

Oracle Banking Trade Finance Process Management

Export LC Amendment Beneficiary Consent User Guide



Release 14.8.1.0.0
G46131-01
October 2025

ORACLE®

G46131-01

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Preface

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

Purpose

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

Audience

This document is intended for the following audience:

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

Documentation Accessibility

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

- [Access to Oracle Support](#)

Access to Oracle Support

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

Critical Patches

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

Diversity and Inclusion

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

Structure

This manual is organized into the following chapters:

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

Conventions

The following text conventions are used in this document:

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

Related Documents

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

- Getting Started User Guide
- Oracle Banking Common Core User Guide

Screenshot Disclaimer

Personal information used in the interface or documents is dummy and does not exist in the real world. It is only for reference purposes.

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

1

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

Export LC Amendment Beneficiary Consent

This chapter is documented to get familiar with the Export LC Amendment Beneficiary Consent process of Oracle Banking Trade Finance Process Management.

Export LC Amendment Beneficiary Consent process enables the user to register the beneficiary consent response received for an amendment made to a LC.

This topic contains following subtopics:

- [Common Initiation Stage](#)
- [Registration](#)
- [Data Enrichment](#)
- [Exceptions](#)
- [Multi Level Approval](#)
- [Reject Approval](#)
- [Common Initiation Stage](#)
This topic provides the systematic instructions to initiate the **Export LC Amendment - Beneficiary Consent** request.
- [Registration](#)
This topic provides the systematic instructions to initiate the Registration stage of Export LC Amendment Beneficiary Consent request.
- [Data Enrichment](#)
This topic provides the systematic instructions to initiate the Data Enrichment stage of Export LC Amendment Beneficiary Consent request.
- [Exceptions](#)
This topic helps you quickly get acquainted with the Exceptions process.
- [Multi Level Approval](#)
This topic helps you quickly get acquainted with the Multi Level Approval process.
- [Reject Approval](#)
This topic helps you quickly get acquainted with the Reject Approval process.

2.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the **Export LC Amendment - Beneficiary Consent** request.

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

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

Figure 2-1 Initiate Task

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

Note

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

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

Table 2-1 Initiate Task - Field Description

Field	Description
Process Name	Select a process name from the drop-down list.
LC Reference Number	Click Search to search and select the LC reference number from the look-up.
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.

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

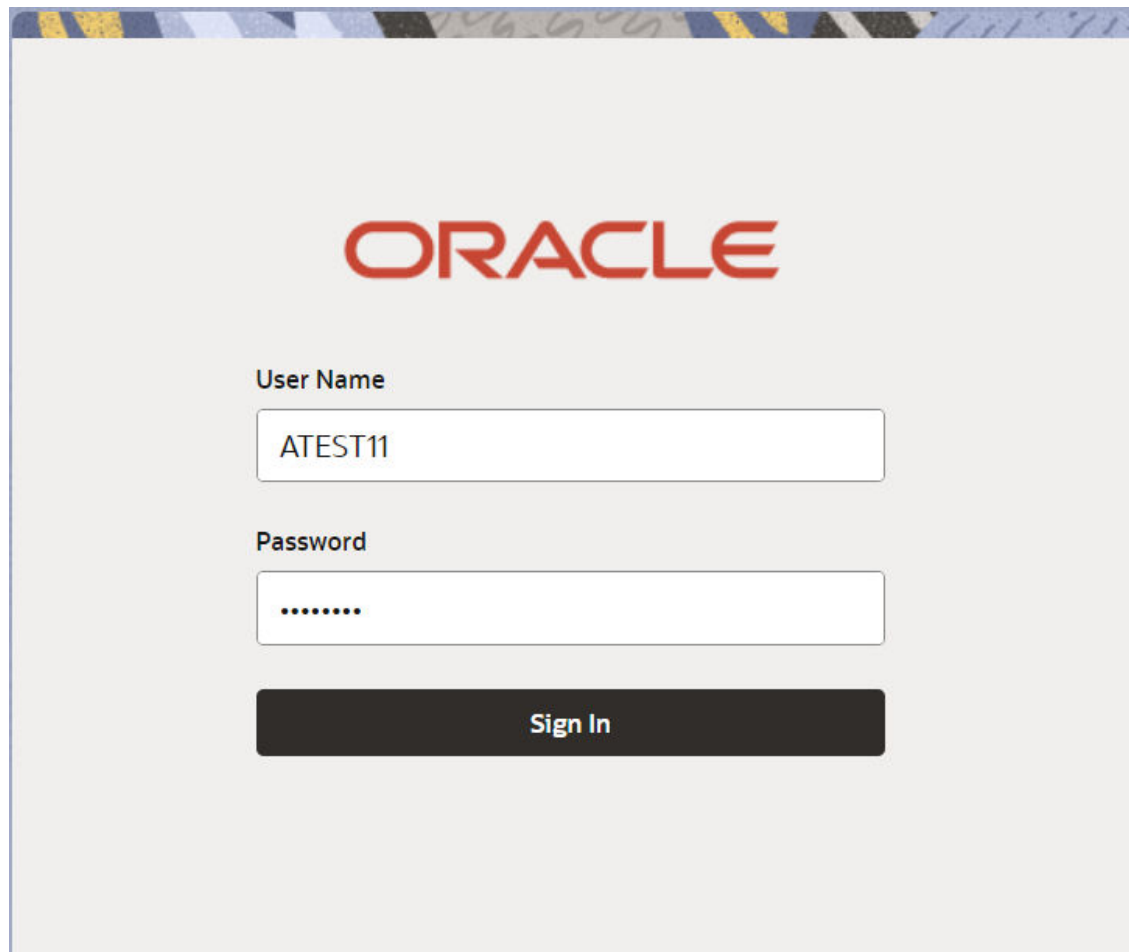
2.2 Registration

This topic provides the systematic instructions to initiate the Registration stage of Export LC Amendment Beneficiary Consent request.

If beneficiary response is given through branch either by fax, mail, or paper, the Export LC amendment Beneficiary Consent process starts from the Registration Stage. During Registration stage, user can capture the basic details of the response, check the signature of the signatory from the advising bank and upload the related documents. It also enables the user to capture beneficiary response.

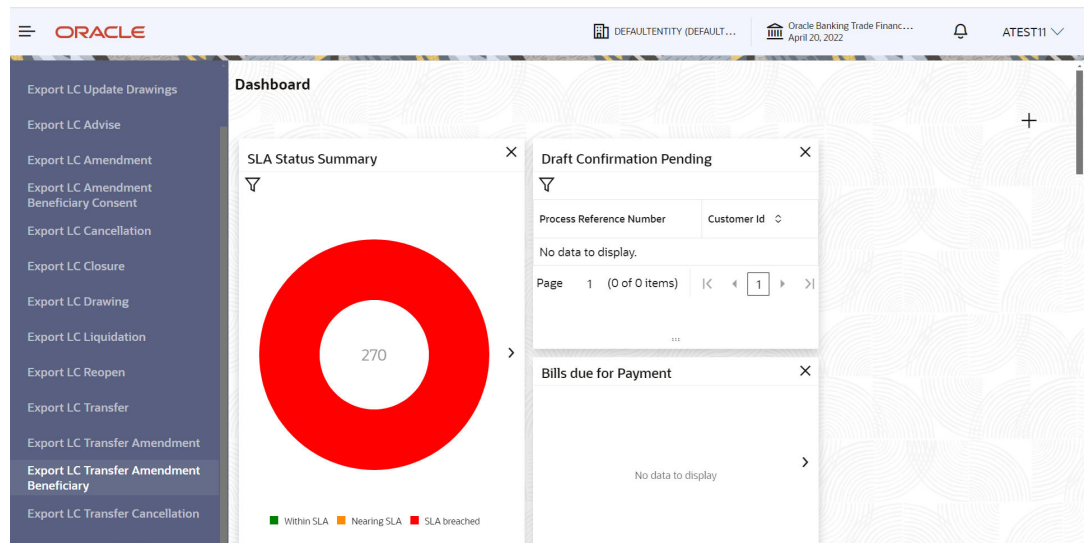
Specify **User ID** and **Password**, and login to **Home** screen.

