Oracle Banking Trade Finance Process Management

Import Documentary Collection Booking User Guide

Release 14.8.1.0.0
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Oracle Banking Trade Finance Process Management Import Documentary Collection Booking User Guide, Release 14.8.1.0.0

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Contents

Index

1

Preface

1.1 Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management **Import Documentary Collection Booking** process.

1.2 Audience

This document is intended for the following audience:

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

1.3 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

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.

1.4 Critical Patches

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

1.5 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.

1.6 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.

1.7 Conventions

The following text conventions are used in this document:

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

1.8 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

1.9 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.

1.10 Acronyms and Abbreviations

The list of the acronyms and abbreviations that are used in this guide are as follows:

Table 1-1 Acronyms and Abbreviations

Abbreviation	Description
OBTFPM	Oracle Banking Trade Finance Process Management
OBTFPMCS	Oracle Banking Trade Finance Process Management Cloud Service
LC	Letter of Credit
BC	Bankers Cheque
FX	Foreign Exchange
CCY	Currency
LCY	Local Currency
FCY	Foreign Currency
LOV	List of Values
CIF	Customer Information File
UDF	User Defined Fields
FFT	Free Format Text
SBLC	Standby Letter of Credit

1.11 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 1-2 Common Action Buttons and its Definitions

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

Table 1-2 (Cont.) Common Action Buttons and its Definitions

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

1.12 Symbols and Icons

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

Table 1-3 Symbols and Icons - Common

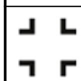
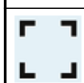
Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list

Table 1-3 (Cont.) Symbols and Icons - Common

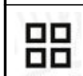
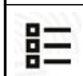
Symbol/Icon	Function
	Date Range
	Add a new record
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	Grid view
	List view
	Refresh
	Click this icon to add a new row.
	Click this icon to delete a row, which is already added.
	Calendar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

Table 1-4 Symbols and Icons - Widget

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

2

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 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

Oracle Banking Trade Finance Process Management is a Trade Finance middle office platform, which enables bank to streamline the Trade Finance operations. Oracle Banking Trade Finance Process Management enables the customers to send request for new Trade Finance transaction either by visiting the branch (offline channels) or through SWIFT/Trade Portal/other external systems (online channels).

Benefits

Oracle Banking Trade Finance Process Management 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.

3

Import Documentary Collection Booking

Import Documentary Collection Booking process allows the user to handle the import document under collection.

The Documents under Collection are submitted by the Exporter(also referred to as Drawer) directly to the Collecting Bank (Bank of the Importer or Drawee) or through the Exporter's Bank, the Remitting Bank. The collecting bank in turn will handle the documents under collection as instructed by the Drawer/Remitting bank.

This topic contains following sub-topics:

- Common Initiation Stage
  This topic provides the systematic instructions to initiate the **Import Documentary Collection Booking** request.
- Registration
  This topic provides the systematic instructions to initiate the Registration stage of Import Documentary Collection Booking request.
- Data Enrichment
  This topic provides the systematic instructions to initiate the Data Enrichment stage of Import Documentary Collection Booking request.
- Exceptions
  This topic helps you quickly get acquainted with the Exceptions process.
- Multi Level Approval
  This topic helps you quickly get acquainted with the Multi Level Approval process.
- Reject Approval
  This topic helps you quickly get acquainted with the Reject Approval process.

3.1 Common Initiation Stage

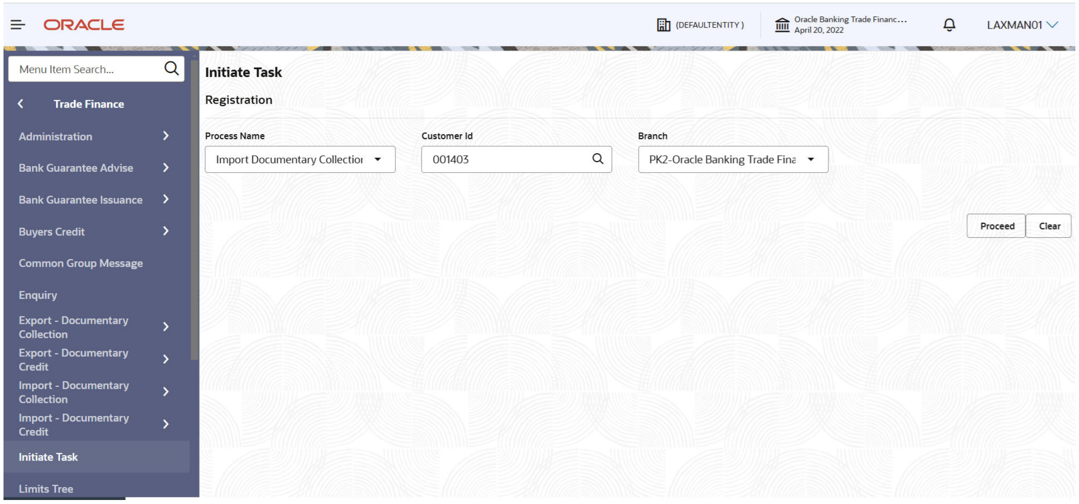
This topic provides the systematic instructions to initiate the **Import Documentary Collection Booking** request.

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 3-1 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 3-1 Initiate Task - Field Description

Field	Description
Process Name	Select a process name from the drop-down list.
Customer ID	Click **Search** to search and select the required customer ID.
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 3-2 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.

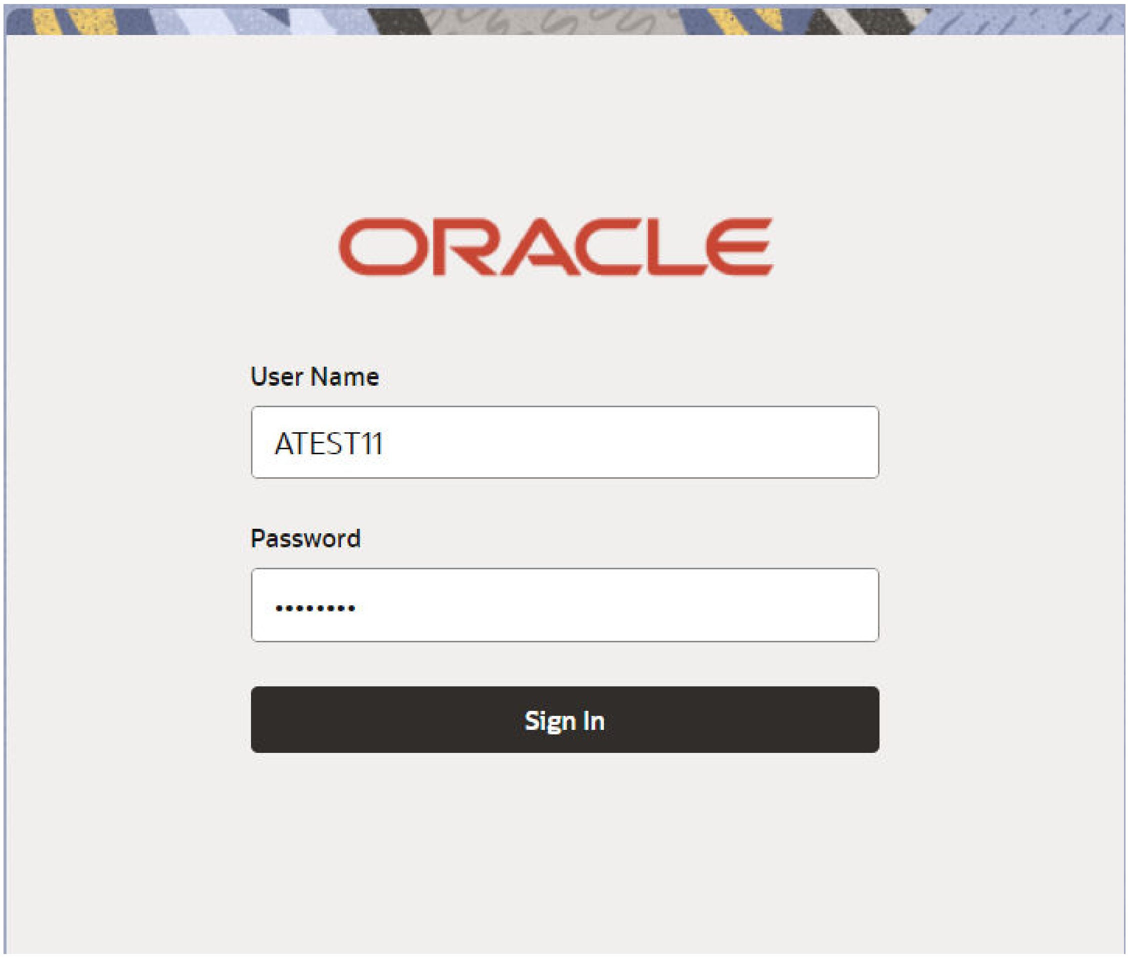
3.2 Registration

This topic provides the systematic instructions to initiate the Registration stage of Import Documentary Collection Booking request.

User captures the basic details of the transaction and upload related documents. On submit, the request will be available for an collection expert to handle the request in the next stage.

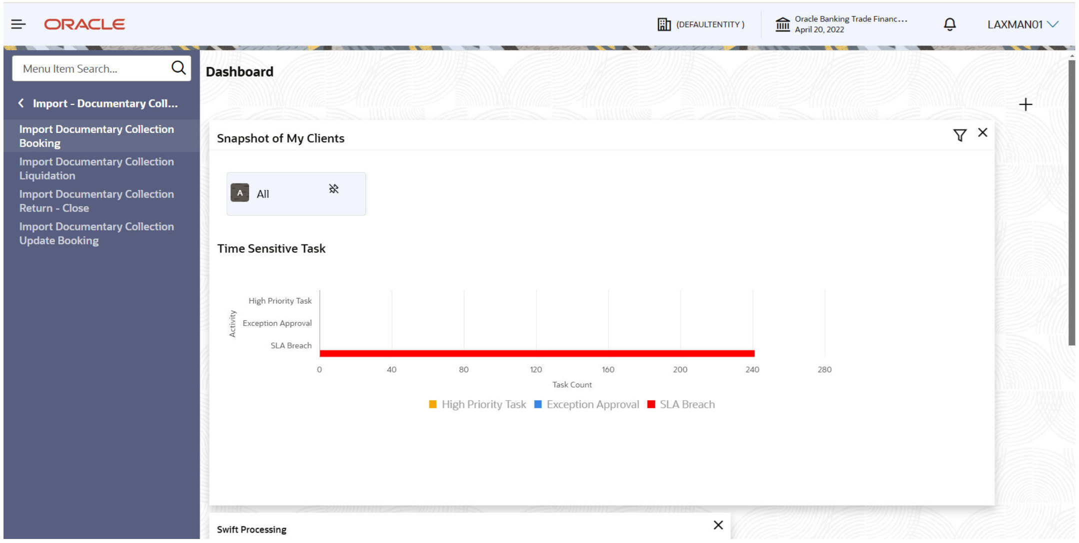
Specify **User ID** and **Password**, and login to **Home** screen.

Figure 3-2 LogIn Screen



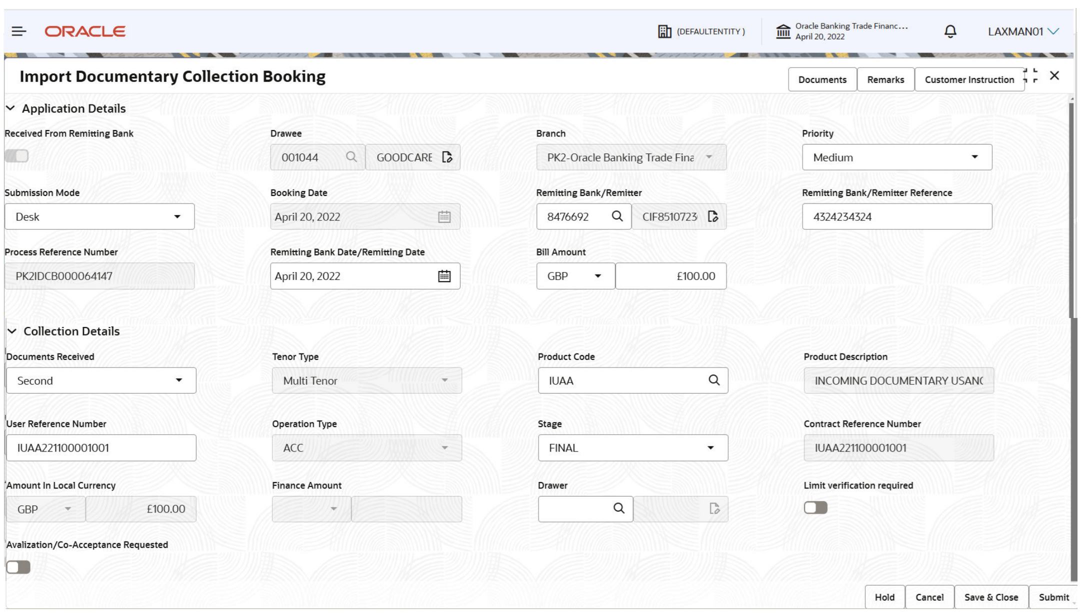
1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Import - Documentary Collection**.
2. Under **Import - Documentary Collection**, click **Import Documentary Collection Booking**.

Figure 3-3 Import Documentary Collection Booking



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

Figure 3-4 Import Documentary Collection Booking - Registration - Application Details



3. On **Import Documentary Collection Booking - Registration - Application Details** screen, specify the fields.

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

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

Table 3-3 Import Documentary Collection Booking - Registration - Application Details - Field Description

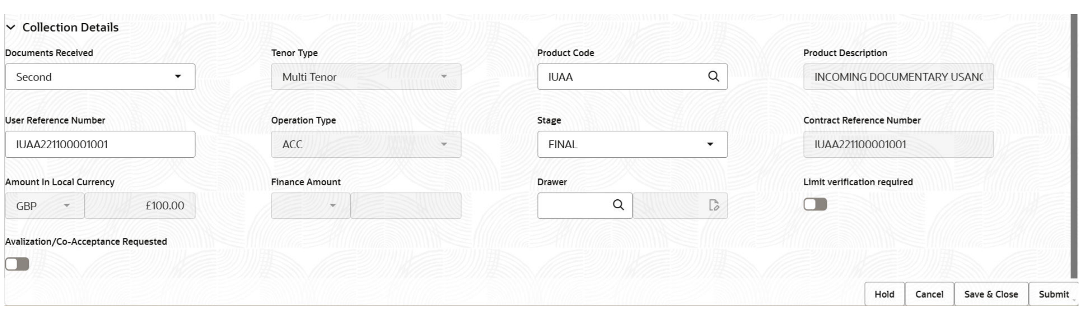
Field	Description
Received from Remitting Bank	Switch on  , if documents are received from Remitting Bank. Applicable fields will be displayed to capture the Remitting Bank details. Switch off  , if the documents are received from drawer. Applicable fields will be displayed to capture the Drawee information.
Drawee	Specify the Drawee ID. Alternatively, click **Search** to search and select the Drawee ID. In the lookup, you can search giving Customer ID, Customer Name or Custonmer Type to fetch the drawing details. Based on the search result, select the applicable Drawer. Drawee Name is displayed based on the selected Drawee Id. **Note** If the selected drawee/ party is blacklisted the system displays a warning message.
Branch	Read only field. Branch details is auto-populated based on the selected Drawee ID.
Priority	System populates the priority of the customer based on priority maintenance. The options are: • **Essential** • **Critical** • **High** • **Medium** • **Low** If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated any time before submit of Registration stage.
Submission Mode	Select the submission mode of Import Documentary Collection Booking request from the drop-down ist. By default the submission mode will have the value as ‘Desk’. • **Desk** - Request received through Desk • **Courier** - Request received through Courier
Booking Date	Read only field. System displays the booking date of the application. By default, the application displays branch’s current date.

Table 3-3 (Cont.) Import Documentary Collection Booking - Registration - Application Details - Field Description

Field	Description
Remitting Bank/Remitter	Click **Search** to search and select the Remitting Bank based on Party ID/Party Name. User can also input the party ID and on tab out system will validate and populate the 'Remitting Bank' name. **Note** **a.** In case the selected Bank is not RMA Compliant, the system displays error message "RMA arrangement not available, Only MT999 messages can be sent to the bank". **b.** If the selected remitting bank is blacklisted the system displays a warning message. **c.** If the Remitting Bank details and the Remitting Bank Reference is already available in another Collection Booking, system should display a configurable override message, "This is a Possible Duplicate Document under an existing Documentary Collection" COLREF".
Remitting Bank/Remitter Reference	Specify the Remitting Bank reference number, if available.
Process Reference Number	Unique OBTFPM task reference number for the transaction. This is auto generated by the system based on process name and branch code.
Remitting Bank Date/ Remitting Date	System displays the Remitting Bank date. The user can change the date.
Bill Amount	Select the bill currency and specify the bill amount.

Collection Details

Registration user can provide collection details in this section. Alternately, collection details can be provided by Data Enrichment user.



4. On **Import Documentary Collection Booking - Registration - Collection Details** screen, specify the fields.

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

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

Table 3-4 Import Documentary Collection Booking - Registration - Collection Details - Field Description

Field	Description
Documents Received	Select the number of sets of documents received from the drop-down list. • **First** • **Second** • **Both**
Tenor Type	Select the tenor type based on the document received. The options are: • **Sight** • **Usance** • **Multi Tenor**
Product Code	Click **Search** to search and select the product code for the collection booking.
Product Description	Read only field. This field displays the description of the product as per the product code.
User Reference Number	User reference number is defaulted based on the description of the product as per the product code.
Operation Type	Read only field. This field displays the operation type from the collection booking. User can update the operation code, if required. User can book a documentary collection using the **Operation Type** as **FOP**, to indicate if the documents are to be delivered Free of Payment to the Drawee by the Collecting Bank **Note** a. You cannot change the operation type, If the operation code is set as ADV or COL or DIS in collection Booking. b. You can change the operation type to ADV or DIS, if the operation code is set as ACC in collection booking.

