM000063167	PK2CGRM000063167	Handoff RetryTask	22-04-20
☐	Acquire and Edit	Medium	Common Group Mess...	PK2CGRM000063163	PK2CGRM000063163	Handoff RetryTask	22-04-20
☐	Acquire and Edit	Medium	Common Group Mess...	PK2CGRM000063161	PK2CGRM000063161	Handoff RetryTask	22-04-20
☐	Acquire and Edit	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

Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
☒	Medium	Import LC Internal Am...	PK2ILCI000063216	PK2ILCI000063216	DataEnrichment	22-04-20
☐	Medium	Import LC Internal Am...	PK2ILCI000053564	PK2ILCI000053564	Approval Task Level 1	22-04-20
☐	Medium	Import LC Amendmen...	PK2ILM000061842	PK2ILM000061842	DataEnrichment	22-04-20
☐	Medium	Export LC Advise Islamic	PK2IELA000008146	PK2IELA000008146	Reject Approval	22-04-20
☐	Medium	Import LC Issuance Isl...	PK2IILI000002656	PK2IILI000002656	DataEnrichment	22-04-20
☐	High	Import LC Issuance	PK2ILCI000063110	PK2ILCI000063110	DataEnrichment	22-04-20
☐	High	Import LC Issuance	PK2ILCI000063113	PK2ILCI000063113	Registration	22-04-20
☐	Medium	Export LC Advise	PK2ELCA000062384	PK2ELCA000062384	DataEnrichment	22-04-20
☐	Medium	Export LC Advise	PK2ELCA000062994	PK2ELCA000062994	DataEnrichment	22-04-20
☐	Medium	Export LC Advise	PK2ELCA000062968	PK2ELCA000062968	DataEnrichment	22-04-20
☐	Medium	Export LC Advise	PK2ELCA000062993	PK2ELCA000062993	DataEnrichment	22-04-20
☐	Medium	Export LC Advise	PK2ELCA000063026	PK2ELCA000063026	DataEnrichment	22-04-20
☐	Medium	Export LC Advise	PK2ELCA000062969	PK2ELCA000062969	DataEnrichment	22-04-20

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
Documentary Credit Number	Non Online: Ready only defaults from Registration stage. Online: Read only. Received from the online request/ Incoming MT730.
Received from Applicant Bank	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
Received From - Customer ID	Read only field. Customer ID will be auto-populated based on the selected LC from the lookup in Registration stage.
Received From - Customer Name	Read only field. Customer name will be defaulted as available in LC.
Documentary Credit Number	Non Online: Ready only defaults from Registration stage. Online: Read only. Received from the online request/ Incoming MT730.
Branch	Read only field. Branch details will be auto-populated based on the selected LC from the lookup.
Process Reference Number	Read only field. Unique OBTFPM task reference number for the transaction. This is auto generated by the system based on process name and branch code.
Priority	Priority is defaulted from Registration stage as: • Essential • Critical • Low • Medium • High If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated any time before submit of Registration stage.
Submission Mode	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.
Amendment Date	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.
User Reference Number	Read only field. User Reference Number will be auto populated by the system based on selected LC.
Customer Reference Number	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

Main Details

LC Amendment Details

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:

50 - Applicant: 001044 GOODCARI

59A - Beneficiary Name: 001043 MARKS AN

Accountee:

32B - Currency Code, Amount: GBP £100.00

39A - Percentage Credit Amount Tolerance: /

LC Outstanding Amount: GBP

Limits/Collateral Required: ☐

39C - Additional Amount Covered:

Auto Close: ☐

Closure Date:

