Oracle Banking Trade Finance Process Management

Import LC Amendment User Guide

Release 14.8.1.0.0

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Oracle Banking Trade Finance Process Management Import LC Amendment User Guide, Release 14.8.1.0.0

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Contents

Index

Preface

Purpose

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

Audience

This document is intended for the following audience:

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

Documentation Accessibility

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

- Access to Oracle Support

Access to Oracle Support

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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 BulletinsCritical 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 AssuranceOracle Software Security Assurance.

Diversity and Inclusion

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

Structure

This manual is organized into the following chapters:

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

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

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.

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.

Symbols and Icons

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

Table 1 Symbols and Icons - Common

Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list
	Date Range
	Add a new record
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	Grid view
	List view
	Refresh

Table 1 (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
	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 2 Symbols and Icons - Widget

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

Basic Actions

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

Table 3 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.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Click **Cancel** to cancel the transaction input midway without saving any data.
Save & Close	Click **Save & Close** to save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Next	Click **Next**, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.
Submit	Click **Submit** to complete the transaction after you specify all the input parameters for a particular process. The task will get moved to next logical stage of the process. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

1

Oracle Banking Trade Finance Process Management

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

Welcome to the Oracle Banking Trade Finance Process Management 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.

2 Import LC Amendment

Import LC Amendment process enables the user to make an amendment to the LC which had been already issued.

The common amendments that are made to an Import LC are:

- Expiry date
- Latest Shipment Date
- Increase/Decrease in LC amount
- Tolerance percentage
- Confirmation instruction
- Available with bank
- Port of loading/discharge
- Goods quantity
- Related documents to be submitted

The amendments may need consent from the beneficiary of the amendment. In such scenarios, after the processing of amendment, the amended LC is parked awaiting beneficiary consent.

The user can also amend an Import LC in closed status. In the following sections, let's look at the details for Import LC amendment process.

This topic contains following subtopics:

- Common Initiation Stage
  This topic provides the systematic instructions to initiate the new **Import LC Amendment** request.
- Registration
  This topic provides the systematic instructions to initiate the Registration stage of **Import LC Amendment** request.
- Scrutiny
  This topic provides the systematic instructions to initiate the Scrutiny stage of **Import LC Amendment** request.
- Data Enrichment
  This topic provides the systematic instructions to initiate the Data Enrichment stage of import lc amendment request.
- Customer Response - Draft Confirmation
  This topic helps you quickly get acquainted with the Customer Response - Draft Confirmation process.
- 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.

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

2.1 Common Initiation Stage

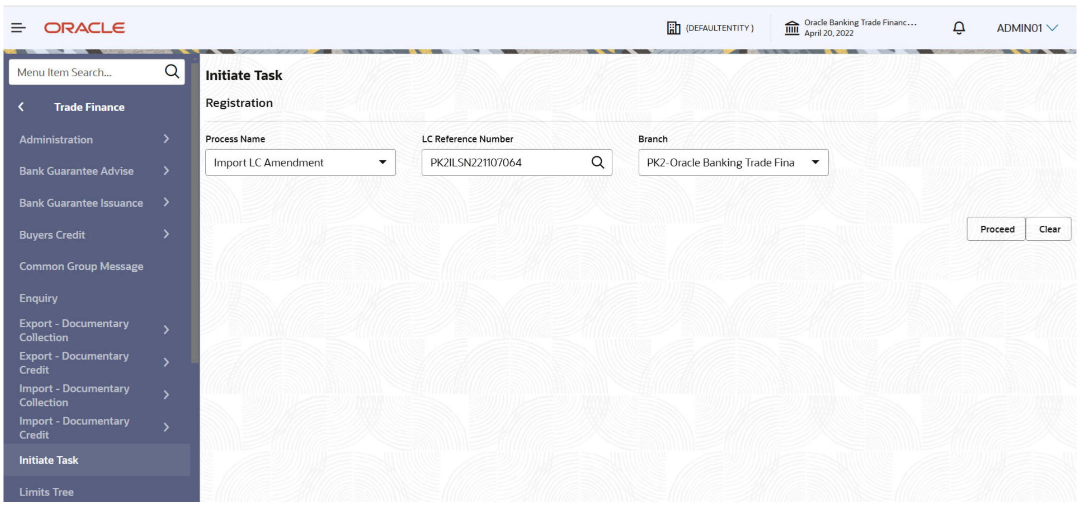
This topic provides the systematic instructions to initiate the new **Import LC Amendment** request.

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

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

   The **Initiate Task** screen displays.

   Figure 2-1 Initiate Task

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

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

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

Table 2-1 Initiate Task - Field Description

Field	Description
Process Name	Select a process name from the drop-down list.
LC Reference Number	Click **Search** to search and select the required LC reference number.
Branch	Select the required branch code from the drop-down list.

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

Table 2-2 Action Buttons - Field Description

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

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

2.2 Registration

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

The user initiates the transaction from Registration Stage, if the Letter Of Credit Amendment request is submitted through branch either by fax, mail, or physical application form, the Import LC amendment process starts from the Registration Stage.
During Registration stage, user can capture the basic details of the amendment application, check the signature of the applicant and upload the related documents of the applicant. On submit of the request, the customer will be notified with an acknowledgment and the request will be available for an LC Amendment expert to handle the request in the next stage.

For Task initiated vide MT798, when customer initiates a Import LC Amendment request through SWIFT (Corporate to SWIFT) channel, the MT798 message containing the request is parsed and based on the STP parameters maintained, can create a Import LC Amendment Task in Oracle Banking Trade Finance Process Management. The MT798 message, is routed to the Issuing Bank. Issuing Bank receives the MT798 and creates a task in Import LC Amendment Process in Scrutiny stage in OBTFPM.

The Incoming MT798 message contains three sections.

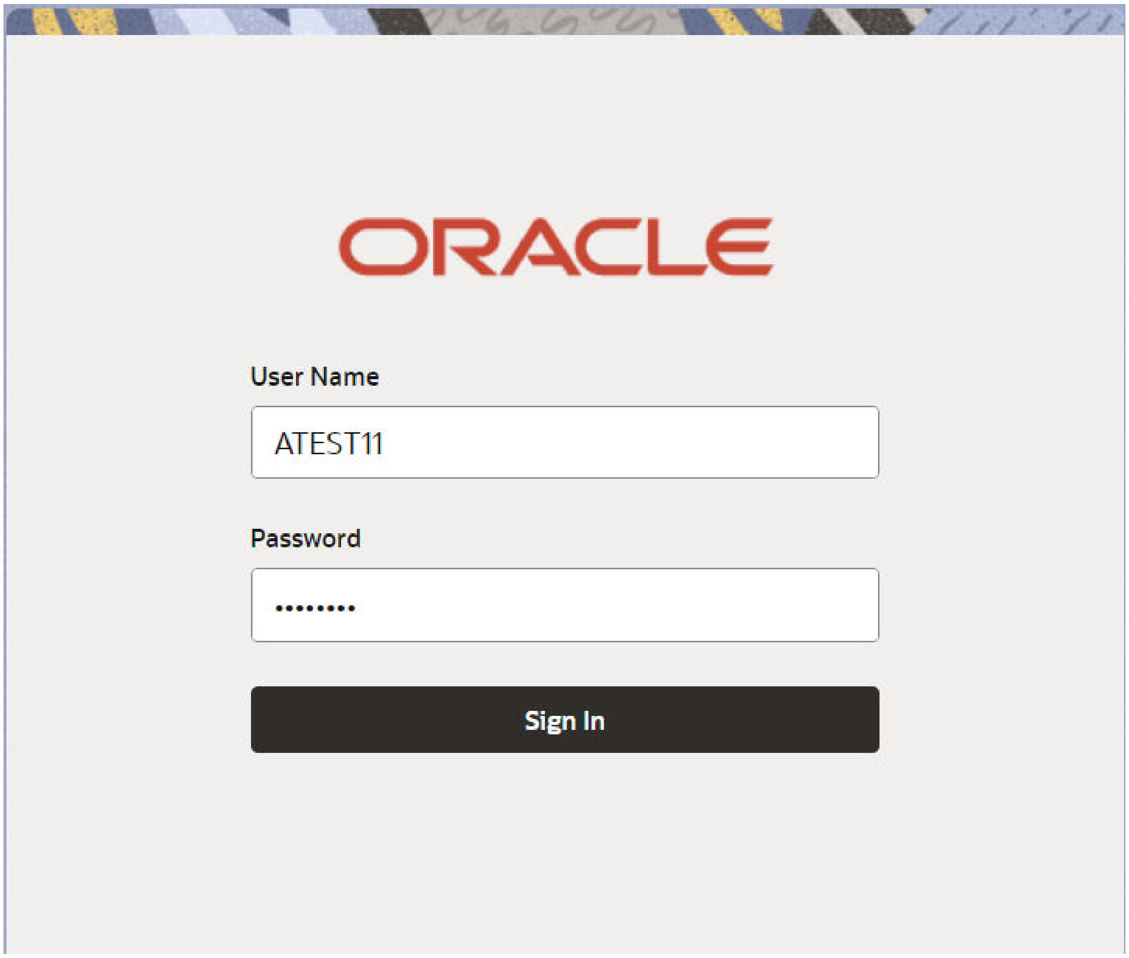
- MT798 Index Message which contains the Sub message type 770
- MT798 Details Message which contains the Sub Message type 700 (MT700 tags with values)
- MT798 Extension Message which contains the Sub Message type 701 (MT701 Extension message tag values) if applicable.

MT798 Extension Message which contains the Sub Message type 708 (MT708 Extension message tag values) if applicable. The OBTFPM user can process MT798 with sub messages MT726-MT759 message received through SWIFT. The OBTFPM verifies the field 21 and 26E (of the MT759 and identifies the Original Contract Reference Number and Amendment Number and invokes the process. The user can cancel the previously received MT798 referenced message which is under process.

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

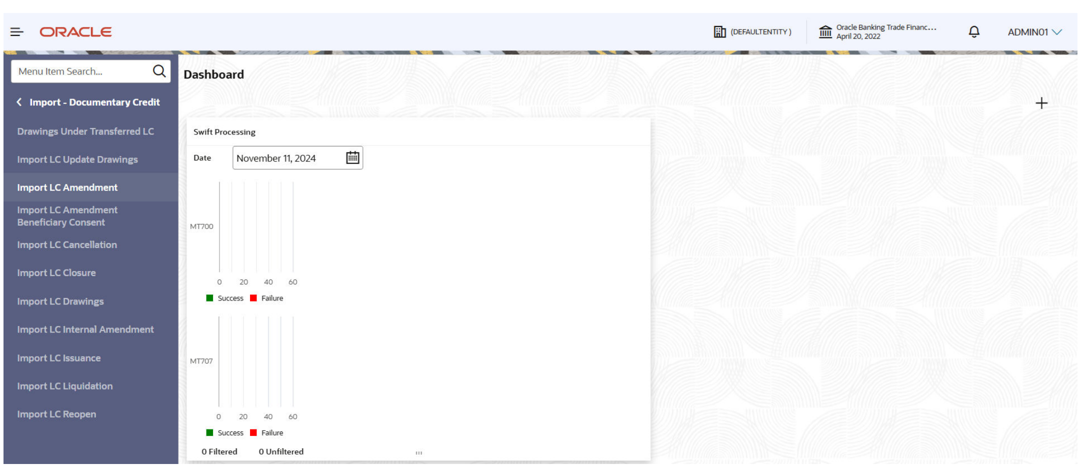
Specify **User ID** and **Password**, and login to **Home** screen.

Figure 2-2 LogIn Screen



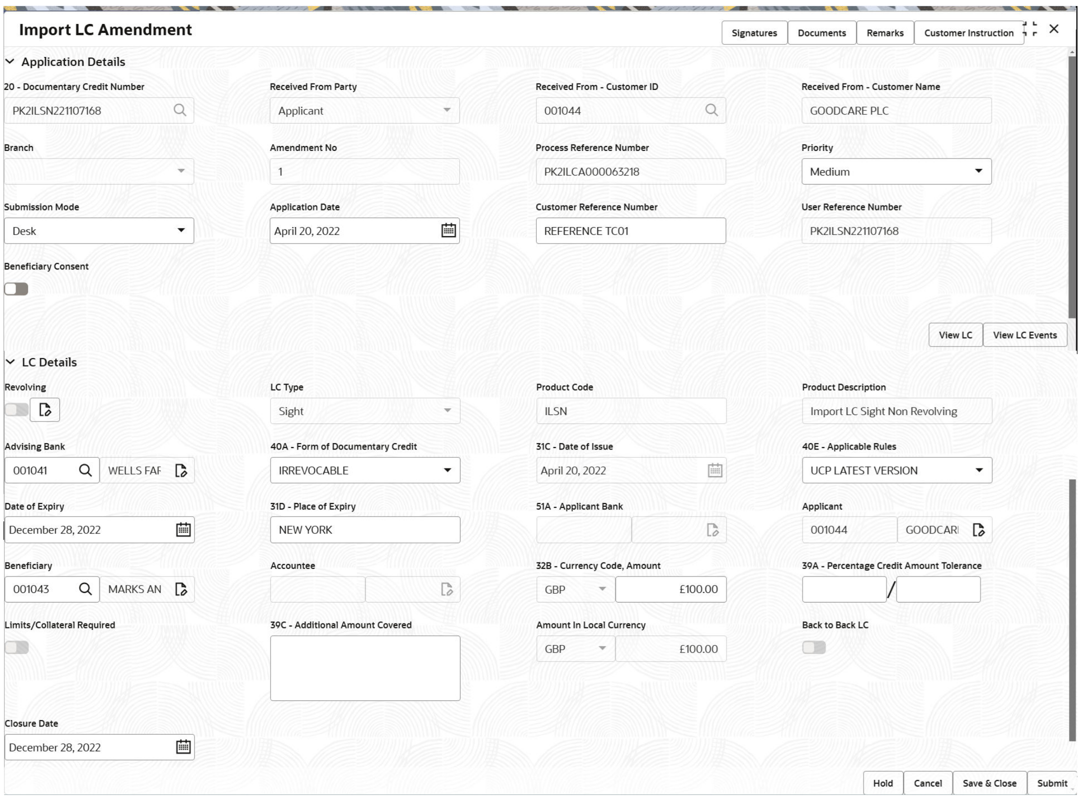
1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Import Documentary Credit**.
2. Under **Import Documentary Credit**, click **Import LC Amendment**.

Figure 2-3 Import LC Amendment



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

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



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

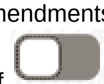
> **Note**
>
> The fields which are marked as **Required** are mandatory.

For more information on fields, refer to the field description table below. In case of MT798, Application Details are defaulted to SWIFT.

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

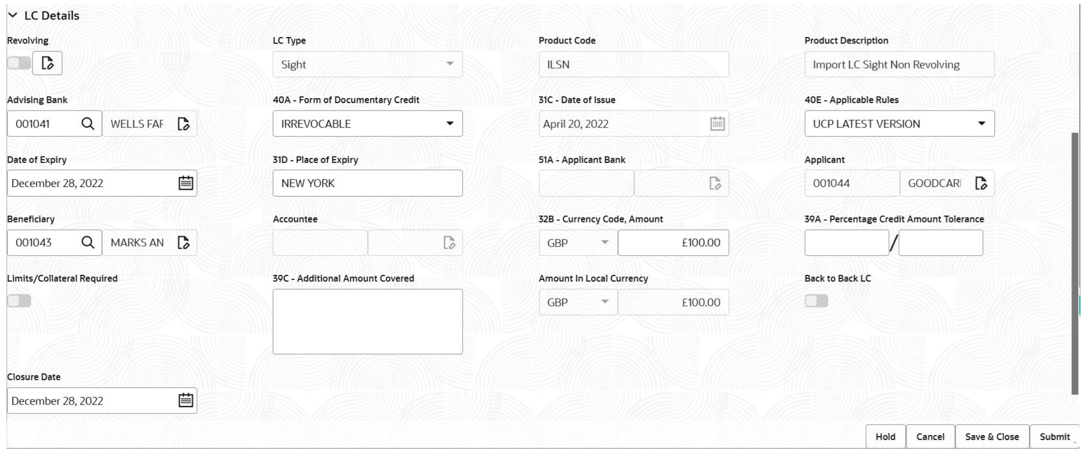
Field	Description
Documentary Credit Number	Specify the documentary credit number. Alternatively, click **Search** to search and select the documentary credit number. In lookup search/advanced lookup search, user can input DCN Reference Number, Applicant, Currency, Amount, User Reference and Contract Status to fetch the LC details. The user can also search the LC which are in ‘Closed’ contract status. On selecting a closed LC, system displays a confirmation message that ‘The LC has been closed. Do you want to Reopen’. On confirmation, user can amend the required fields as in the case of amendment of an active LC. Based on the search result, select the applicable LC to be amended.
Received From Party	Read only field. Import LC amendment request can be received either from the applicant or the applicant’s bank. Select the option as 'Applicant', if Import LC amendment request is received from applicant’s bank.
Received From - Customer ID	Read only field. Customer ID will be auto-populated based on the selected LC from the lookup.
Received From - Customer Name	Read only field. Customer name will be auto-populated based on the selected LC from the lookup.
Branch	Read only field. Branch details will be auto-populated based on the selected LC from the lookup.
Amendment No.	Read only field. Amendment number will be auto-populated based on selected LC using documentary credit number. Amendment number increases by 1 for each amendment.
Process Reference Number	Read only field. Unique OBTFPM task reference number for the transaction. This is auto generated by the system based on process name and branch code.
Priority	System defaults the Priority as Low/Medium/High based on maintenance. User can change the priority populated any time before submit of Registration stage.