Table 3-4 (Cont.) Import Documentary Collection Booking - Registration - Collection Details - Field Description

Field	Description
Stage	This field displays the the stage of the transaction. User can change the value from initial to final. **Note** For **Operation Type** as **FOP**, the Stage to be defaulted to Final as Free of Payment is not applicable for Bills in Initial stage.
Contract Reference Number	Read only field. System populates the contract reference number from the back end system once the product code is selected.
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
Finance Amount	Read only field. Finance Amount is auto-populated based on the selected Documentary Collection Number This is an input field for **Operation Type** as **DIS** or **/PUR**.
Drawer	Click **Search** to search and select the drawer. **Note** If the selected drawer party is blacklisted the system displays a warning message.
Limit verification required	Switch on  , to enable the limit verification. If the toggle is disabled and Finance amount has been provided, the system prompts an override message on Submit.

Table 3-4 (Cont.) Import Documentary Collection Booking - Registration - Collection Details - Field Description

Field	Description
Avalization/Co-Acceptance Requested	Switch on to select if the bill is to be avalized. User can enable this option either during the Bill Booking or Amendment. During bill booking, the option can be enabled both INTIAL/FINAL stage and Operation is COL/ACC /DIS. During the Amendment, stage should be Final. By default this option is disabled. Once the option is enabled, it can not be unchecked during any further actions or operations. **Note** Option is not applicable for Sight bills, Multi-tenor and Bills Under LC.

5. Click **Submit**.

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

Table 3-5 Import Documentary Collection Booking - Registration - Action Buttons - Field Description

Field	Description
Documents	Upload the documents received under the Documentary Collection.
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users handling the request.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following: • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancels the Import Documentary Collection Booking Task. Details entered will not be saved and the task will be removed
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.

Table 3-5 (Cont.) Import Documentary Collection Booking - Registration - Action Buttons - Field Description

Field	Description
Submit	The task will move to next logical stage of Import Documentary Collection Booking. 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.

3.2.1 Document Linkage

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

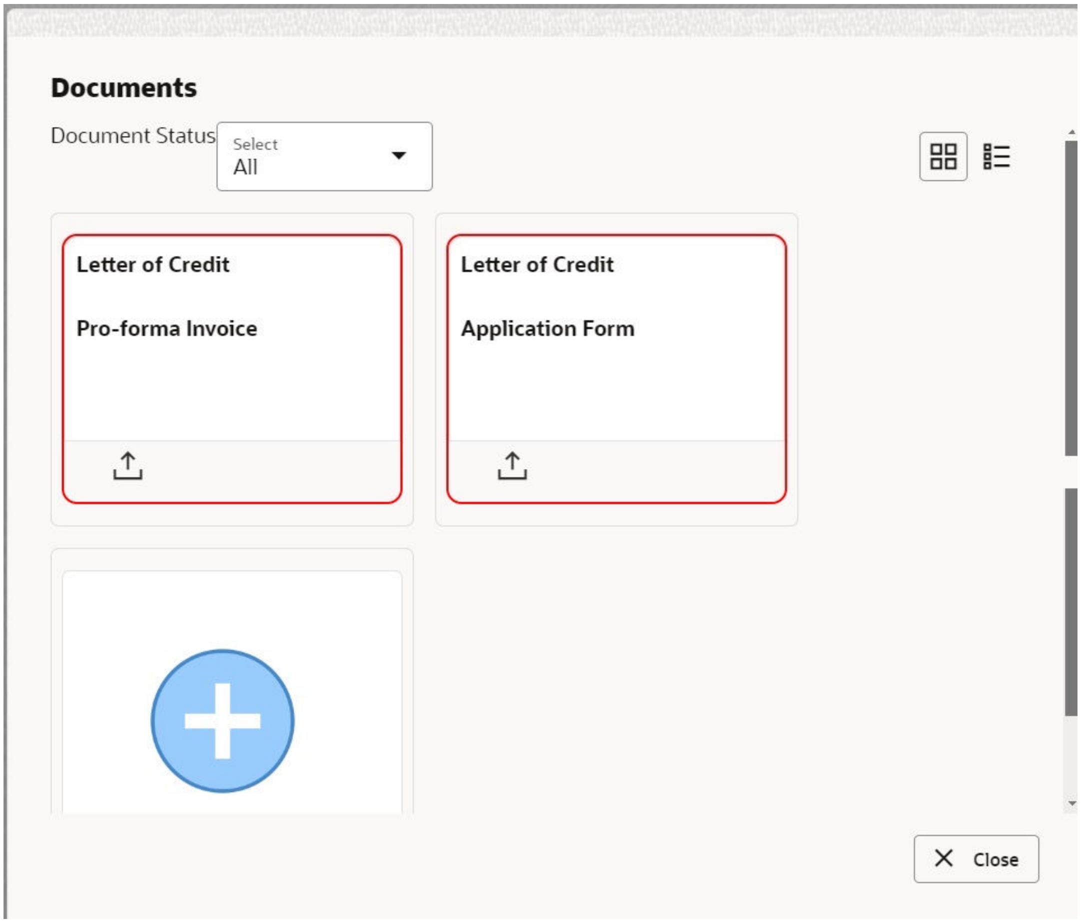
In Oracle Banking Trade Finance Process Management, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image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

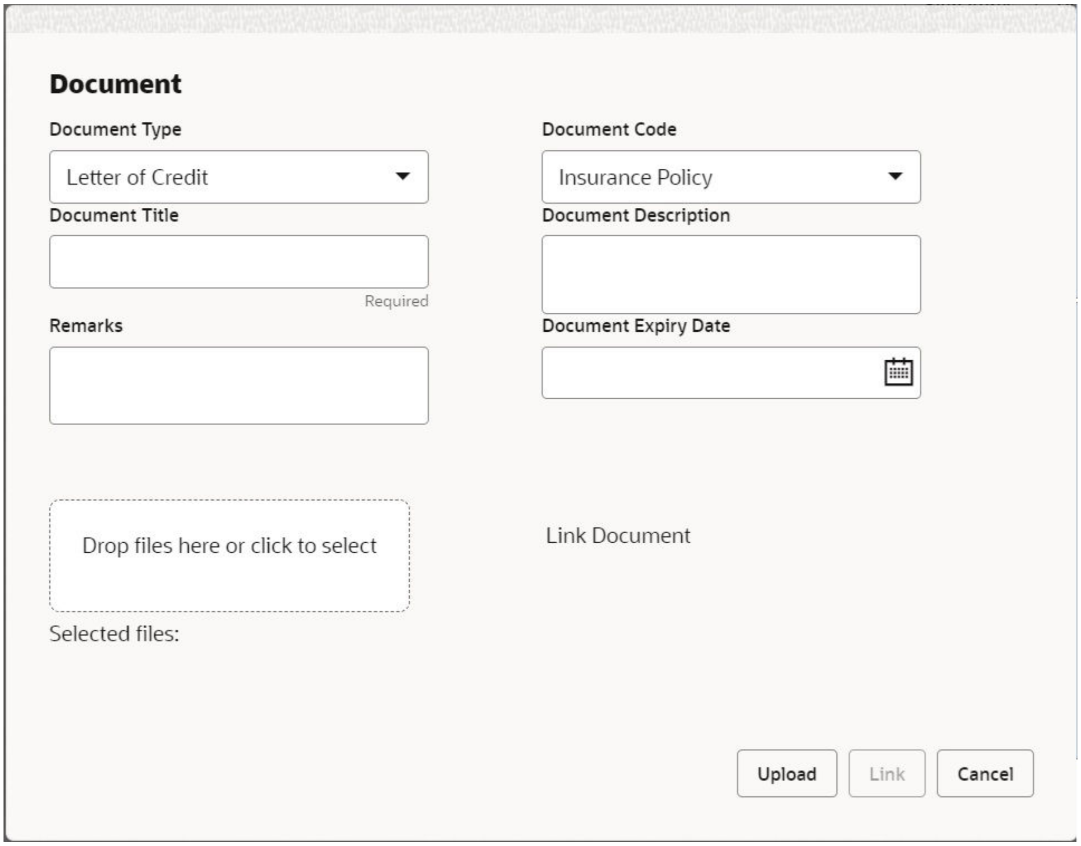
1. On the header of **Registration** screen, click, **Documents**.

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



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

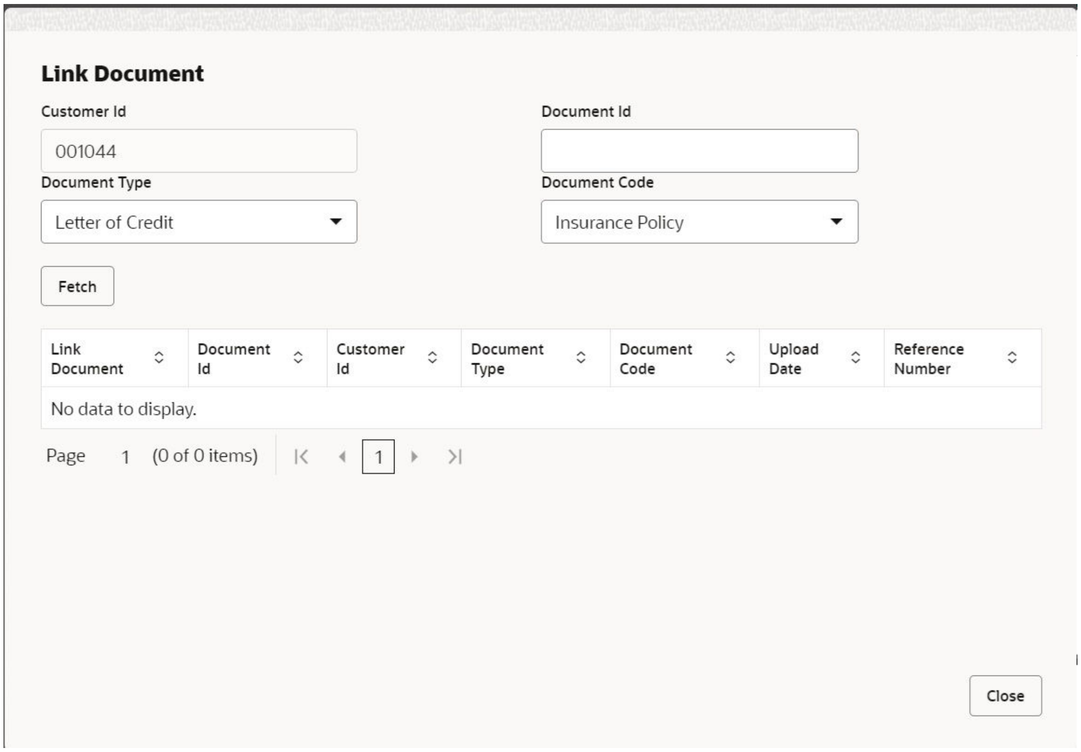
The **Document** screen is displayed.



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.

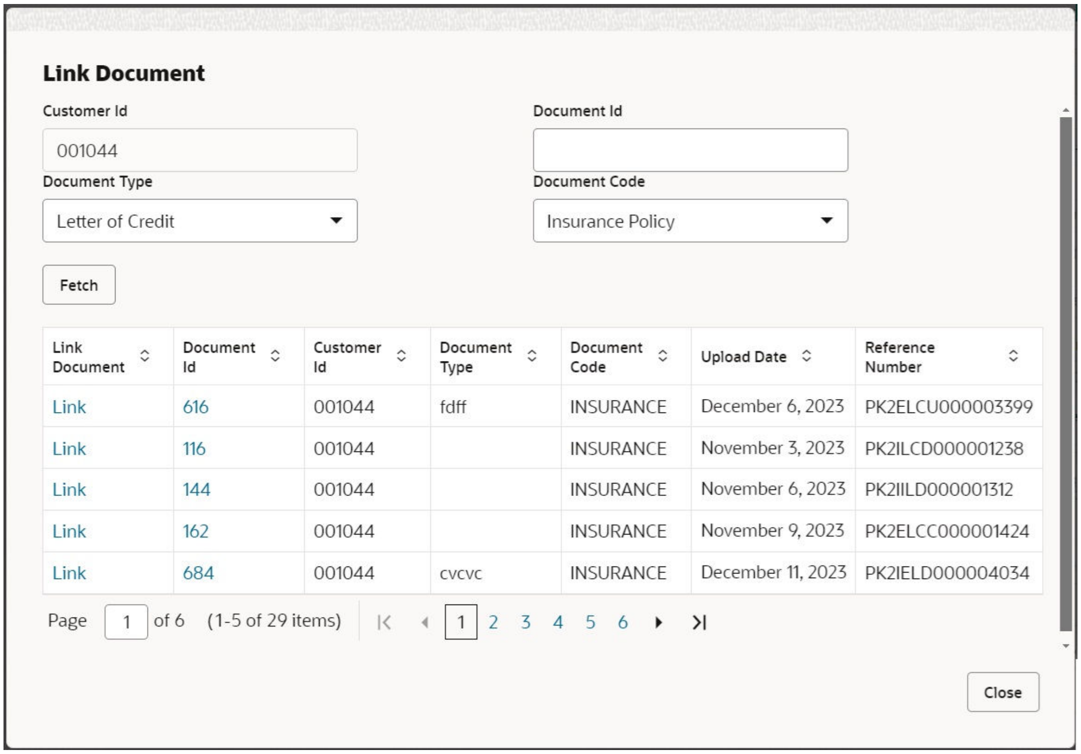


4. Click **Fetch** to retrieve the details from DMS.

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

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

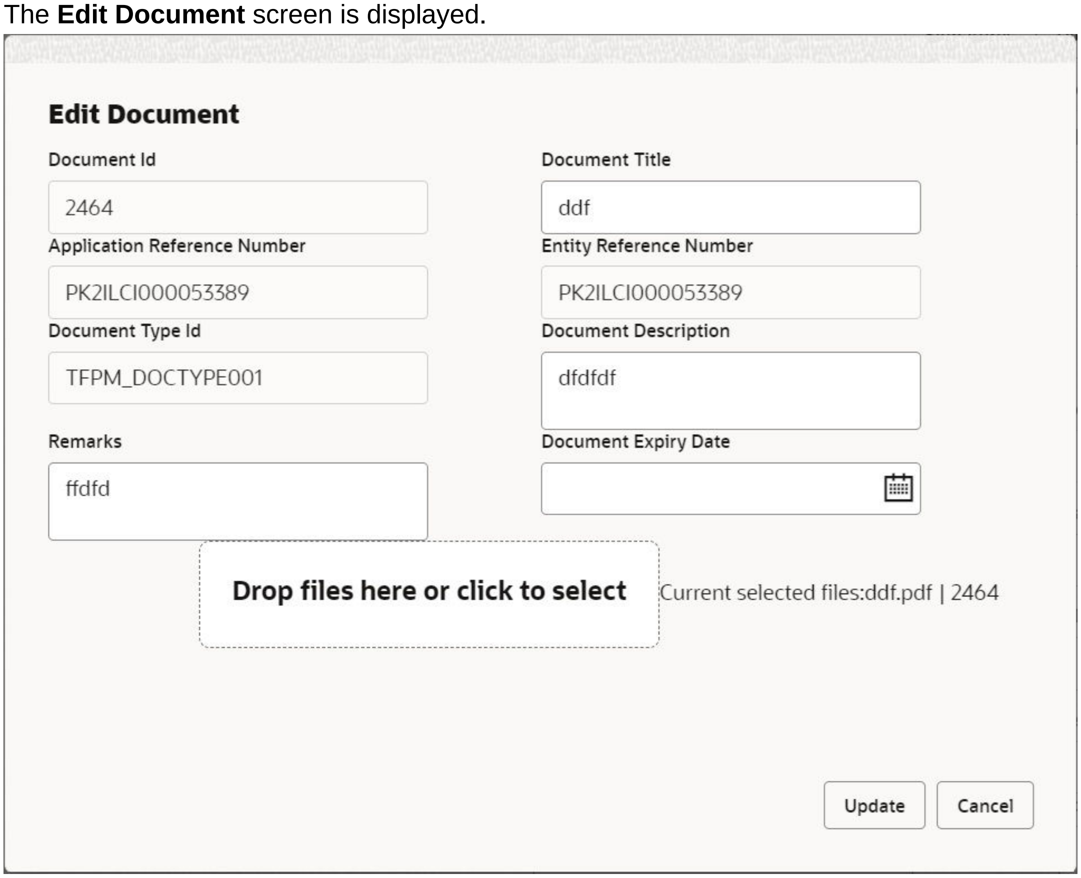
5. Click **Link** to link the particular document required for the current transaction.



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

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

   The **Edit Document** screen is displayed.



3.3 Data Enrichment

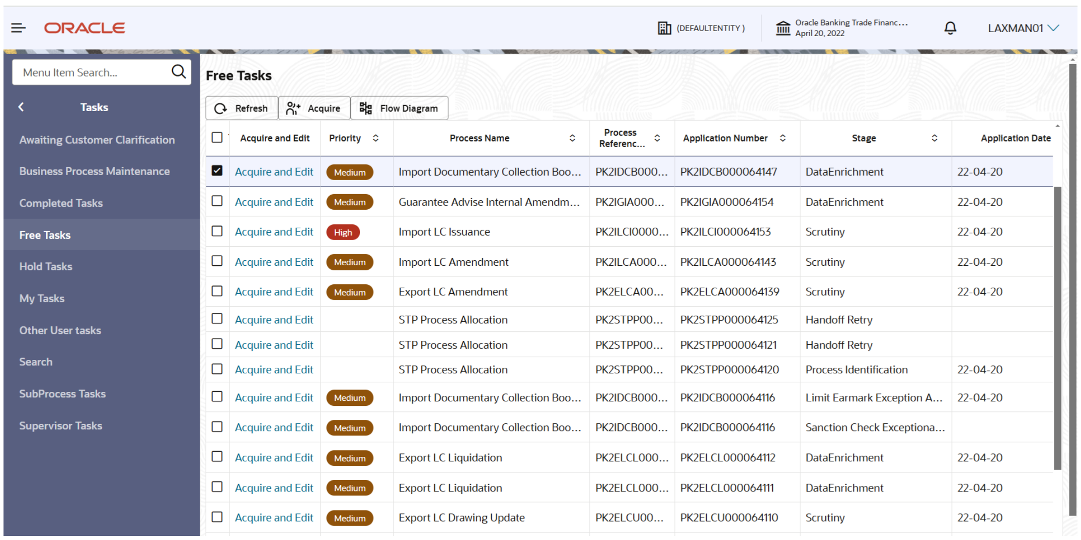
This topic provides the systematic instructions to initiate the Data Enrichment stage of Import Documentary Collection Booking request.