Figure 2-2 Login Screen

The image shows the Oracle login screen. At the top, the Oracle logo is displayed in red. Below the logo, there are two input fields. The first is labeled "User Name" and contains the text "ATEST11". The second is labeled "Password" and contains a series of dots. Below these fields is a dark gray button with the text "Sign In" in white. The background of the login area is light gray, and the top of the screen has a decorative header with a blue and yellow pattern.

1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Export Documentary Credit**.
2. Under **Export Documentary Credi**, click **Export LC Amendment - Beneficiary Consent**.

Figure 2-3 Export LC Amendment Beneficiary Consent



The **Export LC Amendment Beneficiary Consent - Registration** screen appears. The Export LC Amendment Beneficiary Consent - Registration stage has three sections: Application Details, LC Details, and Beneficiary Response Capture. Let's look at the details of Registration screens below:

Figure 2-4 Export LC Amendment Beneficiary Consent - Registration - Application Details

The screenshot shows the 'Export LC Amendment Beneficiary Consent' registration screen. It has tabs for 'Signatures', 'Documents', 'Remarks', and 'Customer Instruction'. The screen is divided into three main sections:

- Application Details:** Includes fields for Beneficiary ID (001044), Beneficiary (GOODCARE PLC), Branch (PK2-Oracle Banking Trade Finance), Amendment Number (1), Process Reference Number (PKZELCA000064368), Priority (Medium), Submission Mode (Select), Response Received Date (April 20, 2022), Issuing Bank (001041 - WELLS FARGO), Non Bank Issuer, Cancel LC (toggle), User Reference Number (PKZELAT221106017), and Customer Reference Number (1000000000).
- LC Details:** Includes LC Type (Sight), Product Code, Product Description (Export LC - advising ATB), Advising Bank (001185 - RBS PLC), 40A - Form of Documentary Credit (IRREVOCABLE), Contract Reference Number (PKZELAT221106017), 31C - Date of Issue (April 20, 2022), 40E - Applicable Rules (UCP600 LATEST VERSION), Date of Expiry (December 28, 2022), 31D - Place of Expiry (LONDON), 51A - Applicant Bank (001186 - CITIBANK N), Applicant (001043 - MARKS ANI), Beneficiary (001044 - GOODCARE), 32B - Currency Code, Amount (GBP, £200.00), 39A - Percentage Credit Amount Tolerance, and 39C - Additional Amount Covered.
- Beneficiary Response Capture:** A table with columns: Amendment Number, Amendment Date, Beneficiary Consent Required, Beneficiary Response, Remarks, and Action. The first row shows Amendment Number 1, Amendment Date April 20, 2022, Beneficiary Consent Required (toggle), Beneficiary Response Confirmed, Remarks, and an Action button.

At the bottom right, there are buttons: 'Hold', 'Cancel', 'Save & Close', and 'Submit'.

3. On **Export LC Amendment Beneficiary Consent - Registration - Application Details** screen, specify the fields.

Note

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

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

Table 2-3 Export LC Amendment Beneficiary Consent - Registration - Application Details - Field Description

Field	Description
Documentary Credit Number	Click Search to search and select the documentary credit number from the look-up. Alternatively, specify the documentary credit number. In the look-up search, user can specify the Export LC Reference Number, Beneficiary, Currency, Amount and User Reference to fetch the Export LC details. Based on the search result, select the applicable Export LC to be amended.
Beneficiary ID	Read only field. Beneficiary ID will be auto-populated based on the selected LC from the look-up.
Beneficiary	Read only field. Beneficiary name will be auto-populated based on the selected LC from the look-up.
Branch	Read only field. Branch details will be auto-populated based on the selected LC from the look-up.
Amendment Number	Read only field. Amendment number will be auto-populated based on selected Export LC. Amendment number increases by 1 for each amendment.
Process Reference Number	Read only field. Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.
Priority	System populates the priority of the customer based on priority maintenance, also enables the user to change the priority as per the requirement. The Export LC Amendment Beneficiary Consent request priority can be set as Low/Medium/High.

Table 2-3 (Cont.) Export LC Amendment Beneficiary Consent - Registration - Application Details - Field Description

Field	Description
Submission Mode	System populates the submission mode of Export LC Amendment Beneficiary Consent request. By default the submission mode will have the value as 'Desk'. • Desk - Request received through Desk • Courier - Request received through Courier • Email - Request received through Email • Fax - Request received through Fax User can change the defaulted priority.
Response Received Date	System defaults the branch's current date and enables the user to change the date to any back date.  Note Future date selection is not allowed.
Issuing Bank	Read only field. Issuing Bank details will be auto-populated based on selected LC from the look-up.
Non Bank Issuer	Read only field. Non bank issuer details will be auto-populated based on selected LC from the look-up.
Cancel LC	Read only field. This field displays the option to cancel the LC.
User Reference Number	Read only field. User reference number will be auto-populated based on selected LC.
Customer Reference Number	Read only field. Customer reference number will be auto-populated based on selected LC.

LC Details

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

4. On **Export LC Amendment Beneficiary Consent - LC Details** screen, specify the fields.

Note

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

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

Table 2-4 Export LC Amendment Beneficiary Consent - Registration - LC Details - Field Description

Field	Description
LC Type	Read only field. LC type will be auto-populated based on selected LC.
Product Code	Read only field. This field displays the product code of the selected LC.
Product Description	Read only field. This field displays the description of the product as per the product code.
Advising Bank	Read only field. This field displays the advising bank details of the selected LC.
40A - Form of Documentary Credit	Read only field. This field displays the form of documentary credit details of the selected LC.
Contract Reference Number	Read only field. This field displays the contract reference number of the selected LC.
Date of Issue	Read only field. This field displays the the LC issuance date.
Applicable Rules	This field displays the applicable rule of the selected LC.
Date of Expiry	This field displays the expiry date of the selected LC.

Table 2-4 (Cont.) Export LC Amendment Beneficiary Consent - Registration - LC Details - Field Description

Field	Description
Place of Expiry	This field displays the place of expiry of the selected LC.
Applicant Bank	Read only field. This field displays the applicant bank details of the selected Export LC.
Applicant	Read only field. This field displays the details of the applicant of the selected LC.
Beneficiary	Read only field. This field displays the details of the beneficiary of the selected LC.
Currency Code, Amount	Read only field. This field displays the value of LC along with the currency details of the selected LC.
Percentage Credit Amount Tolerance	Read only field. This field displays the percentage credit amount tolerance details of the selected LC.
Additional Amount Covered	Read only field. This field displays the details of additional amount covered of the selected LC.

Beneficiary Response Capture

Registration user can capture the beneficiary responses of each amendments made to the LC in this section.

Amendment Number	Amendment Date	Beneficiary Consent Required	Beneficiary Response	Remarks	Action
1	April 20, 2022	☐	Confirmed		

Hold Cancel Save & Close Submit

- On **Export LC Amendment Beneficiary Consent - Beneficiary Response Capture** screen, specify the fields.