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

Field	Description
Submission Mode	Select the submission mode of Import LC Amendment request from the drop-down list. By default the submission mode will have the value as 'Desk'. • **Desk** - Request received through Desk • **Fax**- Request received through Fax • **Email**- Request received through Email • **Courier** - Request received through Courier • **SWIFT- Non STP** - Request received through SWIFT-Non STP
Application Date	The application displays the branch's current date by default, and enables the user to change the date to any back date. **Note** Future date selection is not allowed.
Customer Reference Number	Customer Reference Number for the amendment provided by the applicant/ applicant bank is defaulted by the system. The user can change the Customer Reference Number.
User Reference Number	Read only field. User Reference Number will be auto populated by the system based on selected LC using documentary credit number.
Beneficiary Consent	Beneficiary consent required for the amendment made to the fields. Switch on  , if amendments are made to the following fields, • Beneficiary • Documentary Credit Amount • Expiry Date • Tolerance • Available By • Tenor • Mixed/Deferred Payment Detail • Latest Shipment Date Application will display warning message, if the toggle is not enabled for the amendments made to the above mentioned fields. Switch off , if beneficiary consent is not required for the amendments.

LC Details

Registration user can provide LC details in this section. Alternately, details can be provided by Scrutiny user. Details in this screen displays the data from the LC issued.



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

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

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

Table 2-4 Import LC Amendment - Registration - LC Details - Field Description

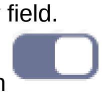
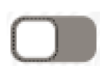
Field	Description
Revolving	Read only field. The option  displays that the LC type is revolving. The option  displays the the LC type is not revolving. **Note** For more details on Revolving, see Revolving Details.
LC Type	Read only field. LC type will be displayed based selected LC using documentary credit number.
Product Code	Read only field. This field displays the product code of the selected LC.
Product Description	Read only field. This field displays the description of the product as per the product code.

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

Field	Description
Advising Bank	Advising bank details (if provided) of the selected LC is auto-populated. User can amend the field, if required. **Note** In case the selected Bank is not RMA Compliant, the system prompts the user to use a different advising bank or use non SWIFT Media to transmit the LC and displays error message “RMA arrangement not available, please change the bank or use MAIL Medium”.
Form of Documentary Credit	Form of documentary credit details of the selected LC is auto-populated. User can amend the field, if required.
Date of Issue	Read only field. This field displays the LC issuance date.
Applicable Rules	The rules of the selected LC is auto-populated. The user can amend the field if required.
Date of Expiry	This field displays the expiry date of the selected LC. User can amend the field, if required. **Note** If amendment to the Expiry date (postponing the expiry date before expiry date of the underlying Export LC), field in the Import LC, system validates the amended value against the Export LC value and display configurable override.
Place of Expiry	This field displays the place of expiry of the selected LC. User can amend the field, if required.
Applicant Bank	Read only field. This field displays the applicant bank details of the selected LC.
Applicant	Read only field. This field displays the applicant details based on the details provided in Application Details section.
Beneficiary	This field displays the beneficiary details of the selected LC. User can amend the field, if required. **Note** If the user amend this field and the selected beneficiary/ party is blacklisted the system displays a warning message.

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

Field	Description
Accountee	Specify the accountee details.
Currency Code, Amount	This field displays the value of LC along with the currency details of the selected LC. User can amend the amount, if required. **Note** If amendment to the Amount (greater than the Export LC outstanding amount), field in the Import LC, system validates the amended value against the Export LC value and display configurable override.
Percentage Credit Amount Tolerance	This field displays the percentage credit amount tolerance details of the selected LC. User can amend the field, if required.
Limits/Collateral Required	Read only field. If enabled indicates, limit check during the process flow of this request is available.
Additional Amount Covered	Specify the details of additional amount covered of the selected LC.
Amount In Local Currency	Read only field. After the tab out of ‘Currency Code, Amount’ field, system populates the Local currency and amount value in this field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
Back to Back LC	Read only field. Flag to check if the Import LC is a back to back LC.
Closure Date	System default the “Closure Date” value from the previous version of the contract. User can modify the system defaulted “Closure Date” and system should validate the same for the below conditions, • Closure Date must be after the Issue Date. • Closure Date must be after the Expiry Date. • Closure Date cannot be blank, when the “Auto Close” is checked.

Revolving
The user can enable the Revolving option for revolving LC. The revolving LC can be time based or value based.

a. Click the **Edit** icon besides the **Revolving** field. The **Revolving Details** screen appears.

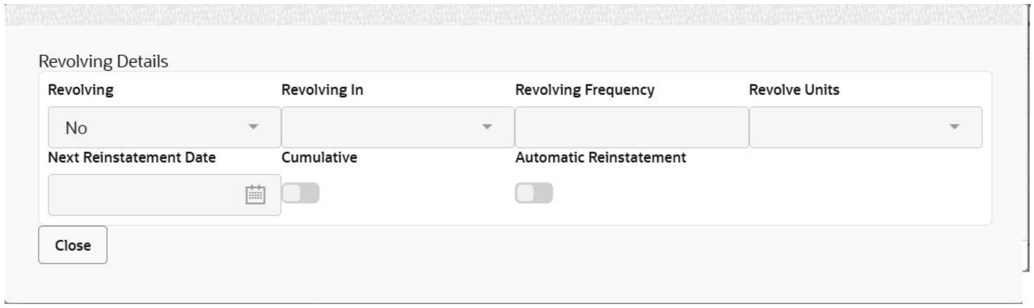


Table 2-5 Revolving Details

Field	Description
Revolving	Read only field. System displays, if the LC is revolving or not using the slider button.
Revolving In	Read only field. Displays the mode of revolving for the LC. The values are: • Time • Value
Revolving Frequency	Read only field. Displays the value for the frequency in days and months by which the LC revolves.
Revolve Units	Read only field. Displays the units by which the LC revolves.
Next Reinstatement Date	Read only field. Displays the date of next instatement for the LC based on the revolving frequency selected.
Cumulative	Read only field. This option indicates whether the LC value has to be cumulative or not on reinstatement.
Automatic Reinstatement	Read only field. This option indicates whether to have automatic reinstatement on the reinstatement day without manual intervention.

b. Click **Close** to close the Revolving Details screen.

5. Click **Submit**.

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

Table 2-6 Import LC Amendment - Registration - Action Buttons - Field Description

Field	Description
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.

Table 2-6 (Cont.) Import LC Amendment - Registration - Action Buttons - Field Description

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

- Document Linkage
  This topic provides the systematic instructions to initiate the document linkage.
- OBTFPM- OBDX Bidirectional flow
  This topic provides the systematic instructions to initiate the OBTFPM- OBDX Bidirectional flow.

2.2.1 Document Linkage

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

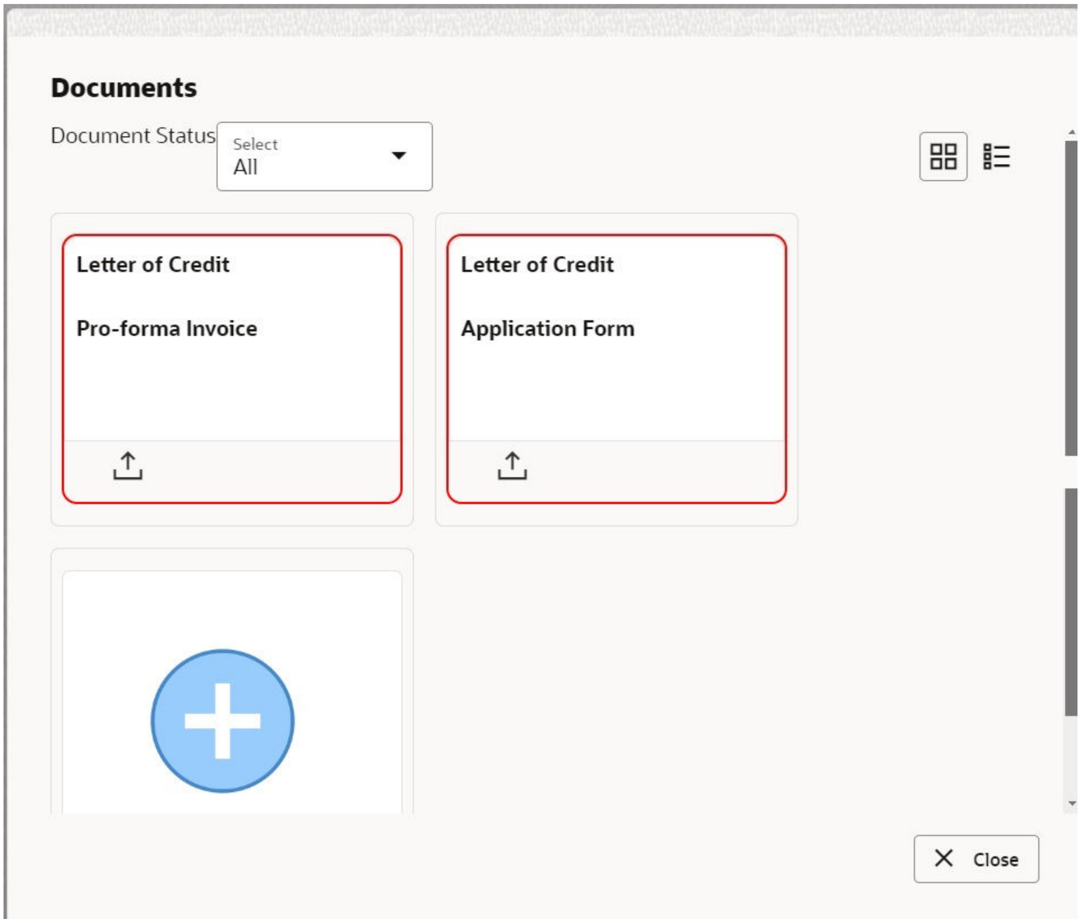
In OBTFPM, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried in the Process flow stage screens to link with the task by using the Document ID.

System displays the Documents ids which is not linked with any of the task. Mid office should allow either upload the document or link the document during task processing. The Mid office should allow to Link the same Document in multiple tasks.

Specify **User ID** and **Password**, and navigate to **Registration** screen.

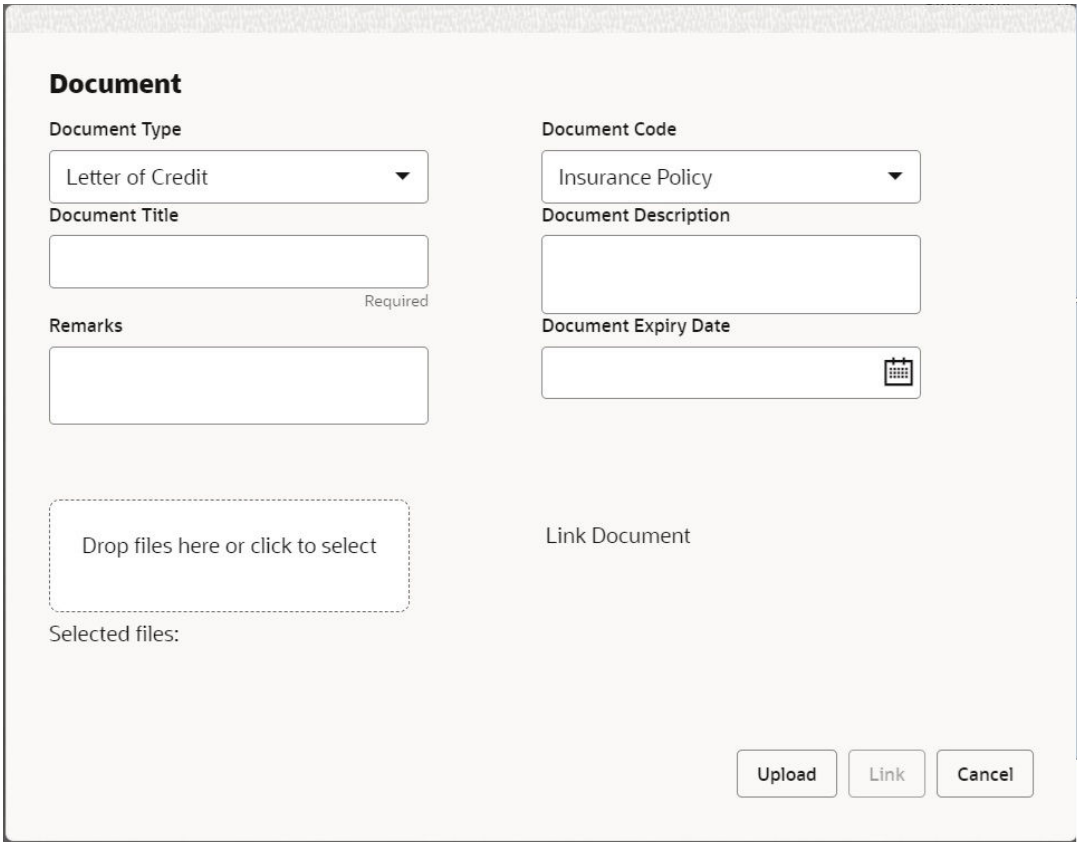
1. On the header of **Registration** screen, click, **Documents**.

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

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

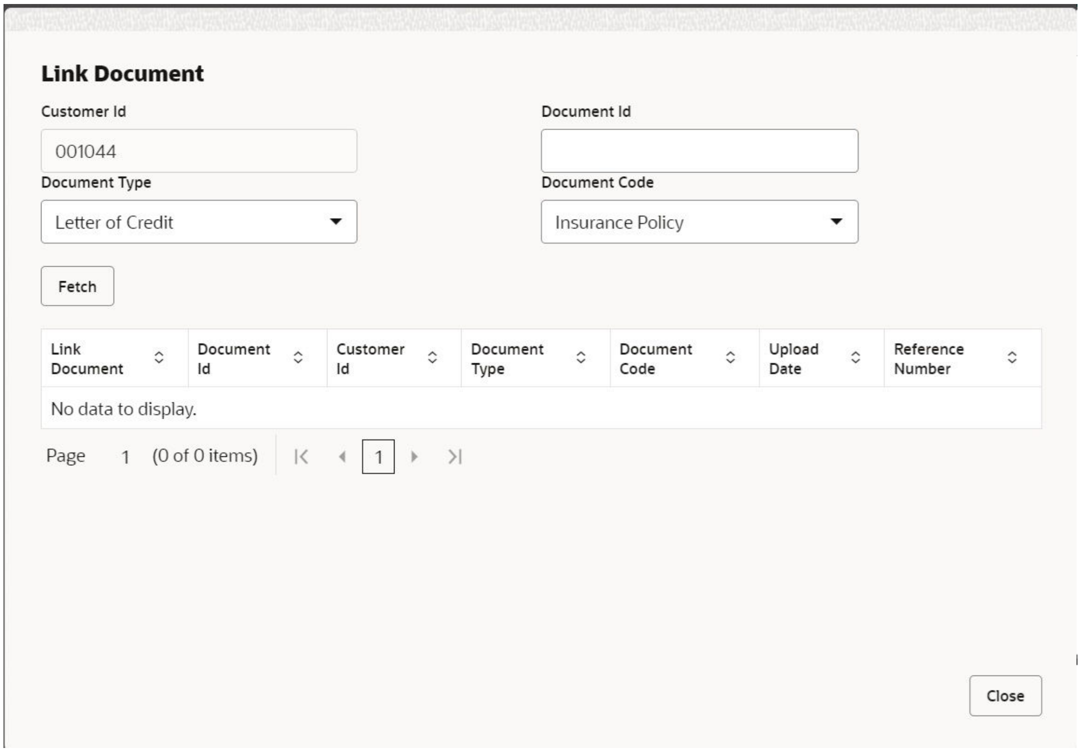
The **Document** screen is displayed.