Audit

Request Clarification Reject Refer Hold Cancel Save & Close Next

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

Field	Description
Revolving	Read only field. This field displays the value used for 'Revolving' as per the latest LC details.
LC Type	Read only field. This field displays the value used for LC type as per the latest LC amendment details.
Product Code	Read only field. This field displays the description of the product used during Issuance of the selected LC.
Product Description	Read only field. This field displays the description of the product as in Import LC Issuance.
Advising Bank	Read only field. This field displays the advising bank as per the latest LC amendment details.
Form of Documentary Credit	Read only field. This field displays the form of documentary credit details as per the value available in LC record.
Date of Issue	Read only field. This field displays the LC issuance date.
Applicable Rules	Read only field. This field displays the applicable rule as per the latest LC amendment details.
Date of Expiry	Read only field. This field displays the expiry date as per the latest LC amendment details.
Place of Expiry	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
Applicant Bank	Read only field. This field displays the applicant bank details as per the latest LC details.
Applicant	Read only field. This field displays the applicant details as per the latest LC details.
Beneficiary Name	Read only field. This field displays the beneficiary as per the latest LC amendment details.
Accountee	Read only field. This field displays the accountee details as per the latest LC details.
Currency Code, Amount	Read only field. This field displays the currency code/ LC Amount as per the latest LC amendment details.
Percentage Credit Amount Tolerance	Read only field. This field displays the percentage credit amount tolerance details as per the latest LC amendment details.
LC Outstanding Amount	Read only field. This field displays the Outstanding LC Amount as per the latest LC amendment details.
Limits/Collateral Required	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.
Additional Amount Covered	Read only field. This field displays the details of additional amount covered as per the latest LC amendment details.
Auto Close	Switch to  , if Auto close is required for that transactions. Switch to  , if Auto close is not required for that transactions.
Closure Date	Read only field. System default the "Closure Date" value from the previous version of the contract. If the system defaulted value for Auto Close is Yes, then Closure Date field will be a display only field and user is not allowed to edit the same. If the system defaulted value for Auto Close is No, then user can edit the Closure Date field by enabling the Auto Close toggle as Yes. User can provide the value in this field, if Auto Close is enabled as a part of this internal amendment.

Audit

Task Audit Trail Details

Application No.
PK2ILC1000063684

Branch Code
PK2

Initiated Date
4/20/2022

Initiated By
ADMIN01

Process Name
Import LC Internal Amendment

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

Close

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

2. Click **Next**.

The task will move to next data segment.

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

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

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

Field	Description
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the 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.
Overrides	Click to view the various overrides that have been generated and accepted.
Customer Instructions	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Message	Click Common Group Message button, to send MT799, MT999, MT759 and MT79-1,2,5,6,798 messages from within the task.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).
View LC	Click to view the details of the LC.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

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

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

2.3.2 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

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

Table 2-10 (Cont.) Acknowledgement Details

Field	Description
Narrative	Specify the narrative, in case of Non Online channel. This field is read only, in case of Online 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
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the 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.
Overrides	Click to view the various overrides that have been generated and accepted.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Message	Click Common Group Message button, to send MT799, MT999, MT759 and MT79-1,2,5,6,798 messages from within the task.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).
View LC	Click to view the details of the LC.

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

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

2.3.3 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
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the 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
Overrides	Click to view the various overrides that have been generated and accepted.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799, MT999, MT759 and MT79-1,2,5,6,798 messages from within the task.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).
View LC	Click to view the details of the LC.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in ‘My Task’ queue.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

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

Field	Description
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click Back, user navigates to previous step.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

2.3.4 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

Import LC Internal Amendment DataEnrichment :: Application
No:- PK2ILCI000053564

Advices

Advice Name	Advice Party	Party Name	Suppress Advice
LC_AMND_INSTR	ABK		YES
AMD_IMP_CR	APP		YES
LC_ACK_AMND	APP		YES
LC_AM_INST_COPY	APP		YES
LC_CASH_COL_ADV	APP		YES
TRADE_ENVELOPE	APP		NO
LC_AMD_AUTH_REB	REB		YES
LC_AUTH_REIMB	REB		YES

Buttons: Request Clarification, Reject, Refer, Hold, Cancel, Save & Close, Back, Next

Advice Details

Advice Details

✕

▼ Advice Details

Suppress Advice

Advice Name

Medium

Advice Party

☐

LC_AMND_INSTR

ABK

Party ID

Party Name

001204

ABC BANK

▼ FFT Code

+

FFT Code	FFT Description		Action ▾
FREEVP	TESTING FFT		 

▼ Instructions

+

Instruction Code	Instruction Description	Edit ▾	Action ▾
E023	IN CASE, REIMBURSING BANK IN NEW YORK, FAILS TO P		 