Note

The fields which are marked in asterisk are mandatory.

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

Table 2-5 Export LC Amendment Beneficiary Consent - Beneficiary Response Capture

Field	Description
Amendment Number	Read only field. Amendment number will be auto-populated based on selected LC using documentary credit number.
Amendment Date	Read only field. Amendment Date will be auto-populated based on selected LC using documentary credit number. This field displays the date on which the amendment was made to LC.
Beneficiary Consent Required	Read only field. Beneficiary Consent Required (Y/N) will be auto-populated based on selected LC using documentary credit number.
Beneficiary Response	Select the beneficiary response from the list. The options are: • Confirmed • Unconfirmed • Rejected Note Beneficiary Response field will be read only if Beneficiary Consent Required is 'No'.
Remarks	Specify the remarks.
Action	Click edit icon to edit the beneficiary response capture details.

6. Click **Submit**.

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

Table 2-6 Export LC Amendment Beneficiary Consent - 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 required, system should display all the signatures.
Documents	Upload the documents received under the Export LC Amendment Beneficiary Consent.

Table 2-6 (Cont.) Export LC Amendment Beneficiary Consent - Registration - Action Buttons - Field Description

Field	Description
Remarks	Specify any additional information regarding the Export LC Amendment Beneficiary Consent. This information can be viewed by other users handling the request.
Customer Instruction	Click to view/ input the following. Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancels the Export LC Amendment Beneficiary Consent task. Details entered will not be saved and the task will be removed
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.
Submit	The task will move to next logical stage of Export LC Amendment Beneficiary Consent. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

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

2.2.1 Document Linkage

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

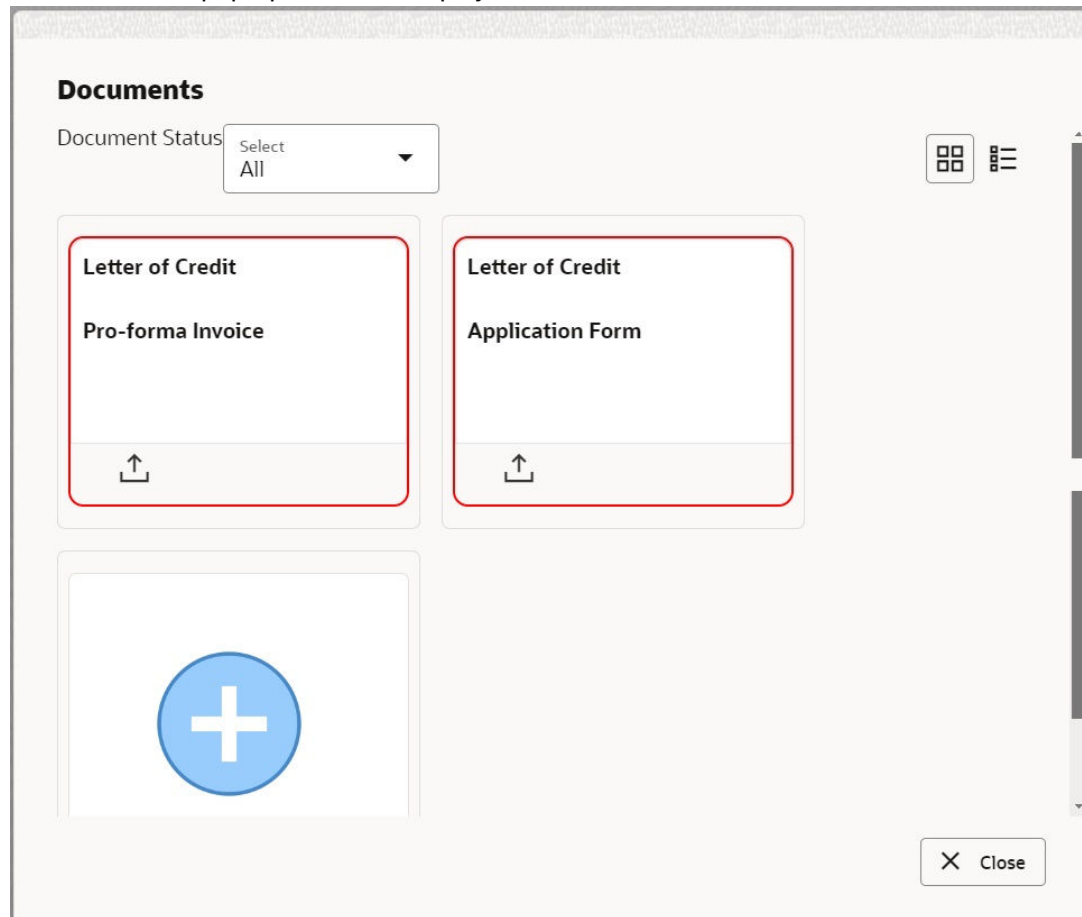
In OBTFPM, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried 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.

Document

Document Type: Letter of Credit ▼

Document Code: Insurance Policy ▼

Document Title:

Document Description:

Remarks:

Document Expiry Date:

Drop files here or click to select

Link Document

Selected files:

Upload Link Cancel

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)

⏪

⏴

1

⏵

⏩

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 Type

Letter of Credit

Document Id

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.

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

The **Edit Document** screen is displayed.

Edit Document

Document Id

2464

Application Reference Number

PK2ILCI000053389

Document Type Id

TFPM_DOCTYPE001

Remarks

ffdfd

Document Title

ddf

Entity Reference Number

PK2ILCI000053389

Document Description

dfdfdf

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 Export LC Amendment Beneficiary Consent request.

Non-Online Channel - Export LC Amendment Beneficiary Consent request that were received at the desk will move to Beneficiary Consent Response Capture stage post successful Registration. The requests will have the details entered during the Registration stage.

Online Channel - Requests that are received via online channels like trade portal, external system and SWIFT are available directly for further processing from Beneficiary Consent Response Capture stage.

Note

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

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

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

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

Figure 2-5 Free Task

	Acquire and Edit	Priority	Process Name	Process Reference...	Application Number	Stage	Application Date
☒	Acquire and Edit	Medium	Export LC Transfer Amendment Bene...	PK2ELCT0...	PK2ELCT000053257	DataEnrichment	22-04-20
☐	Acquire and Edit	Medium	Guarantee Amendment	PK2GTEA0...	PK2GTEA000052399	Handoff RetryTask	22-04-20
☐	Acquire and Edit	High	Import LC Issuance	PK2ILCI00...	PK2ILCI000053300	Scrutiny	22-04-20
☐	Acquire and Edit	Medium	Shipping Guarantee Issuance	PK2SGTI0...	PK2SGTI000053296	DataEnrichment	22-04-20
☐	Acquire and Edit	Medium	Guarantee Issuance Closure	PK2GTEC0...	PK2GTEC000053295	DataEnrichment	22-04-20
☐	Acquire and Edit	Medium	Guarantee Amendment	PK2GTEA0...	PK2GTEA000053284	Approval Task Level 1	22-04-20
☐	Acquire and Edit	High	Import LC Issuance	PK2ILCI00...	PK2ILCI000053142	Approval Task Level 1	22-04-20
☐	Acquire and Edit	High	Import LC Issuance	PK2ILCI00...	PK2ILCI000053256	Handoff RetryTask	22-04-20
☐	Acquire and Edit	Medium	Export LC Advise	PK2ELCA0...	PK2ELCA000053254	Reject Approval	22-04-20
☐	Acquire and Edit	Medium	Guarantee Cancellation	PK2GTEC0...	PK2GTEC000052560	Handoff RetryTask	22-04-20
☐	Acquire and Edit	Medium	Import LC Reopen Islamic	PK2IIIR000...	PK2IIIR000053247	DataEnrichment	22-04-20
☐	Acquire and Edit	Medium	Guarantee Advise	PK2GTEA0...	PK2GTEA000053242	Sanction Check Exceptiona...	22-04-20
☐	Acquire and Edit	Medium	Guarantee Cancellation	PK2GTEC0...	PK2GTEC000053287	Handoff RetryTask	22-04-20

The **Free Task** screen appears.

3. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.
4. The acquired task will be available in **My Tasks** tab. Click **Edit** to provide input for Data Enrichment stage.

Figure 2-6 My Task

	Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date	Branch	Ref
☒	Edit	Medium	ExportLC Amendment BeneficiaryCo...	PK2ELCA000007239	PK2ELCA000007239	DataEnrichment	22-04-20	PK2	
☐	Edit	Medium	Lodge Claim - Guarantee Issued	PK2GTEC000007715	PK2GTEC000007715	Registration	22-04-20	PK2	
☐	Edit	Medium	Lodge Claim - Guarantee Issued	PK2GTEC000007714	PK2GTEC000007714	Registration	22-04-20	PK2	
☐	Edit	Medium	Lodge Claim - Guarantee Issued	PK2GTEC000007713	PK2GTEC000007713	Registration	22-04-20	PK2	
☐	Edit	Medium	Guarantee Advise Claim Lodging	PK2GADC000007712	PK2GADC000007712	Registration	22-04-20	PK2	
☐	Edit	Medium	Guarantee Advise Claim Lodging	PK2GADC000007711	PK2GADC000007711	Registration	22-04-20	PK2	
☐	Edit	Medium	Guarantee Advise Claim Lodging	PK2GADC000007710	PK2GADC000007710	Registration	22-04-20	PK2	
☐	Edit	Medium	Guarantee Advise Claim Lodging	PK2GADC000007709	PK2GADC000007709	Registration	22-04-20	PK2	
☐	Edit	Medium	Guarantee Advise Claim Lodging	PK2GADC000007708	PK2GADC000007708	Registration	22-04-20	PK2	
☐	Edit	High	Import LC Issuance	PK2ILCI000007691	PK2ILCI000007691	Scrutiny	22-04-20	PK2	
☐	Edit	Medium	Guarantee Cancellation	PK2GTEC000007640	PK2GTEC000007640	DataEnrichment	22-04-20	PK2	
☐	Edit	Medium	Lodge Claim - Guarantee Issued	PK2GTEC000007637	PK2GTEC000007637	Registration	22-04-20	PK2	
☐	Edit	Medium	Guarantee Advise Closure	PK2GTAC000007588	PK2GTAC000007588	DataEnrichment	22-04-20	PK2	
☐	Edit		Guarantee Advise	PK2GTEA000007534	PK2GTEA000007534	Registration	22-04-20	PK2	
☐	Edit	Medium	Guarantee Advise Amendment Bene...	PK2GTEA000007429	PK2GTEA000007429	DataEnrichment	22-04-20	PK2	

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

- [Main Details](#)
- [Additional Fields](#)
- [Advices](#)
- [Additional Details](#)
- [Settlement Details](#)
- [Summary](#)

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

- [Main Details](#)
This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Export LC Amendment Beneficiary Consent request.
- [Additional Fields](#)
This topic provides the systematic instructions to capture the additional fields.
- [Advices](#)
This topic provides the systematic instructions to capture the advices details of Export LC Amendment Beneficiary Consent process.
- [Additional Details](#)
This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Export LC Amendment Beneficiary Consent process.
- [Settlement Details](#)
This topic provides the systematic instructions to capture the settlement details of Export LC Amendment Beneficiary Consent request.
- [Summary](#)
This topic provides the systematic instructions to view the summary details in Scrutiny stage of Export LC Amendment Beneficiary Consent request.

2.3.1 Main Details

This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Export LC Amendment Beneficiary Consent request.

Main details section has two sub section as follows:

- Application Details
- Beneficiary Response Capture

Application Details

All fields displayed under Application Details section, would be read only except the 'Priority' field.

1. On **Data Enrichment - Main Details** screen, specify the fields, if any.

Figure 2-7 Data Enrichment - Main Details

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

Table 2-7 Export LC Amendment Beneficiary Consent - Main Details - Application Details - Field Description

Field	Description
Documentary Credit Number	Read only field. The value is auto-populated as selected in Registration stage.
Beneficiary ID	Read only field. Beneficiary ID will be auto-populated based on the selected LC from the look-up.

Table 2-7 (Cont.) Export LC Amendment Beneficiary Consent - Main Details - Application Details - Field Description

Field	Description
Beneficiary	Read only field. Beneficiary name will be auto-populated based on the selected LC from the look-up.
Branch	Read only field. Branch details will be auto-populated based on the selected LC from the look-up.
Amendment Number	Read only field. Amendment number will be auto-populated based on selected Export LC. Amendment number increases by 1 for each amendment.
Process Reference Number	Read only field. Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.
Priority	System populates the priority of the customer based on priority maintenance. User can change the priority populated any time before submit.
Submission Mode	Read only field. System populates the submission mode of Export LC Amendment Beneficiary Consent request. By default the submission mode will have the value as 'Desk'. • Desk - Request received through Desk • Courier - Request received through Courier
Response Received Date	Read only field. By default, the application will display branch's current date.
Issuing Bank	Read only field. The issuing bank details is auto-populated from the Export LC Amendment.
Non Bank Issuer	Read only field. Non bank issuer details will be auto-populated from the Export LC Amendment.
Cancel LC	Read only field. This field displays the option to cancel the LC.

Table 2-7 (Cont.) Export LC Amendment Beneficiary Consent - Main Details - Application Details - Field Description

Field	Description
User Reference Number	Read only field. User reference number will be auto-populated from the Export LC Amendment.
Customer Reference Number	Read only field. Customer reference number will be auto-populated based on selected LC.

Beneficiary Response Capture

Data Enrichment user can capture the beneficiary responses of each amendments made to the LC in this section.

2. On **Export LC Amendment Beneficiary Consent - Beneficiary Response Capture** 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 2-8 Export LC Amendment Beneficiary Consent - Beneficiary Response Capture

Field	Description
Amendment Number	Read only field. Amendment number will be auto-populated based on selected LC using documentary credit number.
Amendment Date	Read only field. Amendment Date will be auto-populated based on selected LC using documentary credit number. This field displays the date on which the amendment was made to LC.

Table 2-8 (Cont.) Export LC Amendment Beneficiary Consent - Beneficiary Response Capture

Field	Description
Beneficiary Consent Required	Read only field. Beneficiary Consent Required (Y/N) will be auto-populated based on selected LC using documentary credit number.
Beneficiary Response	Select the beneficiary response from the list. The options are: • Confirmed • Unconfirmed • Rejected Note Beneficiary Response field will be read only if Beneficiary Consent Required is 'No'.
Remarks	Specify the remarks.
Action	Click edit icon to edit the beneficiary response capture details.

Audit

Task Audit Trail Details

Application No. Branch Code Initiated Date Initiated By

Process Name

S.No	Stage Name	Pickup Time	Completed Time	Completed By	Outcome
1	Registration	Thu, 11 Jul 2024 08:01:31 GMT	Thu, 11 Jul 2024 08:02:39 GMT	ATEST11	PROCEED

Close

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

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

Table 2-9 Audit - Field Description

Field	Description
Application No.	This field displays the application 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.

Table 2-9 (Cont.) Audit - Field Description

Field	Description
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.