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.

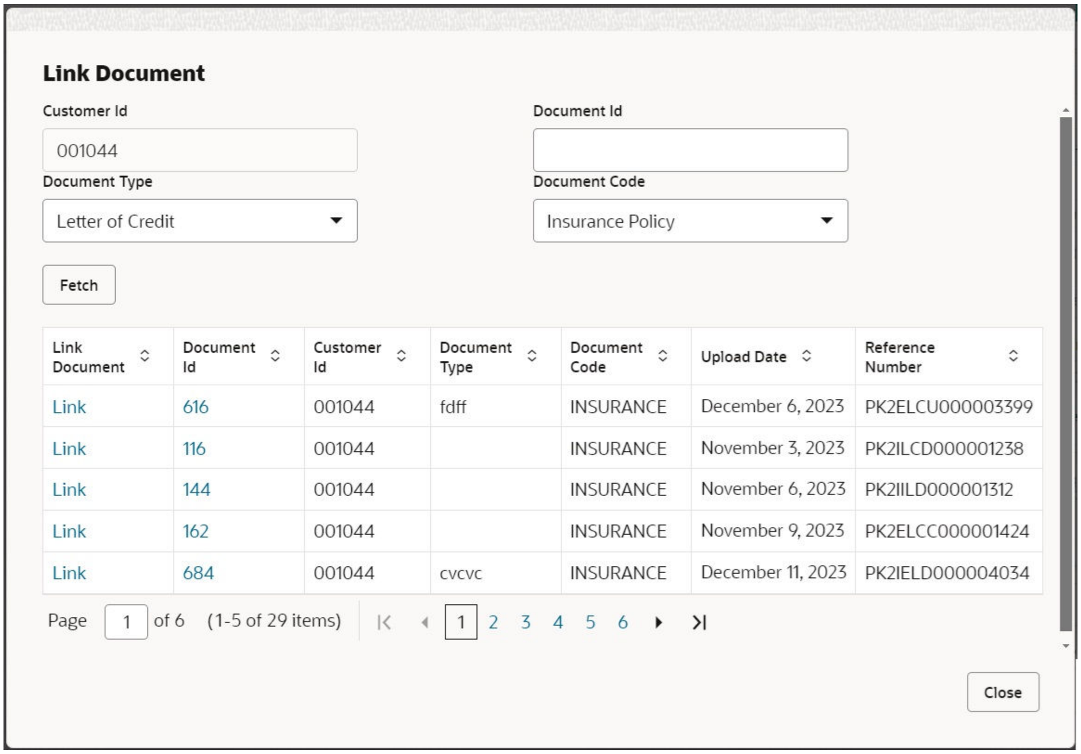


4. Click **Fetch** to retrieve the details from DMS.

   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.

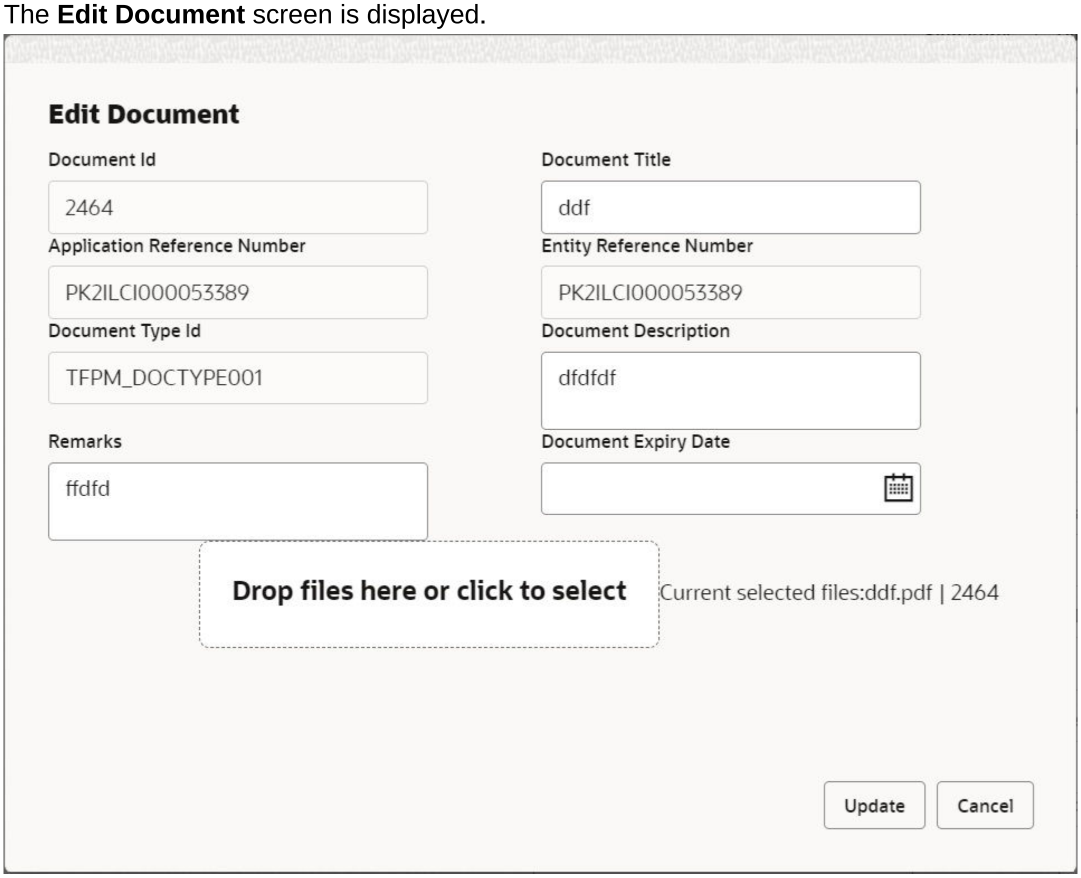
5. Click **Link** to link the particular document required for the current transaction.



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.

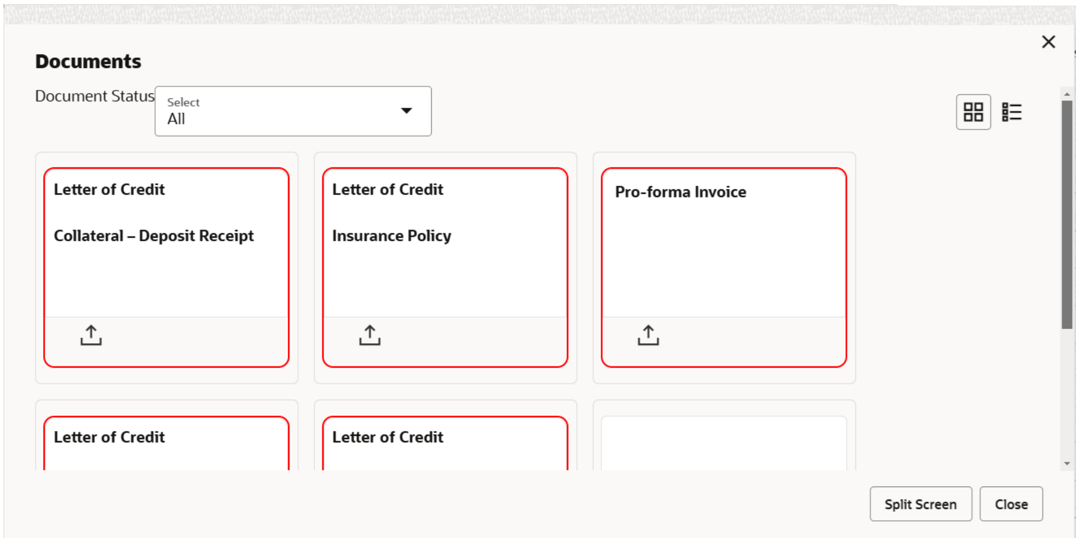


2.2.2 OBTFPM- OBDX Bidirectional flow

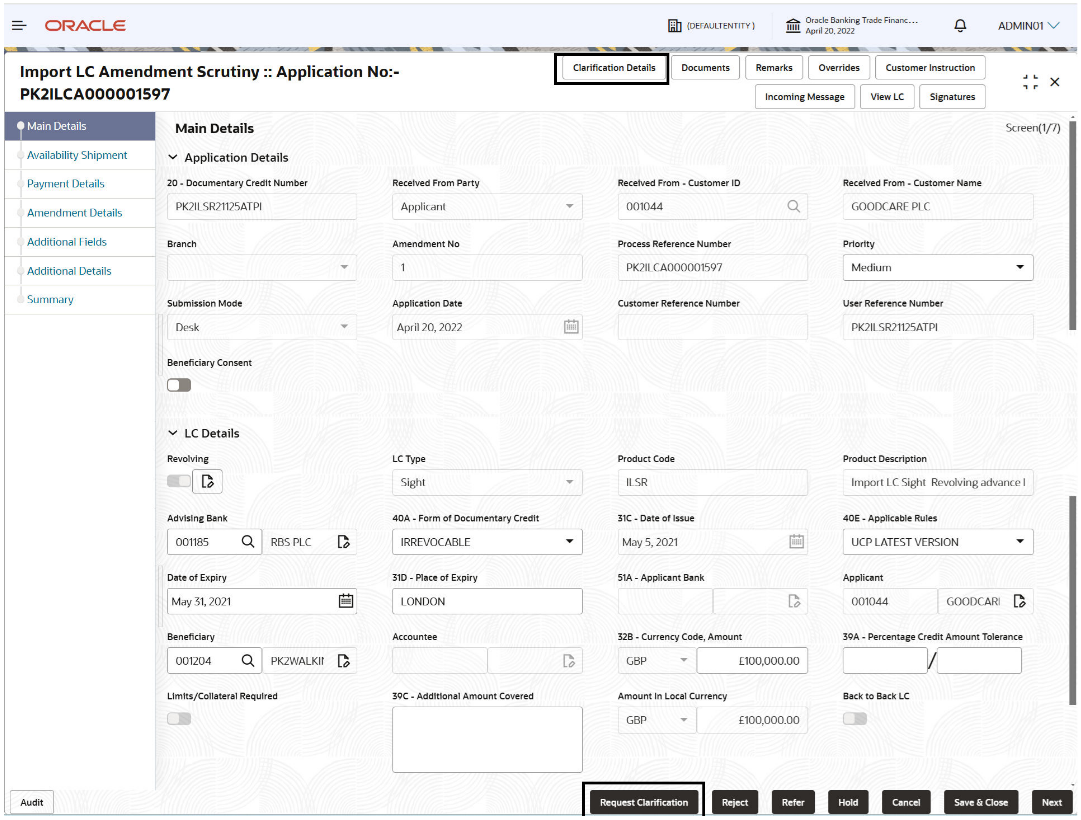
This topic provides the systematic instructions to initiate the OBTFPM- OBDX Bidirectional flow.

As a part of Digital Experience, customers can initiate Trade Finance Transactions from online channels and the respective task will be available in OBTFPM for further handling.
Oracle Banking Trade Finance Process Management (OBTFPM) user, for task received from online channel, raise clarification and receive response from the customer.

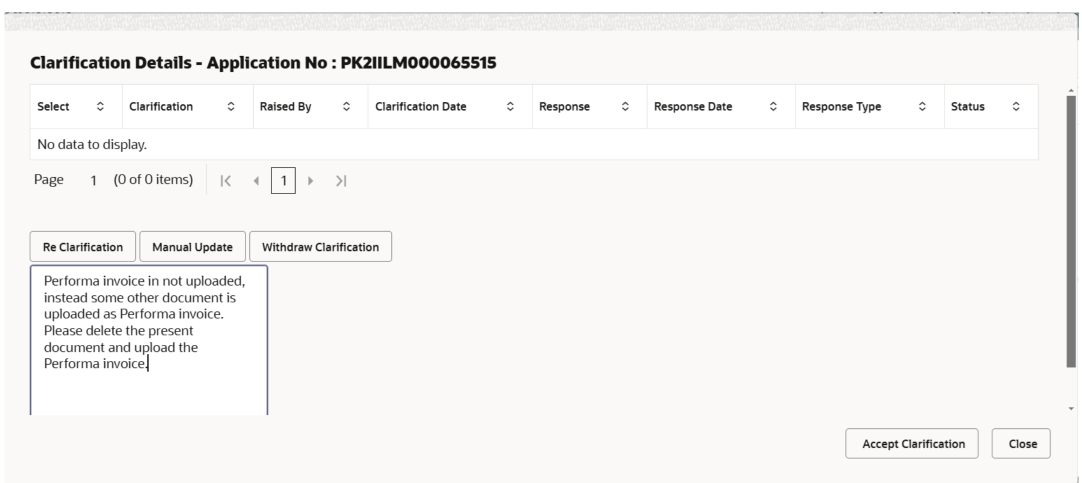
1. Customer initiates the Trade Finance transaction in Online channel (OBDX) and upload the necessary documents.

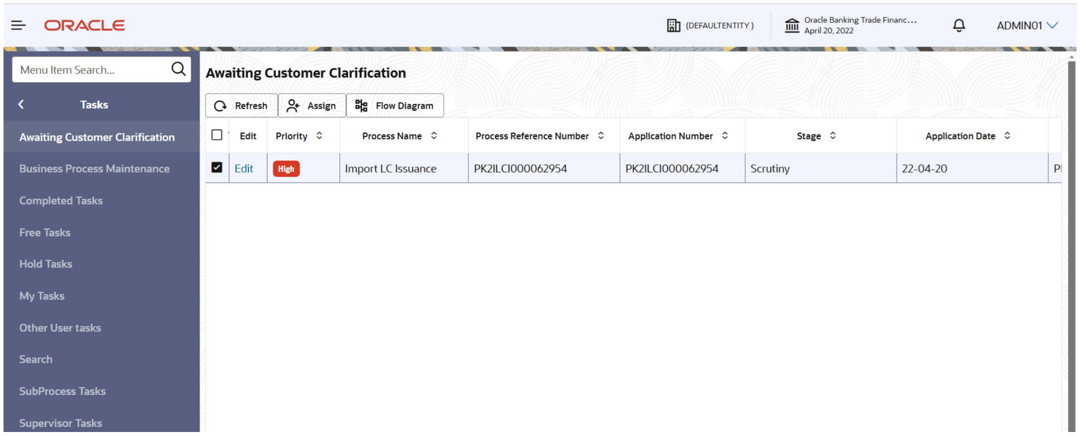
2. The task created will land in the Scrutiny stage of OBTFPM for handling by Trade expert for reviewing and identifying mismatch/incomplete data.
3. In the Scrutiny, Data Enrichment or Approval the bank user may require clarification from customer, OBTFPM user clicks **Request Clarification** button to request for online clarification from customer.



4. On **Registration - Application Details** screen, specify the fields.
5. The **Request Clarification** detailed screen gets displayed, user enters the information and clicks Save , the information should be sent to customer.
6. System will alert the OBTFPM user through email of receipt of Clarification for Bi-Directional clarifications sent to OBDX user.
7. OBTFPM user should be able to see the details in the View Clarification window and the status will be Clarification Requested. The user can click **Re Clarification** button if required.

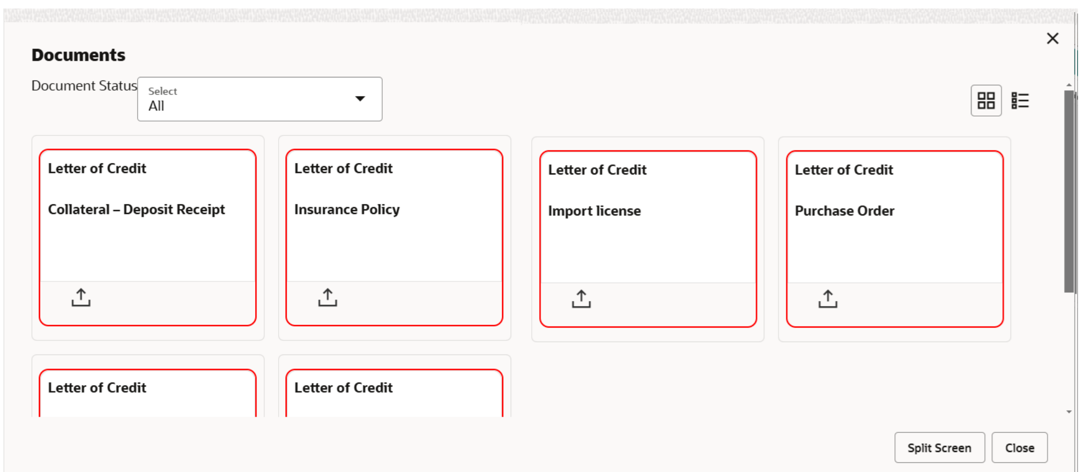


8. The task goes to **Awaiting Customer Clarification** state until the response received from the customer.



9. Click **Edit**.
10. The user can click **Accept Clarification** button, if the query raised has been answered by the customer.

