

Oracle Banking Trade Finance Process Management

Guarantee Advice Closure User Guide



Release 14.8.1.0.0

G46181-01

October 2025

ORACLE®

Copyright © 2020, 2025, Oracle and/or its affiliates.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software, software documentation, data (as defined in the Federal Acquisition Regulation), or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs) and Oracle computer documentation or other Oracle data delivered to or accessed by U.S. Government end users are "commercial computer software," "commercial computer software documentation," or "limited rights data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, reproduction, duplication, release, display, disclosure, modification, preparation of derivative works, and/or adaptation of i) Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs), ii) Oracle computer documentation and/or iii) other Oracle data, is subject to the rights and limitations specified in the license contained in the applicable contract. The terms governing the U.S. Government's use of Oracle cloud services are defined by the applicable contract for such services. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle®, Java, MySQL, and NetSuite are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

Contents

Preface

Purpose	i
Audience	i
Documentation Accessibility	i
Critical Patches	ii
Diversity and Inclusion	ii
Structure	ii
Conventions	ii
Related Documents	ii
Screenshot Disclaimer	iii
Acronyms and Abbreviations	iii
Symbols and Icons	iii
Basic Actions	v

1 Oracle Banking Trade Finance Process Management

2 Guarantee Advise Closure

2.1	Common Initiation Stage	1
2.2	Registration	2
2.2.1	Document Linkage	8
2.3	Data Enrichment	13
2.3.1	Main Details	14
2.3.2	Additional Fields	20
2.3.3	Advices	22
2.3.4	Additional Details	26
2.3.5	Settlement Details	39
2.3.6	Summary	43
2.4	Multi Level Approval	45
2.5	Customer Acknowledgement letter Format	50
2.5.1	Customer - Reject Advice	51

Preface

- [Purpose](#)
This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management **Guarantee Advise Closure** process.
- [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](#)
- [Symbols and Icons](#)
- [Basic Actions](#)

Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management **Guarantee Advise Closure** process.

Audience

This document is intended for the following audience:

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

Documentation Accessibility

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

- [Access to Oracle Support](#)

Access to Oracle Support

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

Critical Patches

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

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

Symbols and Icons

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

Table 2 Symbols and Icons - Common

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

Table 2 (Cont.) Symbols and Icons - Common

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

Table 3 Symbols and Icons - Widget

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

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 4 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 4 (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.

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

Guarantee Advise Closure

Guarantees/SBLC have a pre-scheduled auto closure date, a few days after the expiry of undertaking. This process enables, closure of a Guarantee/SBLC after the expiry date but before the auto closure date.

This topic contains following subtopics:

- [Common Initiation Stage](#)
This topic provides the systematic instructions to initiate the new **Guarantee Advise Closure** request.
- [Registration](#)
This topic provides the systematic instructions to initiate the **Registration** stage of **Guarantee Advise Closure** request.
- [Data Enrichment](#)
This topic provides the systematic instructions to initiate the Data Enrichment stage of Guarantee Advise Closure request.
- [Multi Level Approval](#)
This topic helps you quickly get acquainted with the Multi Level Approval process.
- [Customer Acknowledgement letter Format](#)
This topic helps you quickly get acquainted with the Customer Acknowledgement process.

2.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the new **Guarantee Advise Closure** 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

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

Note

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

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

Table 2-1 Initiate Task - Field Description

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

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

Table 2-2 Action Buttons - Field Description

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

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

2.2 Registration

This topic provides the systematic instructions to initiate the **Registration** stage of **Guarantee Advise Closure** request.

As a registration user, you can register a Guarantee Advice closure request, also can upload relevant documents and verify checklist items. If Guarantee to be advised is received as physical instrument, the Guarantee Advice process starts from the Registration Stage. During registration stage, user can capture the basic details, check the signature of the authorized signatory of the Guarantee Issuing Bank and upload the guarantee. It also enables the user to capture some additional product related details as an option. On submit, the

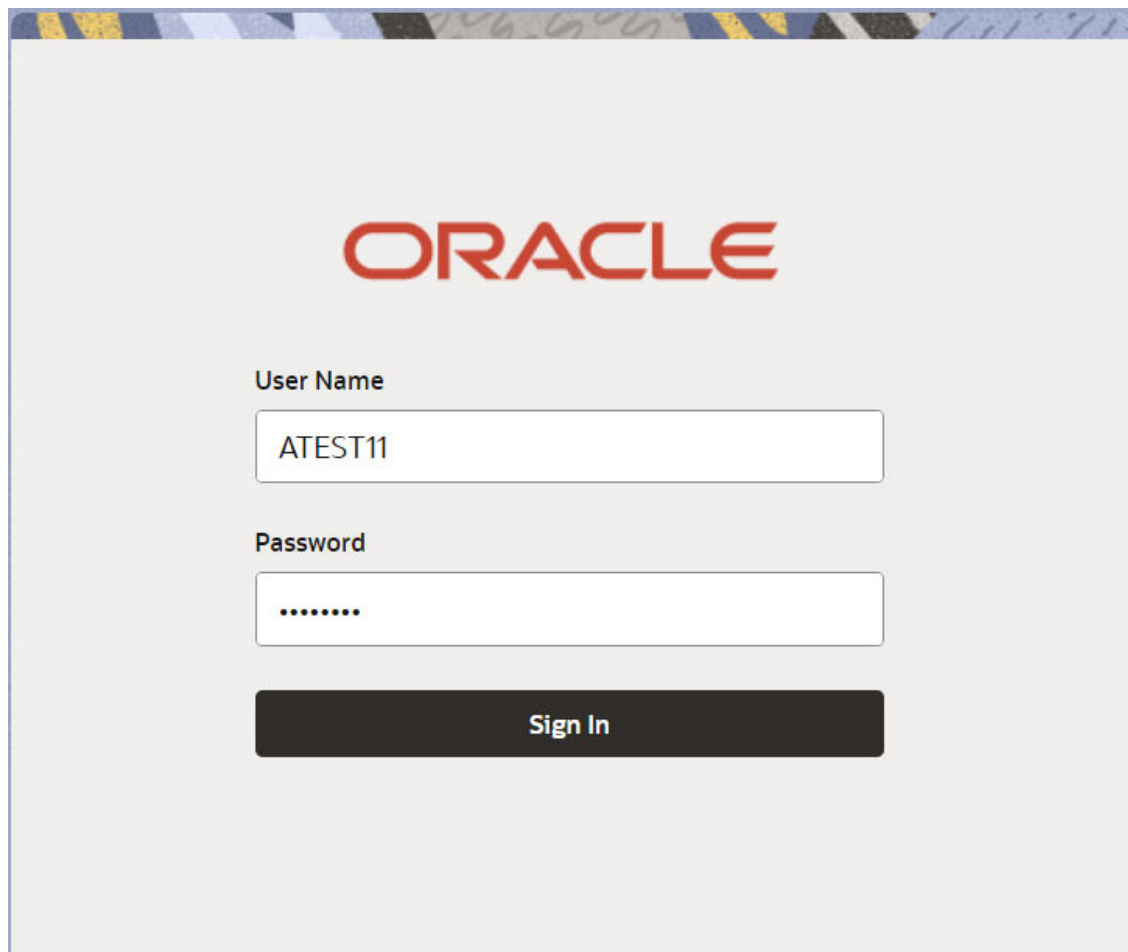
request will be available for an Guarantee Advice expert to handle the request in the next stage.