3. Click **Next**.

The task will move to next data segment.

Table 2-10 Main Details - Action Buttons - Field Description

Field	Description
Documents	Upload the required documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the Export LC Amendment Beneficiary Consent. This information can be viewed by other users handling the request.
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 and MT999 messages from within the task.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
View LC	Clicking this button enables the user to view the latest LC values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.

Table 2-10 (Cont.) Main Details - Action Buttons - Field Description

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancels the Export LC Amendment Beneficiary Consent task. Details entered will not be saved and the task will be removed
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

2.3.2 Additional Fields

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

Banks can configure these additional fields during implementation.

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

Figure 2-8 Data Enrichment - Additional Fields

2. Click **Next**.

The task will move to next data segment. For more information refer [Advices](#).
For more information on action buttons, refer to the field description table below.

Table 2-11 Additional Fields - Action Buttons - Field Description

Field	Description
Documents	Upload the required documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the Export LC Amendment Beneficiary Consent. This information can be viewed by other users handling the request.
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 and MT999 messages from within the task.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
View LC	Clicking this button enables the user to view the latest LC values displayed in the respective fields.

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

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

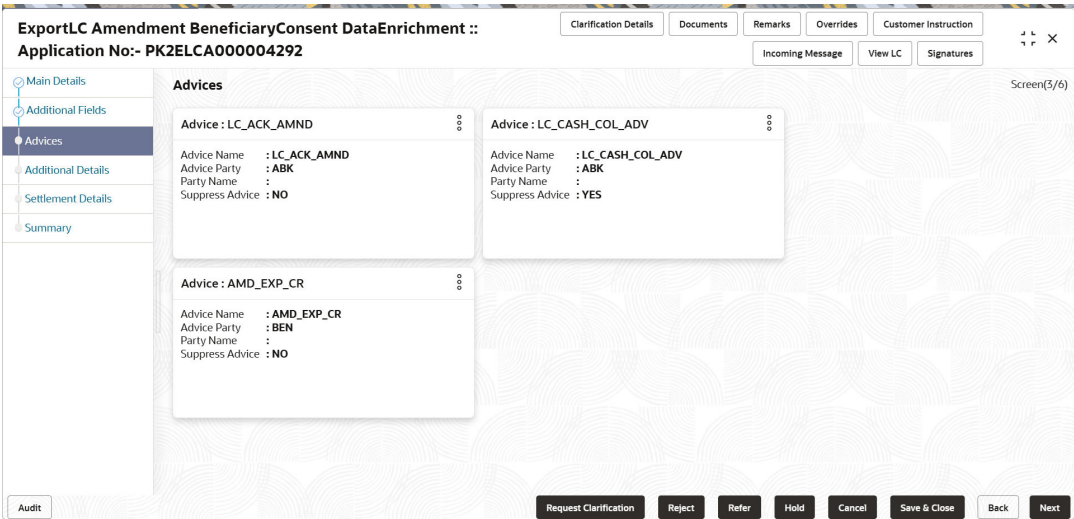
2.3.3 Advices

This topic provides the systematic instructions to capture the advices details of Export LC Amendment Beneficiary Consent process.

Advices menu displays the advices available under a product code from the back office as tiles. User can edit the fields in the tile, if required. The user can also suppress the Advice, if required

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

Figure 2-9 Advices



Advice Details

Advice Details

▼ Advice Details

Suppress Advice ☐ Advice Name: LC_AMND_INSTR Medium: [Dropdown] Advice Party: ABK

Party ID: 001204 Party Name: ABC BANK

▼ FFT Code

FFT Code	FFT Description	Action
FREEVP	TESTING FFT	[Edit] [Delete]

▼ Instructions

Instruction Code	Instruction Description	Edit	Action
E023	IN CASE, REIMBURSING BANK IN NEW YORK, FAILS TO F	[Edit]	[Delete]

OK Cancel

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

Table 2-12 Advice Details

Field	Description
Suppress Advice	Enable this option to suppress the advice. Disable this option if suppress advice is not required.
Advice Name	Displays the advice name.
Medium	Displays the medium of advices is defaulted from the system.
Advice Party	Displays the advice party is defaulted from the system.
Party ID	Displays the party Id defaulted from system.
Party Name	Displays the defaulted from Guarantee.
FTT Code	Click plus icon to add new FFT code.
FTT Code	Click Search to search and select the FFT Code.
FFT Description	FFT description is populated based on the FFT code selected. User can edit the FFT description.
Action	Click delete icon to remove any existing FFT code. Click edit icon to edit the existing FFT code.
Instructions	Click plus icon to add new instruction code.
Instruction Code	Click Search to search and select the instruction Code.
Instruction Description	Instruction description is populated based on the instruction code selected. User can edit the instruction description.

Table 2-12 (Cont.) Advice Details

Field	Description
Action	Click delete icon to remove any existing instruction code. Click edit icon to edit the existing instruction code.

2. Click **Next**.

The task will move to next data segment. For more information refer [Additional Details](#).
For more information on fields, refer to the field description table below.

Table 2-13 Advices - Action Buttons - Field Description

Field	Description
Documents	Upload the required documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the Export LC Amendment Beneficiary Consent. This information can be viewed by other users handling the request.
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 and MT999 messages from within the task.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
View LC	Clicking this button enables the user to view the latest LC values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.

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

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

2.3.4 Additional Details

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

A Data Enrichment user can verify/input/update the additional details data segment of the Export LC Amendment Beneficiary Consent request.

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

Figure 2-10 Additional Details

Export LC Transfer Amendment Beneficiary Consent DataEnrichment ::
Application No:- PK2ELCT000053257

Clarification DetailsDocumentsRemarksOverridesCustomer Instruction

MainAdditional FieldsAdvicesAdditional DetailsSettlement DetailsSummary

Additional Details

Commission, Charges and Taxes

Charge :
Commission :
Tax :
Block Status : Not Initiated

Preview Messages

Language :
Preview Advice :-

AuditRequest ClarificationRejectReferHoldCancelSave & CloseBackNew

Commission, Charges and Taxes

This section displays Commission, Charges and Taxes details.

Click on **Redefault** button to the default commission, charges and tax if any will get populated.

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

Commission, Charges and Taxes

RecalculateRe-default

Commission Details

Single Collection Cycle

Component	Rate	Mod. Rate	Currency	Amount	Modified	Defer	Waive	Charge Party	Settl. Account	Amendable
No data to display.										

Charge Details

Component	Tag currency	Tag Amount	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party	Settlement Account
No data to display.										

Tax Details

Component	Type	Value Date	CCY	Amount	Billing	Defer	Settl. Account
No data to display.							

Save & CloseCancel

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

Table 2-14 Charge Details - Field Description

Field	Description
Event	Read only field. This field displays the event name.

Table 2-14 (Cont.) Charge Details - Field Description

Field	Description
Event Description	Read only field. This field displays the description of the event.
Commission Details	
Component	This field displays the commission component.
Single Collection Cycle for Commission	This field is display only. The value displays as available in Bank Parameter at Back office When Single Cycle toggle is on, back office system follows single cycle for collecting commission as per the issuance commission cycle period for periodic commission.
Commission Collection Method	Select the Commission Collection Method from the following values: • Advance • Arrears The values are defaulted for commission Collection method as per product, which user can change. Based on collection method provided at contract level, for all commission component commission are collected and same is applicable for life cycle of the transaction.
Rate	This field displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
Modified Rate	From the default value, if the rate is changed the value gets updated in this field.
Currency	This field displays the currency in which the commission have to be collected.
Amount	This field displays the amount that is maintained under the product code. The commission rate, if available in Back Office defaults in 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 Amount	From the default value, if the amount is changed, the value gets updated in the modified amount field.
Defer	If enabled, charges/commissions has to be deferred and collected at any future step.
Waive	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer. If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.
Split	The user can split the Commission by enabling/ disabling the flag as per the requirement.
Charge Party	Charge party is 'Applicant' by default. User can change the value to Beneficiary.
Settlement Account	Select the settlement account.