On successful completion of Registration of an Import Documentary Collection Booking, the task moves to Data Enrichment stage. At this stage the gathered information during Registration are validated.

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

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

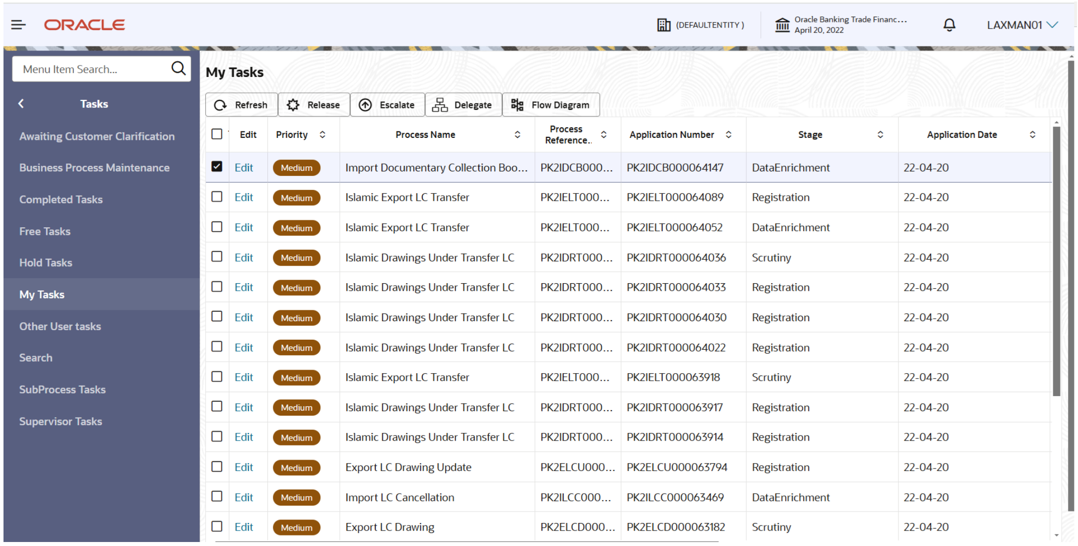
Figure 3-5



The **Free Tasks** screen appears.

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

Figure 3-6 My Tasks



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

- Main Details
- Document Details
- Other Details
- Shipment Details
- Maturity Details
- Additional Fields
- Advices
- Additional Details
- Settlement Details
- Summary

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

- Main Details
  This topic provides the systematic instructions to initiate the Data Enrichment stage of Import Documentary Collection Booking request.
- Document Details
  This topic provides the systematic instructions to capture the details of the documents received.
- Other Details
  This topic provides the systematic instructions to capture the other details like Shipping Guarantee reference, Credit Value Date, Debit Value Date, Other Bank charges etc.
- Shipment Details
  This topic provides the systematic instructions to capture the shipment details of Import Documentary Collection Booking request.

- Maturity Details
  This topic provides the systematic instructions to capture the maturity details.
- Additional Fields
  This topic provides the systematic instructions to capture the additional fields.
- Additional Details
  This topic provides the systematic instructions to capture the additional details
- Advices
  This topic provides the systematic instructions to capture the advices details.
- Settlement Details
  This topic provides the systematic instructions to capture the settlement details of Import Documentary Collection Booking request.
- Summary
  This topic provides the systematic instructions to view the summary of Import Documentary Collection Booking.

3.3.1 Main Details

This topic provides the systematic instructions to initiate the Data Enrichment stage of Import Documentary Collection Booking request.

Main details section has two sub section as follows:

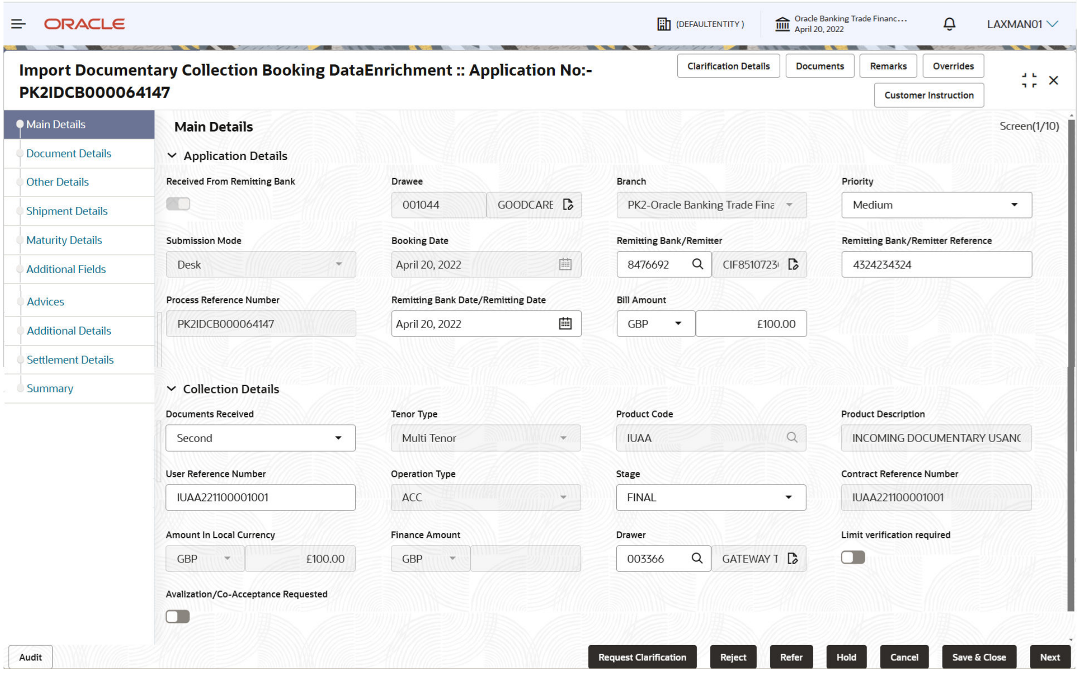
- Application Details
- Collection Details.

Application Details

All fields displayed under Basic details section, would be read only except the 'Priority' field. For more information on the fields, refer Application Details .

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

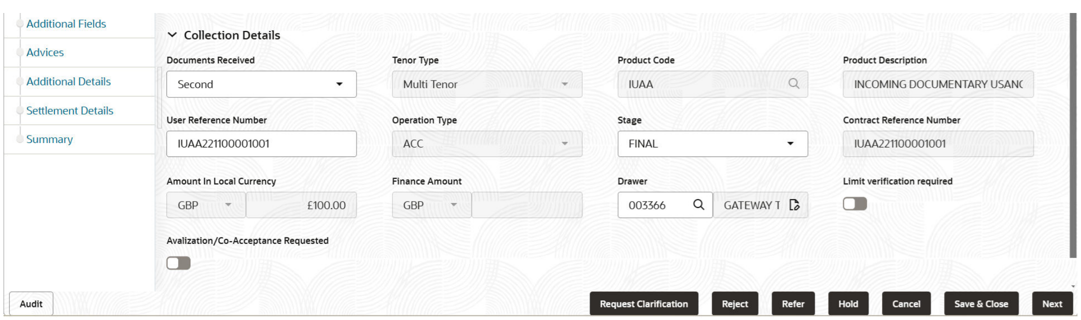
Figure 3-7 Data Enrichment - Main Details



Collection Details

The fields listed under this section are same as the fields listed under the Collection Details section in Registration. For more information on fields, refer Table 3-4 of **Registration** stage. During Registration, if user has not captured input, then user can capture the details in this section.

> **Note**
>
> In case field Operation Type has value FOP (Free of Payment) that is populated from OBDX, system should retain the value and should not allow the user to edit the same.(Display only field if Submission mode is Online).



2. Click **Next**.

   The task will move to next data segment.

Table 3-6 Main Details - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the collection. 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 Instructions	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

Table 3-6 (Cont.) Main Details - Action Buttons - Field Description

Field	Description
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
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.

3.3.2 Document Details

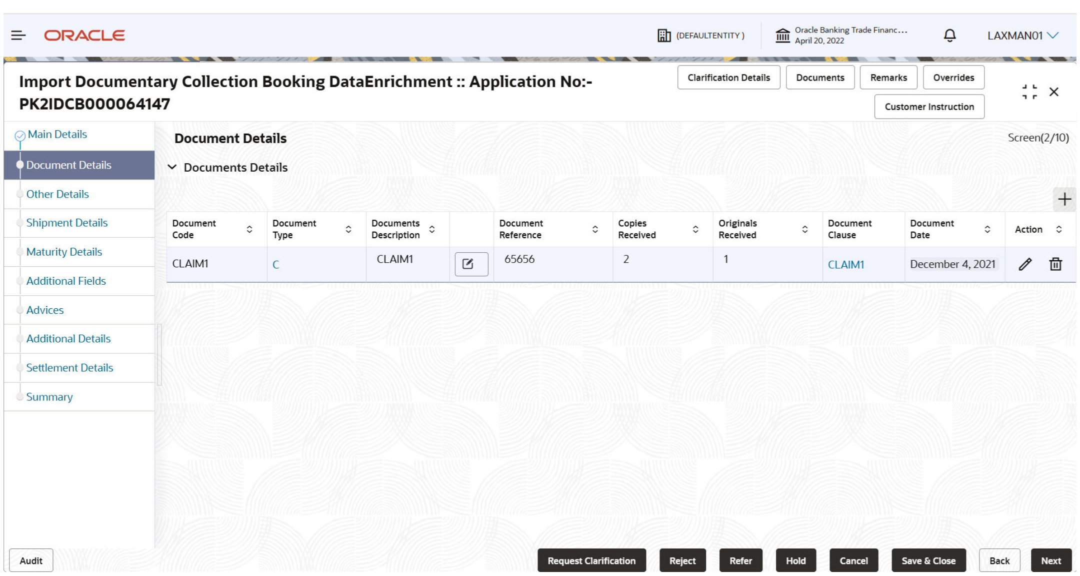
This topic provides the systematic instructions to capture the details of the documents received.

As part of document details screen in DE stage the user can capture the Transport Document reference and document date. On click of 'Next' system should validate the value in Document Reference field against the transport document/Bill of Lading (MARDOC) against any Outstanding Shipping Guarantees issued for the drawee and is not linked to any Documentary Collection or Import Letter of Credit. System should default the Shipping Guarantee Reference in the next screen.

System to display an override if the Bill Of Lading reference mentioned in the document details screen matches with that of the Bill of Lading reference in any of the unlinked Shipping Guarantees issued for the customer.

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

Figure 3-8 Data Enrichment - Document Details



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

Table 3-7 Document Details - Field Description

Field	Description
Document Code The user can click + to add multiple **Document Details**.	
Document Code	Click **Search** to search and select the document code based on the document received . User can add or delete the code by deleting the line on the grid.
Document Type	System dispalys the document type based on the document code.
Document Description	System dispalys the document description based on the document code. User can edit the description.
Document Reference	Specify the document reference.
Copies Received	Specify the number copies received from the Drawer. User can edit the actual copies received.
Originals Received	Specify the number of original documents received from the Drawer. User can edit the actual originals received.
Document Date	User can edit the date on which the document is received. On click of ‘Next’ system should validate the value in this field against the transport document/Bill of Lading (MARDOC) against any Outstanding Shipping Guarantees issued for the drawee and is not linked to any Documentary Collection or Import Letter of Credit. System should default the Shipping Guarantee Reference in the next screen.
Action	Click Edit icon to edit the document details. Click Delete icon to delete the document details.

2. Click **Next**.

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

Table 3-8 Document Details - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application

Table 3-8 (Cont.) Document Details - Action Buttons - Field Description

Field	Description
Remarks	Specify any additional information regarding the collection. 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.
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.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Clarification Details	Click to open a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
Request Clarification	Click the Request Clarification button to request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

Table 3-8 (Cont.) Document Details - Action Buttons - Field Description

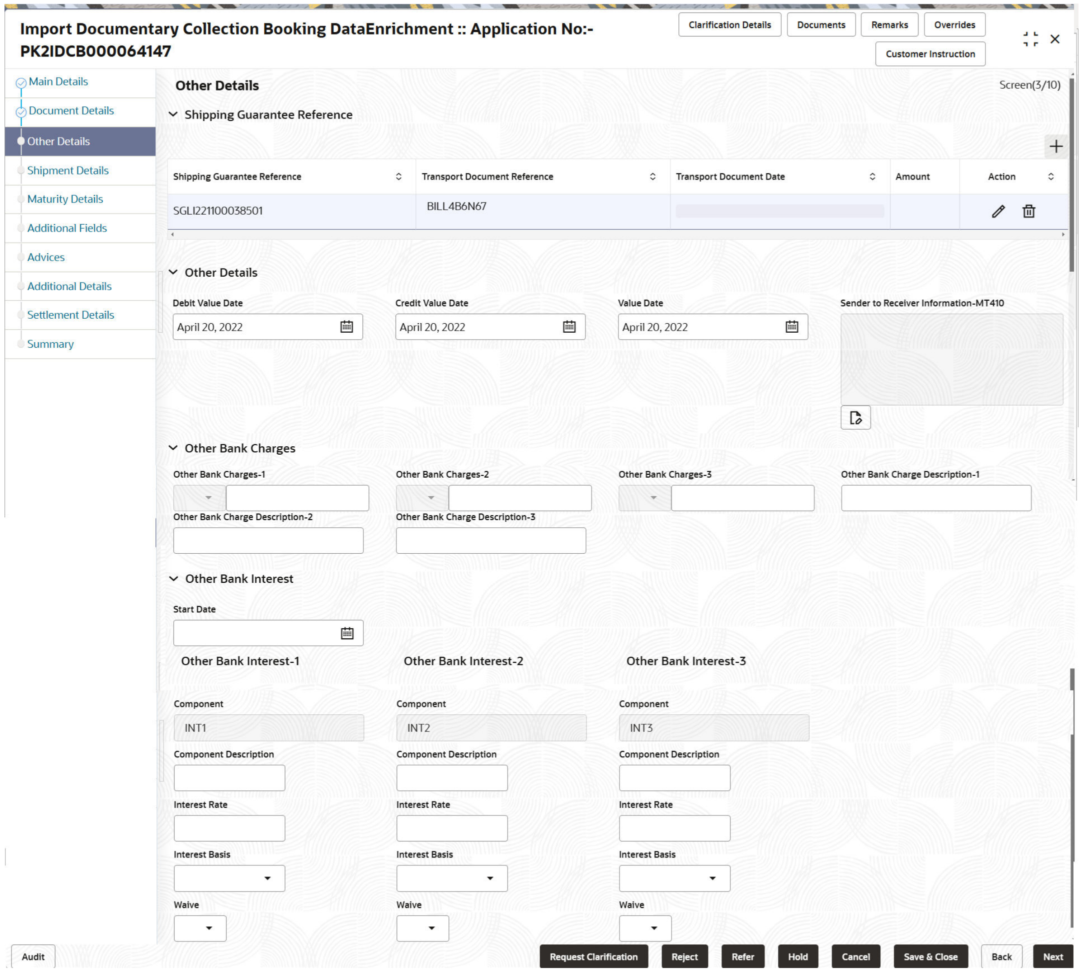
Field	Description
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On 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.

3.3.3 Other Details

This topic provides the systematic instructions to capture the other details like Shipping Guarantee reference, Credit Value Date, Debit Value Date, Other Bank charges etc.

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

Figure 3-9 Other Details



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

Table 3-9 Other Details - Field Description

Field	Description
Shipping Guarantee Reference	
Shipping Guarantee Reference	Shipping Guarantee Reference is auto populated from the underlying Shipping Guarantee details, if the Transport Reference Number in the Collection document is same as the Transport Document reference in the Shipping Guarantee. Click **Search** to search and select the Shipping Guarantee, the Shipping Guarantee Reference Number gets populated, if the Transport Document Reference in Documentary Collection is different from the Shipping Guarantee Transport Document Reference. System to populate an override < Transport Document Reference different from the Documentary Collection and Shipping Guarantee> System provides an override < Mismatch is Transport Document date. Accept to Proceed.>, if the Transport Document Date as per the Collection Document is different from the Transport Document Date as per the Shipping Guarantee.