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

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

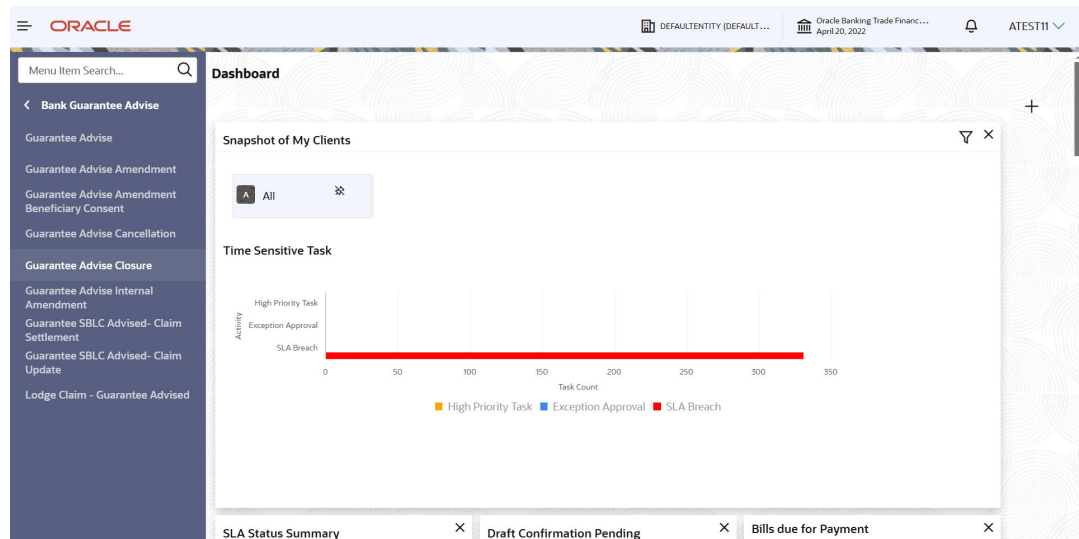
Specify **User ID** and **Password**, and login to **Home** screen.

Figure 2-2 Login Screen

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 seven dots. Below these fields is a dark gray button with the text "Sign In" in white.

1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Bank Guarantee Advise**.
2. Under **Bank Guarantee Advise**, click **Guarantee Advise Closure**.

Figure 2-3 Guarantee Advice Closure



The **Guarantee Advise Closure - Registration** screen appears.

The Guarantee Advise Closure - Registration stage has two sections Application Details and Guarantee Details. Let's look at the details of Registration screens below:

Figure 2-4 Guarantee Advise Closure - Registration - Application Details

The screenshot shows the 'Guarantee Advise Closure' registration screen. It is divided into two main sections: 'Application Details' and 'Guarantee Details'. The 'Application Details' section includes fields for 'Advising Bank Reference Number' (GUAD221100039512), 'Amount in Local Currency' (GBP, £1,000.00), 'Transaction Date' (April 20, 2022), 'Beneficiary' (001044, GOODCARE), 'Priority' (Medium), 'Branch' (PK2-Oracle Banking Trade Finance), 'Submission Mode' (Desk), '32B - Currency Code, Amount' (GL, £1,000.00), and 'Process Reference Number' (PK2GTAC000061823). The 'Guarantee Details' section includes fields for '22D - Form of Undertaking' (DGAR - Guarantee), 'User Reference Number' (GUAD221100039512), '22K - Type of Undertaking' (CUST - Customs), 'Date of Expiry' (July 19, 2022), '40C - Applicable Rules' (None - Not subject to any rules), 'Closure Date' (August 18, 2022), 'Product Code' (GUAD), '22A - Purpose of Message' (Customs Guarantee), '22K - Narrative' (Customs Guarantee), '35G - Expiry Condition/Event' (OTHER), 'Product Description' (Guarantee Advising), '23X - File Identification', '30 - Date of Issue' (April 20, 2022), 'Applicant' (001043, MARKS ANI), '39D - Additional Amounts', '20 - Undertaking Number', '23X - Narrative', '23B - Expiry Type' (FIXD), and '51- Obligor/ Instructing Party' (Auto Close). The screen also has buttons for 'Hold', 'Cancel', 'Save & Close', and 'Submit'.

- On **Guarantee Advise Closure - Registration - Application Details** screen, specify the fields.

Note

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

Table 2-3 Guarantee Advise Closure - Registration - Application Details - Field Description

Field	Description
Advising Bank Reference Number	Specify the Advising Bank Reference Number or click Search icon to search and select the Advising Bank Reference Number from look-up. As part of lookup criteria; user can input the Undertaking Number, Beneficiary, Currency, Amount and User Reference Number.
Beneficiary	Read only field. The Beneficiary of Guarantee/SBLC as per the latest Guarantee/SBLC details should be displayed.
Branch	Read only field. System will default the branch from Guarantee Advise.
Currency Code, Amount	Read only field. The amount of Undertaking and currency code as per the latest Guarantee/SBLC details is displayed.
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the transaction amount from back office (with decimal places).
Priority	This field will be defaulted based on the priority maintenance, also enables the user to change the priority as per the requirement. Set the priority of the Guarantee Advice request as Low/Critical/Medium/High. If priority is not maintained for a customer, 'Medium' priority will be defaulted. The user can change the priority.
Submission Mode	Select the submission mode of Guarantee Advice request. By default the submission mode will have the value as 'Desk'. • Desk - Request received through Desk • Courier - Request received through Courier • Fax - Request received through Fax • Email - Request received through Email The user can change the submission mode.
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.
Transaction Date	Read only field. By default, the application will display branch's current date.
Issuer	Read only field. The Issuing Bank as per the latest Guarantee/SBLC details should be displayed.

Guarantee Details

Registration user can provide Guarantee Details in this section. Alternately, Guarantee Details can be provided by DE user. All fields displayed in Guarantee details section are read only fields.