    The status should change to **Clarification Accepted** on next the task moves to the next logical stage.
11. Bank user checks the Clarification and opens the **Documents** Tab. System displays both the new document uploaded and the metadata for deleted document and the deleted document is displayed in a blurred way. User can open the new document, the deleted document cannot be opened. System should also increment the version number of the documents.



- Bi-Directional Flow for Offline Transactions Initiated from OBTFPM
  This topic provides the systematic instructions to initiate the Bi-Directional Flow for Offline Transactions Initiated from OBTFPM.

2.2.2.1 Bi-Directional Flow for Offline Transactions Initiated from OBTFPM

This topic provides the systematic instructions to initiate the Bi-Directional Flow for Offline Transactions Initiated from OBTFPM.

Offline Transactions means those transactions which are not initiated by OBDX, but are initiated directly by the bank user in OBTFPM upon request received from the customer.
Pre- Conditions:

- Customer Maintenance details are replicated from OBTF to OBTFPM.

- Task is initiated in OBTFPM, Customer ID is captured/populated and Process Reference Number is generated.

1. Customer Maintenance details are replicated from OBTF to OBTFPM.
2. In OBTFPM, user clicks **Request Clarification**, the system checks if the request is initiated from OBDX by validating the value available in the submission mode field is “Online”. In case submission mode is “Online”, the user can enter the clarification details in “Clarification Required” placeholder.
3. In case submission mode is not “Online”, the system will validates if the counterparty is a OBDX customer by checking the flag “Trade Finance Portal” in the Customer Maintenance table replicated from OBTF. In this case, the user can submit clarification.
4. In case submission mode is not “Online”, and if the “Trade Finance Portal” flag is set to ‘No’ in Customer Maintenance Table, the system should display the error message that ‘The customer is not subscribed to Trade Finance Portal’. Once the request is submitted, the Request Clarification functionality would be applicable to offline initiated transactions also.

2.3 Scrutiny

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

On successful completion of **Registration** of an **Import LC Amendment**, the task moves to Scrutiny stage. At this stage the gathered information during Registration are scrutinized. **Non-Online Channel** - Import LC Amendment request that were received at the desk will move to Scrutiny stage post successful Registration. The requests will have the details entered during the Registration stage.

Non-Online Channel - Requests that are received via online channels like trade portal, external system and SWIFT are available directly for further processing from Scrutiny stage. The data gets auto populated for all data segments from Application stage to Data Enrichment stage.

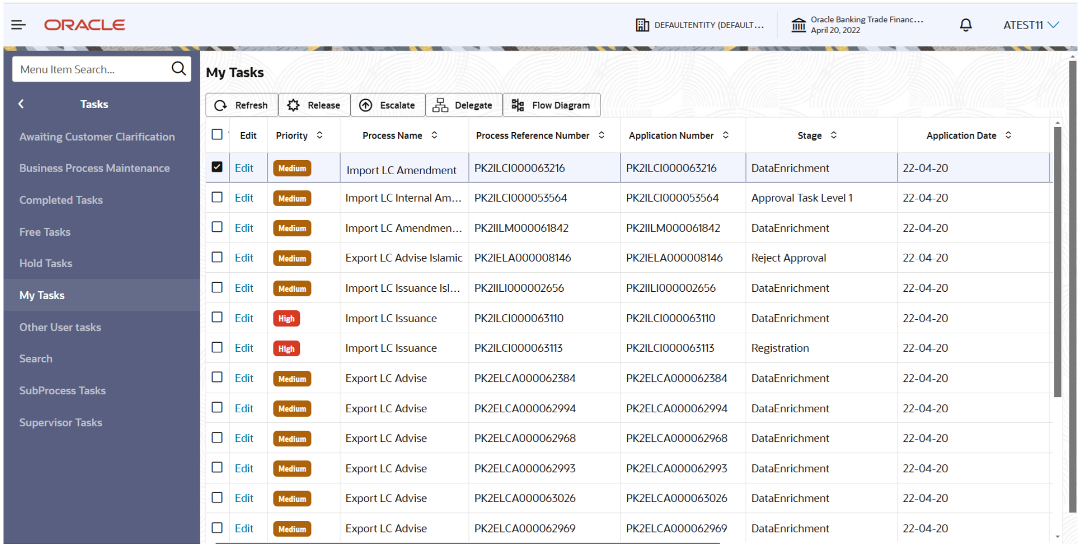
In case of MT798 message, the task is verified and enriched. The user if required can update the editable fields. The fields that have been changed/updated have to be highlighted by the system and the user can check the incoming message place holder for the original value. If the User encounters validation error during handling the task, a MT719 (Bank to Corporate message) common group message is created in the workflow and the task is put on ‘Hold’.

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

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

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

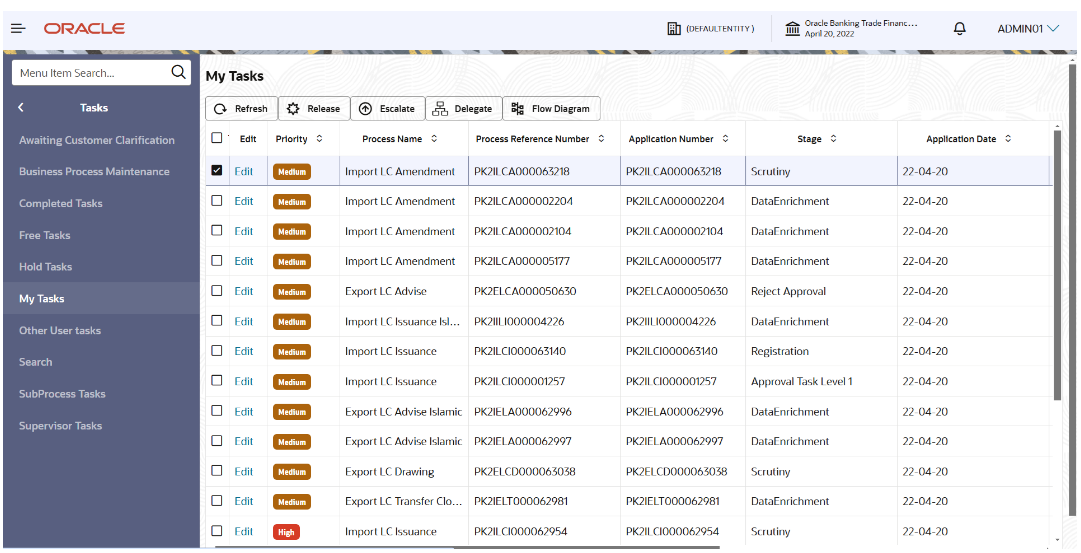
Figure 2-5 Free Tasks



The **Free Tasks** screen displays.

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

Figure 2-6 My Tasks



Let's look at the details for Scrutiny 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.
The Scrutiny stage has the following hops for data capture:

- Main Details
  This topic provides the systematic instructions to initiate the Scrutiny stage of import LC Amendmnt request.
- Availablity Shipment
  This topic provides the systematic instructions to capture the availability shipment details.
- Payment Details
  This topic provides the systematic instructions to initiate the Payment Details Scrutiny stage of **Import LC Amendment** request.
- Amendment Details
  This topic provides the systematic instructions to capture the Amendment 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.
- Summary
  This topic provides the systematic instructions to view the summary of Import LC Amendment.

2.3.1 Main Details

This topic provides the systematic instructions to initiate the Scrutiny stage of import LC Amendmnt request.

Main details section has two sub section as follows:

- Application Details
- LC Details.

Application Details

All fields displayed under Basic details section, would be read only except the **Priority** and **Beneficiary Consent**. Following are the fields which can be amended apart from the fields carried over from Application Details of **Registration**. Provide the details for the amendable fields based on the description in the following table:

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

Figure 2-7 Scrutiny - Main Details

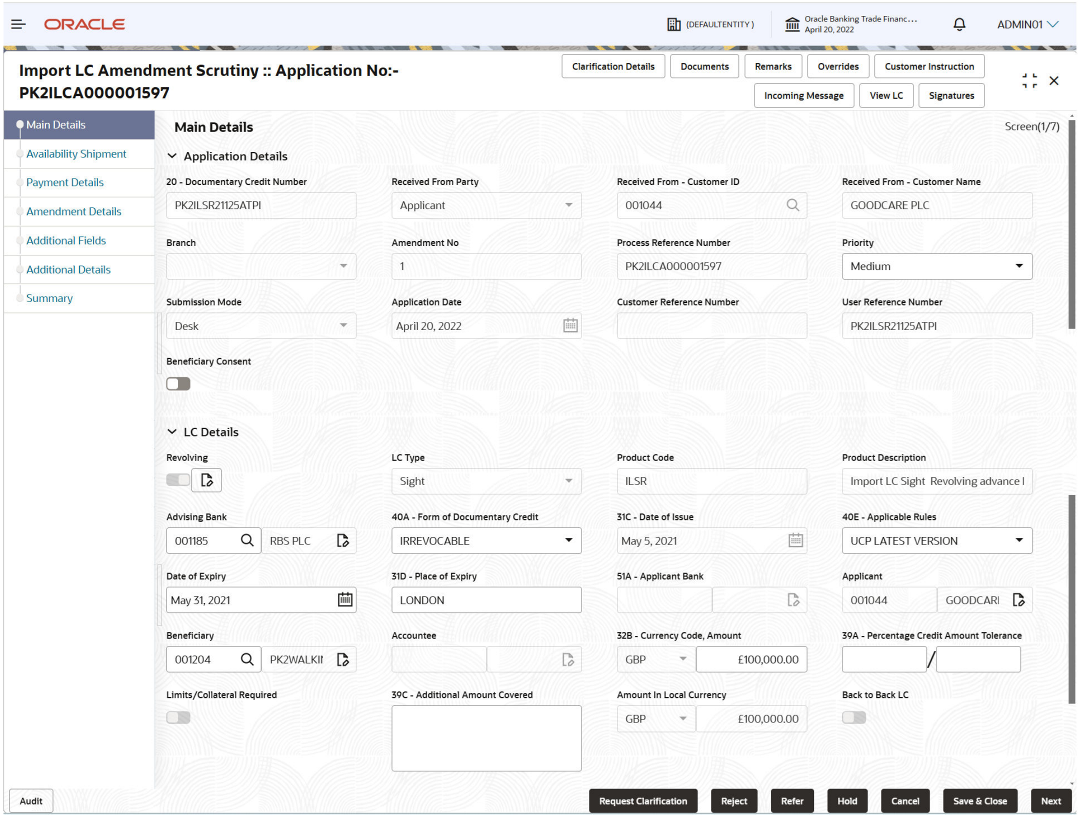


Table 2-7 Import LC Amendment - Scrutiny - Main Details - Field Description

Field	Description
Documentary Credit Number	Read only field. This field displays the documentary credit number, as selected in **Registration** stage.
Received From Party	Read only field. Party name will be auto-populated based on the selected LC from the lookup.
Received From - Customer ID	Read only field. Customer ID will be auto-populated based on the selected LC from the lookup.
Received From - Customer Name	Read only field. Customer name will be auto-populated based on the selected LC from the lookup.
Branch	Read only field. Branch details will be auto-populated based on the selected LC from the lookup.

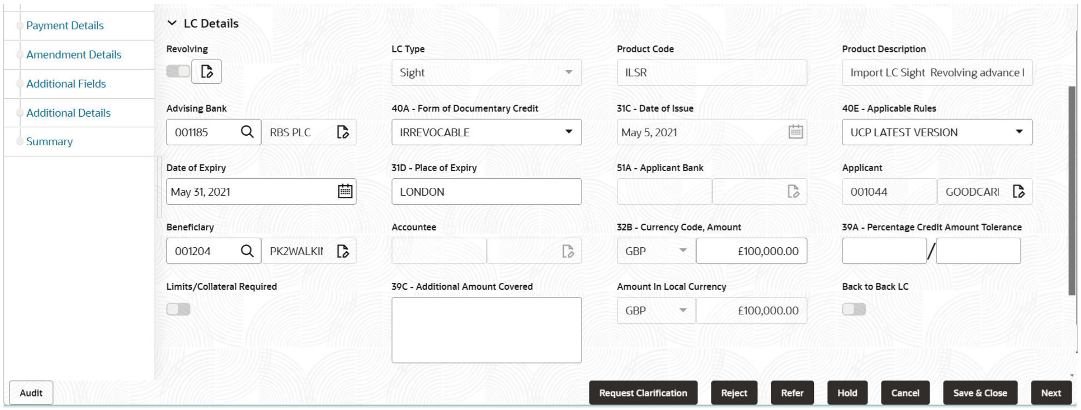
Table 2-7 (Cont.) Import LC Amendment - Scrutiny - Main Details - Field Description

Field	Description
Amendment No.	Read only field. Amendment number will be auto-populated based on selected LC using documentary credit number. Amendment number increases by 1 for each amendment.
Process Reference Number	Read only field. Unique Oracle Banking Trade Finance Process Management task reference number for the transaction. This is auto generated by the system based on process name and branch code.
Priority	System defaults the Priority as Low/Medium/High based on maintenance. User can change the priority populated.
Submission Mode	Read only field. The submission mode of Import LC Amendment request. By default the submission mode will have the value as 'Desk'.
Application Date	Read only field. The application displays the branch's current date by default.
Customer Reference Number	Read only field. A unique Customer Reference Number for the amendment provided by the applicant/ applicant bank.
User Reference Number	Read only field. User Reference Number will be auto populated by the system based on selected LC using documentary credit number.
Beneficiary Consent	Beneficiary consent required for the amendment made to the fields. Enable this option, if amendments are made to the following fields, • Beneficiary • Documentary Credit Amount • Expiry Date • Tolerance • Available By • Tenor • Mixed/Deferred Payment Detail • Latest Shipment Date Application will display warning message, if the toggle is not enabled for the amendments made to the above mentioned fields. Disable this option, if beneficiary consent is not required for the amendments.

LC Details

The fields listed under this section are same as the fields listed under the LC Details section in Registration stage. During Registration, if user has not captured input, then user can capture the details in this section.

Figure 2-8 LC Details



Following are the fields which can be amended apart from the fields carried over from LC Details of **Registration** stage. Provide the details for the amendable fields based on the description in the following table:

Table 2-8 LC Details

Field	Description
Revolving	Read only field. If LC type is revolving this option is enabled. If LC type is revolving, this option is disabled.
LC Type	Read only field. LC type will be displayed based selected LC using documentary credit number.
Product Code	Read only field. This field displays the product code of the selected LC.
Product Description	Read only field. This field displays the description of the product as per the product code.
Advising Bank	This field displays the advising bank details (if provided) of the selected LC. User can amend the field, if required. **Note** In case the selected Bank is not RMA Compliant, the system prompts the user to use a different advising bank or use non SWIFT Media to transmit the LC and displays error message “RMA arrangement not available, please change the bank or use MAIL Medium”.