Table 3-9 (Cont.) Other Details - Field Description

Field	Description
Transport Document Reference	Transport Document Reference is auto populated from the underlying Shipping Guarantee details, if the Transport Reference Number in the Collection document is same as the Transport Document reference in the Shipping Guarantee. User can select the Shipping Guarantee from the lookup and the Shipping Guarantee, Reference Number, Transport Document Reference gets populated, if the Transport Document Reference in Documentary Collection is different from the Shipping Guarantee Transport Document Reference.
Transport Document Date	Transport Document Date is auto populated from the underlying Shipping Guarantee details, if the Transport Reference Number in the Collection document is same as the Transport Document reference in the Shipping Guarantee. User can select the Shipping Guarantee from the lookup and the Transport Document Date gets populated, if the Transport Document Reference in Documentary Collection is different from the Shipping Guarantee Transport Document Reference. System provides an override < Mismatch is Transport Document date. Accept to Proceed.>, if the Transport Document Date as per the Collection Document is different from the Transport Document Date as per the Shipping Guarantee.
Other Details	
Debit Value Date	Specify the debit value date
Credit Value Date	Specify the credit value date.
Value Date	Specify the value date.
Sender to Receiver Information-MT410	Click the edit icon and specify the additional information in Line 1-6 and click **Save & Close** to save the changes. The user can edit the details by clicking the edit icon.
Other Bank Charges Specify the other bank charges based on the description in the following table.	
Other Bank Charges - 1	Select the currency and specify the charges to be collected for the other bank as part of the collection transaction.
Other Bank Charges - 2	Select the currency and specify the charges to be collected for the other bank as part of the collection transaction.
Other Bank Charges - 3	Select the currency and specify the charges to be collected for the other bank as part of the collection transaction.
Other Bank Interest The user can enter the Interest details to be captured as a part of “Other Bank Interest” details section	
Start Date	Specify the date from which the system starts calculating the Interest.
Other Bank Interest-1, 2 and 3	
Component	This field displays the name of the interest Component.
Component Description	Specify the description of the interest component.
Interest Rate	Specify the rate to be applied for the interest component.
Interest Basis	Select the calculation basis on which the Interest to be computed from the drop-down list.

Table 3-9 (Cont.) Other Details - Field Description

Field	Description
Waive	Select whether the interest to be waived off. The options are: • Yes • No

2. Click **Next**.

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

Table 3-10 Other Details - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the collection. 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 Instructions	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
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 3-10 (Cont.) Other Details - Action Buttons - Field Description

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Reject</td><td>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.</td></tr>
<tr><td>Refer</td><td>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</td></tr>
<tr><td>Back</td><td>On click of Back, system moves the task back to previous data segment.</td></tr>
<tr><td>Next</td><td>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.</td></tr>
</table>

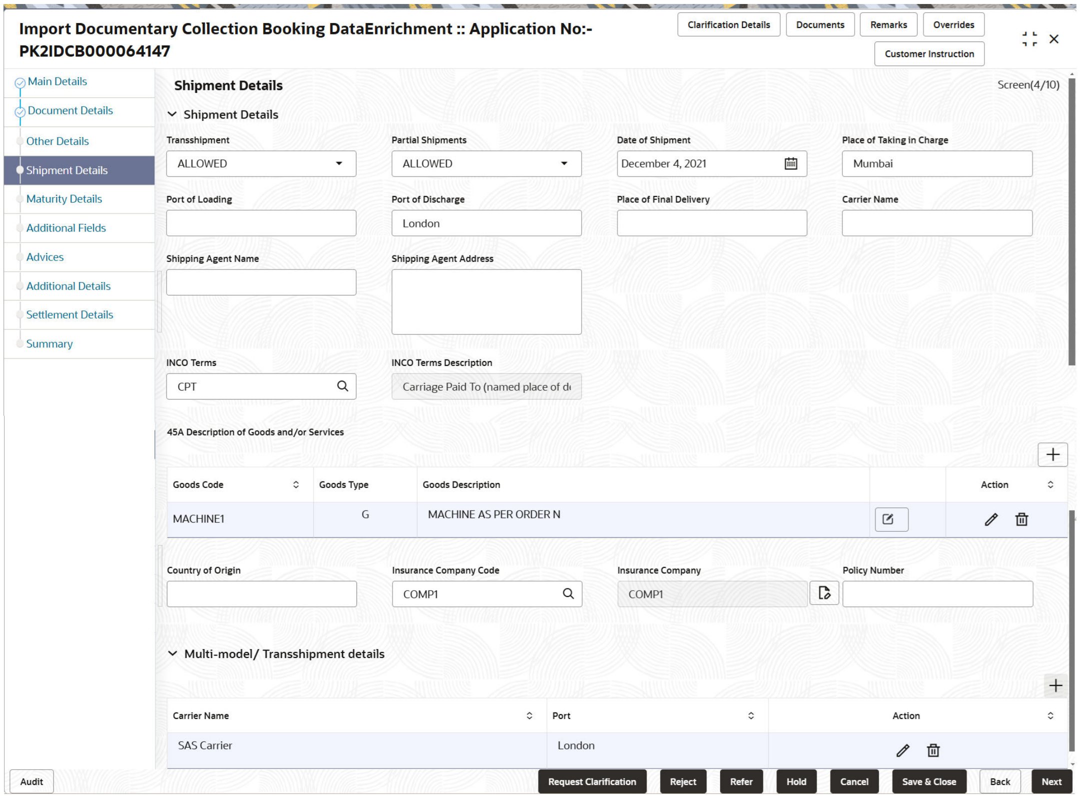
3.3.4 Shipment Details

This topic provides the systematic instructions to capture the shipment details of Import Documentary Collection Booking request.

The shipment and goods details as per the documents are captured in the respective fields.

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

Figure 3-10 Shipment Details



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

Table 3-11 Shipment Details – Field Description

Field	Description
Shipment Details.	Specify the **Shipment Details**.
Transshipment	Select the transshipment details of goods (if any) from the document received from the drop-down list. The options are: • **Allowed** • **Not Allowed**
Partial Shipments	Select the partial shipment details of goods (if any) from the document received from the drop-down list. The options are: • **Allowed** • **Not Allowed**
Date Of Shipment	Select the date of shipment.

Table 3-11 (Cont.) Shipment Details – Field Description

Field	Description
Place Of Taking In Charge	Specify the details of place of taking in charge from the document received. This field indicates the place of taking in charge (in case of a multi-modal transport document), the place of receipt (in case of a road, rail or inland waterway transport document or a courier or expedited delivery service document), the place of dispatch or the place of shipment to be indicated on the transport document. **Note** This field is alternate to **Port Of Loading**.
Port Of Loading	Specify the details of Port/Airport of Loading from the document received. This field indicates the port of loading to be indicated on the transport document. **Note** This field is alternate to **Place Of Taking In Charge**.
Port Of Discharge	Specify the details of Port/Airport of Discharge from the document received. This field indicates the port of discharge or airport of destination to be indicated on the transport document. **Note** This field is alternate to **Place Of Final Destination**.
Place Of Final Delivery	Specify the details of Place Of Final Destination from the document received. This field indicates the final destination or place of delivery to be indicated on the transport document. **Note** This field is alternate to **Port Of Discharge**.
Carrier Name	Specify the name of the carrier through which the goods were shipped.
Shipping Agent Name	Specify the shipping agent name from the document received.
Shipping Agent Address	Specify the shipping agent address from the document received.
Partial Shipment	Specify the partial shipment details of goods (if any) from the document received.

Table 3-11 (Cont.) Shipment Details – Field Description

Field	Description
INCO Terms	Click **Search** to search and select the INCO terms from the document received.
INCO Terms Description	System displays the description of the INCO term.
Description of Goods and/or Services	Click **+** to add multiple descrption of goods and services.
Goods Code	Click **Search** to search and select the goods code. Once you select goods code, value will default in Goods Type and Goods Description.
Goods Type	This field displays the goods type depending on selected goods code.
Goods Description	This field displays the description of goods based on goods code.
No of Units	Specify the number of units being imported or exported.
Action	Click Edit icon to edit the goods code. Click Delete icon to delete the goods code.
Country of Origin	Specify the country of origin details from the documents received.
Insurance Company Code	Click **Search** to search and select the Insurance Company Code.
Insurance Company	Read only field. The system displays the insurance company details as per the selected Insurance Company Code from the lookup.
Policy Number	Specify the policy number of the insurance.
Multi-model/ Transshipment details	During shipment, if goods are shipped using multiple transports on its way or any transit ports, the details must be captured in this section. The user can click **+** to add multiple Multi-model/ Transshipment details.
Carrier Name	Specify the details of the carrier as per the documents received, if the goods were shipped via multiple carriers.
Port	Specify the port details as per the document received, if the ship has transit on its way to the destination.
Action	Click Edit icon to edit the carrier name and port. Click Delete icon to delete the record.

2. Click **Next**.

   The task will move to next data segment.

Table 3-12 Shipment Details - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application

Table 3-12 (Cont.) Shipment Details - Action Buttons - Field Description

Field	Description
Remarks	Specify any additional information regarding the collection. 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.
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..
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Clarification Details	Click to open a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
Request Clarification	Click the Request Clarification button to request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

Table 3-12 (Cont.) Shipment Details - Action Buttons - Field Description

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

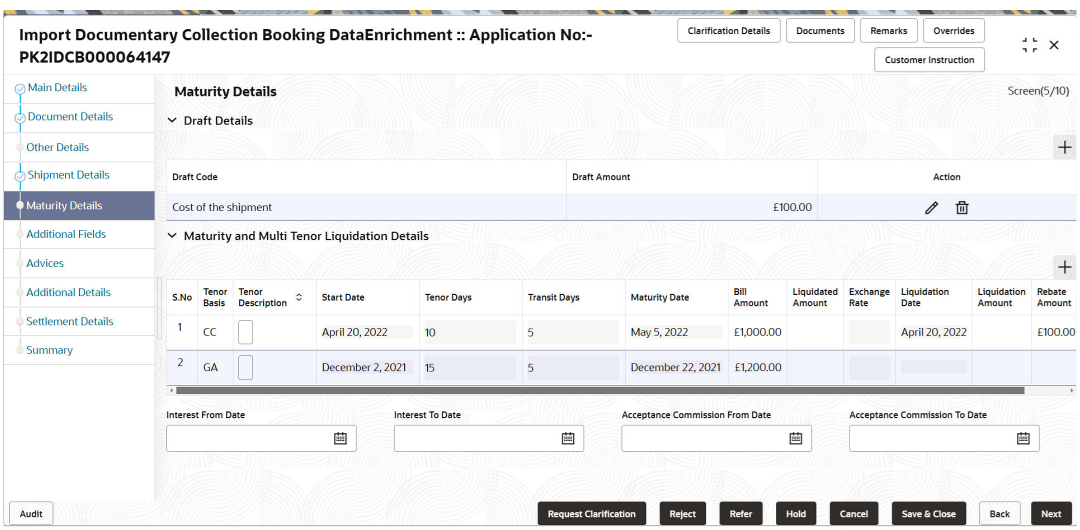
3.3.5 Maturity Details

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

The fields display the maturity details and this tile will be disabled, if the tenor for the drawing is 'Sight'.

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

Figure 3-11 Maturity Details



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

Table 3-13 Maturity Details - Field Description

Field	Description
Draft Details The user can click + to add multiple **Draft Details**.	
Draft Code	Click **Search** to search and select the draft code.
Draft Amount	Specify the draft amount.
Action	Click Edit icon to edit the draft code/ draft amount. Click Delete icon to delete the draft code.
Maturity and Multi Tenor Liquidation Details The user can click + to add multiple **Maturity and Multi Tenor Liquidation Details**.	
S. No	Serial number of the tenor record.
Tenor Basis	Click **Search** to search and select the tenor basis. **Note** This field is disabled if the Tenor Type is 'Mixed'.
Tenor Description	The tenor base code description is displayed based on the selected tenor basis. The user to can edit the tenor description.
Start Date	Select the tenor start date.
Tenor Days	Specify the number of tenor days.
Transit Days	Specify the transit days, if the tenor is sight.
Maturity Date	System displays the due date for the bill based on tenor and tenor basis. If tenor is sight, system will calculate the maturity date as five working days from Document Received Date. If tenor is Usance, system will calculate the maturity date based on the tenor basis and populate the maturity date.
Bill Amount	Specify the bill amount.
Liquidated Amount	Specify the the liquidation amount.
Exchange Rate	Specify the exchange rate.
Liquidation Date	Specify the liquidation date.
Liquidation Amount	Specify the liquidation amount.
Action	Click Edit icon to edit the tenor record. Click Delete icon to delete the tenor record.
Interest From Date	Select the interest from date. The interest from date cannot be earlier than branch date and later than maturity date.
Interest To Date	Select the interest to date. The interest from date cannot be earlier than branch date and later than maturity date.
Acceptance Commission From Date	Select the accept commission from date.
Acceptance Commission To Date	Select the accept commission to date.

2. Click **Next**.

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

Table 3-14 Maturity Details - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the collection. 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.
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.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Clarification Details	Click to open a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
Request Clarification	Click the Request Clarification button to request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.
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 3-14 (Cont.) Maturity 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
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.

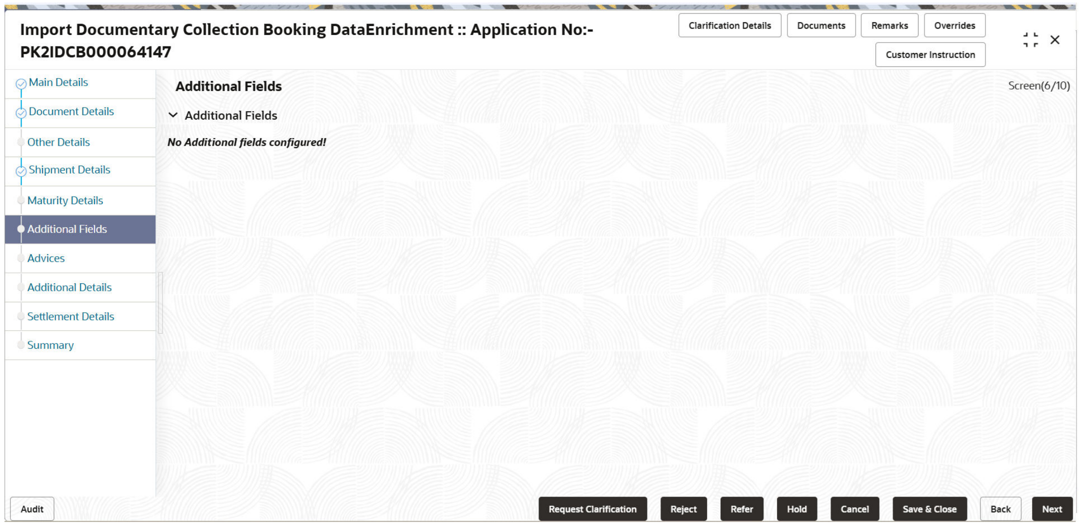
3.3.6 Additional Fields

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

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

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

Figure 3-12 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 3-15 Additional Fields - 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 collection. 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.
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.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Clarification Details	Click to open a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.

Table 3-15 (Cont.) Additional Fields - Action Buttons - Field Description

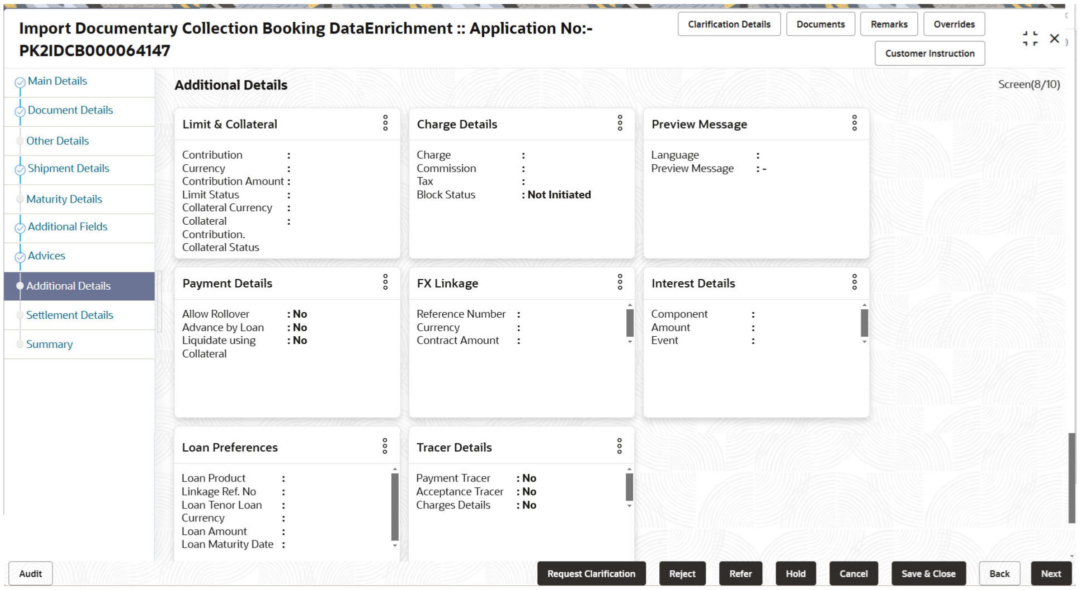
Field	Description
Request Clarification	Click the Request Clarification button to request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further 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
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.