4. On **Guarantee Advise Closure - Registration - Guarantee Details** screen, specify the fields.

Note

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

Figure 2-5 Guarantee Advise Closure - Registration - Guarantee Details

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

Table 2-4 Guarantee Advise Closure - Registration - Guarantee Details - Field Description

Field	Description
Form of Undertaking	Read only field. Form of Undertaking (Guarantee/Standby LC) as per the latest Guarantee/SBLC details is displayed.
Product Code	Read only field. The product code used for SBLC/Guarantee advise is displayed.
Product Description	Read only field. The Product description as per the latest Guarantee/SBLC advise is displayed
Undertaking Number	Read only field. The undertaking number as per the latest Guarantee/SBLC advise is displayed.
User Reference Number	Read only field. System defaults the user reference number, depending on the selection of Advising Bank Reference Number.
Purpose of Message	Read only field. The Purpose of message (ACNF/ADVI) used during SBLC/ Guarantee advise is displayed.
File Identification	Read only field. The File Identification as per the latest Guarantee/SBLC advise details is displayed. only and populated from Incoming MT 760.

Table 2-4 (Cont.) Guarantee Advise Closure - Registration - Guarantee Details - Field Description

Field	Description
Narrative	Read only field. Any kind of Narrative/Additional text as per the latest Guarantee/SBLC advise details is displayed.
Type of Undertaking	Read only field. The type of Undertaking as per the latest Guarantee/SBLC advise details is displayed.
Narrative	Read only field. Any kind of Narrative/Additional text as per the latest Guarantee/SBLC advise details is displayed.
Date of Issue	Read only field. The date of issue as per the latest Guarantee/SBLC advise details is displayed.
Expiry Type	Read only field. The type of Expiry as per the latest Guarantee/SBLC advise details is displayed.
Date of Expiry	Read only field. The date of Expiry as per the latest Guarantee/SBLC advise details is displayed.
Expiry Condition/Event	Read only field. The expiry condition/event as per the latest Guarantee/SBLC advise details is displayed.
Applicant	Read only field. Applicant details will be auto populated based on the details provided in Application Details section.
Obligor/ Instructor Party	Read only field. The Obligor/Instructing Party as per the latest Guarantee/SBLC advise details is displayed.
Applicable Rules	Read only field. Applicable Rules as per the latest Guarantee/SBLC advise details is displayed.
Narrative	Read only field. Any kind of Narrative/Additional text as per the latest Guarantee/SBLC advise details is displayed.
Additional Amounts	Read only field. Any additional amounts related to undertaking as per the latest Guarantee/SBLC advise details is displayed.
Auto Close	Read only field. System default the value from the previous versions of the contracts.
Closure Date	Read only field. System default the value from the previous versions of the contracts.

5. Click Submit.

The task will move to next logical stage of **Guarantee Advise Closure**.
For more information on action buttons, refer to the field description table below.

Table 2-5 Guarantee Advise Closure - Registration - Action Buttons - Field Description

Field	Description
Documents	Upload the documents received. The possible documents submitted under Guarantee/SBLC Advise closure request are: Guarantee/SBLC Advise Closure request
Remarks	Specify any additional information regarding the Guarantee Advise Closure. This information can be viewed by other users processing the request.
Customer Instruction	Click to view/ input the following: Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View Guarantee/SBLC	Click to view all SBLC/Guarantee details.
Guarantee/SBLC Events	Click to view all the Undertaking events under the Guarantee/SBLC Advised till date.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancels the Guarantee Advise Closure Registration stage inputs. Details entered will not be saved and the task will be removed.
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.
Submit	Click Submit, system will trigger acknowledgment to the customer and give confirmation message for successful submission. The task will move to next logical stage of Guarantee Advise Closure. 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.

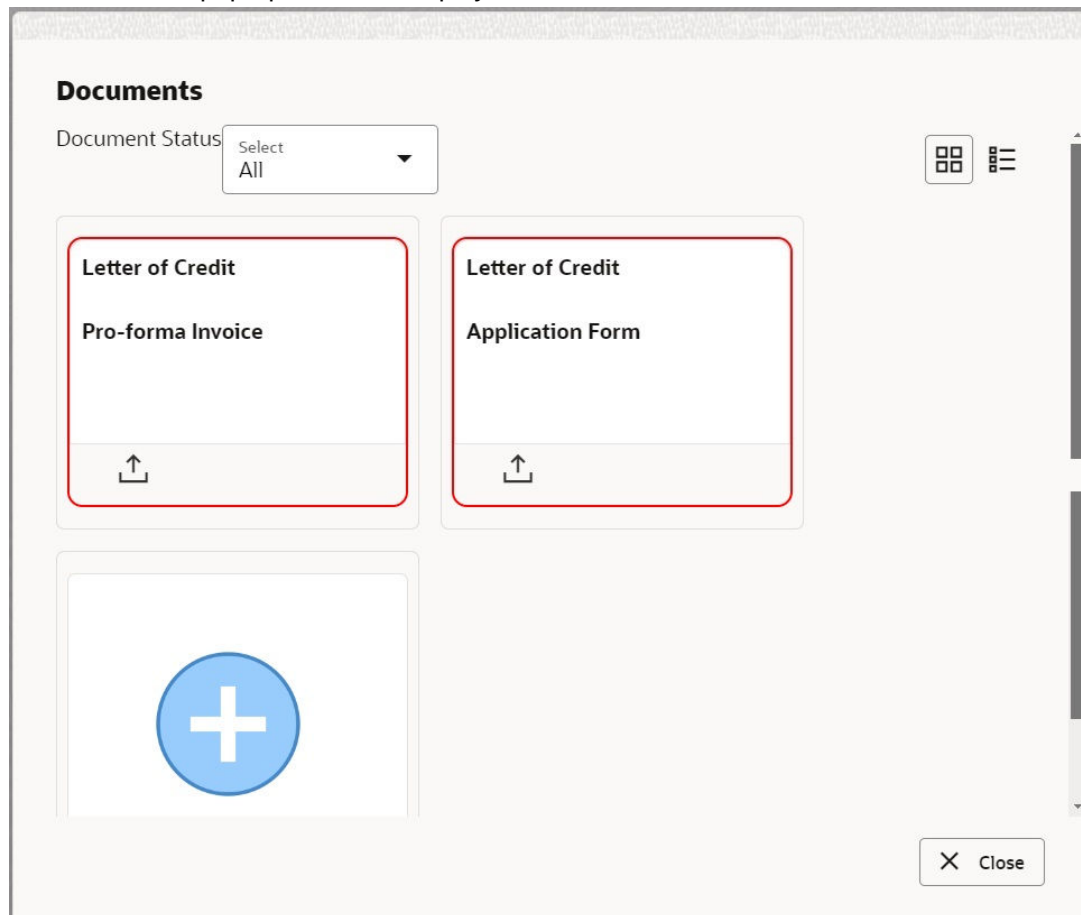
In OBTFPM, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried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

Document Id:

Document Type:

Document Code:

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

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

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

The **Edit Document** screen is displayed.