OK

Cancel

Table 2-13 Advices Details

Field	Deacription
Suppress Advice	Switch to  , to suppress the advice. Switch to  , if suppress advice is not required.
Advice Name	Read only field. Displays the advice name.
Medium	This field diaplays the medium of advices defaulted from the system. User can update if required.
Advice Party	Read only field. Displays the advice party, defaulted from the Internal LC amendment.
Party ID	Read only field. Displays the party Id defaulted from the Internal LC amendment.
Party Name	Read only field. Displays the party name defaulted from the Internal LC amendment.
Free Format Text	Specify the free format text based on the following table.
FTT Code	Click Search to search and select the FFT code as a part of free text.
FFT Description	Read only field. This field displys 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	Deacription
Action	Click Edit icon to edit the FFT code. Click Delete icon to delete the FFT code.
Instruction Details	Specify the instruction details based on the following table.
Instruction Code	Click Search to search and select the instruction code as a part of free text.
Instruction Description	This field dispys the instruction description based on the instruction code selected. User can edit the instruction description.
	Click edit icon to edit the existing instruction description.
Action	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
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the 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.
Overrides	Click to view the overrides accepted by the user.

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

Field	Description
Customer Instruction	Click to view/ input the following - Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. - Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799, MT999, MT759 and MT79-1,2,5,6,798 messages from within the task.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).
View LC	Click to view the details of the LC.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: - R1- Documents missing - R2- Signature Missing - R3- Input Error - R4- Insufficient Balance/Limits - R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

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

Field	Description
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

2.3.5 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

Import LC Internal Amendment DataEnrichment ::
Application No:- PK2ILCI000053564

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

Main Details
Acknowledgement Details
Additional Fields
Advices
Additional Details
Settlement Details
Summary

Additional Details

Limits and Collaterals

Contribution Currency : GBP
Amount to Earmark : 2,000.00
Limit Status : Available
Collateral Currency : GBP
Collateral Contribution : 2000
Collateral Status : Not Verified
Deposit Linkage Currec
Deposit Linkage Amos

Commission, Charges and Taxes

Charge : GBP 725.00
Commission : GBP 410.42
Tax : GBP 9.75
Block Status : Not Initiated

Preview Messages

Language :
Preview Advice : -

Insurance Details

Company :
Insured Amount :
Expiry Date :

Linked Loan Details

Loan Account :
Loan Currency :
Loan Amount :

FX Details

FX Reference Number :
Contract Currency :
FX Linked Amount :

Audit

Request Clarification Reject Refer Hold Cancel Save & Close Back Next

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

Limits and Collaterals

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

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

Collateral Currency and amount

Exchange Rate

0.0	GBP	£0.00	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
PK2CDPI221100004	GBP	April 20, 2023	GBP	50150.24	6700	PK2CDPI221100004	

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Save & CloseCancel

Figure 2-13 Limit Details

Limit Details

Customer Id	001044	Linkage Type	Facility
Contribution %	100.0	Liability Number	001044
Contribution Currency	USD	Line Id/Linkage Ref No	001044_US
Limit/Liability Currency	USD	Limits Description	
Limit Check Response	Available	Amount to Earmark	\$10.00
Expiry Date		Limit Available Amount	\$999,378,010.18
Response Message	Balance available of USD 999378010.18	ELCM Reference Number	

VerifySave & CloseClose

Figure 2-14 Collateral Details

Collateral Details

Total Collateral Amount	£2,000.00	Collateral Amount to be Collected	£0.00
Collateral Amount to be Released		New Collateral Amount	
Sequence Number	2.0	Collateral Split %	56.0
Collateral Contribution Amount	£1,120.00	Settlement Account	PK20010440017
Settlement Account Currency		Exchange Rate	

Deposit Linkage Details

Customer Id


Deposit Account


Deposit Branch

Deposit Available Amount



Deposit Maturity Date


Exchange Rate

Deposit Available In Transaction Currency



Linkage Percentage %



Linkage Amount(Transaction Currency)



Save & Close

Close

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

Table 2-15 Limit Details - Field Description

Field	Description
Limit Details	Below fields are displayed on the Limit Details pop-up screen, if the user clicks plus icon.
Customer ID	This field displays the applicant's/applicant bank customer ID defaulted from the application. The user can change the Customer ID.
Linkage Type	Select the linkage type. Linkage type can be: • Facility • Liability By default Linkage Type should be "Facility".