3.3.7 Additional Details

This topic provides the systematic instructions to capture the additional details

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

Figure 3-13 Additional Details



Limits and Collaterals

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

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

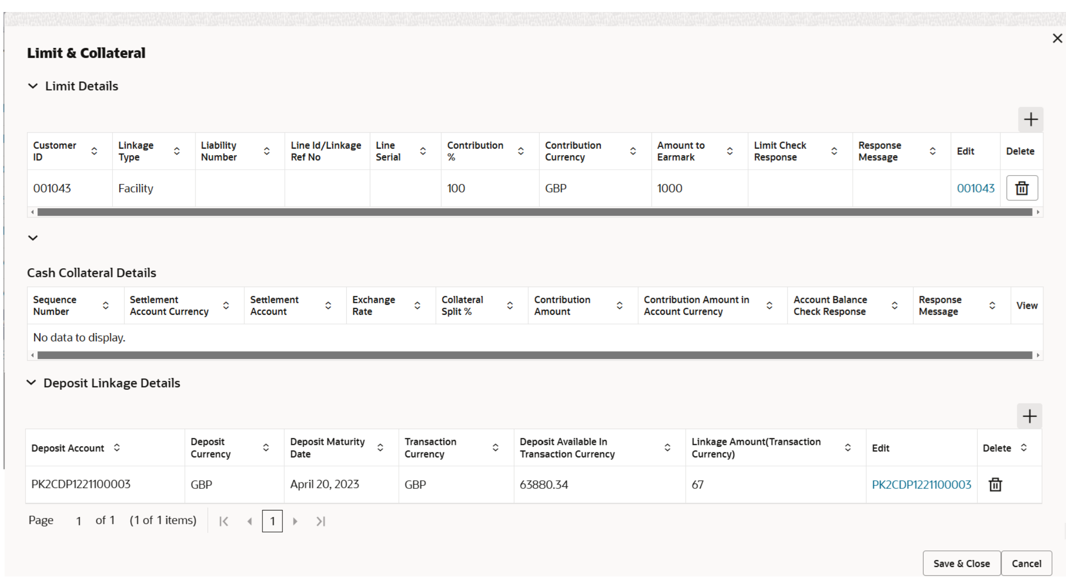


Figure 3-14 Limit Details

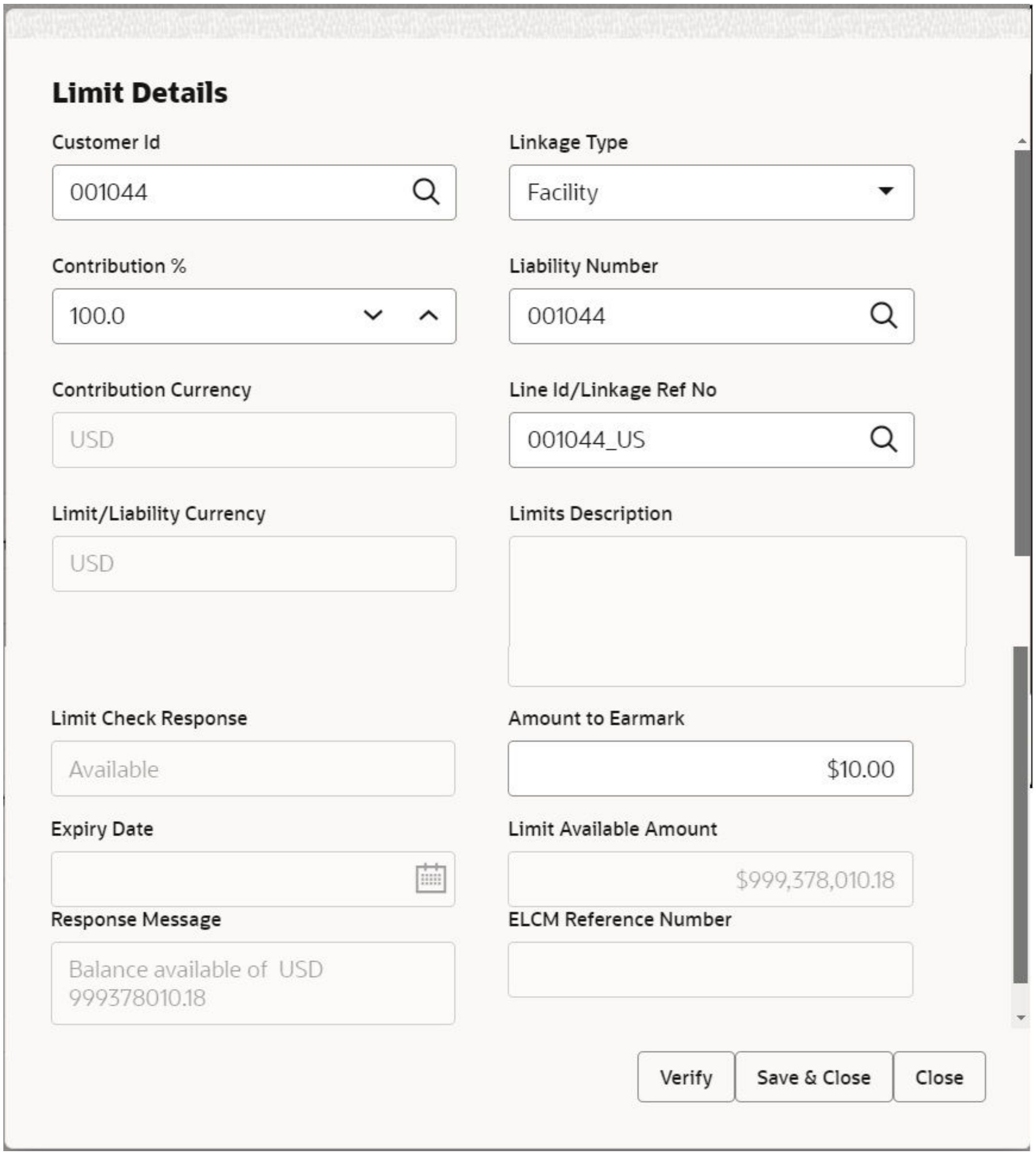


Figure 3-15 Collateral Details

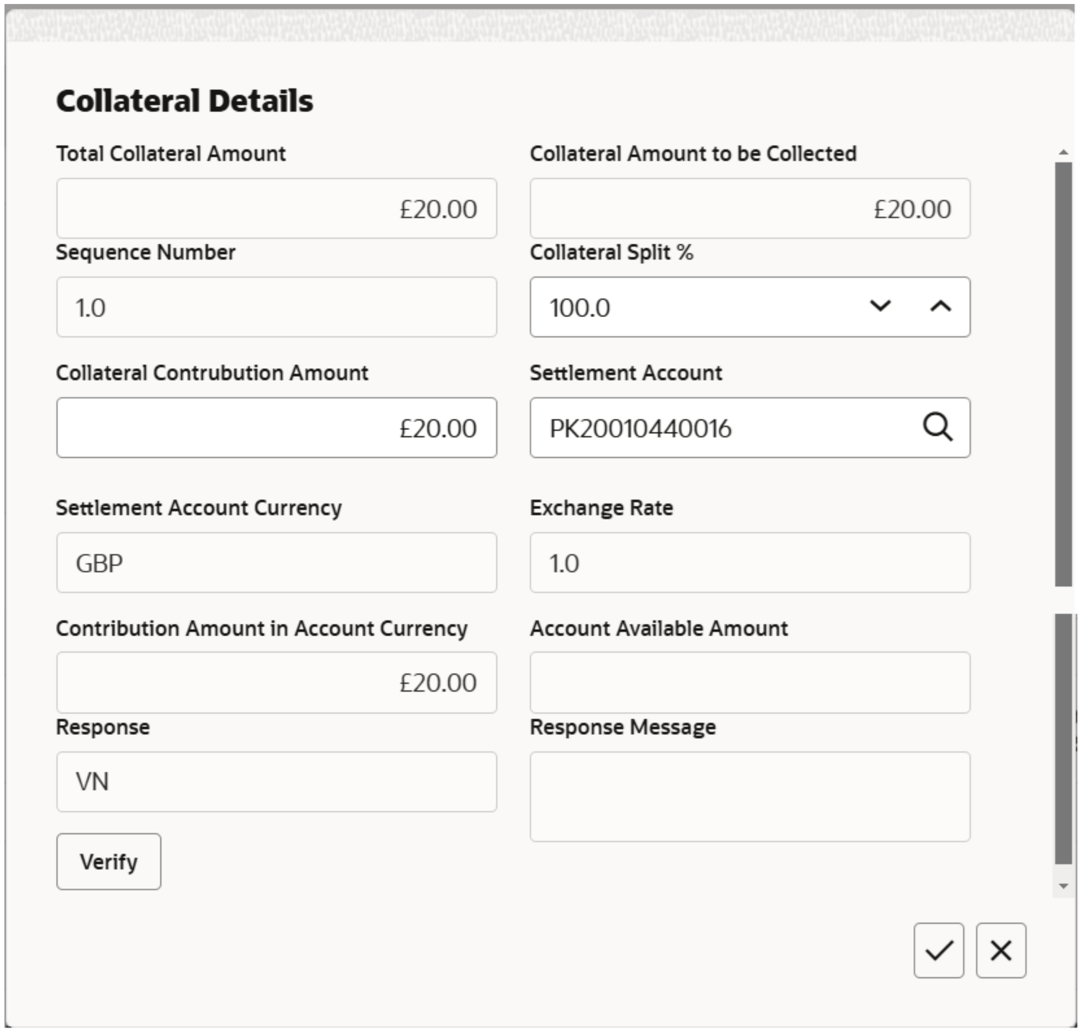
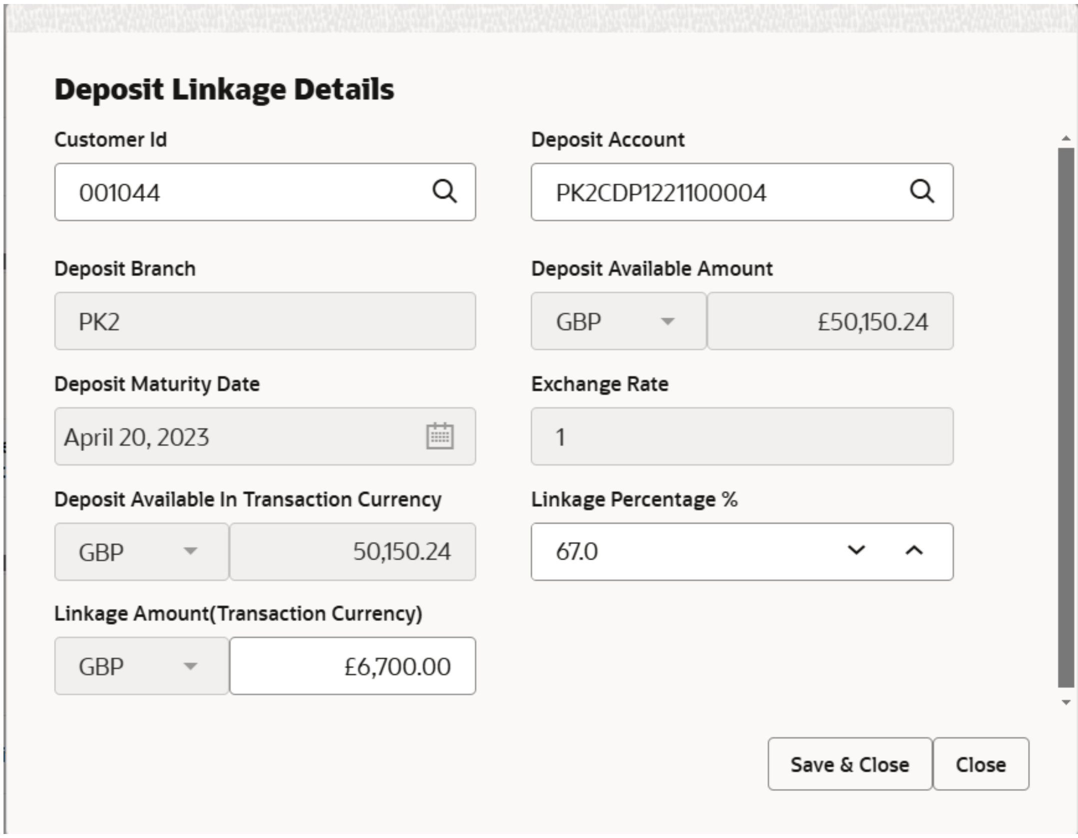


Figure 3-16 Deposit Linkage Details



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

Table 3-16 Limit Details - Field Description

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

Table 3-16 (Cont.) Limit Details - Field Description

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

Table 3-16 (Cont.) Limit Details - Field Description

Field	Description
Limit Available Amount	This field displays the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount. The value in this field appears, if you click the **Verify** button.
Response Message	This field displays the detailed response message. The value in this field appears, if you click the **Verify** button.
ELCM Reference Number	This field displays the ELCM reference number.
Limit Details grid	Below fields appear in the **Limit Details** grid along with the above fields.
Line Serial	Displays the serial of the various lines available and mapped under the customer id. This field appears on the Limits grid.
Edit	Click the link to edit the **Limit Details**.
Cash Collateral Details	Specify the Cash Collateral details. Click plus icon to add new collateral details. Collateral availability needs to be checked if amendment involves increase in amount or tolerance. Provide the collateral details based on the description provided in the following table: Below fields are displayed on the Collateral Details pop-up screen, if the user clicks plus icon.
Edit	Click edit link to edit the 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.
Sequence Number	Read only field. The sequence number is auto populated with the value, generated by the system.
Collateral Split %	Specify the collateral split% to be collected against the selected settlement account.
Collateral Contribution Amount	Specify the collateral amount to be collected against the selected settlement account. User can either provide the collateral % where the collateral amount will be auto populated or modifying the collateral amount will auto correct the collateral %.
Settlement Account	Click **Search** to search and select the settlement account for the collateral.
Settlement Account Currency	Read only field. This field displays the settlement account currency defaulted by the system.
Exchange Rate	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.
Contribution Amount in Account Currency	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.

Table 3-16 (Cont.) Limit Details - Field Description

Field	Description
Account Available Amount	Read only field. System populates the account available amount on clicking the **Verify** button.
Response	Read only field. System populates the response on clicking the **Verify** button.
Response Message	Read only field. System populates the response message on clicking the **Verify** button.
Verify	Click to verify the account balance of the Settlement Account.
Save & Close	Click to to save and close the record.
Cancel	Click to cancel the entry.
Cash Collateral Details grid	Below fields appear in the **Cash Collateral Details** grid along with the above fields.
Collateral %	Specify the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message “Defaulted Collateral Percentage modified.
Contribution Amount	This field displays the collateral contribution amount. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message “Defaulted Collateral Percentage modified.
Edit	Click edit link to edit the collateral details.
Account Available Amount	This field displays the account available amount which will be auto-populated based on the settlement account selection.
Deposit Linkage Details	Click + plus icon to add new Deposit Linkage details. Below fields are displayed on the **Deposit Linkage Details** pop-up screen, if the user clicks plus icon.
Deposit Account	Click **Search** to search and select deposit for linkage from the list of all the customer Deposits.
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 %	Specify the value for linkage percentage.
Linkage Amount (Transaction Currency)	This field displays the transaction amount, user can change the value.

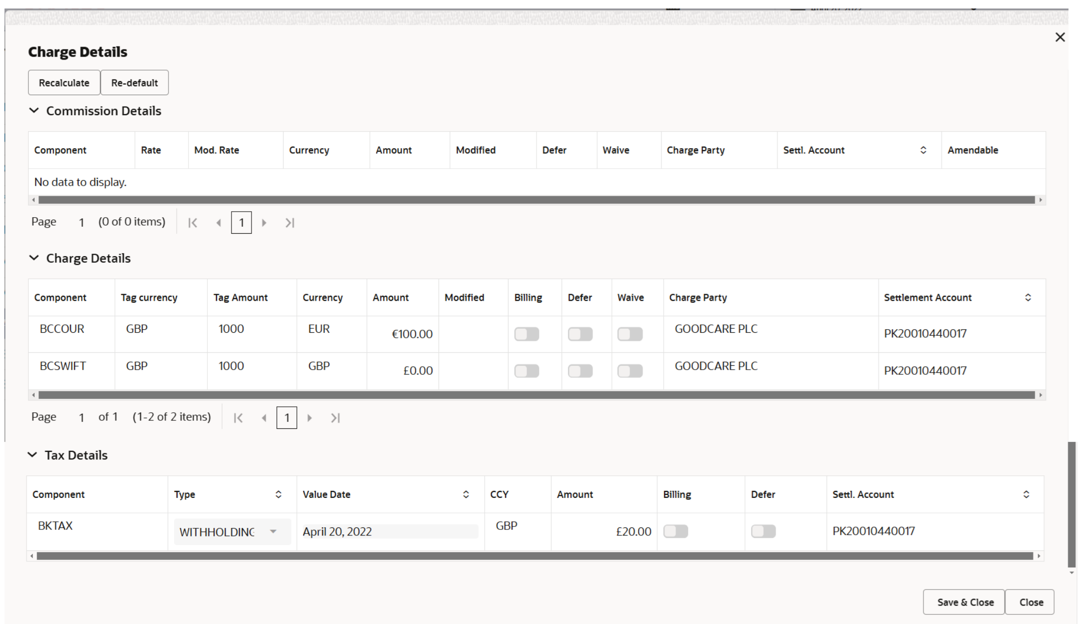
Table 3-16 (Cont.) Limit Details - Field Description

Field	Description
Deposit Linkage Details grid	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.
Edit	Click edit link to edit the deposit linkage details.

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

Charge Details

This section displays charge details.



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

Table 3-17 Charge Details - Field Description

Field	Description
Commission Details	Specify the commission details.
Rate	This field displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
Modified Rate	From the default value, if the rate is changed the value gets updated in this field.
Currency	This field displays the currency in which the commission have to be collected.