Edit Document

Document Id:

Document Title:

Application Reference Number:

Entity Reference Number:

Document Type Id:

Document Description:

Remarks:

Document Expiry Date:

Current selected files:ddf.pdf | 2464

2.3 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of Guarantee Advise Closure request.

On successful completion of Registration of an Guarantee Advise Closure, the task moves to Data Enrichment stage. As part of Data Enrichment, user can enter/update basic details of the incoming request.

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 scrutiny and currently at Data enrichment stage.

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

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

Figure 2-6 Free Tasks

	Acquire and Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
☒	Acquire and Edit	Medium	Guarantee Advise Closure	PK2GTAC000061823	PK2GTEA000064813	DataEnrichment	22-04-20
☐	Acquire and Edit	Medium	Guarantee Advise Amend...	PK2GTEA000064814	PK2GTEA000064814	DataEnrichment	22-04-20
☐	Acquire and Edit	Medium	Guarantee Advise Amend...	PK2GTEA000064813	PK2GTEA000064813	DataEnrichment	22-04-20
☐	Acquire and Edit	Medium	Guarantee Advise Amend...	PK2GTEA000064811	PK2GTEA000064811	DataEnrichment	22-04-20
☐	Acquire and Edit	Medium	Guarantee Advise Amend...	PK2GTEA000064809	PK2GTEA000064809	DataEnrichment	22-04-20
☐	Acquire and Edit	Medium	Guarantee Advise Amend...	PK2GTEA000064810	PK2GTEA000064810	DataEnrichment	22-04-20
☐	Acquire and Edit	Medium	Guarantee Advise Amend...	PK2GTEA000064812	PK2GTEA000064812	DataEnrichment	22-04-20
☐	Acquire and Edit	Medium	ExportLC Amendment Be...	PK2IEAM000064808	PK2IEAM000064808	DataEnrichment	22-04-20
☐	Acquire and Edit		Import LC Issuance	PK2ILCI000064791	PK2ILCI000064791	Scrutiny	22-04-20
☐	Acquire and Edit	High	Import LC Issuance	PK2ILCI000064790	PK2ILCI000064790	Scrutiny	22-04-20
☐	Acquire and Edit	Medium	Export LC Transfer Amen...	PK2ELCT000064786	PK2ELCT000064786	Scrutiny	22-04-20
☐	Acquire and Edit	Medium	ExportLC Amendment Be...	PK2ELCA000064774	PK2ELCA000064774	DataEnrichment	22-04-20
☐	Acquire and Edit	Medium	ExportLC Amendment Be...	PK2ELCA000064777	PK2ELCA000064777	DataEnrichment	22-04-20

The **Free Task** screen displays.

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

Figure 2-7 My Tasks

Menu Item Search...	My Tasks	Refresh	Release	Escalate	Delegate	Flow Diagram					
	Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date				
☒	Edit	Medium	Guarantee Advice Clo...	PK2GTAC000061823	PK2GTAC000061823	DataEnrichment	22-04-20				
☐	Edit	Medium	Islamic Export LC Dra...	PK2IELL0000050807	PK2IELL0000050807	DataEnrichment	22-04-20				
☐	Edit	Medium	Export LC Liquidation ...	PK2IELL0000064193	PK2IELL0000064193	Approval Task Level 1	22-04-20				
☐	Edit	Medium	Export LC Amendmen...	PK2IELM000003661	PK2IELM000003661	DataEnrichment	22-04-20				
☐	Edit	Medium	Export LC Liquidation	PK2ELCL0000064404	PK2ELCL0000064404	Approval Task Level 1	22-04-20				
☐	Edit	Medium	Export LC Advise	PK2ELCA0000064362	PK2ELCA0000064362	Scrutiny	22-04-20				
☐	Edit	Medium	Import LC Drawing	PK2ILCD0000064359	PK2ILCD0000064359	Scrutiny	22-04-20				
☐	Edit		Export LC Drawing	PK2ELCD0000063646	PK2ELCD0000063646	Verification	22-04-20				
☐	Edit		Export LC Drawing	PK2ELCD0000064299	PK2ELCD0000064299	Verification	22-04-20				
☐	Edit	Medium	Islamic Import Docum...	PK2IIDL0000064336	PK2IIDL0000064336	DataEnrichment	22-04-20				
☐	Edit	Medium	Export LC Advise	PK2ELCA0000064309	PK2ELCA0000064309	Scrutiny	22-04-20				
☐	Edit	Medium	Import Documentary ...	PK2IDCL0000062506	PK2IDCL0000062506	DataEnrichment	22-04-20				
☐	Edit	Medium	Islamic Import Docum...	PK2IIDC0000064251	PK2IIDC0000064251	Approval Task Level 1	22-04-20				

Let's look at the details for Data Enrichment stage. You should be able to enter/update the fields. Some of the fields that are already having value from Data Enrichment/Online channels may not be editable.

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

- [Main Details](#)
This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Guarantee Advise Closure 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.
- [Additional Details](#)
This topic provides the systematic instructions to capture the additional details
- [Settlement Details](#)
This topic provides the systematic instructions to capture the settlement details of Guarantee Advise Closure request.
- [Summary](#)
This topic provides the systematic instructions to view the summary of Guarantee Advise Closure request.

2.3.1 Main Details

This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Guarantee Advise Closure request.

Main details section has two sub section as follows:

- Application Details
- Guarantee Details.

Application Details

All fields displayed under Application details section, would be read only except for the **Priority** field.

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

Figure 2-8 Main Details

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

Table 2-6 Guarantee Advise Closure - Main - Application Details - Field Description

Field	Description
Advising Bank Reference Number	Read-only field. The Advising Bank Reference Number as per the latest Guarantee/SBLC advise details is displayed.
Beneficiary	Read-only field. The Beneficiary of Guarantee/SBLC as per the latest Guarantee/SBLC advise details is displayed.
Branch	Read-only field. System will default the branch from Guarantee Advise.
Currency Code, Amount	Read-only field. The amount of Undertaking and currency code as per the latest Guarantee/SBLC advise details is displayed.
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the transaction amount from back office (with decimal places).

Table 2-6 (Cont.) Guarantee Advise Closure - Main - Application Details - Field Description

Field	Description
Priority	This field will be defaulted based on the priority maintenance. Set the priority of the Guarantee Advice Closure request as Low/Critical/ Medium/High. If priority is not maintained for a customer, 'Medium' priority will be defaulted. The user can change the priority.
Submission Mode	Read-only field. Displays the submission mode of Guarantee Advise Closure request. By default the submission mode will have the value as 'Desk'. • Desk - Request received through Desk • Courier - Request received through Courier • Fax - Request received through Fax • Email - Request received through Email
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.
Transaction Date	Read-only field. Displays the branch's current date by default.
Issuer	Read-only field. The Issuing Bank as per the latest Guarantee/SBLC details is displayed.