Table 2-14 (Cont.) Charge Details - Field Description

Field	Description
Charge Details	This section displays the charge details.
Component	This field displays the charge component type.
Tag Currency	This field displays the tag currency in which the charges have to be collected.
Tag Amount	This field displays the tag amount that is maintained under the product code.
Currency	This field displays the currency in which the charges have to be collected.
Amount	This field displays the amount that is maintained under the product code.
Modified	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically enabled in 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.
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in 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	Enable the toggle, if charges has to be waived. Based on the customer maintenance, the charges should be marked for Billing or for Defer. This field is disabled, if Defer toggle is enabled.
Charge Party	Charge party is applicant by default. User can change the value to beneficiary.
Settlement Account	Select the settlement account.
Tax Details	The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/ commission will be available on click of Re-Calculate button or on hand off to back-end system.
Component	This field displays the tax component.
Type	This field displays the type of tax component.
Value Date	This field displays the value date of tax component.
Currency	This field displays the currency in which the tax have to be collected. The tax currency is the same as the commission.

Table 2-14 (Cont.) Charge Details - Field Description

Field	Description
Amount	This field displays the tax amount based on the percentage of commission maintained. You can edit the tax amount, if applicable.
Billing	If taxes are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. This field is disabled, if 'Defer' toggle is enabled.
Defer	If taxes have to be deferred and collected at any future step, this option has to be enabled. The user can enable/disable the option the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.
Settlement Account	System defaults the settlement account. The user can modify the settlement account.

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

Preview Messages

User can view the draft message being displayed on the preview message text box.

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

Table 2-15 Preview - Field Description

Field	Description
Preview SWIFT Message	This section displays the Preview SWIFT Message details.
Language	Read only field. English is set as default language for the preview.
Message Type	Select the message type.
Message Status	Read only field. Display the message status of draft message of liquidation details.
Repair Reason	Read only field. Display the message repair reason of draft message of liquidation details.
Preview Message	This field displays a preview of the draft message.
Preview Mail Device	This section displays the Preview Mail Device details.

Table 2-15 (Cont.) Preview - Field Description

Field	Description
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 liquidation details.
Repair Reason	Read only field. Display the message repair reason of draft message of liquidation details.
Preview Message	This field displays a preview of the draft message.

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

FX Linkage

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

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

The screenshot shows a window titled "FX Linkage" with a close button (X) in the top right corner. Below the title bar is a dropdown menu labeled "FX Linkage" with a plus icon to its right. The main area contains a table with the following columns: FX Reference Number, Bought Currency, SOLD Currency, Available Contract Amount, Rate, Linked Amount, Total Utilized Amount, FX Expiry Date, and Action. The table has one data row with the following values: 000FNDF20076A9N9, (empty), (empty), £4,000.00, 1.35, £4,000.00, (empty), March 19, 2020, and a row of edit and delete icons. Below the table is a pagination bar showing "Page 1 of 1 (1 of 1 items)" and navigation arrows. Underneath is a section labeled "Average FX Rate" with a text input field containing the value "0". At the bottom right of the window are two buttons: "Save & Close" and "Cancel".

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	

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

Average FX Rate
0

Save & Close Cancel

Figure 2-11 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 2-16 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. The user can click + to add multiple FX Details.
Bought Currency	This field displays the currency from the linked FX contract.
Sold Currency	This field displays the currency from the linked FX contract.
Available Contract Amount	Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.
Rate	This field displays the rate at which the contract is booked.

Table 2-16 (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.
Current Utilized amount	This field displays the liquidated /purchased /discounted /negotiated amount of BC contract. It cannot go beyond the linked FX amount.
Total Utilized Amount	This field displays the total amount utilized against the corresponding linked FX. On query, both Utilized and Total Utilized amount holds the amount of latest version.
Amount in Contract Currency	This field displays the amount in contract currency converted from FX currency.
FX Expiry Date	This field displays the expiry date from the linked FX contract.
FX Delivery Period - From	This field displays the date from which the contract is valid for utilization.
FX Delivery Period - To	This field displays the date to which the contract is valid for utilization.
Action	Click Edit icon to edit the FX details. Click Delete icon to delete the FX details.
Average FX Rate	Multiple forward FX contract could be linked, and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. This will be populated in the Average FX Rate.

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

The task will move to next data segment.

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

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

Field	Description
Documents	Upload the required documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the Export LC Amendment Beneficiary Consent. This information can be viewed by other users handling the request.
Overrides	Click to view the overrides accepted by the user.

Table 2-17 (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 and MT999 messages from within the task.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
View LC	Clicking this button enables the user to view the latest LC values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.

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

Field	Description
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	On click of Back, task moves to previous logical step.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

2.3.5 Settlement Details

This topic provides the systematic instructions to capture the settlement details of Export LC Amendment Beneficiary Consent request.

The user can view the settlement details during Export LC Amendment Beneficiary Consent request.

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

Figure 2-12 Settlement Details

ExportLC Amendment BeneficiaryConsent DataEnrichment ::
Application No:- PK2ELCA000004292

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

Screen(5/6)

Settlement Details

☐ Current Event

▼ Settlement Details

Component	Currency	Debit/Credit	Account	Account Description	Account Currency	Netting Indicator	Current Event
COLLAMT_OSEQ	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
COLL_AMNDA...	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	Yes
COLL_AMTEQ	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
COLL_AMT_DECR	GBP	Credit	PK2001044...	GOODCARE PLC	GBP	No	Yes
COLL_AMT_INCR	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	Yes
COLL_AVALAM...	GBP	Credit	PK2001044...	GOODCARE PLC	GBP	No	No
LCEXADV_LIQD	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
LCSWIFTAMN_L...	GBP	Debit	PK2001044...	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 2-18 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.

Table 2-18 (Cont.) Settlement Details – Field Description

Field	Description
Debit/Credit	This field displays the debit/credit indicators for the components.
Account	This field displays the account details for the components.
Account Description	This field displays the the description of the selected account.
Account Currency	This field displays the currency for all the items based on the account number.
Netting Indicator	This field displays the applicable netting indicator.
Current Event	This field displays the current event.
Original Exchange Rate	System displays the Original Exchange Rate as simulated in settlement details section from OBTF.
Exchange Rate	This exchange rate.
Deal Reference Number	This exchange deal reference number.

- Click any component in the grid.

Party Details**Table 2-19 Party Details – Field Description**

Field	Description
Transfer Type	Select the transfer type from the drop-down list. The options are: • Customer Transfer • Bank Transfer for own account • Direct Debit Advice • Managers Check • Customer Transfer with Cover • Bank Transfer
Charge Details	Select the charge details for the transaction. The options are: • Beneficiary All Charges • Remitter Our Charges • Remitter All Charges
Netting Indicator	Select the netting indicator for the component. The options are: • Yes • No
Ordering Customer	Click search icon to search and select the ordering customer from the look up.
Ordering Institution	Click search icon to search and select the ordering institution from the look up.
Senders Correspondent	Click search icon to search and select the senders correspondent from the look up.
Receivers Correspondent	Click search icon to search and select the receivers correspondent from the look up.
Intermediary Institution	Click search icon to search and select the intermediary institution from the look up.
Account with Institution	Click search icon to search and select the account with institution from the look up.