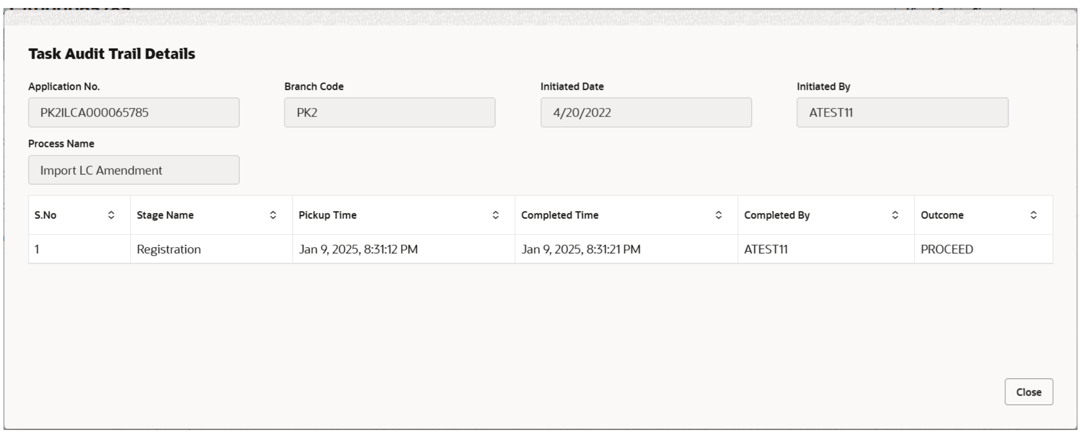
Table 2-8 (Cont.) LC Details

Field	Description
Form of Documentary Credit	This field displays the form of documentary credit details of the selected LC. User can amend the field, if required.
Date of Issue	Read only field. This field displays the LC issuance date.
Applicable Rules	This field displays the rules of the selected LC and user can amend if required.
Date of Expiry	This field displays the expiry date of the selected LC. User can amend the field, if required. **Note** If amendment to the Expiry date (postponing the expiry date before expiry date of the underlying Export LC), field in the Import LC, system validates the amended value against the Export LC value and display configurable override.
Place of Expiry	This field displays the place of expiry of the selected LC. User can amend the field, if required.
Applicant Bank	Read only field. This field displays the applicant bank details of the selected LC.
Applicant	Read only field. This field displays the applicant details based on the details provided in Application Details section.
Beneficiary	This field displays the beneficiary details of the selected LC. User can amend the field, if required. **Note** If the user amend this field and the selected beneficiary/ party is blacklisted the system displays a warning message.
Accountee	Specify the accountee details. Alternatively, click **Search** to search and select the accountee details from lookup.
Currency Code, Amount	This field displays the value of LC along with the currency details of the selected LC. User can amend the Amount field, if required.
Percentage Credit Amount Tolerance	This field displays the percentage credit amount tolerance details of the selected LC. User can amend the field, if required.
Limits/Collateral Required	Read only field. If enabled indicates, limit check during the process flow of this request is available.

Table 2-8 (Cont.) LC Details

Field	Description
Additional Amount Covered	This field displays the details of additional amount covered of the selected LC. User can amend the field, if required.
Amount In Local Currency	Read only field. System populates the Local currency and amount value in this field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
Back to Back LC	Read only field. Flag to check if the Import LC is a back to back LC.
Closure Date	System default the “Closure Date” value from the previous version of the contract. User can modify the system defaulted “Closure Date” and system should validate the same for the below conditions, • Closure Date must be after the Issue Date. • Closure Date must be after the Expiry Date. • Closure Date cannot be blank, when the “Auto Close” is checked.

Audit



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

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

Table 2-9 Audit - Field Description

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

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

Field	Description
Completed By	This field displays the user ID of the user who had completed the audit.
Outcome	This field displays the outcome of the audit.

2. Click **Next**.

   The task will move to next data segment.

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

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer 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, Oracle Banking Trade Finance Process Management user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).
View LC	Click to view the details of the LC.
Signature	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Specify the clarification details for requests received online.

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

Field	Description
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Scrutiny 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.
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

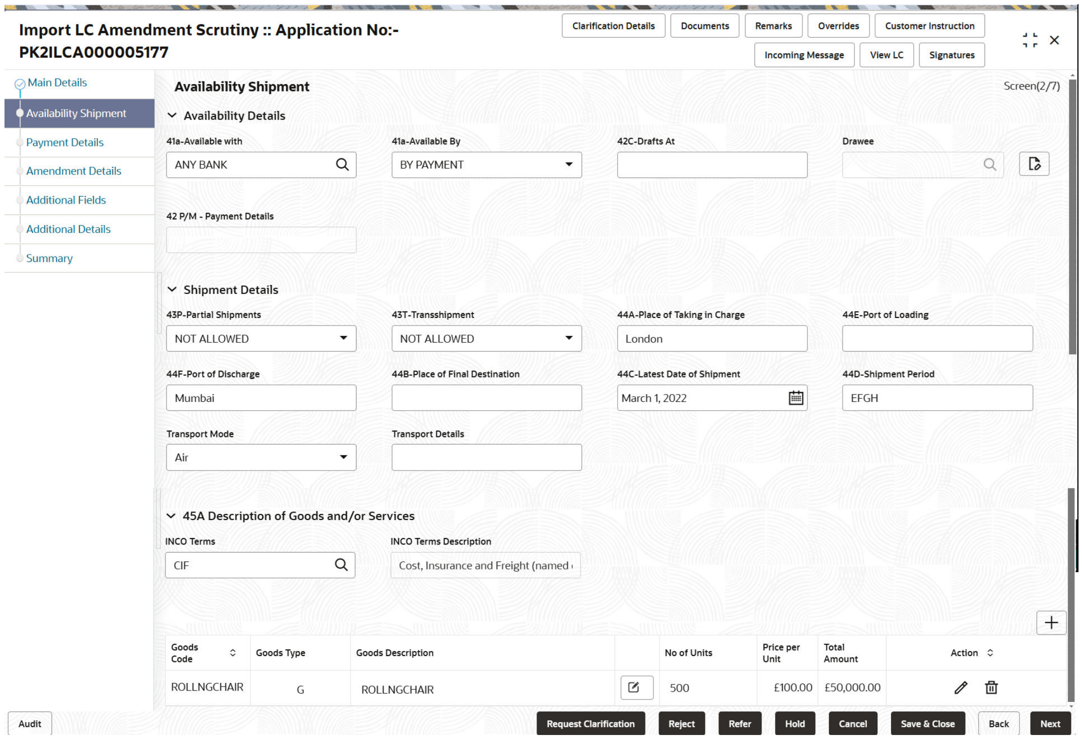
2.3.2 Availablity Shipment

This topic provides the systematic instructions to capture the availability shipment details.

User can enter/update/verify Availability, Shipment and Goods details of an Import LC amendment request for the different fields under the respective data segments.

1. On **Availability** screen, specify the fields.

Figure 2-9 Availability Shipment



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

Table 2-11 Availability Shipment - Field Description

Field	Description
Availability Details	Specify the **Availability Details** based on the description of following table.
Available with	Click **Search** to search and select the bank with which the credit is available. This field identifies the bank with which the credit is available of the issued LC. • If the LC is restricted to any particular bank, search the bank with SWIFT code (BIC) or Bank Name. On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address gets defaulted. • If the LC is not restricted to any bank, provide free text - (YOURSELVES, WITH ANY BANK etc.).

Table 2-11 (Cont.) Availability Shipment - Field Description

Field	Description
Available By	Select the available by from the drop-down list, in case of Non - Online channel. The options are: • **BY ACCEPTANCE** • **BY DEF PAYMENT** • **BY MIXED PAYMENT** • **BY NEGOTIATION** **Note** If **BY PAYMENT** option is selected, payment at sight is applicable. It must be applicable for Sight Type of product only.
Drafts At	Specify the draft details. This field specifies the tenor of drafts to be drawn under the documentary credit as per the issued LC.
Drawee	Click **Search** to search and select the Drawee bank (Advising bank or Confirming bank). This field will have value only if **Drafts At** field has values. • Search the bank with SWIFT code (BIC) or Bank Name. On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted. This field is enabled if value is provided at **Drafts At** field
Payment Details	This field displays the value of payment details as per the issued LC and can be amended if required.
Shipment Details	Specify the **Shipment Details** based on the description of following table. As part of amendment, user can change the values available in the fields based on the description in the following table.
Partial Shipments	This field displays the value of Partial Shipments as per the issued LC and can be amended if required. This field specifies whether or not partial shipments are allowed under the documentary credit. Select the partial shipment details from the drop-down list. The options are: • **Allowed** • **Conditional** • **Not Allowed**

Table 2-11 (Cont.) Availability Shipment - Field Description

Field	Description
Transshipment	This field displays the value of Transshipments as per the issued LC and can be amended if required. This field specifies whether or not transshipment are allowed under the documentary credit. Select the transshipment details from the drop-down list. The options are: • **Allowed** • **Conditional** • **Not Allowed**
Place Of Taking In Charge	This field displays the value of place of taking in charge as per the issued LC and can be amended if required. This field specifies the details of 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. Specify the value for place of taking in charge. **Note** This field is alternate to **Port Of Loading**. Any of these fields must have value and if both the fields has values, application will display an error message
Port Of Loading	This field displays the value of port of loading as per the issued LC and can be amended if required. This field specifies the port of discharge or airport of destination to be indicated on the transport document. Specify the value for port of loading. **Note** This field is alternate to **Place Of Taking In Charge**. Any of these fields must have value and if both the fields has values, application will display an error message.

Table 2-11 (Cont.) Availability Shipment - Field Description

Field	Description
Port Of Discharge	This field displays the value of port of discharge as per the issued LC and can be amended if required. Specify the details of the port of discharge or airport of destination to be indicated on the transport document. Specify the value for port of discharge. **Note** This field is alternate to **Place Of Final Destination**. Any of these fields must have value and if both the fields has values, application will display an error message.
Place Of Final Destination	This field displays the value of Place of Final Destination as per the issued LC and can be amended if required. This field specifies the final destination or place of delivery to be indicated on the transport document. Specify the value for place of final destination. **Note** This field is alternate to **Port Of Discharge**. Any of these fields must have value and if both the fields has values, application will display an error message.
Latest Date Of Shipment	This field displays the value of Latest Date of Shipment as per the issued LC and can be amended if required. Select the latest date for loading on board/dispatch/taking in charge as per the issued LC. **Note** This field is alternate to **Shipment Period**. Latest date of shipment or shipment period must have value and if both the fields has values, application will display an error message.
Shipment Period	This field displays the value of shipment period as per the issued LC and can be amended if required. Specify the details of shipment period. **Note** This field is alternate to **Latest Date Of Shipment.**. Latest date of shipment or shipment period must have value and if both the fields has values, application will display an error message.

Table 2-11 (Cont.) Availability Shipment - Field Description

Field	Description
Transport Mode	Select the transportation mode. The options are: • **Air** • **Sea** • **Road** • **Rail** • **Multimodal** • **Other**
Transport Details	Specify the transportation details of shipment.
Description of Goods and/or Services	Specify the **Description of Goods and/or Services** details based on the description of following table. This field contains a description of the goods and/or services of the issued LC and can be amended if required. Provide the Shipment Details based on the description in the following table:
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.
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.
Price per Unit	Specify the value for price per unit.
Total Amount	System calculates the total price. In case of online request, the system should populate the total amount from incoming request. System validates that the total amount is equal to the value of the transaction (LC/Collection).
Action	Click Edit icon to edit the goods code. Click Delete icon to delete the goods code.

2. Click **Next**.

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

Table 2-12 Availability Shipment - Action Buttons - Field Description

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

Table 2-12 (Cont.) Availability Shipment - 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 LC amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer 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 LC	Click to view the details of the LC.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).
Signature	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Clicking this button allows the user to submit the request for clarification to the “Trade Finance Portal” for the transactions that are initiated offline.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

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

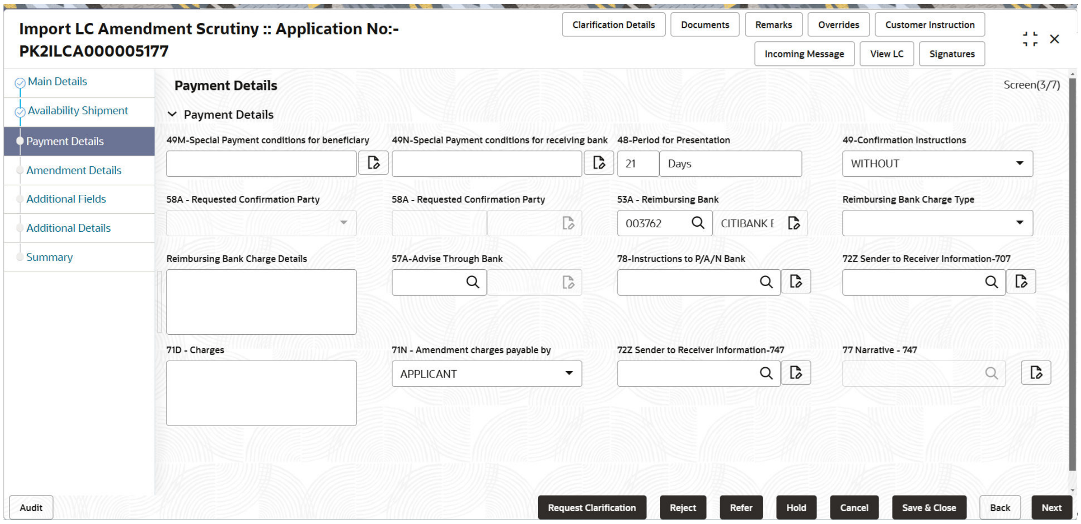
Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This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

2.3.3 Payment Details

This topic provides the systematic instructions to initiate the Payment Details Scrutiny stage of **Import LC Amendment** request.

1. On **Scrutiny - Payment Details** screen, specify the fields.

Figure 2-10 Scrutiny - Payment Details



As part of amendment, user can change the values available in the fields.

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

Table 2-13 Payment Details- Field Description

Field	Description
Special Payment conditions for beneficiary	This field displays the value of special payment conditions for beneficiary as per the issued LC and can be amended if required. If any special payment condition has to be provided to beneficiary, the details for the same must be captured in this field. Specify the details of special payment condition to the beneficiary.
Special Payment conditions for receiving bank	This field displays the value of Spl Paymt Condn - Rec Bank as per the issued LC and can be amended if required. If any special payment condition has to be provided to receiving bank, the details for the same must be captured in this field. This field specifies special payment conditions applicable to the receiving bank without disclosure to the beneficiary, for example, post-financing request/conditions for receiving bank only.
Period for Presentation	This field displays the value of Period for Presentation as per the issued LC and can be amended if required. If the period of presentation is based on any event other than shipment, then you can capture the event name in text along with the number of days in number.

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

Field	Description
Confirmation Instructions	This field displays the value of Confirmation Instructions as per the issued LC and can be amended if required. Select the confirmation instruction for the LC from the list. The options are: • **CONFIRM** • **MAY ADD** • **WITHOUT** Party type with banks should only be displayed in LOV. The system must display the following: • SWIFT code (if available), • Name and address of the bank On selection of the record, if SWIFT code is available then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.
Requested Confirmation Party	This field displays the value of Requested Confirmation Party as per the issued LC and can be amended if required. This field is enabled if the **Confirmation Instructions** is **CONFIRM** or **MAY ADD**.
Requested Confirmation Party	Click **Search** to search and select the appropriate requested confirmation party, in case of online and non-online channels. This field is enabled if the **Confirmation Instructions** is **CONFIRM** or **MAY ADD** and **58A - Requested Confirmation Party** is **Others**.
Reimbursing Bank	Click **Search** to search and select the reimbursing bank. Party type with banks will be displayed in look-up. • SWIFT code (if available) • Name and address of the bank On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted. **Note** In case the selected Bank is not RMA Compliant, the system prompts the user to use a different advising bank or use non SWIFT Media to transmit the LC and displays error message “RMA arrangement not available, please change the bank or use MAIL Medium”. This field indicates the value of Reimbursing Bank as per the issued LC and can be amended if required.
Reimbursing Bank Charge Type	Select the reimbursing bank charge type. The options are: • **Claimants** - Select this option, if the charges are to be claimed from Beneficiary • **Ours** - Select this option, if the charges are to be borne by Applicant This field should be enabled only if Reimbursing Bank field has value.
Reimbursing Bank Charge Details	Specify the reimbursing bank charge details.

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

Field	Description
Advise Through Bank	This field displays the value of advising through bank in case of online channel and can be amended if required. Click **Search** to search and select the advise through bank, in case of Non - Online channel. Party type with banks will be displayed in look-up. • SWIFT code (if available) • Name and address of the bank On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.
Instructions to P/A/N Bank	This field displays the value of Instructions to P/A/N Bank as per the issued LC and can be amended if required. Click **Search** to search and select the instructions to P/A/N Bank, in case of Non - Online channel.
Sender to Receiver Information-707	This field displays the value of Sender to Receiver Information (FFT Details) as per the issued LC and can be amended if required Click **Search** to search and select thesender to receiver information, in case of Non - Online channel.
Charges	Specify the charges details(FFT), in case of non-online channel. Charge Description as maintained in FFT will be available. User can modify the description.
Amendment Charges Payable by	This field specifies the party who bear the amendment charges. Select the value for Amendment Charges Payable by. The options are: • **APPLICANT** • **BENEFICIARY** • **OTHERS**
Narrative	Specify the narrative.
Sender to Receiver Information - MT747	Select the FFT maintained for MT740 and change the description if required.
Narrative - MT747	Select the FFT maintained for Narrative- MT747 and change the description if required, if Reimbursement bank field has value.