Guarantee Details

The fields listed under this section are same as the fields listed under the Guarantee Details section in Registration stage.

Figure 2-9 Guarantee Details

Additional Details
Settlement Details
Summary

Guarantee Details

22D - Form of Undertaking
D&GAR - Guarantee

User Reference Number
GUAD221100039512

22K - Type of Undertaking
CUST - Customs

Date of Expiry
July 19, 2022

40C - Applicable Rules
None - Not subject to any rules

Closure Date
August 18, 2022

Product Code
GUAD

22A - Purpose of Message

22K - Narrative
Customs Guarantee

35G - Expiry Condition/Event

40C - Narrative
OTHR

Product Description
Guarantee Advising

23X - File Identification

30 - Date of Issue
April 20, 2022

Applicant
001043 MARKS ANI

39D - Additional Amounts

20 - Undertaking Number

23X - Narrative

23B - Expiry Type
FIXD

51- Obligor/ Instructing Party

Auto Close
☐

Audit
Request Clarification
Reject
Refer
Hold
Cancel
Save & Close
Next

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

Table 2-7 Guarantee Advise Closure - Main - Guarantee Details - Field Description

Field	Description
Form of Undertaking	Read-only field. Form of Undertaking (Guarantee/Standby LC) as per the latest Guarantee/SBLC details is displayed.
Product Code	Read-only field. The product code used for SBLC/Guarantee advise is displayed.
Product Description	Read only field. This field displays the description of the product as per the latest Guarantee/SBLC advise.
Undertaking Number	Read-only field. The undertaking number as per the latest Guarantee/SBLC advise is displayed.
User Reference Number	Read-only field. System defaults the user reference number, depending on the selection of Advising Bank Reference Number in the Registration stage.
Purpose of Message	Read-only field. The Purpose of message (ACNF/ADVI) used during SBLC/Guarantee advise is displayed.
File Identification	Read-only field. The File Identification as per the latest Guarantee/SBLC advise details is displayed and populated from Incoming MT 760.
Narrative	Read-only field. Any kind of Narrative/Additional text as per the latest Guarantee/SBLC advise details is displayed.
Type of Undertaking	Read-only field. The type of Undertaking as per the latest Guarantee/SBLC advise details is displayed.
Narrative	Read-only field. Any kind of Narrative/Additional text as per the latest Guarantee/SBLC advise details is displayed.
Date of Issue	Read-only field. The date of issue as per the latest Guarantee/SBLC advise details is displayed.
Expiry Type	Read-only field. The type of Expiry as per the latest Guarantee/SBLC advise details is displayed..
Date of Expiry	Read-only field. The date of Expiry as per the latest Guarantee/SBLC advise details is displayed.
Expiry Condition/Event	Read-only field. The expiry condition/event as per the latest Guarantee/SBLC advise details is displayed.
Applicant	Read-only field. Applicant details will be auto populated based on the details provided in Application Details section.
Obligor/ Instructor Party	Read-only field. The Obligor/I nstructing Party as per the latest Guarantee/SBLC advise details is displayed.

Table 2-7 (Cont.) Guarantee Advise Closure - Main - Guarantee Details - Field Description

Field	Description
Applicable Rules	Read-only field. Applicable Rules as per the latest Guarantee/SBLC advise details is displayed.
Narrative	Read-only field. Any kind of Narrative/Additional text as per the latest Guarantee/SBLC advise details is displayed.
Additional Amounts	Read-only field. Any additional amounts related to undertaking as per the latest Guarantee/SBLC advise details is displayed.
Auto Close	Read-only field. System default the value from the previous versions of the contracts.
Closure Date	Read-only field. System default the value from the previous versions of the contracts.

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

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

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

Table 2-8 Audit - Field Description

Field	Description
Application No.	This field displays the 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.
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.

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

Field	Description
Outcome	This field displays the outcome of the audit.

2. Click **Next**.

The task will move to next data segment.

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

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the Guarantee Advise Closure. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View Undertaking	Clicking this button allows the user should to view the undertaking details.
Request Clarification	User can submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

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

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

2.3.2 Additional Fields

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

DE user can view the additional fields implemented by the bank for Guarantee Advise Closure. Banks can configure these additional fields during implementation.

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

Figure 2-10 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 2-10 Additional Fields - Action Buttons - Field Description

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

Table 2-10 (Cont.) Additional Fields - Action Buttons - Field Description

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

2.3.3 Advices

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

This section defaults the advices for Closure of Guarantee/SBLC Advise, based on the advices maintained at the Product level.

DE User can view the advices generated for Closure of Guarantee/SBLC Advise request.

Some of the possible advices are Closure of Guarantee/SBLC Issued and Payment Message.

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

Figure 2-11 Advices

Guarantee Advice Closure DataEnrichment :: Application No:-
PK2GTAC000061823

Clarification DetailsDocumentsRemarksOverridesCustomer Instruction

View Undertaking

Main DetailsAdditional FieldsAdvisesAdditional DetailsSettlement DetailsSummary

Advises

Advice : LC_CLOSE_ADV

Advice Name : LC_CLOSE_ADV
Advice Party : BEN
Party Name : GOODCARE PLC
Suppress Advice : NO

Advice : GUAR_RELEASE

Advice Name : GUAR_RELEASE
Advice Party : ISB
Party Name : WELLS FARGO ...
Suppress Advice : YES

Advice : PAYMENT_MESSAGE

Advice Name : PAYMENT_MESSAGE
Advice Party :
Party Name :
Suppress Advice : NO

Audit

Request ClarificationRejectReferHoldCancelSave & CloseBackNext

Advice Details

Advice Details

Advice Details

Suppress Advice

Advice Name

Medium

Advice Party

Party ID

Party Name

FFT Code

Instructions

LC_CLOSE_ADV

MAIL

BEN

001044

GOODCARE PLC

REPFFT

REPFFT

E023

IN CASE, REIMBURSING BANK IN NEW YORK, FAILS TO F

OK

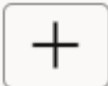
Cancel

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

Table 2-11 Advice Details

Field	Description
Suppress Advice	Enable this option to suppress the advice. Disable this option if suppress advice is not required.
Advice Name	The advice name is defaulted from Guarantee Advise.