Table 2-19 (Cont.) Party Details – Field Description

Field	Description
Beneficiary Institution	Click search icon to search and select the beneficiary institution from the look up.
Ultimate Beneficiary	Click search icon to search and select the ultimate beneficiary from the look up.
Intermediary Reimbursement Institution	Click search icon to search and select the intermediary reimbursement institution from the look up.

Payment Details**Table 2-20 Payment Details - Field Description**

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

Remittance Information**Table 2-21 Remittance Information – Field Description**

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

3. Click Next.

The task will move to next data segment.

Table 2-22 Settlement Details - Action Buttons - Field Description

Field	Description
Documents	Upload the required documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the Export LC Amendment Beneficiary Consent. This information can be viewed by other users handling the request.
Overrides	Click to view the overrides accepted by the user.

Table 2-22 (Cont.) Settlement 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 and MT999 messages from within the task.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
View LC	Clicking this button enables the user to view the latest LC values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.

Table 2-22 (Cont.) Settlement Details - Action Buttons - Field Description

Field	Description
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	On click of Back, task moves to previous logical step.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

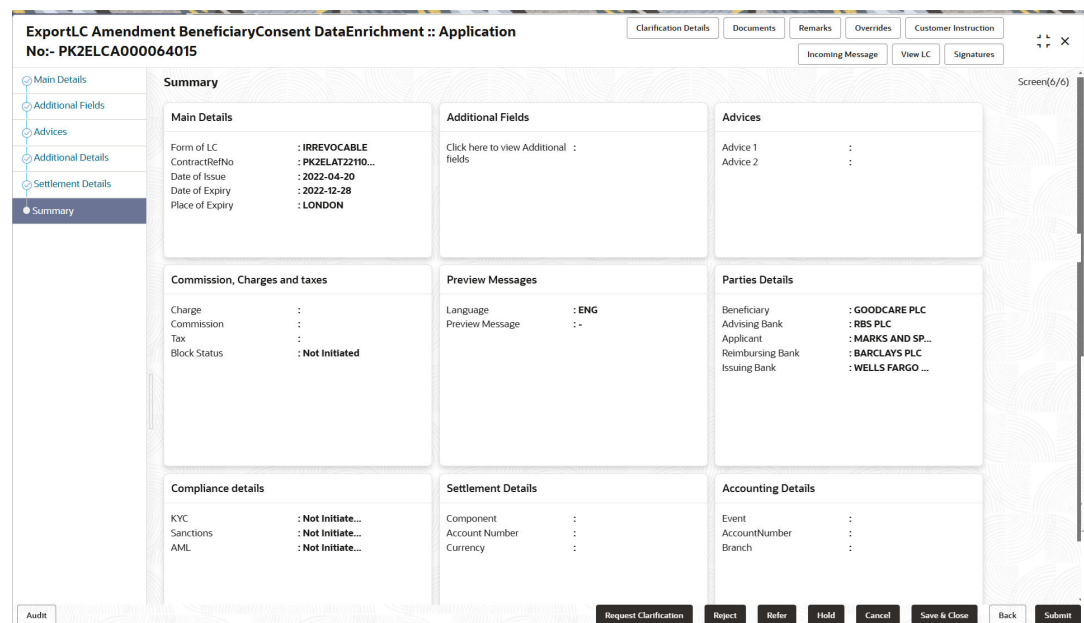
2.3.6 Summary

This topic provides the systematic instructions to view the summary details in Scrutiny stage of Export LC Amendment Beneficiary Consent request.

User can review the summary of details updated in Scrutiny stage of Export LC Amendment Beneficiary Consent request.

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

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

Figure 2-13 Summary


Export LC Amendment Beneficiary Consent Data Enrichment :: Application
No:- PK2ELCA000064015

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

Screen(6/6)

Summary

Main Details

Form of LC : IRREVOCABLE
ContractRefNo : PK2ELAT22110...
Date of Issue : 2022-04-20
Date of Expiry : 2022-12-28
Place of Expiry : LONDON

Additional Fields

Click here to view Additional : fields

Advices

Advice 1 :
Advice 2 :

Commission, Charges and taxes

Charge :
Commission :
Tax :
Block Status : Not Initiated

Preview Messages

Language : ENG
Preview Message : -

Parties Details

Beneficiary : GOODCARE PLC
Advising Bank : RBS PLC
Applicant : MARKS AND SP...
Reimbursing Bank : BARCLAYS PLC
Issuing Bank : WELLS FARGO ...

Compliance details

KYC : Not Initiate...
Sanctions : Not Initiate...
AML : Not Initiate...

Settlement Details

Component :
Account Number :
Currency :

Accounting Details

Event :
AccountNumber :
Branch :

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

Tiles Displayed in Summary

- Main Details - User can view and modify the application details and LC details, if required.
- Additional Fields - User can view the details of additional fields.

- Advices - User can view the advices details.
- Commission, Charges and taxes - User can view the Commission, charges and taxes details.
- Preview Messages - User can view the preview message.
- Parties Details - User can view the party details like beneficiary, advising bank etc.
- Compliance - User can view the compliance details.
- Settlement Details - User can view the settlement details.

2. Click **Submit**.

The task will move to next logical stage.

Table 2-23 Summary - Action Buttons - Field Description

Field	Description
Documents	Upload the required documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the Export LC Amendment Beneficiary Consent. This information can be viewed by other users handling 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 and MT999 messages from within the task.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
View LC	Click to view the latest LC values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.

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

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	On click of Back, task moves to previous logical step.
Submit	Task will get moved to next logical stage of Export LC Amendment Beneficiary Consent. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

2.4 Exceptions

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

The Export LC Amendment Beneficiary Consent request, before it reaches the approval stage, the application will validate the Amount Block, KYC and AML. If any of these failed in validation will reach exception stage for further clearance for the exceptions.

Amount Block Exception Approval

As part of amount block validation, application will check if sufficient balance is available in the account to create the block. On hand-off, system will debit the blocked account to the extent of

block and credit charges/ commission account in case of charges block or credit the amount in suspense account for blocks created for collateral.

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

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

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

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

- Approve:
 - Settlement amount will be funded (outside of this process)
 - Allow account to be overdrawn during hand-off
- Refer:
 - Refer Refer back to DE providing alternate settlement account to be used for block.
 - Different collateral to be mapped or utilize lines in place of collateral.
- Reject: Reject the transaction due to non-availability of sufficient balance in settlement account

Amount Bock Exception

ExportLC Amendment BeneficiaryConsent AmountBlock Exception Approval ::
Application No:- PK2ELCA000004292

Amount Block Exception

Summary

Amount Block Exception Details

Type	Contract Currency	Block Amount	Account	Branch	Account Currency	Block Ref No	Block Status	Block Status Details
Charge	GBP	50	PK20010440017	PK2	GBP		Failed	

Audit

Reject Refer Hold Approve Next

This section will display the amount block exception details.

Summary

ExportLC Amendment Beneficiary Consent AmountBlock Exception Approval :: Application
No:- PK2ELCA000004292

Documents Remarks Overrides Customer Instruction Incoming Message View LC

Amount Block Exception Summary Screen(2/2)

Summary

Main Details

Form of LC : IRREVOCABLE
ContractRefNo : PK2ELAT22110...
Date of Issue : 2022-04-20
Date of Expiry : 2022-12-28
Place of Expiry : LONDON

Additional Fields

Click here to view Additional : fields

Advices

Advice 1 : LC_ACK_AMND
Advice 2 : LC_CASH_COL...
Advice 3 : AMD_EXP_CR

Commission, Charges and taxes

Charge : GBP 50.00
Commission :
Tax :
Block Status : Failed

Preview Messages

Language : ENG
Preview Message : -

Parties Details

Applicant : MARKS AND SP...
Reimbursing Bank : BARCLAYS PLC
Beneficiary : GOODCARE PLC
Advising Bank : RBS PLC
Issuing Bank : WELLS FARGO ...