2. Click **Next**.

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

Table 2-14 Payment Details - Action Buttons - Field Description

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

Table 2-14 (Cont.) Payment 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 lc amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer 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	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).
View LC	Click to view the details of the LC.
Signature	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Clicking this button allows the user to submit the request for clarification to the “Trade Finance Portal” for the transactions that are initiated offline.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

Table 2-14 (Cont.) Payment 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 the previous data segment.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

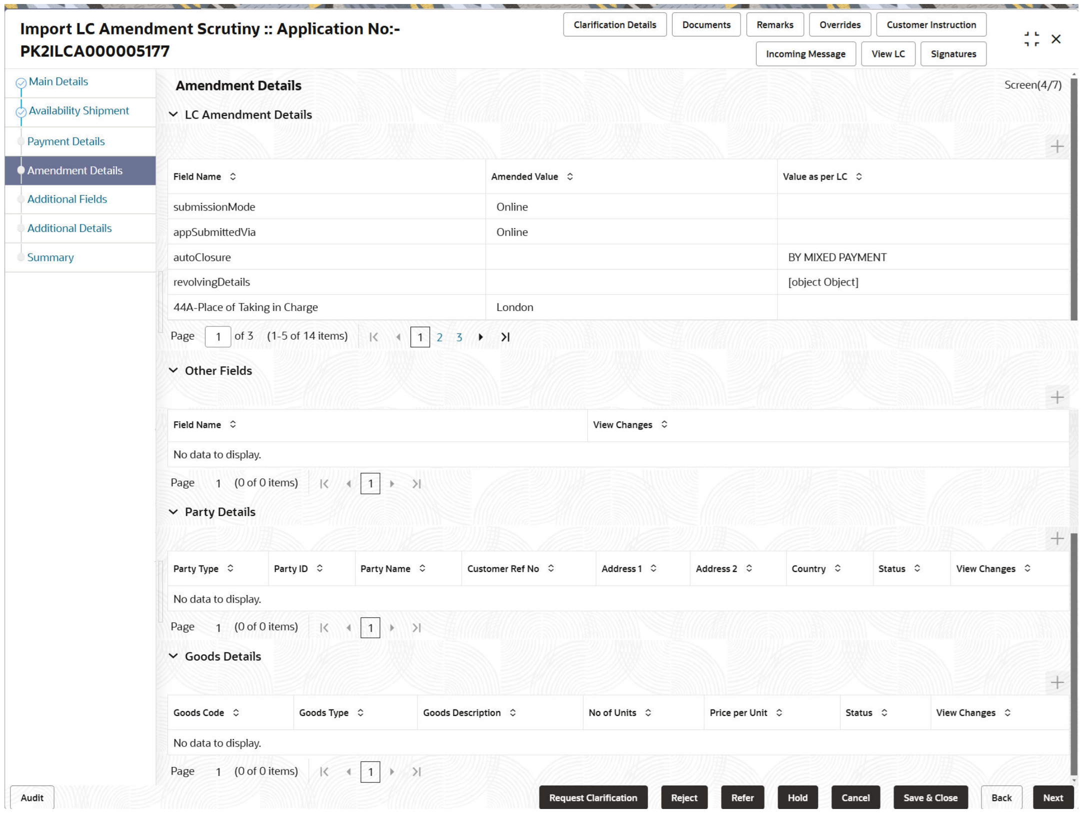
2.3.4 Amendment Details

This topic provides the systematic instructions to capture the Amendment Details.

This section lists the amendments made to the issued LC. The amendment details table displays the amended value and the value prior to the amendment of the amended fields in two different columns to enable Scrutiny user to identify the modifications made to the issued LC.

1. On **Amendment Details** screen, specify the fields, if any.

Figure 2-11 Amendment Details



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 2-15 Amendment Details - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the Import LC Amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.

Table 2-15 (Cont.) Amendment Details - 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.
Clarification Details	Click to open a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).
Signature	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Clicking this button allows the user to submit the request for clarification to the “Trade Finance Portal” for the transactions that are initiated offline.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

Table 2-15 (Cont.) Amendment 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 the previous data segment.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

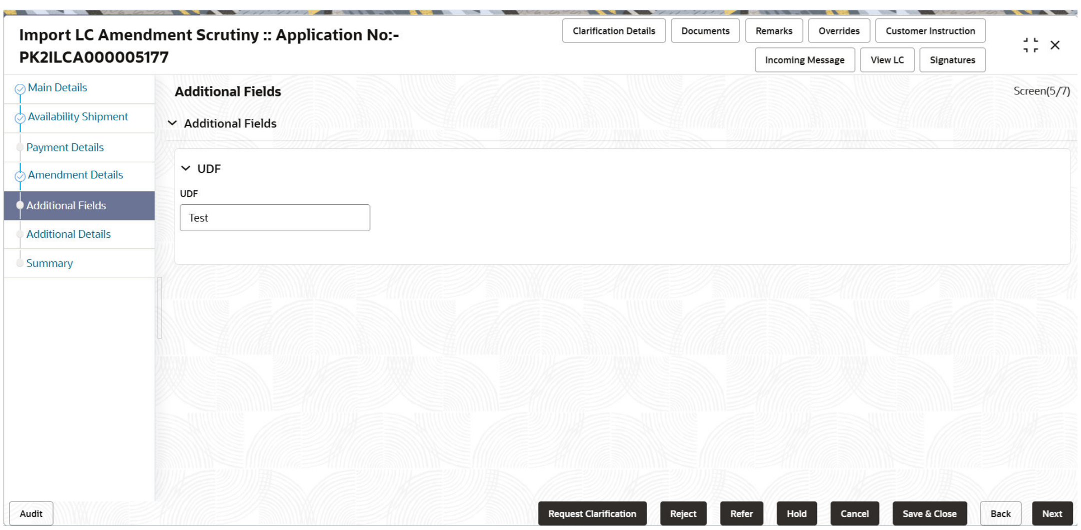
2.3.5 Additional Fields

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 2-12 Additional Fields



2. Click **Next**.

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

Table 2-16 Additional Fields - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the lc amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer 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	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).
View LC	Click to view the details of the LC.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Specify the clarification details for requests received online.
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 Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

Table 2-16 (Cont.) Additional Fields - Action Buttons - Field Description

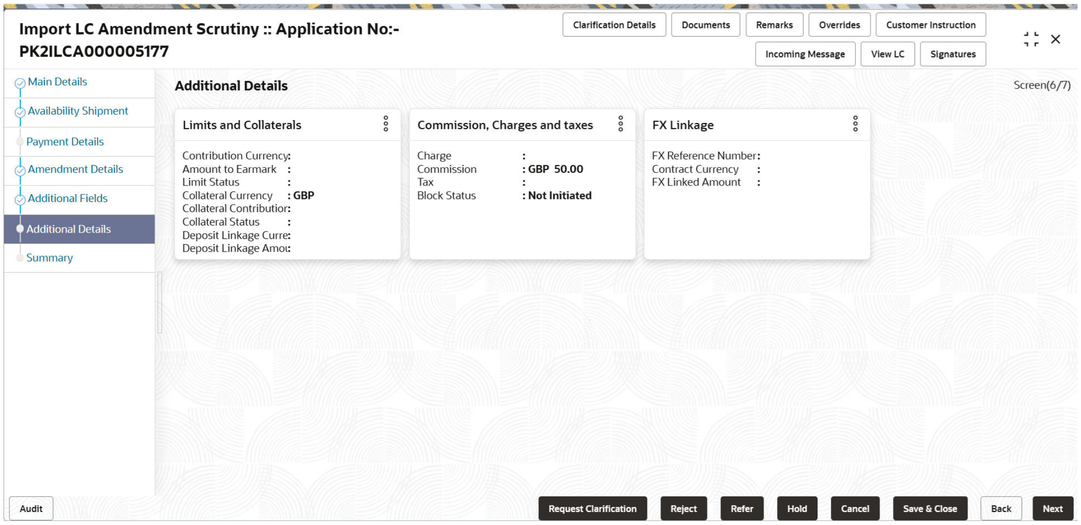
Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This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

2.3.6 Additional Details

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

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

Figure 2-13 Additional Details



Limits and Collaterals

Provide the Limit Details based on the description in the following table.