Table 2-11 (Cont.) Advice Details

Field	Description
Medium	The medium of advices is defaulted from the system. User can update, if required.
Advice Party	The medium of advices is defaulted from the system.
Party ID	Value be defaulted from Guarantee Advise.
Party Name	Read only field. Value be defaulted from Guarantee Advise.
FFT Code	
	Click plus icon to add new FFT code.
FTT Code	Click Search icon to search and select the FFT Code.
FFT Description	FFT description is populated based on the FFT code selected.
Action	Click Edit icon to edit the existing FFT code. Click Delete icon to remove any existing FFT code.
Instructions	
	Click plus icon to add new instruction code.
Instruction Code	Click Search icon to search and select the instruction Code.
Instruction Description	Instruction description is populated based on the instruction code selected.
Edit	Click Edit icon to edit the instruction description.
Action	Click Edit icon to edit the existing instruction code. Click Delete icon to remove any existing instruction code.

2. Click **Next**.

The task will move to next data segment.

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

Table 2-12 Advices - Action Buttons - Field Description

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

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

Field	Description
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the Guarantee Advise Closure task. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View Undertaking	Clicking this button allows the user should to view the undertaking details.
Request Clarification	User can submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

Table 2-12 (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
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

2.3.4 Additional Details

This topic provides the systematic instructions to capture the additional details

Data Enrichment user can view the Additional Details during Guarantee Advise Closure request. Some of the possible additional details could be:

- Limits and Collateral (Non-editable)
 - Commission, Charges and Taxes
 - Preview Messages (Non-editable)
1. On **Additional Details** screen, click the 3 dots on any Additional Details tile to view the details.

Figure 2-12 Additional Details

Guarantee Advice Closure DataEnrichment :: Application No:-
PK2GTAC000065400

Clarification Details Documents Remarks Overrides Customer Instruction View Undertaking

Main Details Additional Fields Advices **Additional Details** Settlement Details Summary

Additional Details

Limit & Collateral

Contribution :
Currency :
Contribution Amount :
Limit Status :
Collateral Currency : **0**
Collateral Contribution : **Not Verified**
Collateral Status :

Charge Details

Charge :
Commission :
Tax :
Block Status : **Not Initiated**

Preview Message

Language :
Guarantee Number : **PK2GUAD22110...**

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

Limits and Collaterals

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

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

Limit & Collateral

Limit Details

Customer ID	Linkage Type	Liability Number	Line Id/Linkage Ref No	Line Serial	Contribution %	Contribution Currency	Amount to Earmark	Limit Check Response	Response Message	Edit	Delete
001044	Facility	001044	001044	1	100	GBP	1000	Not Available		001044	

Cash Collateral Details

Collateral Percentage: 20.0

Collateral Currency and amount: GBP £200.00

Exchange Rate: 1.0

Sequence Number	Settlement Account...	Settlement Account	Exchange Rate	Collateral Split %	Contribution Amount	Contribution Amount In Account Currency	Account Balance Check Response	Response Message	Edit	Delete
1	GBP	PK2001044 007		100	200		NA		1	

Deposit Linkage Details

Deposit Account	Deposit Currency	Deposit Maturity Date	Transaction Currency	Deposit Available In Transaction Currency	Linkage Amount(Transaction Currency)	View
No data to display.						

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

Save & Close Close

Figure 2-13 Limit Details

Limit Details

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

Figure 2-14 Collateral Details

Collateral Details

Total Collateral Amount

£20.00

Sequence Number

1.0

Collateral Contrubution Amount

£20.00

Settlement Account Currency

GBP

Contribution Amount in Account Currency

£20.00

Response

VN

Verify

Collateral Amount to be Collected

£20.00

Collateral Split %

100.0

Settlement Account

PK20010440016

Exchange Rate

1.0

Account Available Amount

Response Message

✓

✕

Figure 2-15 Deposit Linkage Details

Deposit Linkage Details

Customer Id

001044

Deposit Account

PK2CDP1221100003

Deposit Branch

PK2

Deposit Available Amount

GBP

£63,880.34

Deposit Maturity Date

April 20, 2023

Exchange Rate

1

Deposit Available In Transaction Currency

GBP

63,880.34

Linkage Percentage %

67.0

Linkage Amount(Transaction Currency)

GBP

£67.00

Save & Close

Close

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

Table 2-13 Limit Details - Field Description

Field	Description
Limit Details 	Click plus icon to add new limit details. Below fields are displayed on the Limit Details pop-up screen, if the user clicks plus icon.
Customer ID	Applicant's/Applicant Bank customer ID will get defaulted. The user can change the customer ID.
Linkage Type	Select the linkage type. Linkage type can be: Facility Liability By default Linkage Type should be "Facility".

Table 2-13 (Cont.) Limit Details - Field Description

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

Table 2-13 (Cont.) Limit Details - Field Description

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

Table 2-13 (Cont.) Limit Details - Field Description

Field	Description
Sequence Number	Read only field. The sequence number is auto populated with the value, generated by the system.
Collateral Split %	Specify the collateral split% to be collected against the selected settlement account.
Collateral Contribution Amount	Collateral contribution amount will get defaulted in this field. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
Settlement Account	Click Search to search and select the settlement account for the collateral.
Settlement Account Currency	Read only field. This field displays the settlement account currency defaulted by the system.
Exchange Rate	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.
Contribution Amount in Account Currency	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.
Account Available Amount	Read only field. This field displays the account available amount which will be auto-populated based on the Settlement Account selection on clicking the Verify button.
Response	Read only field. System populates the response on clicking the Verify button.
Response Message	Read only field. Detailed Response message. System populates the response message on clicking the Verify button.
Verify	Click to verify the account balance of the Settlement Account.
Save & Close	Click to to save and close the record.
Cancel	Click to cancel the entry.
Cash Collateral Details grid	Below fields appear in the Cash Collateral Details grid along with the above fields.
Collateral %	Specify the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.

Table 2-13 (Cont.) Limit Details - Field Description

Field	Description
Contribution Amount	This field displays the collateral contribution amount. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
Account Balance Check Response	Read only field. Response for account balance check is defaulted in this field on clicking the Verify button.
Edit	Click edit link to edit the collateral details.
	Click delete icon to delete the existing collateral details.
Deposit Linkage Details	In this section which the deposit linkage details is captured. System should allow the user to Link one or more existing Deposits as a contribution to secure underlying transactions. On Submit of DE stage, system will create Linkage of the Deposit/modification of existing Linkage by calling Back-office system (DDA) system directly.
Below fields are displayed on the Deposit Linkage Details pop-up screen on clicking the View link.	
Customer ID	This field displays the applicant's/applicant bank customer ID defaulted from the application.
Deposit Account	This field displays the deposit account for linkage.
Deposit Branch	This field displays the deposit branch which is auto-populated based on the deposit account selection.
Deposit Available Amount	This field displays the deposit available amount and currency which will be auto-populated based on the deposit account selection.
Deposit Maturity Date	This field displays the maturity date of deposit.
Exchange Rate	This field displays the latest exchange rate for deposit linkage. This will be picked up from the exchange rate maintenance from the common core.
Deposit Available In Transaction Currency	This field displays the deposit amount available, after exchange rate conversion, if applicable.
Linkage Percentage %	This field displays the value for linkage percentage.
Linkage Amount (Transaction Currency)	This field displays the transaction amount, user can change the value.
Below fields appear in the Deposit Linkage Details grid along with the above fields.	
Deposit Currency	Deposit currency will get defaulted in this field.
Transaction Currency	Transaction currency will get defaulted in this field from the underlying task.
	Click delete icon to delete the existing deposit linkage details.
Edit	Click edit link to edit the deposit linkage details.