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

Field	Description
Contribution %	System defaults this field to 100%. User can modify this value. If contribution is more than 100%, system displays an alert message, if modified. Once contribution % is provided, system defaults the amount. 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.  Note: The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified."
Liability Number	Click Search to search and select the Liability Number from the look-up. The list has all the Liabilities mapped to the customer.
Contribution Currency	Read only field. This field displays the contribution currency.
Line ID/Linkage Ref No	Click Search to search and select from the various lines available and mapped under the customer id list. LINE ID-DESCRIPTION will be available for selection along with Line ID. When you click on 'verify', the system will return value if the limit check was successful or Limit not Available. If limit check fails, the outstanding limit after the transaction value will be shown in the limit outstanding amount. The user can click the Line Id link to view the limit details.  Note: User can also select expired Line ID from the lookup and on clicking the verify button, system should default "The Earmarking cannot be performed as the Line ID is Expired" in the "Response Message" field. This field is disabled and read only, if Linkage Type is Liability.
Limit/Liability Currency	Read only field. This field displays the limit currency, when the user select the Liability Number.
Limits Description	Read only field. This field displays the limits description.

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

Field	Description
Limit Check Response	Read only field. This field displays the limit check response. Response can be 'Success' or 'Limit not Available' based on the limit service call response. The value in this field appears, if you click the Verify button.
Amount to Earmark	This field defaults the amount to earmark. Contribution amount will default based on the contribution %. User can change the value.
Expiry Date	Read only field. This field displays the date up to which the Line is valid.
Limit Available Amount	Read only field. This field displays the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount. The value in this field appears, if you click the Verify button.
Response Message	Read only field. This field displays the detailed response message. The value in this field appears, if you click the Verify button.
ELCM Reference Number	Read only field. This field displays the ELCM reference number.
Limit Details grid	Below fields appear in the Limit Details grid along with the above fields.
Line Serial	Displays the serial of the various lines available and mapped under the customer id.
Edit	Click the link to edit the Limit Details .
Cash Collateral Details	Specify the Collateral details based on the description of following table:
Collateral Percentage	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.
Collateral Currency and amount	System populates the contract currency as collateral currency by default. User can modify the collateral Currency and amount.
Exchange Rate	System populates the exchange rate maintained. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.
Collateral Details	Below fields are displayed on the Collateral Details pop-up screen, if the user clicks plus icon.
Total Collateral Amount	Read only field. This field displays the total collateral amount provided by the user.
Collateral Amount to be Collected	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.

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

Field	Description
Sequence Number	Read only field. The sequence number is auto populated with the value, generated by the system.
Collateral Split %	Specify the collateral split% to be collected against the selected settlement account.
Collateral Contribution Amount	Specify the collateral amount to be collected against the selected settlement account. User can either provide the collateral % where the collateral amount will be auto populated or modifying the collateral amount will auto correct the collateral %.
Settlement Account	Click Search to search and select the settlement account for the collateral.
Settlement Account Currency	Read only field. This field displays the settlement account currency defaulted by the system.
Exchange Rate	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.
Contribution Amount in Account Currency	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.
Account Available Amount	Read only field. System populates the account available amount on clicking the Verify button.
Response	Read only field. System populates the response on clicking the Verify button.
Response Message	Read only field. System populates the response message on clicking the Verify button.
Verify	Click to verify the account balance of the Settlement Account.
Save	Click to to save and close the record.
Close	Click to cancel the entry.
Cash Collateral Details grid	Below fields appear in the along with the above fields.
Contribution Amount	This field displays the collateral contribution amount. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
Account Balance Check Response	This field displays the account balance check response.
Edit	Click edit link to edit the collateral details.
Account Available Amount	This field displays the account available amount which will be auto-populated based on the settlement account selection.