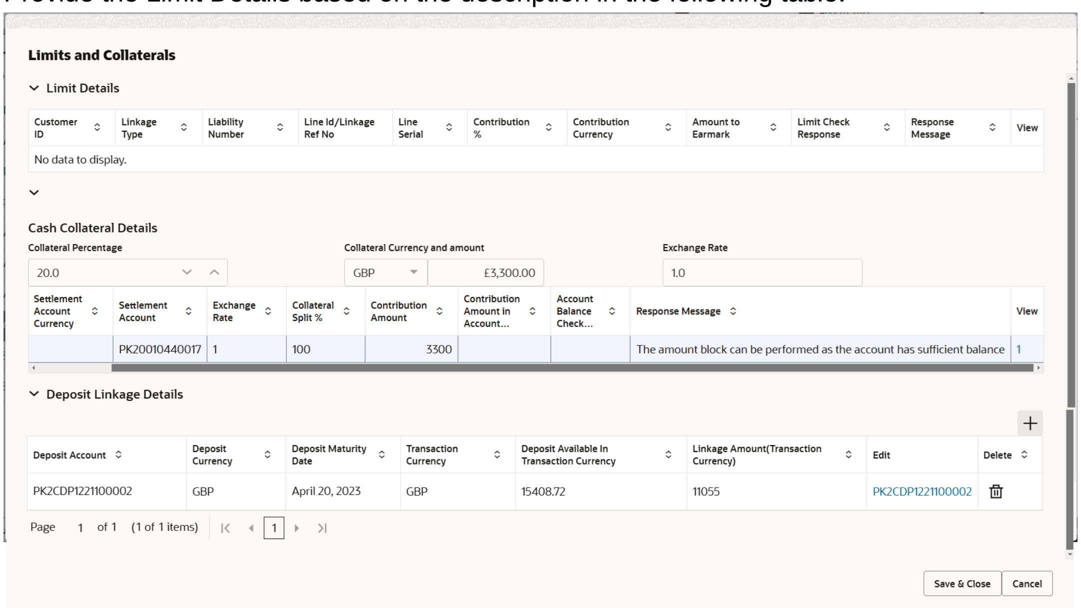


Figure 2-14 Limit Details

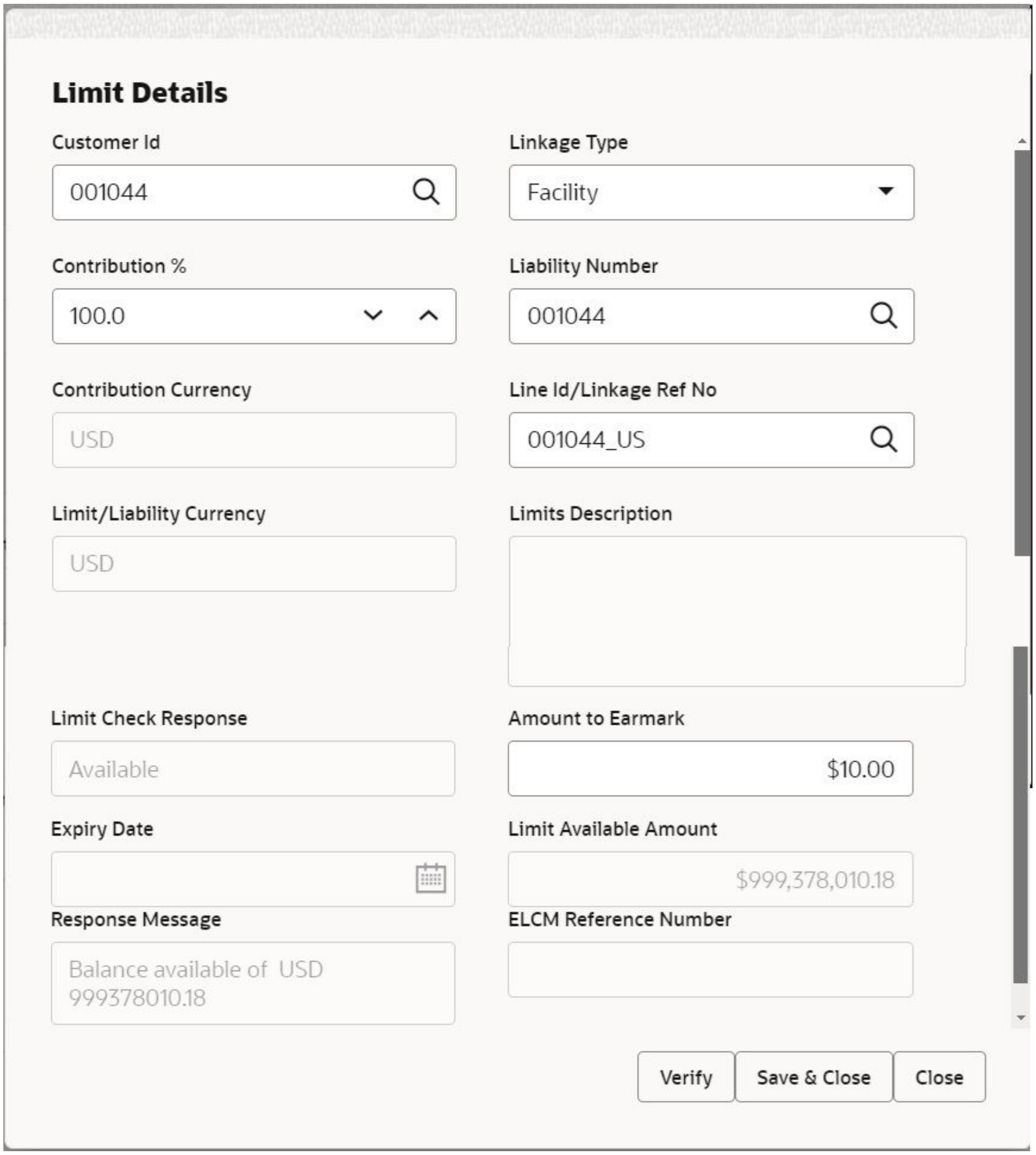


Figure 2-15 Collateral Details

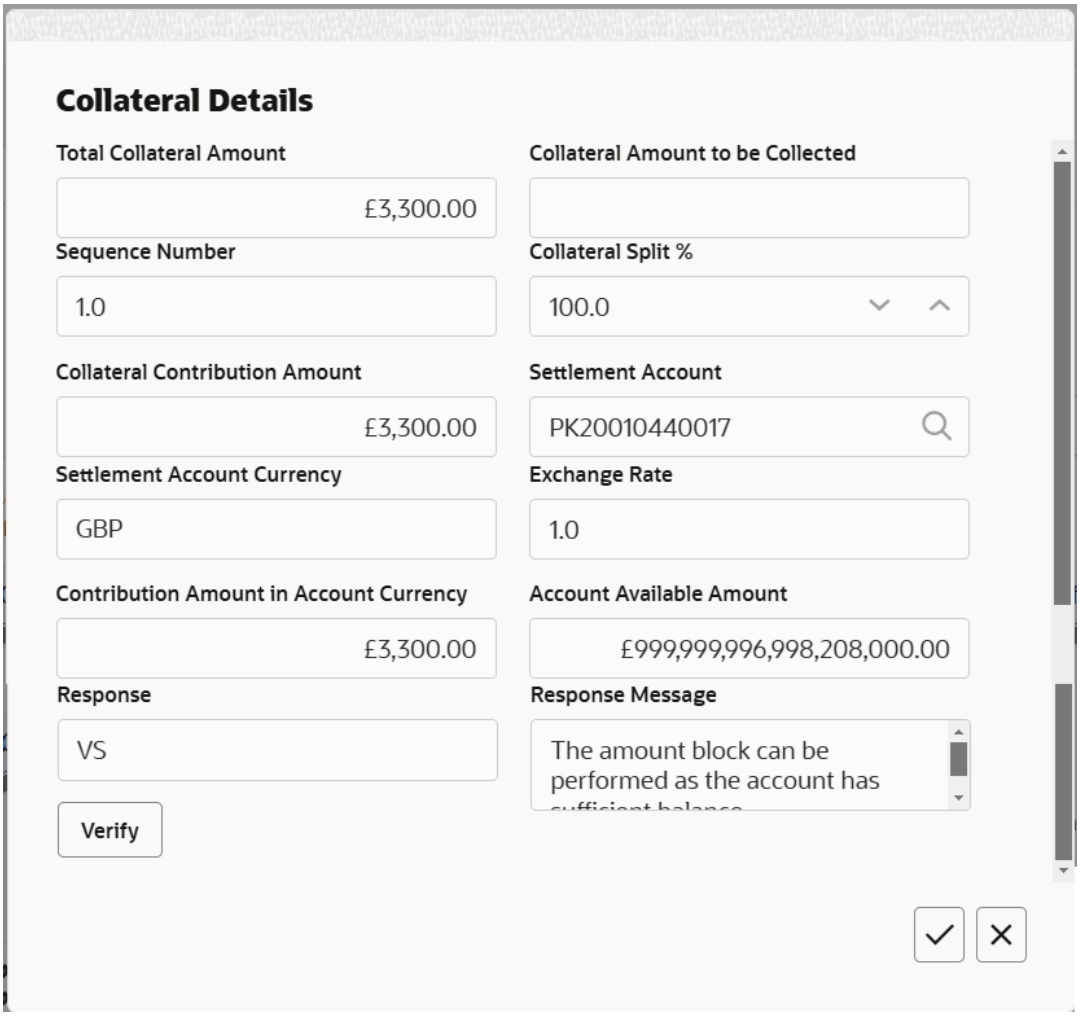
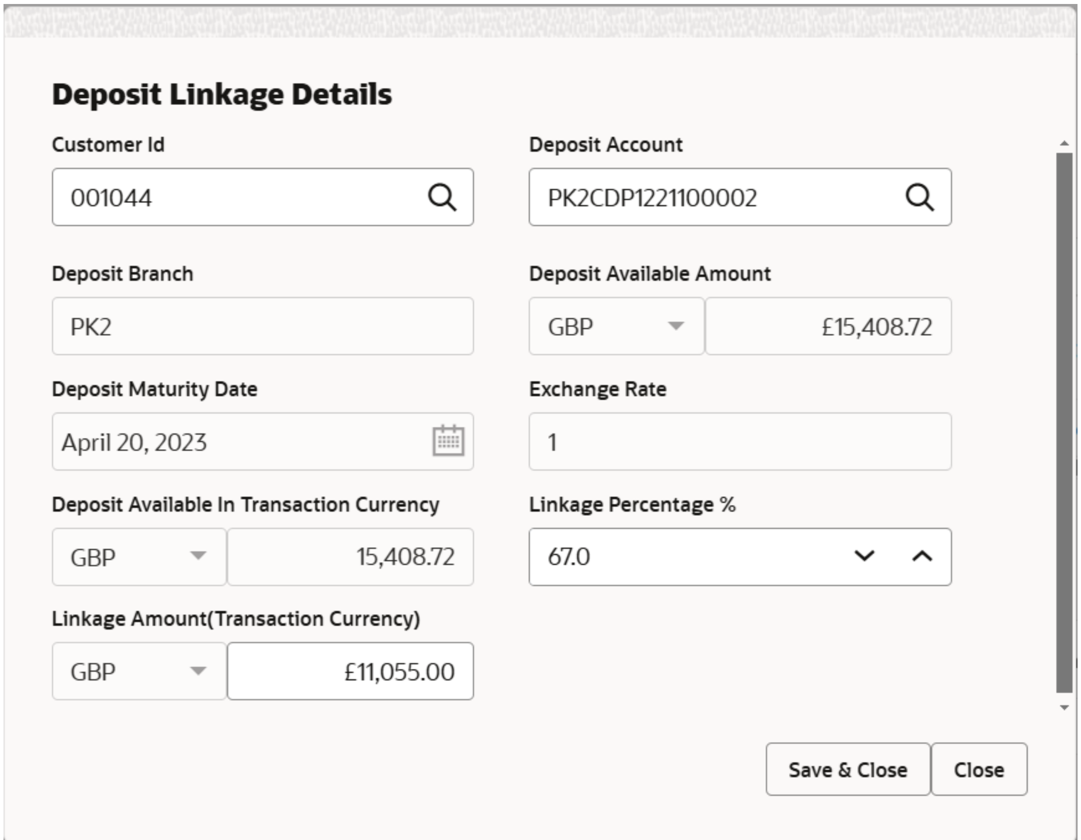

Collateral Details
Total Collateral Amount
£3,300.00
Collateral Amount to be Collected
Sequence Number
1.0
Collateral Split %
100.0
Collateral Contribution Amount
£3,300.00
Settlement Account
PK20010440017
Settlement Account Currency
GBP
Exchange Rate
1.0
Contribution Amount in Account Currency
£3,300.00
Account Available Amount
£999,999,996,998,208,000.00
Response
VS
Response Message
The amount block can be performed as the account has
Verify

Figure 2-16 Deposit Linkage Details



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

Table 2-17 Limit Details - Field Description

Field	Description
View Link	Click View link to view the limit details.
Limit Details	Below fields are displayed on the Limit Details pop-up screen, if the user clicks **View** link.
Customer ID	Read only field. This field displays the applicant's/applicant bank customer ID defaulted from the application.
Linkage Type	Read only field. T linkage type. Linkage type can be: • **Facility** • **Liability**

Table 2-17 (Cont.) Limit Details - Field Description

Field	Description
Contribution %	Read only field. System will default this to 100%. 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.
Liability Number	Read only field. This field displays the Liability Number.
Contribution Currency	Read only field. This field displays the contribution currency.
Line ID/ Linkage Ref No	Read only field. This field displays the Line ID 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. **Note** User can also select expired Line ID from the lookup and on clicking the verify button, system should default “The Earmarking cannot be performed as the Line ID is Expired” in the “Response Message” field. This field is disabled and read only, if **Linkage Type** is **Liability**.
Limit/ Liability Currency	Read only field. Limit Currency will be defaulted in this field.
Limits Description	Read only field. This field displays the limits description.
Limit Check Response	Read only field. This field displays the limit check response.
Amount to Earmark	Read only field. Amount to earmark will default based on the contribution %.
Expiry Date	Read only field. This field displays the date up to which the Line is valid.
Limit Available Amount	Read only field. This field displays the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount.
Response Message	Read only field. This field displays the detailed response message.
ELCM Reference Number	Read only field. This field displays the ELCM reference number.

Table 2-17 (Cont.) Limit Details - Field Description

Field	Description
Limit Details grid	Below fields appear in the Limit Details grid along with the above fields.
Line Serial	Read only field. Displays the serial of the various lines available and mapped under the customer id.
View	Click the link to view the Limit Details.
Cash Collateral Details	This section displays the cash collateral details.
Collateral Percentage	Read only field. System populates the Collateral % maintained in the Customer / Product for the counter party of the contract.
Collateral Currency and amount	Read only field. System populates the contract currency as collateral currency by default.
Exchange Rate	Read only field. System populates the exchange rate maintained. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.
View	Click **View** link to view the existing collateral details.
Cash Collateral Details pop-up screen	Below fields are displayed on the **Cash Collateral Details** pop-up screen, if the user clicks plus icon.
Total Collateral Amount	Read only field. This field displays the total collateral amount provided by the user.
Collateral Amount to be Collected	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.
Sequence Number	Read only field. The sequence number is auto populated with the value, generated by the system.
Collateral Split %	Read only field. Displays the collateral split% to be collected against the selected settlement account.
Collateral Contribution Amount	Read only field. Collateral contribution amount will get defaulted in this field. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
Settlement Account	Read only field. Displays the settlement account for the collateral
Settlement Account Currency	Read only field. This field displays the settlement account currency and will be auto-populated based on the Settlement Account.
Exchange Rate	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.

Table 2-17 (Cont.) Limit Details - Field Description

Field	Description
Contribution Amount in Account Currency	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.
Account Available Amount	Read only field. System populates the account available amount.
Response	Read only field. System populates the response.
Response Message	Read only field. System populates the response message.
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 %	Read only field. Displays 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.
Contribution Amount	Read only field. This field displays the collateral contribution amount. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message “Defaulted Collateral Percentage modified.
Account Balance Check Response	Read only field. This field displays the account balance check response.
View	Click **View** link to view the collateral details.
Deposit Linkage Details	In this section which the deposit linkage details is captured. System should allow the user to Link one or more existing Deposits as a contribution to secure underlying transactions. On Submit of DE stage, system will create Linkage of the Deposit/modification of existing Linkage by calling Back-office system (DDA) system directly. Click + plus icon to add new Deposit Linkage details. **Note** New deposit linkage is added in active Import LC amendment (with/without beneficiary confirmation) and amendment where LC status is “closed” and the LC is being reopened (with/without beneficiary confirmation). Below fields are displayed on the **Deposit Linkage Details** pop-up screen, if the user clicks plus icon.
Customer ID	Click **Search** to search and select the customer ID .

Table 2-17 (Cont.) Limit Details - Field Description

Field	Description
Deposit Account	Click **Search** to search and select deposit for linkage from the look-up. All the Deposits of the customer should be listed in the look-up search. User should be able to select the deposit for linkage.
Deposit Branch	This field displays the deposit branch which will be auto-populated based on the deposit account selection.
Deposit Available Amount	This field displays the deposit available amount which is auto-populated based on the deposit account selection.
Deposit Maturity Date	This field displays the maturity date of deposit based on the Deposit Account selection.
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)	System to default the transaction amount user can change the value. System validates the linking amount with available Deposit balance and should not allow to link more than the available amount.
Deposit Details grid	Below fields appear in the **Deposit Details** grid along with the above fields.
Deposit Currency	The currency will get defaulted in this field.
Transaction Currency	The 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. If default charges are available under the product, they should be defaulted here with values. If customer or customer group specific charges are maintained, then the same will be defaulted from back end system. The system also default the Charges/Commission Party maintained for the customer as per defined Class Maintenance in OBTF. System simulates the Charges, Commission and Tax details from the Back office.

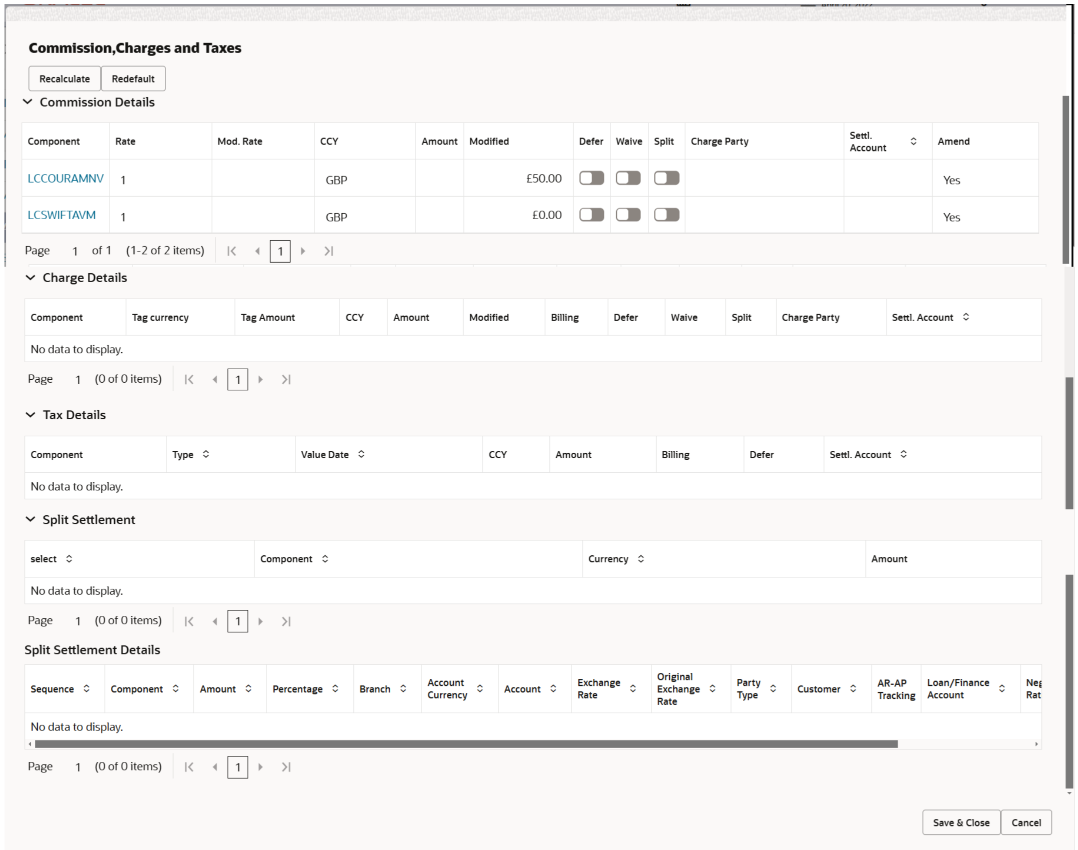
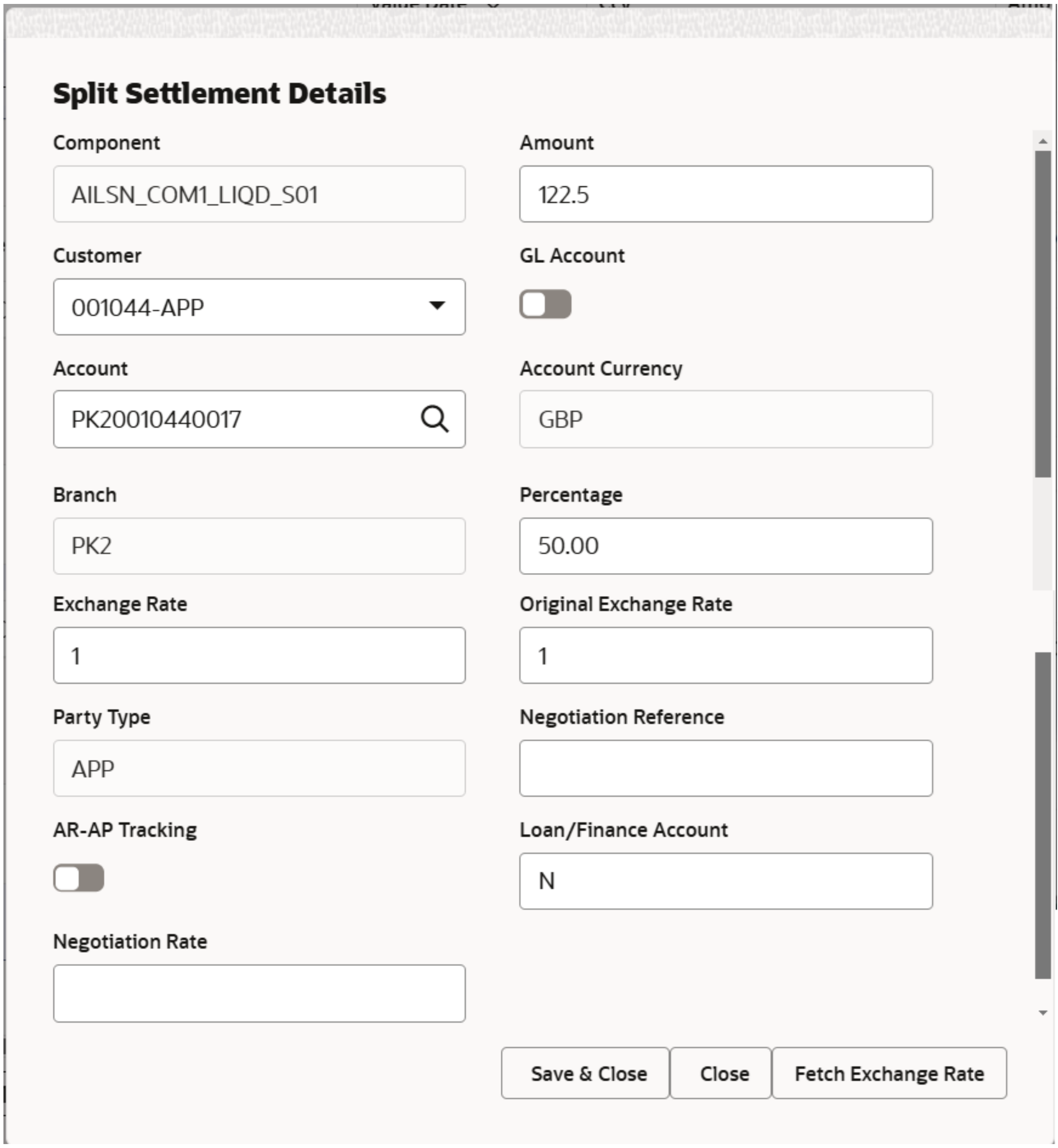

Commission,Charges and Taxes
Recalculate
Redefault
Commission Details
Component
Rate
Mod. Rate
CCY
Amount
Modified
Defer
Waive
Split
Charge Party
Settl. Account
Amend
LCCOURAMNV
1
GBP
£50.00
Yes
LCSWIFTAVM
1
GBP
£0.00
Yes
Page 1 of 1 (1-2 of 2 items)
Charge Details
Component
Tag currency
Tag Amount
CCY
Amount
Modified
Billing
Defer
Waive
Split
Charge Party
Settl. Account
No data to display.
Page 1 (0 of 0 items)
Tax Details
Component
Type
Value Date
CCY
Amount
Billing
Defer
Settl. Account
No data to display.
Split Settlement
select
Component
Currency
Amount
No data to display.
Page 1 (0 of 0 items)
Split Settlement Details
Sequence
Component
Amount
Percentage
Branch
Account Currency
Account
Exchange Rate
Original Exchange Rate
Party Type
Customer
AR-AP Tracking
Loan/Finance Account
No data to display.
Page 1 (0 of 0 items)
Save & Close
Cancel

Figure 2-17 Split Settlement Details



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

Table 2-18 Commission, Charges and Taxes - Field Description

Field	Description
Commission Details	This section displays the commission details. By default, all the charges, commission and margin are collected from the counter-party.
Component	Displays the commission component. Click the link to view the commission component details.