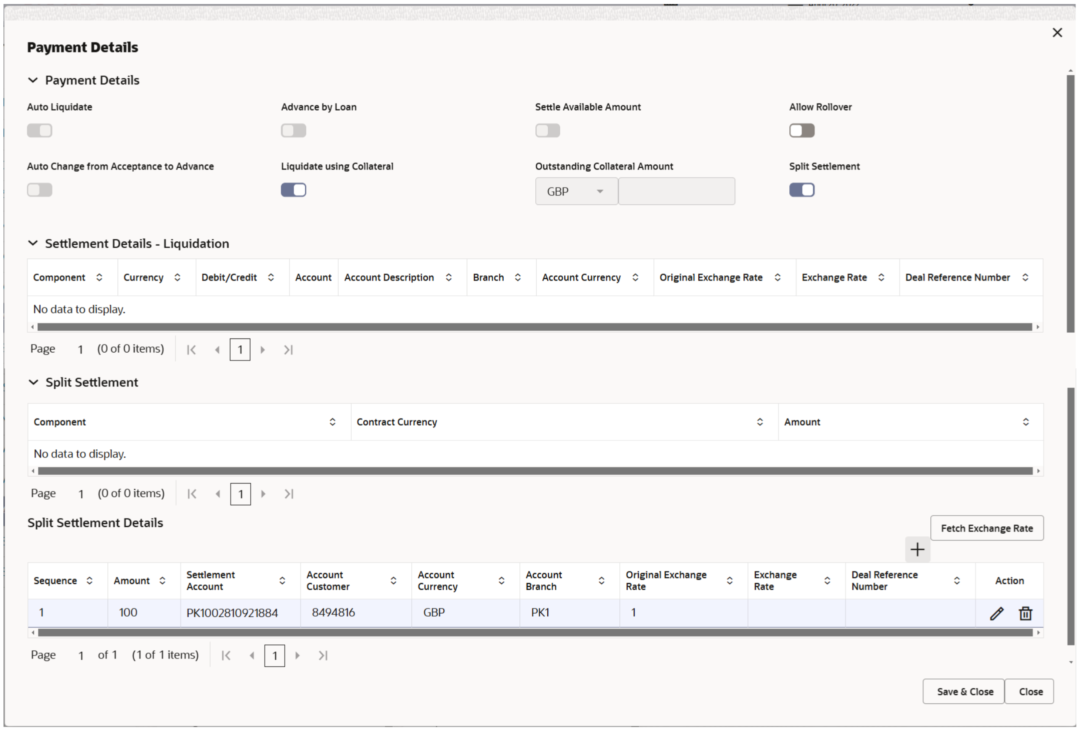
Table 3-17 (Cont.) Charge Details - Field Description

Field	Description
Amount	This field displays the amount that is maintained under the product code. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate, but not the commission amount directly. The amount gets modified based on the rate changed and the new amount is calculated in back office based on the new rate and is populated in OBTFPM. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
Modified Amount	From the default value, if the amount is changed, the value gets updated in the modified amount field.
Defer	If enabled, charges/commissions has to be deferred and collected at any future step.
Waive	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer. If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the ‘Remarks’ place holder.
Charge Party	Charge party is 'Applicant' by default. User can change the value to Beneficiary.
Settlement Account	Select the settlement account.
Amendable	Displays if the field is amendable or not.
Charge Details	Specify 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.

Table 3-17 (Cont.) Charge Details - Field Description

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

Payment Details



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

Table 3-18 Payment Details - Field Description

Field	Description
Payment Details	Specify the payment details.
Auto Liquidate	Enable the option as ‘On’ if the auto liquidation is required. Disable the option as ‘Off’ if the auto liquidation is not required.
Advance by Loan	Read only field. Advance by Loan enables creation of loan at the time of Final liquidation.
Allow Rollover	Enable the option to allow rollover.
Auto Change from Acceptance to Advance	Read only field. This flag indicates whether an Acceptance type of bill should be automatically converted into an Advance type of bill on its liquidation date. **Note** This option is applicable only for the bills that are co-accepted by the bank.
Liquidate using Collateral	Enables the option if liquidation is done using Collaterals.
Outstanding Collateral Amount	Read only field. The outstanding collateral amount along with the currency.

Table 3-18 (Cont.) Payment Details - Field Description

Field	Description
Split Settlement	Enable the option as ‘On’ to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill. Disable the option as ‘Off’ Disables the user to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill.
Settlement Details - Liquidation	This section displays the **Settlement Details - Liquidation** details.
Component	This field displays the component based on the product selected.
Currency	This field displays the default currency for the component.
Debit/Credit	This field displays the debit/credit indicators for the components.
Account	This field displays the account details for the components.
Account Description	This field displays the description of the selected account.
Branch	This field displays the branch of the selected account.
Account Currency	This field displays the currency for all the items based on the account number.
Split Settlement	This section displays the **Split Settlement** details.
Component	This field displays the component based on the product selected.
Contract Currency	This field displays the default currency for the component.
Amount	This field displays the amount for each component. This is populated from the transaction details of the drawing.
Split Settlement Details	Click + to add multiple **Split Settlement Details**.
Sequence	Indicates the sequence of the settlement details.
Amount	Specify the amount for the split settlement.
Settlement Account	Click **Search** to search and select the settlement account.
Account Customer	This field displays customer account based on the selected settlement account.
Account Currency	This field displays currency of the account.
Account Branch	This field displays branch of the customer’s account
Original Exchange Rate	System displays the Original Exchange Rate as simulated in settlement details section from OBTF.
Action	Click Edit icon to edit the Split Settlement. Click Delete icon to delete the Split Settlement.

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

   FX Linkage
   This section enables the user to link the existing FX contract(s) to the Bill. User can link one or more FX deals to a bill. The linked value of an FX deal(s) must not exceed the value of the bill.

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

   Following are the features of FX Linkage in BC.

   - FX linkage cannot be linked at Bills at initial stage.
   - When a bill is drawn under LC, the details of forward contract linked as a part of the LC, will be defaulted at bill.

- Linked amount will be defaulted against the corresponding FX sequentially.
- User can delink or modify the defaulted FX details at in the Bill.
- Bill maturity date should be greater than or equal to FX Value date.
- Sum of Linked amount will not be greater than Bill contract amount.
- Linked amount will not be greater than the available amount for linkage.
- Current Utilized amount will display the liquidated/purchased/discounted/negotiated amount of Bill contract. It cannot go beyond the linked FX amount.
- When a bill is drawn under LC, delink of FX at BC is allowed only if the linked FX is not utilized by the bill.
- Multiple forward FX contract could be linked and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. The same will be populated in the Average FX Rate.

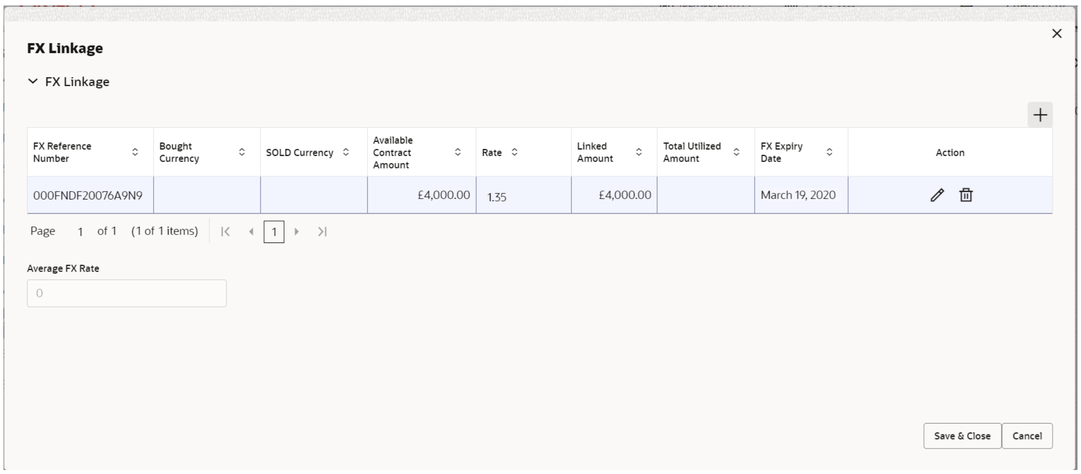
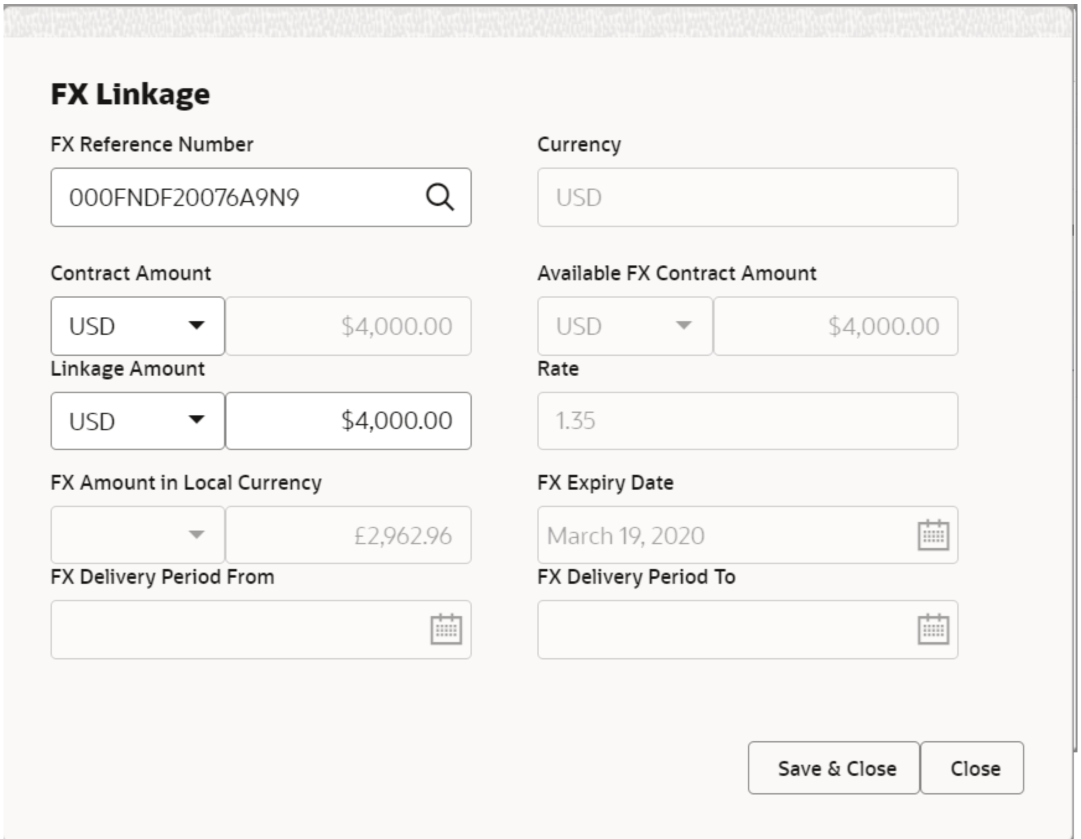


Figure 3-17 FX Linkage Details



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

Table 3-19 FX Linkage - Field Description

Field	Description
The user can click + to add multiple **FX Details**.	
FX Reference Number	Click **Search** to search and select the FX contract reference number. On select and save and close, system defaults the available amount, bot currency, sold currency and rate. Forward FX Linkage available for selection at bill would be as follows, • Counterparty of the FX contract should be the counterparty of the Bill contract. • Active Forward FX transactions authorized not marked for auto liquidation. Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill.
Bought Currency	This field displays the currency from the linked FX contract.
Sold Currency	This field displays the currency from the linked FX contract.
Available Contract Amount	Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.
Rate	This field displays the rate at which the contract is booked.

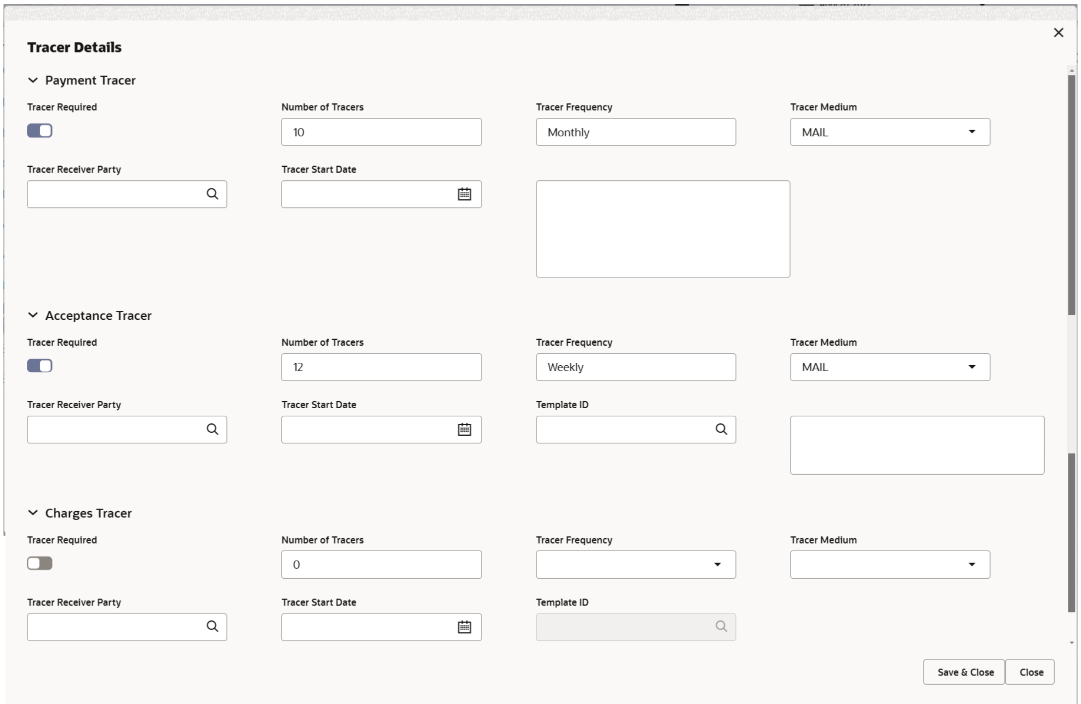
Table 3-19 (Cont.) FX Linkage - Field Description

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

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

Tracer Details

This section enables the user to view the default Tracer at Back Office. It also allows the user to add new tracer details. Add new tracer details based on the description in the following table:



Acceptance Tracer and Payment Tracer are applicable for this process.

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

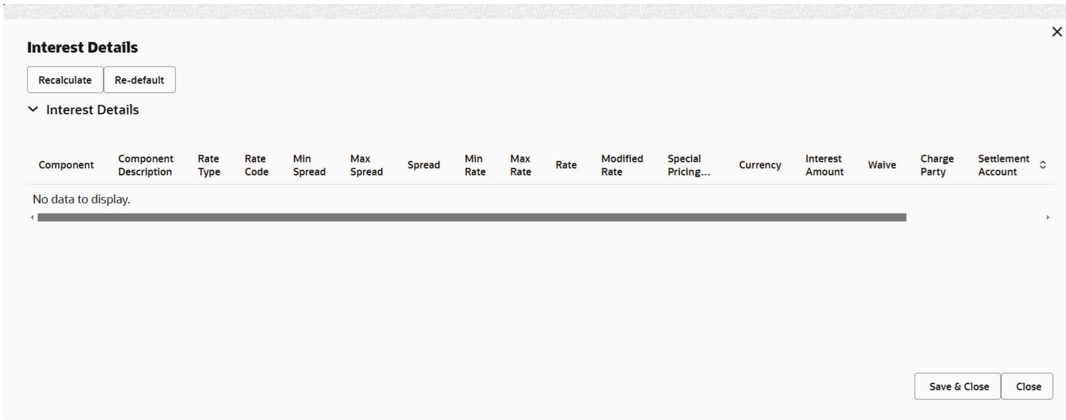
Table 3-20 Tracer Details - Field Description

Field	Description
Payment Tracer/ Acceptance Tracer	
Tracer Required	Enable the option, if tracer is required.
Number of Tracers	Specify the number of tracers required.
Tracer Frequency	Select the frequency for generation of the Tracer. • Daily • Weekly • Fortnightly
Tracer Medium	Select the tracer medium from the drop-down list. • MAIL • EMAIL • SWIFT
Tracer Receiver Party	Click **Search** to search and select the tracer receiver party.
Tracer Start Date	Select the tracer start date. Start date cannot be earlier than the branch date.

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

Interest Details

The user can view and modify the Interest Details Simulated from Back Office system.



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

Table 3-21 Interest Details - Field Description

Field	Description
Component	This field displays the component maintained in the back office.
Component Description	This field displays the description of the component.
Rate Type	This field displays the rate type maintained for the component in back office. • Fixed Floating • Special
Rate Code	This field displays the rate code applicable for the component.
Min Spread	This field displays the minimum spread applicable for the Rate Code. This field have value, if the **Rate Type** is **Floating**.
Max Spread	This field displays the maximum spread applicable for the Rate Code. This field have value, if the **Rate Type** is **Floating**.
Spread	This field displays the spread applicable for the Component in case of Floating Rate Component. User can change the defaulted value. System validates whether the spread input is within the Minimum to Maximum Spread.
Min Rate	This field displays the minimum rate applicable for the Rate Code.
Max Rate	This field displays the maximum rate applicable for the Rate Code.
Rate	This field displays the value applicable for the Rate Code. You can modify the value, if the **Rate Type** is **Fixed**. System validates whether the Rate input is between the Minimum and Maximum Rate.
Modified Rate	This field displays the modified rate.