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

Field	Description
Deposit Linkage Details	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.
Deposit Linkage Details pop-up screen	Click plus icon to add new deposit linkage details. Below fields are displayed on the Deposit Linkage Details pop-up screen, if the user clicks plus icon.
Customer Id	This field displays the defaulted from the application. The user can change the Customer ID.
Deposit Account	Click Search to search and select deposit for linkage from the list of all the customer Deposits. All the Deposits of the customer should be listed in the LOV search. User should be able to select the deposit for linkage.
Deposit Branch	Read only field. This field displays the deposit branch which will be auto-populated based on the deposit account selection.
Deposit Available Amount	Read only field. This field displays the deposit available amount and currency which will be auto-populated based on the deposit account selection.
Deposit Maturity Date	Read only field. This field displays the maturity date of deposit based on the deposit account selection.
Exchange Rate	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.
Deposit Available In Transaction Currency	Read only field. This field displays the deposit amount available, after exchange rate conversion, if applicable.
Linkage Percentage %	Specify the value for linkage percentage.
Linkage Amount (Transaction Currency)	This field displays the transaction amount, user can change the value. System validates the linking amount with available Deposit balance and should not allow to link more than the available amount.
Deposit Details grid	Below fields appear in the Deposit Details grid along with the above fields.
Deposit Currency	This field displays the deposit currency.
Transaction Currency	This field displays the transaction currency.
Edit	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

Component	Rate	Mod. Rate	Currency	Amount	Modified	Defer	Waive	Charge Party	Settl. Account	Amendable
AILUN_COM2	1.25		GBP	£10.42		☐	☐	GOODCARE PLC		Yes
AILUN_COMM	1		GBP	£400.00		☐	☐	GOODCARE PLC		Yes

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▼ Charge Details

Component	Tag currency	Tag Amount	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party	Settlement Account
CHGTRAMND	GBP	0	GBP	£100.00		☐	☐	☐	Domestic Export Sight	152110003
LCAMDDEFER	GBP	0	USD	\$50.00		☐	☐	☐	Domestic Export Sight	152110003
LCCOURAMND	GBP	0	GBP	£175.00		☐	☐	☐	GOODCARE PLC	PK20010440017

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▼ Tax Details

Component	Type	Value Date	CCY	Amount	Billing	Defer	Settl. Account
LCTAC6	WITHHOLDING	April 20, 2022	GBP	£1.75	☐	☐	PK20010440017
LCTAX1	WITHHOLDING	April 20, 2022	GBP	£8.00	☐	☐	PK20010440017

Save & Close Cancel

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

Table 2-16 Charge Details - Field Description

Field	Description
Commission Details	This section displays the commission details. By default, all the charges, commission and margin are collected from the counter-party.
Component	Displays the commission component. Click the link to view the component details.
Rate	Displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in OBTFPM. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
Mod. Rate	From the default value, if the rate is changed the value gets updated in this field. The user can change the value.
Currency	Displays the currency in which the commission have to be collected.

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

Field	Description
Amount	Displays the amount that is maintained under the product code. The commission rate, if available in Back Office defaults in OBTFPM. 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 OBTFPM. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
Modified	From the default value, if the amount is changed, the value gets updated in the modified amount field.
Defer	Switch to  for charges/commissions has to be deferred and collected at any future step.
Waive	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.
Charge Party	Charge party is 'Applicant' by default. User can change the value to Beneficiary.
Settl. Account	The settlement account.
Amendable	Displays if the field is amendable or not.
Charge Details	This section displays the charge details.
Component	Displays the charge component type.
Tag Currency	Displays the tag currency in which the charges have to be collected.
Tag Amount	Displays the tag amount that is maintained under the product code.
Currency	Displays the currency in which the charges have to be collected.
Amount	This field displays the amount that is maintained under the product code.
Modified	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.
Billing	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 OBTFPM. 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
Defer	 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 OBTFPM. The user can enable/disable the option the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.
Waive	 Switch to  to waive the charges. Based on the customer maintenance, the charges should be marked for Billing or for Defer. This field is disabled, if Defer toggle is enabled.
Charge Party	Displays the charge party. By default the charge party is 'Applicant'.
Settlement Account	Click Search icon to search and select the settlement account.
Tax Details	This section displays the tax details. The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/ commission will be available on click of Re-Calculate button or on hand off to back-end system.
Component	Displays the tax component.
Type	Displays the type of tax component.
Value Date	Displays the value date of tax component.
Ccy	Displays the currency in which the tax have to be collected. The tax currency is the same as the commission.
Amount	Displays the tax amount based on the percentage of commission maintained. The user can edit the tax amount, if applicable.
Billing	 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.
Defer	 Switch to  to defer the taxes and collect at any future step.  Switch to  if you do not want to defer the taxes. On disabling the user has to click on 'Recalculate' charges button for re-simulation.
Settl. Account	System defaults the settlement account. The user can modify the settlement account.