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

Charge Details

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.

Recalculate
Re-default

Commission Details

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

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

Charge Details

Component	Tag currency	Tag Amount	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party	Settlement Account
LCCLSCH G	GBP	1000	GBP	£50.00		☐	☐	☐	GOODCARE PLC	PK20010440017

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

Tax Details

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

Save & Close
Close

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

Table 2-14 Charge Details - Field Description

Field	Description
Commission Details	This section displays the commission details.
Component	This field displays the commission component.
Rate	This field displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in 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.
Mod. Rate	From the default value, if the rate is changed the value gets updated in this field.
Currency	This field displays the currency in which the commission have to be collected.
Amount	This field displays the amount that is maintained under the product code. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate, but not the commission amount directly. The amount gets modified based on the rate changed and the new amount is calculated in back office based on the new rate and is populated in OBTFPM. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
Modified	From the default value, if the amount is changed, the value gets updated in the modified amount field.

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

Field	Description
Defer	If enabled, charges/commissions has to be deferred and collected at any future step.
Waive	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer. If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.
Charge Party	Charge party is 'Applicant' by default. User can change the value to Beneficiary.
Settl. Accnt	Select the settlement account.
Amendable	The value is auto-populated as the commission can be amended or not.
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.

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

Field	Description
Tax Details	This section displays the Tax details. The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/ commission will be available on click of Re-Calculate button or on hand off to back-end system.
Component	This field displays the tax component.
Type	This field displays the type of tax component.
Value Date	This field displays the value date of tax component.
Ccy	This field displays the currency in which the tax have to be collected. The tax currency is the same as the commission.
Amount	This field displays the tax amount based on the percentage of commission maintained. You can edit the tax amount, if applicable.
Billing	If taxes are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. This field is disabled, if 'Defer' toggle is enabled.
Defer	If taxes have to be deferred and collected at any future step, this option has to be enabled. The user can enable/disable the option the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.
Settl. Acctnt	System defaults the settlement account. The user can modify the settlement account.

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

The task will move to next data segment.

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

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

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application

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

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

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

Field	Description
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

2.3.5 Settlement Details

This topic provides the systematic instructions to capture the settlement details of Guarantee Advise Closure request.

The user can view the settlement details during Closure of Guarantee advised request.

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

Figure 2-16 Settlement Details

Guarantee Advice Closure DataEnrichment :: Application No:- PK2GTAC000061823

Clarification Details Documents Remarks Overrides Customer Instruction View Undertaking

Screen(5/6)

Settlement Details

☐ Current Event

Component	Currency	Debit/Credit	Account	Account Description	Account Currency	Netting Indicator	Current Event
AGUIR_COM1...	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
AVL_SET_LCAMT	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
AVL_SET_LCAM...	GBP	Credit	PK2001044...	GOODCARE PLC	GBP	No	No
CLAIM_CUST_A...	GBP	Debit	PK20010410...	WELLS FARGO LA	USD	No	No
CLAIM_CUST_A...	GBP	Debit	PK20010410...	WELLS FARGO LA	USD	No	No
CLAIM_SETTLE...	GBP	Credit	PK2001044...	GOODCARE PLC	GBP	No	No
COLLAMT_OSEQ	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	Yes
COLL_AMNDA...	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
COLL_AMT	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
COLL_AMT_DECR	GBP	Credit	PK2001044...	GOODCARE PLC	GBP	No	No
COLL_AMT_INCR	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No

Audit

Request Clarification Reject Refer Hold Cancel Save & Close Back Next

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

Table 2-16 Settlement Details – Field Description

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

Table 2-16 (Cont.) Settlement Details – Field Description

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

- Click any component in the grid.

Party Details

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

Payment Details**Table 2-17 Payment Details - Field Description**

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

Remittance Information

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

3. Click Next.

The task will move to next data segment. For more information refer [Summary](#).

Table 2-18 Settlement Details - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the Guarantee Advise Closure task. 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 2-18 (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.
View Undertaking	Clicking this button allows the user should to view the undertaking details.
Request Clarification	User can submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in ‘My Task’ queue.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

2.3.6 Summary

This topic provides the systematic instructions to view the summary of Guarantee Advise Closure request.

User can review the summary of details updated in Data Enrichment stage of Guarantee Advise Closure request.

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

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

Figure 2-17 Summary

Guarantee Advice Closure DataEnrichment :: Application No:- PK2GTAC000061823

Summary

Main Details		Additional Fields		Advices	
SBLC/Guarantee Type	: CUST	Click here to view Additional fields		Advice 1	: LC_CLOSE_ADV
Submission Mode	: Desk			Advice 2	: GUAR_RELEASE
Date of Issue	: 2022-04-20			Advice 3	: PAYMENT_MESS...

Limits and Collaterals		Commission, Charges and Taxes		Preview Message	
Contribution Currency	:	Charge	: GBP 50.00	Language	: ENG
Amount to Earmark	:	Commission	:	Preview Message	: -
Limit Status	: Not Verified	Tax	:		
Collateral Currency	: GBP	Block Status	: Not Initiated		
Collateral Contribution	: 200				
Collateral Status	: Not Verified				
Deposit Linkage Currency	:				
Deposit Linkage Amount	:				

Parties Details		Settlement Details		Accounting Details	
Applicant	: MARKS AND SP...	Component	: LCCLSCHG_LIQ...	Event	: CLOS
Beneficiary	: GOODCARE PLC	Account Number	: PK2001044001...	Account Number	: 264000001
Issuing Bank	: WELLS FARGO ...	Currency	: GBP	Branch	: PK2

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

Tiles Displayed in Summary

- Main Details - User can view the application and Guarantee Advise Closure details.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the advices details.
- Limits and Collaterals - User can view the limits and collateral details.
- Commission and Charges and Taxes - User can view the commission, charge and tax details.
- Preview Message - User can view the SWIFT message and Mail Advice.
- Parties Details - User can view party details like beneficiary, advising bank etc.
- Settlement Details - User can view the settlement details.

- Accounting Details - User can view the accounting entries generated in back office.

Note

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

- Click **Submit**.

The task will move to next logical stage.