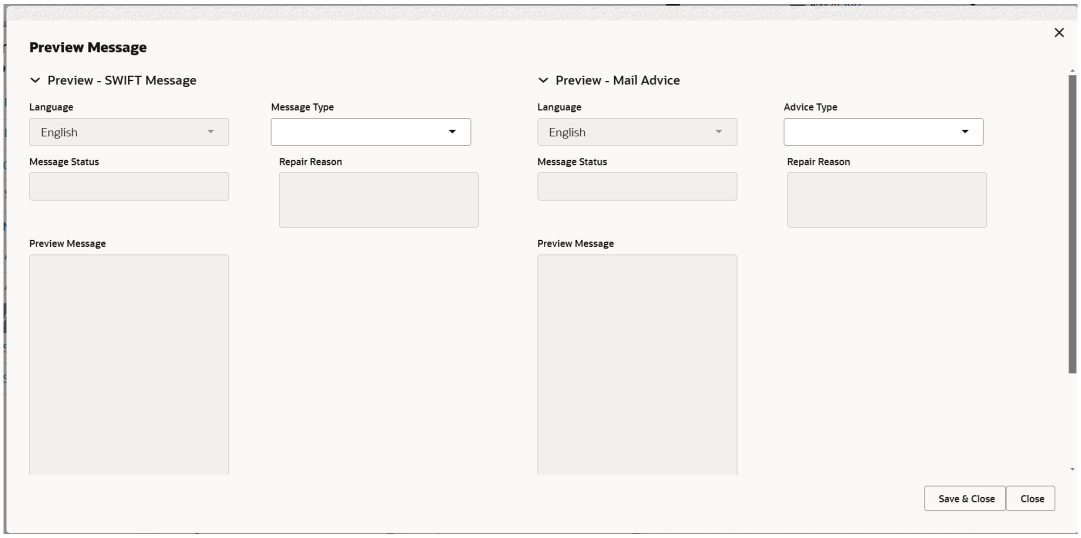
Table 3-21 (Cont.) Interest Details - Field Description

Field	Description
Special Pricing Reference Number	Specify the Special Pricing Reference Number, when there is a special Interest rate to be provided for that customer against the interest component (Main Component). Special Pricing Reference is not applicable for Penal Interest components. For transactions initiated from OBDX, the Special Pricing Reference Number will be populated from OBDX and user cannot edit the same. **Note** System displays an override as “Special Pricing Applicable”, on clicking “Save” in the Interest Details screen, if Special Pricing Reference number has been provided.
Currency	This field displays the interest currency.
Interest Amount	Specify the interest amount, if the **Rate Type** is **Special**. In other cases , the amount will be calculated by back office immediately only if the Interest is collected in Advance or if Back Dated Interest is collected. In that scenario, the Amount will be populated on Re-simulation from back office. Otherwise Interest will be calculated only in the batch as maintained.
Waive	User can waive the Interest applicable. System displays an override, if the user has waived the Interest.
Charge Party	This field displays the Charge Party based on the type of transaction. In case of Export Transactions, Drawer should be the defaulted Charge Party for Collection Bills and Beneficiary for the LC Bills. In case of Import Transactions, Drawee should be the Charge Party for Collection and Applicant for the LC Bills.
Settlement Account	This field displays the settlement account of the Charge Party for debit of Interest. User can change the value. System displays an error if a different customer is chosen. If different account of the Charge Party is selected, system should display a override. In case the user modifies the Interest Rate, the user should click on Recalculate button to get the modified amount from the back office and display the new Amount.(Recalculation is done in back office and not in OBTFPM).
Settlement Currency	System defaults the currency of the Settlement Account.
Settlement Branch	System defaults the branch of the Settlement Account.

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

Preview Mesage

The bank user can preview the message simulated for correspondence with Remitting Bank. User can preview the MT999 messages for the applicable MT7XX messages generated by the Back office system in the Preview Message.



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

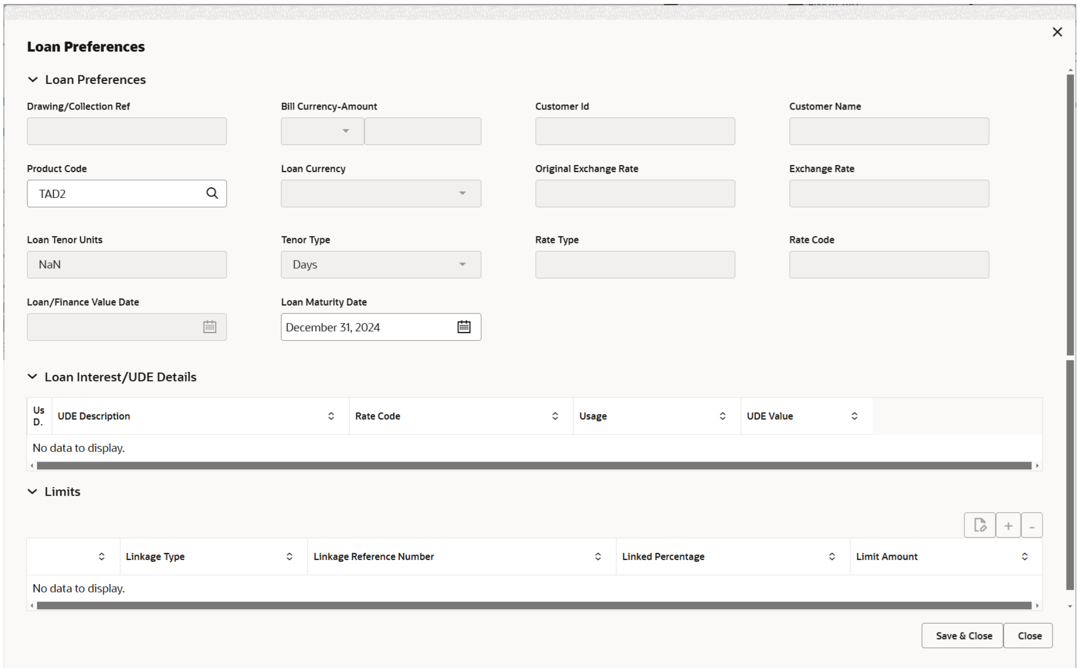
Table 3-22 Preview - Field Description

Field	Description
Preview SWIFT Message	
Language	Select the language for the SWIFT message.
Message Type	Select the message type.
Preview Message	This field displays a preview of the draft message.
Preview Mail Device	
Language	Select the language for the advice message.
Advice Type	Select the advice type.
Preview Message	This field displays a preview of the draft message.

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

Loan Preferences
The bank user can link a loan to liquidate the document under collection. This section will be enabled based on the product selected for documents under collection.

Loan Preferences screen is enabled if the underlying Import Drawing/Collection product allows Advance by Loan Option. The details can be captured in Import Collection/ Drawing Booking or Update or Liquidation processes and the loan gets created during Liquidation process.



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

Table 3-23 Loan Preferences - Field Description

Field	Description
Loan Preferences	
Drawing/Collection Ref	This field is defaulted from the underlying task. User cannot change the value.
Bill Currency-Amount	Outstanding drawing/ collection currency and amount is defaulted from the underlying task. User cannot change the value.
Customer Id	This field is defaulted from the underlying task. User cannot change the value.
Customer Name	Applicant/ Drawee Name is defaulted from the underlying task. User cannot change the value.
Product Code	This field is defaulted from the underlying Collection/ Drawing Product maintenance. User cannot change the value.
Loan Currency-Amount	Loan currency is defaulted from the bill currency. User can change this to Local Currency. System should display an error message on tab out if the currency selected is not a Bill currency or Local Currency. System displays the loan account based on the outstanding drawing/ Collection amount less the collateral amount. User cannot change the Loan amount.
Original Exchange Rate	This field displays the Original Exchange rate.
Exchange Rate	Specify the exchange rate applicable for local currency. System validates the exchange rate is within the allowed range.
Loan Tenor Units	This field displays the period of loan. User can change the value. The numerical value for Days or months or Years is applicable.

Table 3-23 (Cont.) Loan Preferences - Field Description

Field	Description
Tenor Type	The value of the tenor type is defaulted by the system. User can change the value. Values are Days, Months and Years. The numerical value for Days or months or Years is applicable.
Rate Type	This field displays the rate type.
Rate Code	This field displays the rate code.
Loan/Finance Value Date	This field displays the current branch date as Value date. User cannot change the value.
Loan Maturity Date	Loan maturity date as default based on Tenor type and Tenor units. User cannot change the value.
Loan Interest/UDE Details	
User Defined Element ID	System populates the UDE Element ID as part of simulation. User can change the selection through lookup.
UDE Description	System populates the UDE description as part of simulation. If a user changes the UDE ID, system should populate the description.
Rate Code	System populates the rate code as part of simulation.
Usage	System populates the usage details as part of simulation.
UDE Value	System populates the UDE value as part of simulation.
Limits	
Linkage Type	System defaults the linkage type as “Facility” from back office.
Linkage Reference Number	System defaults the Linkage reference as part of simulation. User can change the value. Linkages available for the customer should be displayed for selection.
Linked Percentage	Specify the value for linked percentage. Maximum value that can be enterd is 100. User cannot enter negative values.
Limit Amount	System defaults the value. System should populate the value based on the contribution percentage.

8. Click **Save and Close** to save the details and close the screen.
9. **Next**.

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

Table 3-24 Additional Details - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application

Table 3-24 (Cont.) Additional Details - Action Buttons - Field Description

Field	Description
Remarks	Specify any additional information regarding the collection. 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 Instructions	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • **R1**- Documents missing • **R2**- Signature Missing • **R3**- Input Error • **R4**- Insufficient Balance/Limits • **R5** - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • **R1**- Documents missing • **R2**- Signature Missing • **R3**- Input Error • **R4**- Insufficient Balance/Limits • **R5** - Others
Back	On click of Back, system moves the task back to previous data segment.

Table 3-24 (Cont.) Additional Details - Action Buttons - Field Description

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

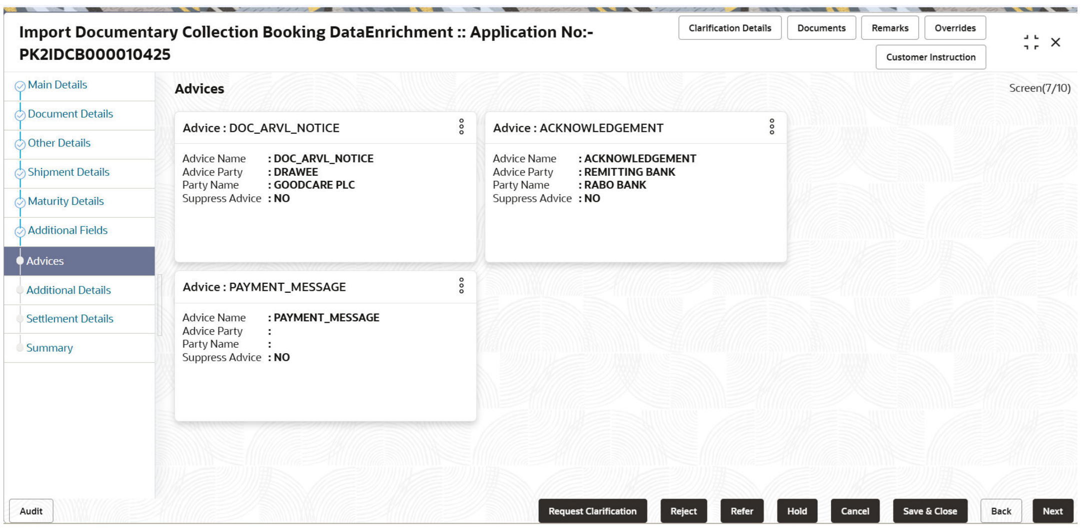
3.3.8 Advices

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

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

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

Figure 3-18 Advices



Advice Details

Figure 3-19 Advice Details

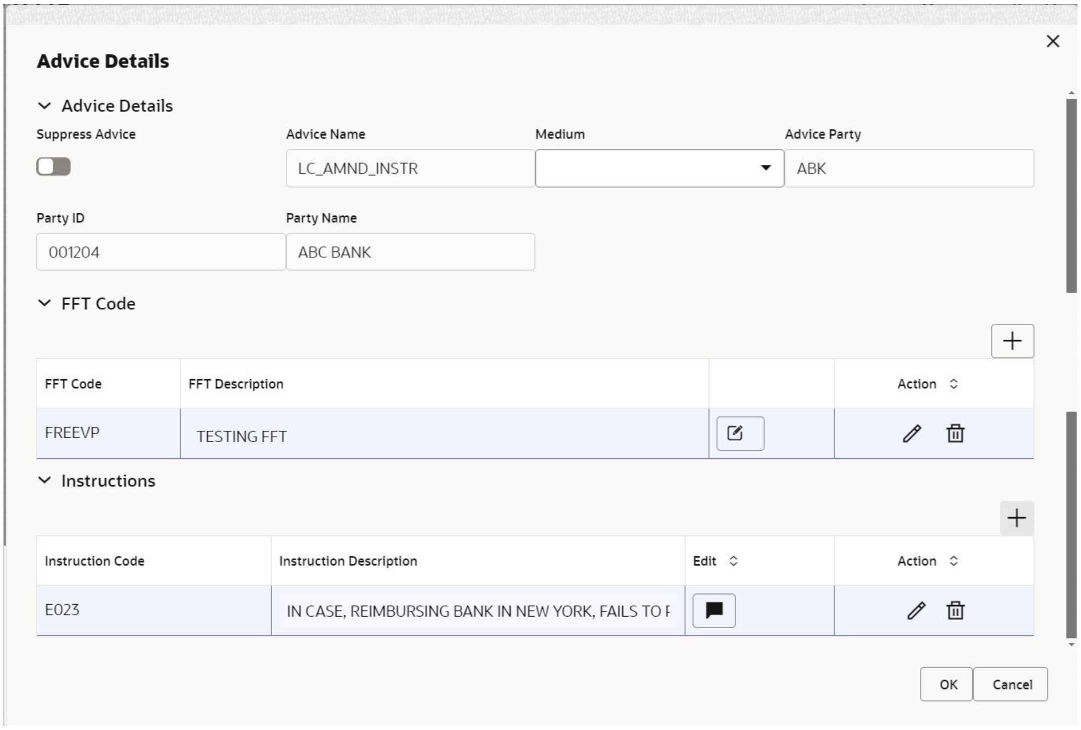


Table 3-25 Advice Details

Field	Deacription
Suppress Advice	Enable this option to suppress the advice. Disable this option if suppress advice is not required.
Advice Name	This field diaplays the advice name defaulted from LC issuance.
Medium	This field diaplays the medium of advices defaulted from the system. User can update if required.
Advice Party	This field diaplays the advice party defaulted from LC issuance.
Party ID	This field diaplays the party ID defaulted from LC issuance.
Party Name	This field diaplays the party name defaulted from LC issuance.
FFT Code	Click **+** to add multiple **FFT Code**.
FTT Code	Click **Search** to search and select the FFT code as a part of free text.
FFT Description	This field displys the FFT description based on the FFT code selected.
Action	Click Edit icon to edit the FFT code. Click Delete icon to delete the FFT code.
Instructions	Click **+** to add multiple **Instruction Code**.
Instruction Code	Click **Search** to search and select the instruction code as a part of free text.
Instruction Description	This field displys the instruction description based on the instruction code selected.
Edit	Click Edit icon to edit the instruction code description.

Table 3-25 (Cont.) Advice Details

Field	Deacription
Action	Click Edit icon to edit the instruction code. Click Delete icon to delete the instruction code.

2. Click **Next**.

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

Table 3-26 Advices - 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 collection. 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.
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.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Incoming Message	Displays the incoming message, if any.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Clarification Details	Click to open a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.

Table 3-26 (Cont.) Advices - Action Buttons - Field Description

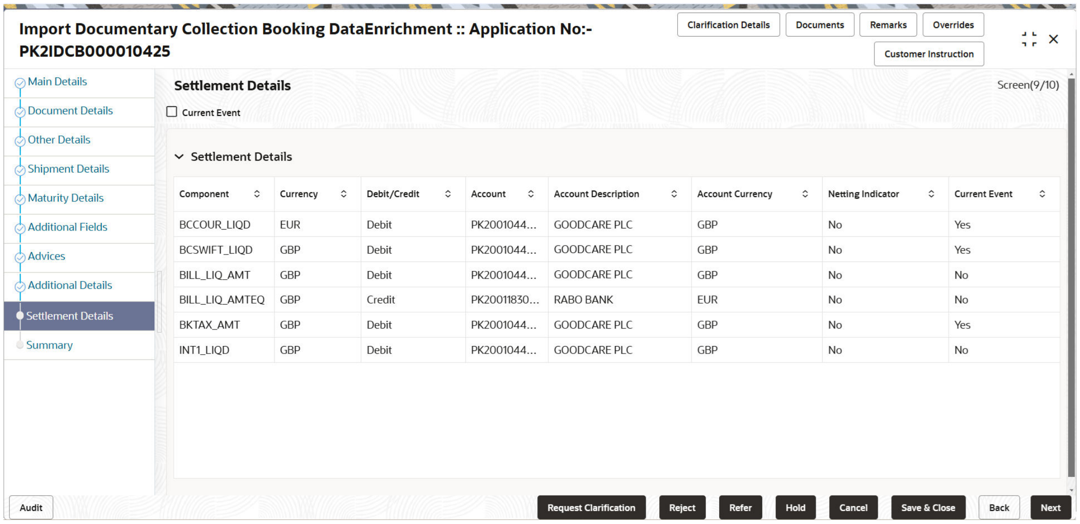
Field	Description
Request Clarification	Click the Request Clarification button to request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further 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.

3.3.9 Settlement Details

This topic provides the systematic instructions to capture the settlement details of Import Documentary Collection Booking request.

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

Figure 3-20 Settlement Details



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

Table 3-27 Settlement Details – Field Description

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

2. Click **Next**.

   The task will move to next data segment.