- 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.

Preview Messages

▼ Preview - SWIFT Message

Language: English

Message Type: 798

Message Status: REPAIRED

Repair Reason:

Preview Message:

▼ Preview - Mail Advice

Language: English

Advice Type:

Message Status:

Repair Reason:

Preview Message:

Save & Close Cancel

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

Table 2-17 Preview Messages - Field Description

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

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

Field	Description
Customer Remarks	Read only field. Display the remarks from the customer for the draft.
Response Date	Read only field. Display the customer response received date.
Customer Email ID 1	Click Search 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 OBTFPM. By default this field is blank.

5. 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.

Insurance Details

▼ Insurance Company Details

Code: COMP1

Company Name: COMP1

Company Address: No.12 DTR Street,

▼

Policy Number:

Open Policy: ☐

Cover Date:

Expiry Date:

Insurance Amount:

Utilized Amount:

Save & Close Cancel

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

Table 2-18 Insurance Details - Field Description

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

6. 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.

Linked Loan Details

▼ Linked Loan Details

Drawing Reference Number	Drawing Currency	Drawing Amount	Loan Account	Loan Currency	Loan Amount
No data to display.					

Cancel

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

Table 2-19 Linked Loan Details - Field Description

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

7. 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.

FX Linkage

FX Linkage

FX Reference Number	Bought Currency	SOLD Currency	Available Contract Amount	Rate	Linked Amount	Total Utilized Amount	FX Expiry Date	Action
000FNDF20076A9N9			£4,000.00	1.35	£4,000.00		March 19, 2020	

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Average FX Rate
0

Save & Close Cancel

Figure 2-16 FX Linkage Details

FX Linkage

FX Reference Number
000FNDF20076A9N9

Currency
USD

Contract Amount
USD \$4,000.00

Available FX Contract Amount
USD \$4,000.00

Linkage Amount
USD \$4,000.00

Rate
1.35

FX Amount in Local Currency
£2,962.96

FX Expiry Date
March 19, 2020

FX Delivery Period From

FX Delivery Period To

Save & Close Close

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

Table 2-20 FX Linkage - Field Description

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

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

Field	Description
FX Reference Number	Click Search to search and select the FX contract reference number. On select and save and close, system defaults the available amount, bot currency, sold currency and rate. Forward FX Linkage available for selection at bill would be as follows, - Counterparty of the FX contract should be the counterparty of the Bill contract. - Active Forward FX transactions authorized not marked for auto liquidation. Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill.
Currency	Read only field. This field displays the FX SOLD currency from the linked FX contract.
Contract Amount	This field displays the FX SOLD currency and Amount. The user can change the currency.
Available FX Contract Amount	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.
Linkage Amount	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.
Rate	Read only field. This field displays the rate at which the contract is booked.
FX Amount in Local Currency	Read only field. This field displays the FX amount in local currency. The value is defaulted as FX BOT currency and Amount from FXDTRONL
FX Expiry Date	Read only field. This field displays the expiry date from the linked FX contract.
FX Delivery Period - From	Read only field. This field displays the date from which the contract is valid for utilization.
FX Delivery Period - To	Read only field. This field displays the date to which the contract is valid for utilization.
FX Linkage grid	Below fields appear in the FX linkage grid along with the above fields.
Bought Currency	Read only field. This field displays the currency from the linked FX contract.
Sold Currency	Read only field. This field displays the currency from the linked FX contract.
Available Contract Amount	Read only field. Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.

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

Field	Description
Linked Amount	Sum of Linked amount will not be greater than LC contract amount. Linked amount will not be greater than the available amount for linkage.
Total Utilized Amount	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 .
Average FX Rate	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.
Action	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
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the 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.
Overrides	Click to view the overrides accepted by the user.