Table 2-19 Summary - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the Guarantee Advise Closure. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following - Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. - Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View Undertaking	Clicking this button allows the user should to view the undertaking details.
Request Clarification	User can submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.

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

Field	Description
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Submit	Task will get moved to next logical stage of Guarantee Advise Closure. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. In case of duplicate documents' system will terminate the process after handing off the details to back office.
Checklist	Make sure that the details in the checklist are completed and acknowledge. If mandatory checklist items are not marked, system will display an error on submit.

2.4 Multi Level Approval

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

User can review and approve the Guarantee Advise Closure. The user can view the summary of details updated in multilevel approval stage for Guarantee Advise Closure request.

1. Log in into OBTFPM application and acquire the task available in the approval stage in free task queue. The user can view the Summary tiles which displays list of important fields with values.
2. 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.

Authorization Re-Key (Non-Online Channel)

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

Open the task and re-key some of the critical field values from the request in the Re-key screen. Some of the fields below will dynamically be available for re-key.:

- Currency
- Contract Amount

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

Figure 2-18 Authorization Re-Key

Approval Rekey

 View Signature

 Documents

 Remarks

Currency

GBP

▼

✓

Contract Amount

GBP

▼

£1,000.00

✓

Refer

Close

Proceed

Approval Summary

Guarantee Advice Closure Approval Task Level 1 :: Application No:- PK2GTAC000061823

Documents Remarks Overrides Customer Instruction View Undertaking

Main Details SBLC/Guarantee Type : CUST Submission Mode : Desk Date of Issue : 2022-04-20	Additional Fields Click here to view Additional : fields	Advices Advice 1 : LC_CLOSE_ADV Advice 2 : GUAR_RELEASE Advice 3 : PAYMENT_MESS...
Limits and Collaterals Contribution Currency : Amount to Earmark : Limit Status : Not Verified Collateral Currency : GBP Collateral Contribution : 200 Collateral Status : Not Verified Deposit Linkage Currency : Deposit Linkage Amount :	Commission,Charges and Taxes Charge : GBP 50.00 Commission : Tax : Block Status : Not Initiated	Preview Message Language : ENG Preview Message : -
Parties Details Applicant : MARKS AND SP... Beneficiary : GOODCARE PLC Issuing Bank : WELLS FARGO ...	Settlement Details Component : LCCLSCHG_LIQ... Account Number : PK2001044001... Currency : GBP	Accounting Details Event : CLOS AccountNumber : PK2001044001... Branch : PK2
Exception(Approval) EXCEPTION : Nil		

Audit Reject Hold Refer Cancel Approve

Tiles Displayed in Summary:

- Main Details - User can view the application and Guarantee Advice Closure details.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the advices details.
- Limits and Collaterals - User can view the limits and collateral details.
- Commission and Charges and Taxes - User can view the commission, charge and tax details.
- Preview Message - User can view the SWIFT message and Mail Advice.
- Parties Details - User can view party details like beneficiary, advising bank etc.
- Settlement Details - User can view the settlement details.
- Accounting Details - User can view the accounting entries generated in back office.

Note

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

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

1. Click **Approve**.

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

Table 2-20 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 Guarantee Advise Closure. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View Undertaking	Clicking this button allows the user should to view the undertaking details.

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

Field	Description
Reject	On click of Reject, user must select a Reject reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Refer	Select a Refer reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Cancel	Cancel the Guarantee Advice Closure approval.
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.

2.5 Customer Acknowledgement letter Format

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

Customer Acknowledgment is generated every time a new Guarantee Advise Closure is requested from the customer. The acknowledgment letter format is as follows.

The Transaction Reference Number is masked before sending the Draft Guarantee Advise Closure for Customer approval.

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

<CUSTOMER ADDRESS>

Dear Sir,

SUB: Acknowledgement to your closure of Guarantee Advise Application number
<CUSTOMER REFERENCE NUMBER> dated <APPLICATION DATE>

This letter is to inform you that we have received your application for Closure of Guarantee Advise with the below details:

APPLICANT: <APPLICANT NAME>

BENEFICIARY NAME: <BENEFICIARY>

CURRENCY: <CCY>

AMOUNT: <AMT>

DATE OF ISSUE: <DATE OF ISSUE>

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

This acknowledgement does not constitute closure of Guarantee/SBLC.

Thank you for banking with us.

Regards,

<DEMO BANK>

Notice: This document is strictly private, confidential and personal to its recipients and should not be copied, distributed or reproduced in whole or in part, nor passed to any third party. The information contained in this e-mail/ message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments.

Thank you

- [Customer - Reject Advice](#)
This topic helps you quickly get acquainted with the Customer - Reject Advice.

2.5.1 Customer - Reject Advice

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

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

FROM:

<BANK NAME>>

<BANK ADDRESS

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

<CUSTOMER ADDRESS>

<CUSTOMER ID>

Dear Sir,

SUB: Your Guarantee Application for Closure of Guarantee Advise <User Ref> under our <Process Reference Number> under our Process Ref <Process Ref No> - Rejected

Further to your recent Closure of Guarantee Advise application request dated <Application Date –DD/MM/YYYY>, under our process ref no <process ref no>, this is to advise you that we will not be able to close the required Guarantee Advise.

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

<Reject Reason 1>

<Reject Reason 2>

<Reject Reason 3>

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

For any further queries about details of Closure of Guarantee Advise application review, please contact us at our bank customer support ph.no xxxxxxxxxxxx.

Yours Truly

Authorized Signatory

Index

A

Additional Details, [26](#)
Additional Details - Action Buttons, [26](#)
Additional Fields, [20](#)
Advices, [22](#)
Advices - Action Buttons, [22](#)
Application Details, [14](#)
Approval Summary, [45](#)
Approval Summary - Action Buttons - Field Description, [45](#)
Authorization Re-Key (Non-Online Channel), [45](#)

B

Benefits, [1](#)

C

Charge Details, [26](#)
Commission Details, [26](#)
Customer - Acknowledgement, [50](#)
Customer - Reject Advice, [51](#)

D

Data Enrichment, [13](#)
Deposit Linkage Details, [26](#)

G

Guarantee Details, [14](#)

K

Key Features, [1](#)

L

Limits and Collaterals, [26](#)

M

Main Details, [14](#)
Main Details - Action Buttons - Field Description, [14](#)
Multi Level Approval, [45](#)

O

Overview, [1](#)

R

Registration, [2](#)
Registration - Action Buttons, [2](#)
Registration - Application Details, [2](#)
Registration - Guarantee Details, [2](#)

S

Settlement Details, [39](#)
Settlement Details - Action Buttons - Field Description, [39](#)
Summary, [43](#)
Summary - Action Buttons - Field Description, [43](#)

T

Tax Details, [26](#)