Table 3-28 Settlement Details - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the collection. 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.
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..
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Clarification Details	Click to open a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
Request Clarification	Click the Request Clarification button to request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.
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 3-28 (Cont.) Settlement Details - Action Buttons - Field Description

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

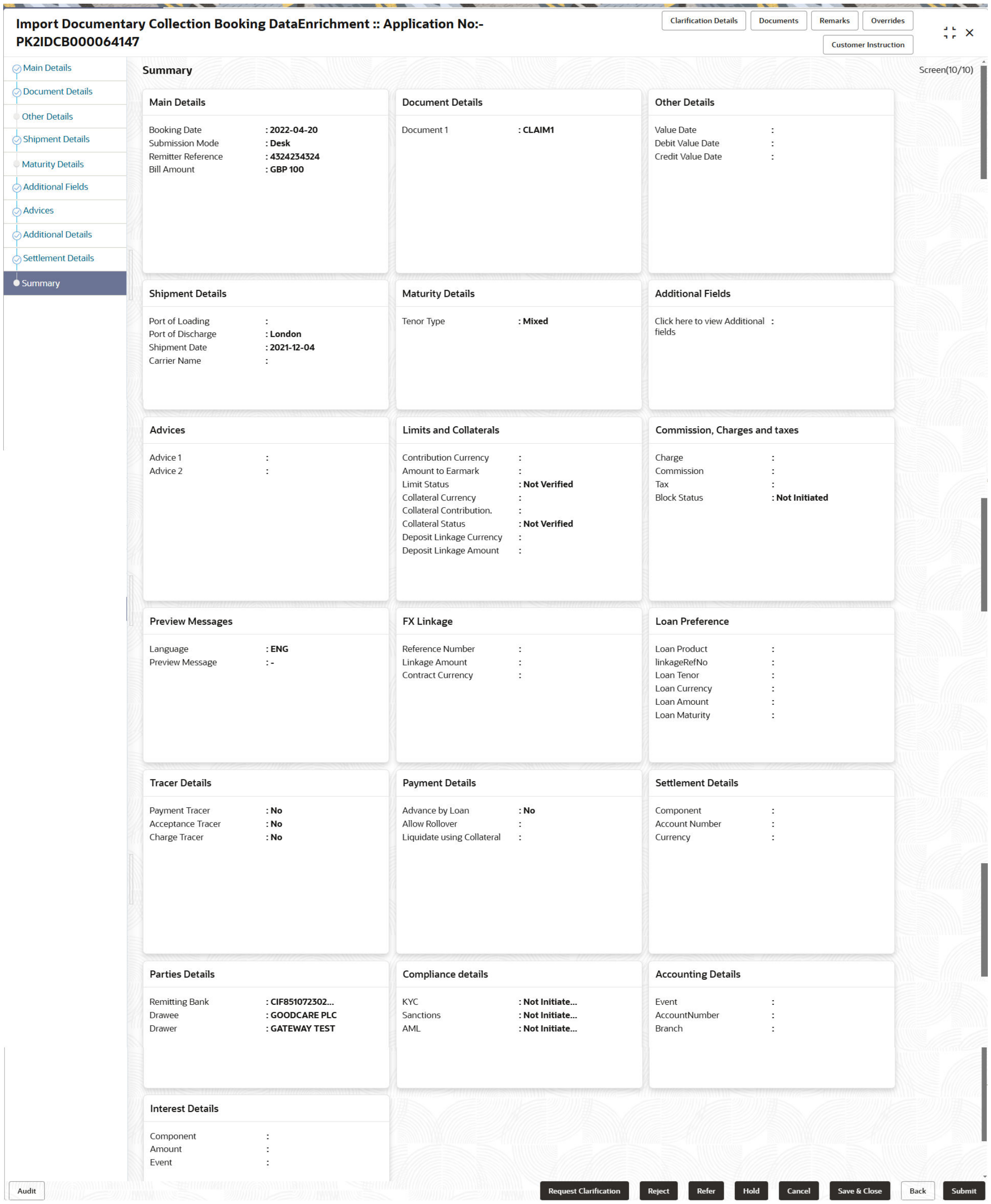
3.3.10 Summary

This topic provides the systematic instructions to view the summary of Import Documentary Collection Booking.

User can review the summary of details updated in Data Enrichment stage of Import Documentary Collection Booking 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 3-21 Summary



Tiles Displayed in Summary

- Main Details - User can view details about application details and Bill details.
- Document Details - User can view document details.
- Other Details - User can view other details.
- Shipment Details - User can view shipment details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view the details of additional fields.

- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details.
- Commission, Charges & Taxes - User can view charge details.
- Preview Messages - User can view the preview message.
- FX Linkage - User can view the details of FX Linkage.
- Loan Preferences - User can view the Loan Preference details.
- Tracer Details - User can view the tracer details.
- Payment Details - User can view the payment details.
- Settlement Details - User can view settlement details.
- Parties Details - User can view party details like applicant, collecting bank etc.
- Compliance - User can view the compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated by back office system.

> **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.

- Interest Details - User can view the interest details.

2. Click **Submit**.

   The task will move to next logical stage.

Table 3-29 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 collection. 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.
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..
Overrides	Click to view the overrides accepted by the user.

Table 3-29 (Cont.) Summary - Action Buttons - Field Description

Field	Description
Customer Instructions	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Submit	Task will get moved to next logical stage of Import Documentary Collection Booking. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. n case of duplicate documents' system will terminate the process after handing off the details to back office.

3.4 Exceptions

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

The Import Collection Booking request, before the task moves to the approval stage, the application will validate the Amount Block, KYC and AML. A failure in validation of any of them, the task will reach exception stage for further approval for the exceptions.

Exception - Amount Block

As part of amount block validation, application will check if sufficient balance is available in the account to create an amount block. On hand-off, system will debit the blocked account to the extent earmark and credit charges/ commission account in case of charges block or credit the amount in suspense account for earmarks created for collateral.

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

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

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

Approve:

- Settlement amount will be funded (outside of this process)
- Allow account to be overdrawn during hand-off

Refer:

- Refer back to DE providing alternate settlement account to be used for block.
- Different collateral to be mapped or utilize lines in place of collateral.

Reject:

Reject the transaction due to non-availability of sufficient balance in settlement account

Amount Bock Exception

This section will display the amount block exception details.

Summary

Tiles Displayed in Summary:

- Main Details - User can view details about application details and Bill details.
- Document Details - User can view document details.
- Other Details - User can view other details.
- Shipment Details - User can view shipment details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details.

- Commission, Charges & Taxes - User can view charge details.
- Preview Messages - User can view the preview message.
- FX Linkage - User can view the details of FX Linkage.
- Loan Preferences - User can view the Loan Preference details.
- Tracer Details - User can view the tracer details.
- Payment Details - User can view the payment details.
- Settlement Details - User can view settlement details.
- Parties Details - User can view party details like applicant, collecting bank etc.
- Compliance - User can view the compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated by back office system.

> **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.

- Interest Details - User can view the interest details.

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

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

Table 3-30 Amount Bock Exception - Action Buttons - Field Description

Field	Description
Cancel	Cancel the Import Collection Booking Amount Block Exception check.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

Table 3-30 (Cont.) Amount Bock Exception - Action Buttons - Field Description

Field	Description
Refer	Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user.User must select a Refer Reason from the values displayed by the system. Refer Codes Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.
Back	Task moves to previous logical step.

Exception - Know Your Customer (KYC)

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

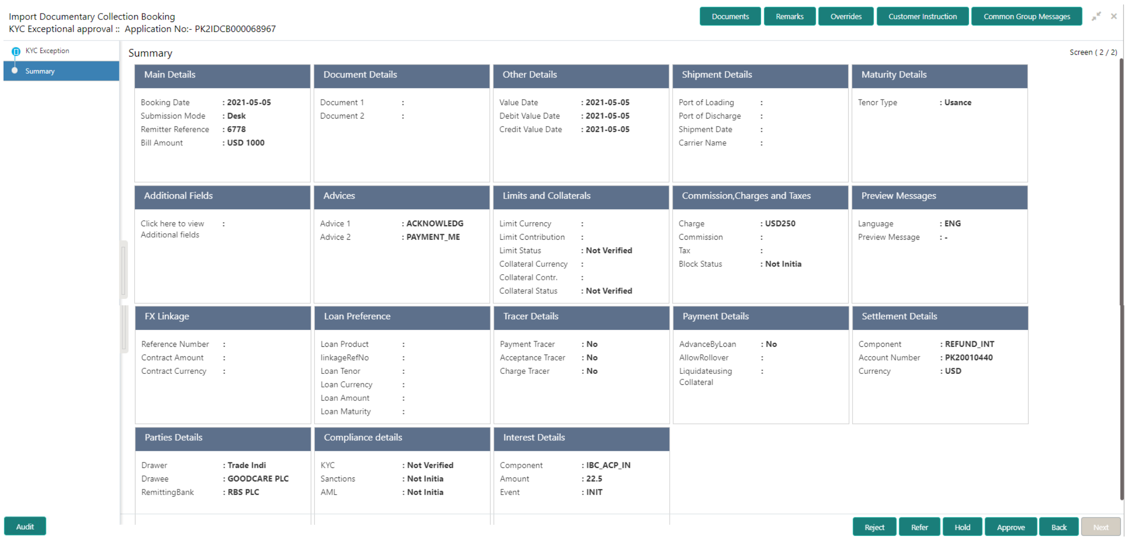
1. Log in into OBTFPM application, KYC exception queue. KYC exception failed tasks for Trade Finance transactions will be listed in your queue.
2. Open the task, to see summary tiles that display a summary of available updated fields with values.
   User can pick up a transaction and do the following actions:

   Approve

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

Summary

Figure 3-22 Exception - Know Your Customer (KYC) Summary



Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Document Details - User can view document details.
- Other Details - User can view the other details.
- Shipment Details - User can view shipment details.
- Maturity Details - User can view the maturity details.
- Advices - User can view the advices.
- Charges - User can view charge details.
- Preview Message - User can view the preview of the simulating message to the remitting bank.
- FX Linkage - User can view the FX Linkage details.
- Payment Details - User can view the payment details.
- Settlement Details - User can view the settlement details.
- Party Details - User can view party details like applicant, advising bank etc.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Interest Details - User can view the interest details.

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

Table 3-31 Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document.

Table 3-31 (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description

Field	Description
Remarks	Specify any additional information regarding the collection. 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 Instructions	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
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.
Back	Task moves to previous logical step.

Exception - Limit Check/Credit

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

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

Limit check Exception approver can do the following actions:

Approve

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

Refer

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

Reject

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

Limit/Credit Check

This section will display the amount block exception details.

Summary

Tiles Displayed in Summary:

- Main Details - User can view and modify details about application details and LC details, if required.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required
- Availability and Shipment - User can view and modify availability and shipment details, if required.
- Payments - User can view and modify all details related to payments, if required.
- Documents & Condition - User can view and modify the documents required grid and the additional conditions grid, if required.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Charges - User can view and modify charge details, if required.
- Revolving Details - User can view and modify revolving details on revolving LC, if applicable.
- Preview Messages - User can view and modify preview details, if required.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Interest Details - User can view the interest details.

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

Table 3-32 Exception - Limit Check/Credit - Action Buttons – Field Description

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

3.5 Multi Level Approval

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

1. Log in into OBTFPM application and acquire the task available in the approval stage in free task queue. Authorization User can acquire the task for approving.

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.

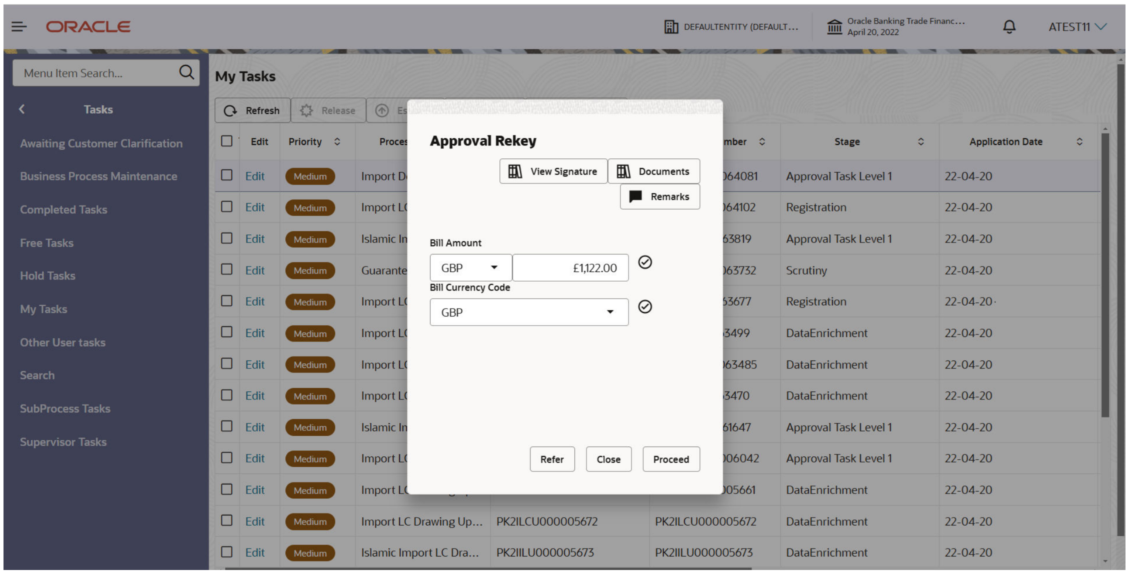
Open the task and re-key some of the critical field values from the request in the Re-key screen. Some of the fields below will dynamically be available for re-key.:

- Bill Amount

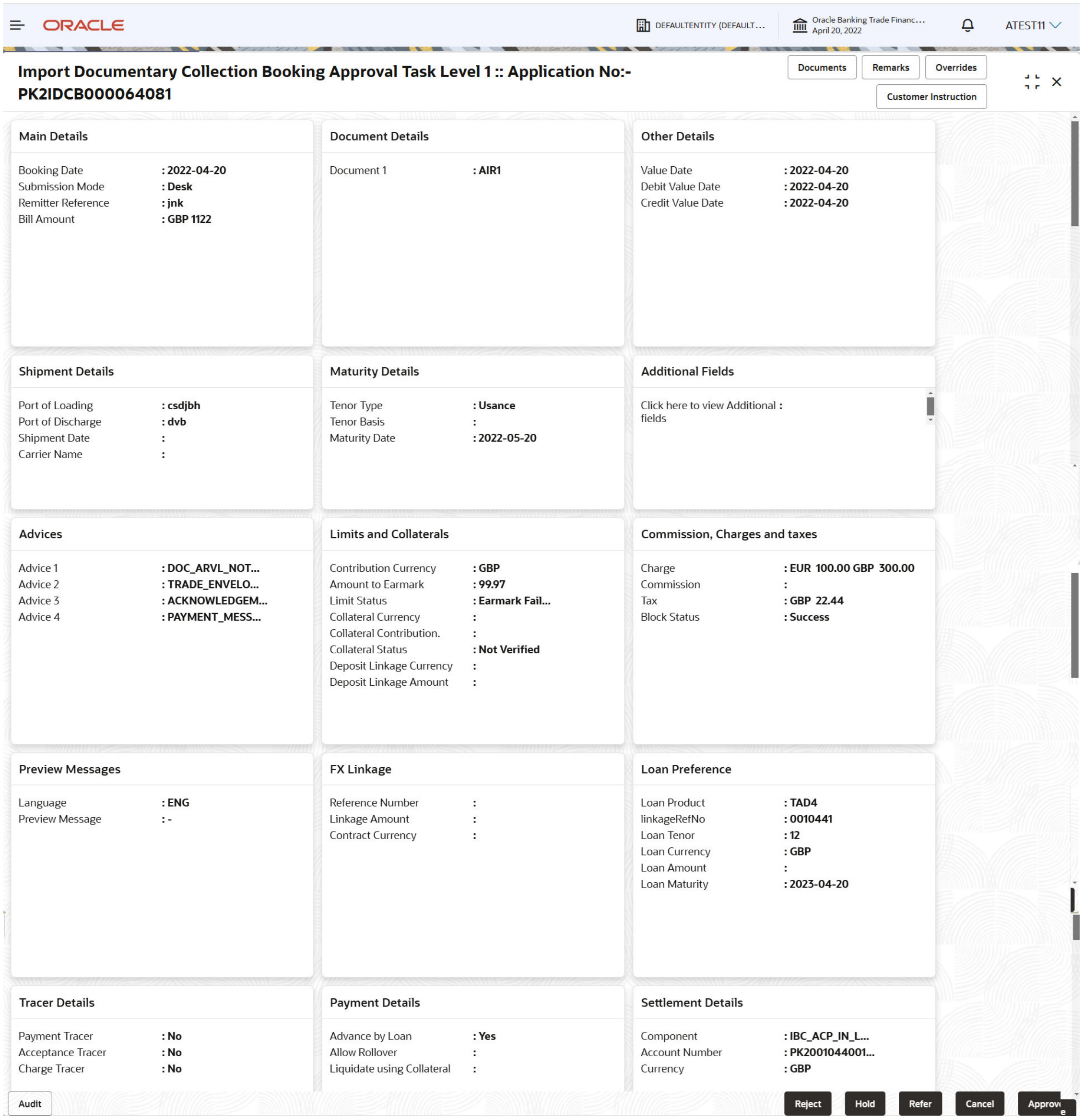
- Bill Currency

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 3-23 Authorization Re-Key



Approval Summary



Tiles Displayed in Summary:

- Main Details - User can view details about application details and documents under collection.
- Document Details - User can view the document details.
- Other Details - User can view the other details.
- Shipment Details - User can view the shipment details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the details of advices.

- Limits and Collaterals - User can view limits and collateral details.
- Commission,Charges and Taxes - User can view charge details.
- Preview message - User can view the preview of the simulating message to the remitting bank.
- FX Linkage - User can view the details of FX Linkage.
- Loan Preference - User can view the loan preference details.
- Tracer Details - User can view the tracer details.
- Payment Details - User can view the payment details.
- Settlement Details - User can view settlement details.
- Party Details - User can view party details like applicant, Remitting Bank etc.
- Compliance Details - User can view the compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated by back office system.

> **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.

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

1. Click **Approve**.

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

Table 3-33 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 collection. 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.
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..

Table 3-33 (Cont.) Approval Summary - Action Buttons - Field Description

Field	Description
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
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
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.

3.6 Reject Approval

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

Log in into OBTFPM application to view the reject approval tasks for Import Documentary Collection Booking available in queue. On opening the task, you will see summary tiles. The tiles will display a list of important fields with values.

The screen from which the reject was initiated can been seen highlighted in the tile view.

User can drill down from reject summary tiles into respective data segments to verify the details of all fields under the data segment.

Summary

The screen up to which data was captured before reject will be available for the user to view in the summary tile. Other fields will be blank when verified from summary tile.

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

- Main Details - User can view details about application details and document under collection.
- Party Details - User can view party details like applicant, Remitting Bank etc.
- Document Details - User can view document details.
- Shipment Details - User can view shipment details.
- Charges - User can view charge details.
- Maturity Details - User can view the maturity details.
- Message Preview - User can view the preview of the simulating message to the remitting bank.

1. Click **Reject Approve** to reject the transaction.

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

Table 3-34 Action Buttons - Field Description

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

Index

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