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

Field	Description
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799, MT999, MT759 and MT79-1,2,5,6,798 messages from within the task.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).
View LC	Click to view the details of the LC.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

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

Field	Description
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

2.3.6 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

Import LC Internal Amendment DataEnrichment ::
Application No:- PK2ILCI000053564

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

Screen(6/7)

Settlement Details

☐ Current Event

▼ Settlement Details

Component	Currency	Debit/Credit	Account	Account Description	Account Currency	Netting Indicator	Current Event
AILUN_COM1_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	No
AILUN_COM2_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	No
AILUN_COMM_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	No
CHGTRAMND_LIQD	GBP	Debit	152110003	Domestic Export Sight Bills Negotiated	GBP	No	Yes
COLLAMT_OS	GBP	Credit	PK20010440017	GOODCARE PLC	GBP	No	No
COLLAMT_OSEQ	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	No
COLLAMNDAMT	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	Yes
COLLAMT	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	No
COLLAMTEQ	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	No
COLLAMT_DECR	GBP	Credit	PK20010440017	GOODCARE PLC	GBP	No	Yes
COLLAMT_INCR	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	Yes

Audit Request Clarification Reject Refer Hold Cancel Save & Close Back Next

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

Table 2-22 Settlement Details – Field Description

Field	Description
Current Event	Select the check box to populate the settlement details of the current event associated with the task. On De-selecting the check box, the system list all the accounts under the settlement details irrespective of the current event
Component	This field displays the components based on the product selected.
Currency	This field displays the default currency for the component.
Debit/Credit	This field displays the debit/credit indicators for the components.
Account	This field displays the account details for the components.
Account Description	This field displays the the description of the selected account.
Account Currency	This field displays the currency for all the items based on the account number.
Netting Indicator	This field displays the applicable netting indicator.
Current Event	This field displays the current event.

2. Click **Next**.

The task will move to next data segment.

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

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the 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.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following - Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. - Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.

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

Field	Description
Common Group Messages	Click Common Group Message button, to send MT799, MT999, MT759 and MT79-1,2,5,6,798 messages from within the task.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).
View LC	Click to view the details of the LC.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.

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

Field	Description
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

2.3.7 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

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_CR
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

LoanAcc	:	
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
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the 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.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799, MT999, MT759 and MT79-1,2,5,6,798 messages from within the task.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).
View LC	Click to view the details of the LC.

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

Field	Description
Signatures	Click the 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.
Request Clarification	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Submit	Task will get moved to next logical stage of 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.
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

2.4 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 OBTFPM 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 to 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
View Signatures	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.
Documents	Click to View/Upload the required document.
Remarks	Specify any additional information regarding the internal LC amendment. This information can be viewed by other users processing the request.
Refer	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: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R5 - Others
Close	Click Close to close the Import LC Internal Amendment Approval Rekey screen.
Proceed	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 OBTFM displays the Handoff failure error during the Approval of the task.

Approval Summary

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

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

Main Details Form of LC : IRREVOCABLE Submission Mode : Desk Date of Issue : 2022-04-20 Date of Expiry : 2022-12-28 Place of Expiry : NEW YORK	Acknowledgement Details Account Identification : Acknowledgement date : 2022-04-20 Amount : 100 Currency : GBP	Additional Fields Click here to view Additional : fields
Advices 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...	Settlement Details Component : Account Number : Currency :	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 : Commission : Tax : Block Status : Not Initiated	Preview Messages Language : ENG Preview Message : -	Insurance Details Company : Insured Amount : Expiry Date :
Parties Details Beneficiary : MARKS AND SP... Applicant : GOODCARE PLC Advising Bank : WELLS FARGO ...	Accounting Details Event : AMND AccountNumber : PK2001044001... Branch : PK2	Linked Loan Details loanAcc : Loan Currency : Loan Amount :
Exception(Approval) Sanction : EXCEPTION PLEASE VISIT REMARKS FOR MORE DETAILS : -	Fx Details 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
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the 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.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799, MT999, MT759 and MT79-1,2,5,6,798 messages from within the task.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).
View LC	Click to view the details of the LC.

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

Field	Description
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Cancel	Cancel the Approval stage. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.

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

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