Compliance details

KYC : Not Initiate...
Sanctions : Not Initiate...
AML : Not Initiate...

Audit Reject Refer Hold Approve Back

Tiles Displayed in Summary:

- Main Details - User can view and modify details of application and LC, if required.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the advices details.
- Commission, Charges and taxes - User can view the Commission, charges and taxes details.
- Preview Messages - User can view the preview message.
- Parties Details - User can view the party details like beneficiary, advising bank etc.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

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

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

Table 2-24 Amount Bock Exception - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the Export LC Amendment Beneficiary Consent. 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 2-24 (Cont.) Amount Bock Exception - Action Buttons - Field Description

Field	Description
Customer Instruction	Click to view/ input the following - Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. - Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
View LC	Click to view the latest LC values displayed in the respective fields.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: - R1- Documents missing - R2- Signature Missing - R3- Input Error - R4- Insufficient Balance/Limits - R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes Refer Codes are: - R1- Documents missing - R2- Signature Missing - R3- Input Error - R4- Insufficient Balance/Limits - R5 - Others
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.
Back	Task moves to previous logical step.

Exception - Know Your Customer (KYC)

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

1. Log in into OBTFPM application, KYC exception queue. KYC exception failed tasks for Trade Finance transactions will be listed in your queue.
2. Open the task, to see summary tiles that display a summary of available updated fields with values.

User can pick up a transaction and do the following actions:

Approve

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

Summary

Figure 2-14 Know Your Customer (KYC) Exception

Tiles Displayed in Summary:

- Main Details - User can view and modify details of application and LC, if required.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the advices details.
- Commission, Charges and taxes - User can view the Commission, charges and taxes details.
- Preview Messages - User can view the preview message.
- Parties Details - User can view the party details like beneficiary, advising bank etc.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

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

Table 2-25 Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the Export LC Amendment Beneficiary Consent. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
View LC	Click to view the latest LC values displayed in the respective fields.

Table 2-25 (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description

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

Exception - Limit Check/Credit

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

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

Note

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

Limit check Exception approver can do the following actions:

Approve

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

Refer

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

Reject

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

Limit/Credit Check

This section will display the amount block exception details.

Summary

Tiles Displayed in Summary:

- Main Details - User can view and modify details of application and LC, if required.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the advices details.
- Commission, Charges and taxes - User can view the Commission, charges and taxes details.
- Preview Messages - User can view the preview message.
- Parties Details - User can view the party details like beneficiary, advising bank etc.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

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

Table 2-26 Exception - Limit Check/Credit - Action Buttons – Field Description

Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the Export LC Amendment Beneficiary Consent. 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 2-26 (Cont.) Exception - Limit Check/Credit - Action Buttons – Field Description

Field	Description
Customer Instruction	Click to view/ input the following - Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. - Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
View LC	Click to view the latest LC values displayed in the respective fields.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: - R1- Documents missing - R2- Signature Missing - R3- Input Error - R4- Insufficient Balance/Limits - R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes Refer Codes are: - R1- Documents missing - R2- Signature Missing - R3- Input Error - R4- Insufficient Balance/Limits - R5 - Others
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.
Back	Task moves to previous logical step.

2.5 Multi Level Approval

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

The Approval user can approve a Export LC Amendment Beneficiary Consent transaction.

1. Log in into OBTFPM application and on **Home** screen, click, **Task**.
2. Under **Task**, click **Free Task**.
3. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.
4. The acquired task will be available in **My Tasks** tab. Click **Edit** to approve the task.
The **Approval Summary** screen appears. The user can view the Summary tiles which displays list of important fields with values.
5. 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

ExportLC Amendment Beneficiary Consent Approval Task Level 1 ::
Application No:- PK2ELCA000064015

Documents | Remarks | Overrides | Customer Instruction
Incoming Message | View LC | Signatures

Main Details Form of LC : IRREVOCABLE ContractRefNo : PK2ELAT22110... Date of Issue : 2022-04-20 Date of Expiry : 2022-12-28 Place of Expiry : LONDON	Accounting Details Event : AccountNumber : Branch :	Additional Fields Click here to view Additional : fields
Advices Advice 1 : Advice 2 :	Commission, Charges and taxes Charge : Commission : Tax : Block Status : Not Initiated	Preview Messages Language : ENG Preview Message : -
Parties Details Applicant : MARKS AND SP... Beneficiary : GOODCARE PLC Advising Bank : RBS PLC Reimbursing Bank : BARCLAYS PLC Issuing Bank : WELLS FARGO ...	Compliance details KYC : Not Initiate... Sanctions : Not Initiate... AML : Not Initiate...	Exception(Approval) Sanction,KYC : EXCEPTION PLEASE VISIT REMARKS FOR MORE DETAILS : -

Audit | Reject | Hold | Refer | Cancel | Approve

Tiles Displayed in Summary:

- Main Details - User can view and modify the application details and LC details, 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."

- Additional Fields - User can view the details of additional fields.
- Advices - User can view the advices details.
- Commission, Charges and taxes - User can view the Commission, charges and taxes details.
- Preview Messages - User can view the preview message.
- Parties Details - User can view the party details like beneficiary, advising bank etc.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Exception(Approval) - User can view the exception(Approval) details.

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

Table 2-27 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 Export LC Amendment Beneficiary Consent. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
View LC	Click to view the latest LC values displayed in the respective fields.

Table 2-27 (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 required, 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 inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.

6. Click **Approve**.

2.6 Reject Approval

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

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

1. Log in into OBTFPM application and on **Home** screen, click, **Task**.
2. Under **Task**, click **Free Task**.
3. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.
4. The acquired task will be available in **My Tasks** tab. Click **Edit**.

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

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

Summary

Export LC Amendment Beneficiary Consent
Reject Approval :- Application No:- PK2ELCA000017909

Main Details	Additional Fields	Advices	Commission, Charges and taxes	Preview Messages
Form of LC : IRREVOCABLE... Contract/Ho : PK2ELAC21125... Date of Issue : 2021-05-05 Date of Expiry : 2021-11-11 Place of Expiry : vfgg	Click here to view : Additional fields	Advice 1 : AMD_EXP_CR Advice 2 : LC_AMND_INST... Advice 3 : LC_ACK_AMND Advice 4 : LC_CASH_COL... Advice 5 : ADVICE_CL	Charge : GBP 175.00 Commission : Tax : Block Status : Failed	Language : ENG Preview Message : -

Parties Details	Compliance details
Beneficiary : GOODCARE PLC Issuing Bank : CITIBANK IRE... Applicant : MARKS AND SP...	KYC : Not Verified Sanctions : Not Initiate... AML : Not Initiate...

Audit Reject Hold Cancel Approve

The data captured during handling of the transaction until the stage when reject is given will be available in the summary tile. Other fields will be blank when verified from summary tile.

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

- Main Details - User can view and modify the application details and LC details, if required.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the advices details.
- Commission, Charges and taxes - User can view the Commission, charges and taxes details.
- Preview Messages - User can view the preview message.
- Parties Details - User can view the party details like beneficiary, advising bank etc.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

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

Table 2-28 Summary - Action Buttons - Field Description

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

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