Table 2-18 (Cont.) Commission, Charges and Taxes - Field Description

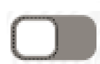
Field	Description
Rate	Displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field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

Table 2-18 (Cont.) Commission, Charges and Taxes - Field Description

Field	Description
Billing	Switch to to make the details available for billing engine for further processing, if charges are handled by separate billing engine. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically enabled in OBTFPM. The user can not enable/disable the option, if it is de-selected by default. This field is disabled, if 'Defer' toggle is enabled.
Defer	Switch to to defer the charges and collect at any future step. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPM. The user can enable/disable the option the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.
Waive	Switch to to waive the charges. Based on the customer maintenance, the charges should be marked for Billing or for Defer. This field is disabled, if **Defer** toggle is enabled.
Split	Switch to for splitting the Commission. Switch to , if splitting of commission is not required.
Charge Party	Displays the charge party. By default the charge party is 'Applicant'.
Settlement Account	Click **Search** icon to search and select the settlement account.
Tax Details	This section displays the tax details. The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/ commission will be available on click of Re-Calculate button or on hand off to back-end system.
Component	Displays the tax component.
Type	Displays the type of tax component.
Value Date	Displays the value date of tax component.
Ccy	Displays the currency in which the tax have to be collected. The tax currency is the same as the commission.
Amount	Displays the tax amount based on the percentage of commission maintained. The user can edit the tax amount, if applicable.
Billing	Switch to to make the details available for billing engine for further processing, if taxes are handled by separate billing engine. This field is disabled, if 'Defer' toggle is enabled.

Table 2-18 (Cont.) Commission, Charges and Taxes - Field Description

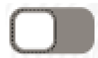
Field	Description
Defer	Switch to  to defer the taxes and collect at any future step. Switch to  if you do not want to defer the taxes. On disabling the user has to click on 'Recalculate' charges button for re-simulation.
Settl. Account	System defaults the settlement account. The user can modify the settlement account.
Split Settlement	This section displays the Split Settlement. This section is displayed if the user clicks on the Recalculate button to fetch the Split Settlement details from Backoffice. The default parties in Split row should be fetched from OBTF.
Select	The option to select the split settlement record.
Component	Displays the split component type eligible for Split .
Currency	Displays the currency of split settlement.
Amount	Displays the amount of split settlement.
Split Settlement Details	This section displays the Split Settlement details. Split Settlement details section appears from Back office, when the user clicks on the Recalculate button.
Seqence	Displays the sequence number is auto populated with the value, generated by the system.
Component	Displays the split component type eligible for Split.
Amount	The system splits the respective Charge/Commission amount automatically between counter party and third party with 50% value by default. The bank user can modify the amount. More than two splits are not allowed.
Customer	Indicates the ID of the Customer in Split Settlement Details section.
GL Account	The system defaults the GL account.
Account	The system defaults the Settlement account. User can modify the settlement account. System initiates a call to common core tables within OBTFPM to select the account.
Account Currency	This field defaults the currency of the account.
Branch	Indicates the branch of the customer where transaction is getting processed.
Percentage	The system splits the respective Charge/Commission percentage automatically between counter party and third party with 50% value by default. More than two splits are not allowed. The bank user can modify the amount. The system should validate that the total percentage of each component doesn't exceed 100 and the total amount of each component doesn't exceed total component amount.
Exchange Rate	System populates the exchange rate maintained.
Original Exchange Rate	Displays the Original Exchange Rate as simulated in split settlement details section.
Party Type	Displays the party type in split settlement details section.
Negotiation Reference	Specify the negotiation reference number.

Table 2-18 (Cont.) Commission, Charges and Taxes - Field Description

Field	Description
AR-AP Tracking	Indicates to defer the charge/ commission in Split Settlement Details section. The user can modify the AR-AP Tracking flag as per the requirements.
Loan/Finance Account	Displays the loan account.
Negotiation Rate	Displays the negotiation rate.
Negotiation Reference	Displays the negotiation reference.

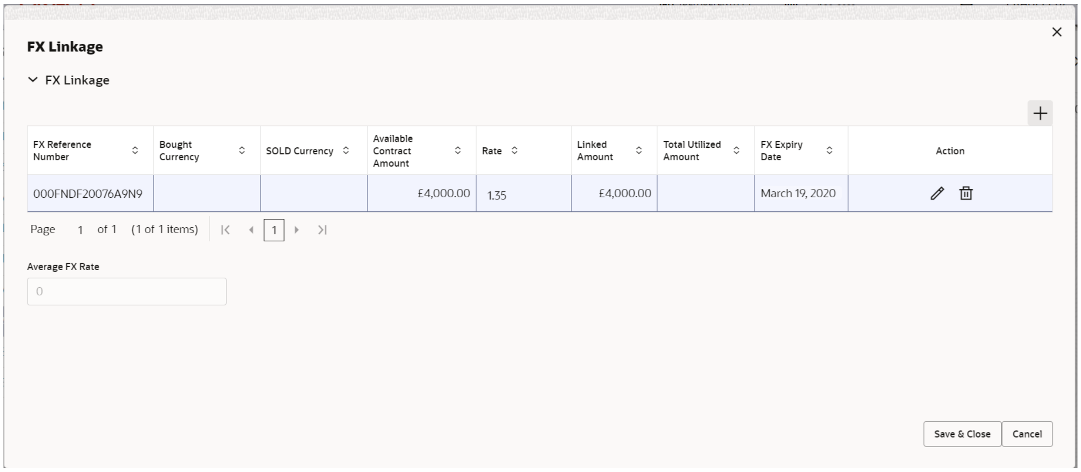
3. Click **Save and Close** to save the details and close the screen.

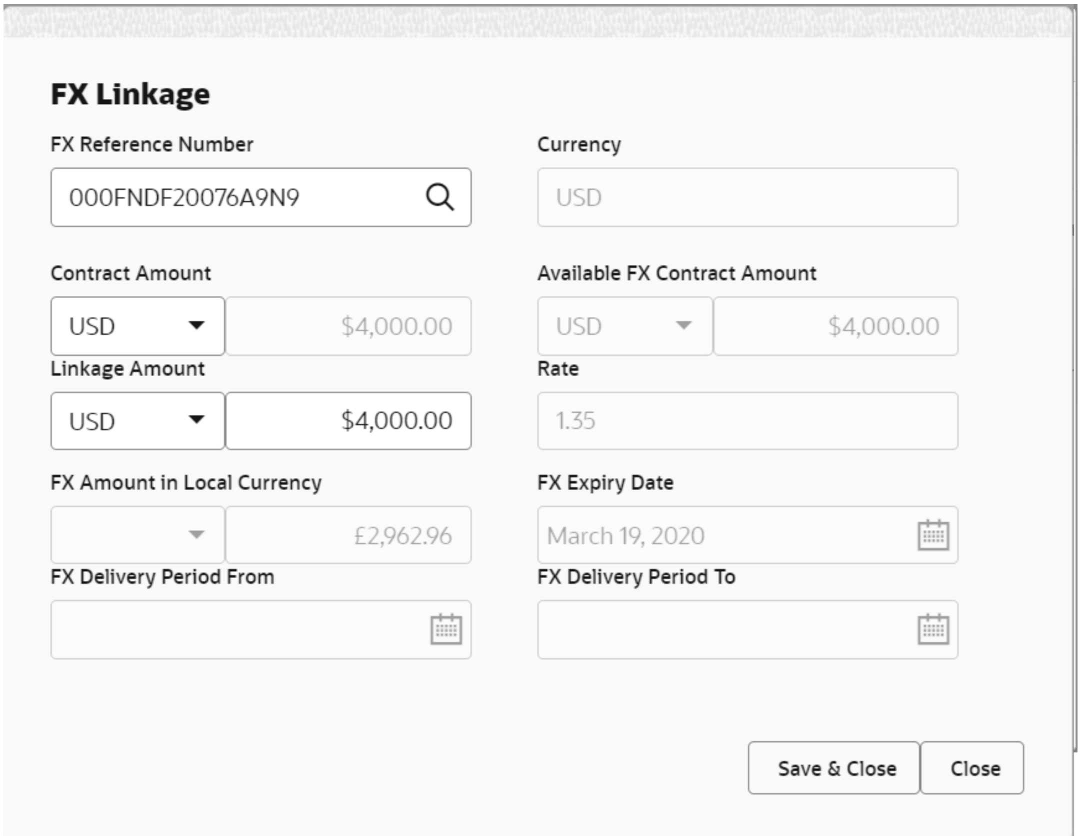
FX Linkage
This section enables the user to link the existing FX contract(s) to the Bill. User can link one or more FX deals to a bill. The linked value of an FX deal(s) must not exceed the value of the bill.

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.





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

Table 2-19 FX Linkage - Field Description

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

Table 2-19 (Cont.) FX Linkage - Field Description

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

Table 2-19 (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.
Total Utilized Amount	Read only field. This field displays the total amount utilized against the corresponding linked FX. On query, both Utilized and Total Utilized amount holds the amount of latest version. The value is Total Utilized Amount SOLD currency and Amount for Import LC/Guarantee Issuance from FXDLINKG .
Average FX Rate	Read only field. Multiple forward FX contract could be linked,and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. This will be populated in the Average FX Rate.
Action	Click Edit icon to edit the FX details. Click Delete icon to delete the FX details.

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

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

Table 2-20 Additional Details - Action Buttons - Field Description

Field	Description
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the lc amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.

Table 2-20 (Cont.) Additional Details - 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.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).
View LC	Click to view the details of the LC.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
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 Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others

Table 2-20 (Cont.) Additional Details - Action Buttons - Field Description

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

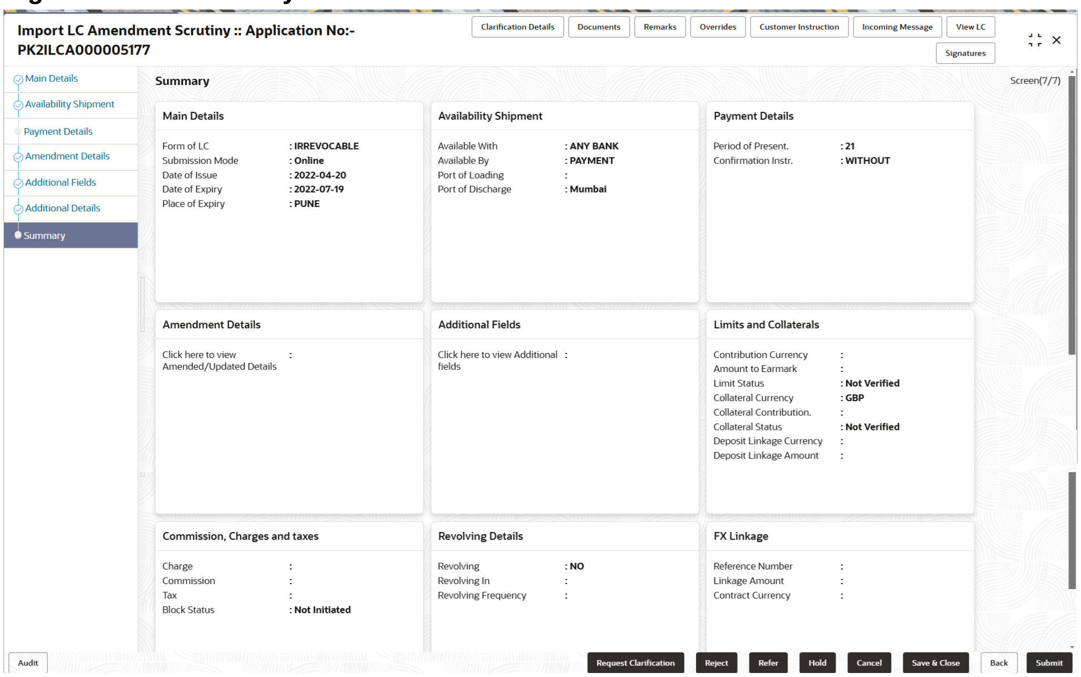
2.3.7 Summary

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

User can review the summary of details updated in Scrutiny stage of Import LC Amendment request.
Log in to Oracle Banking Trade Finance Process Management (OBTFPM) system to see the Summary tiles. The tiles must display a list of important fields with values. User can drill down from Summary Tiles into respective data segments.

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

Figure 2-18 Summary



Tiles Displayed in Summary

- Main Details - User can view and modify details about application details and LC details, if required.
- Available Shipment Details - User can view and modify availability and shipment details, if required.
- Payments Details - User can view and modify all details related to payments, if required.

- Amendment Details - User can view the amended details of issued LC.
- Additional Fields - User can view and modify the details of additional fields, if required.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Commission, Charges & Taxes - User can view and modify charge details, if required.
- Revolving Details - User can view revolving details on revolving LC, if applicable.
- FX Linkage Details - User can view FX the linkage details.

2. Click **Submit**.

   The task will move to next logical stage.
   For more information on action buttons, refer to the field description table below:

Table 2-21 Summary - Action Buttons - Field Description

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

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

Field	Description
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Specify the clarification details for requests received online.
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 Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Submit	Task will get moved to next logical stage of Import LC amendment. 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.

2.4 Data Enrichment

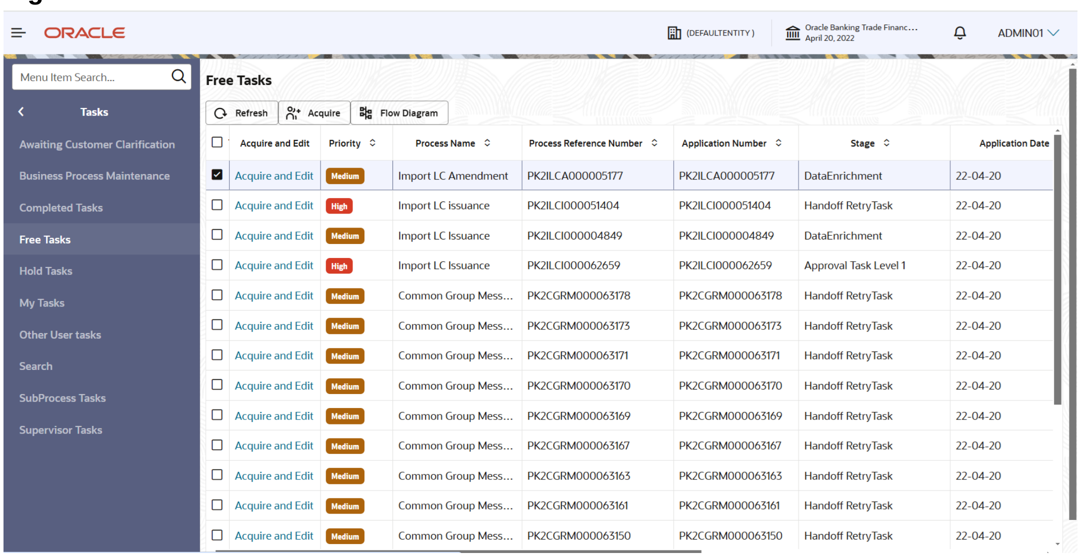
This topic provides the systematic instructions to initiate the Data Enrichment stage of import lc amendment request.

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

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

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

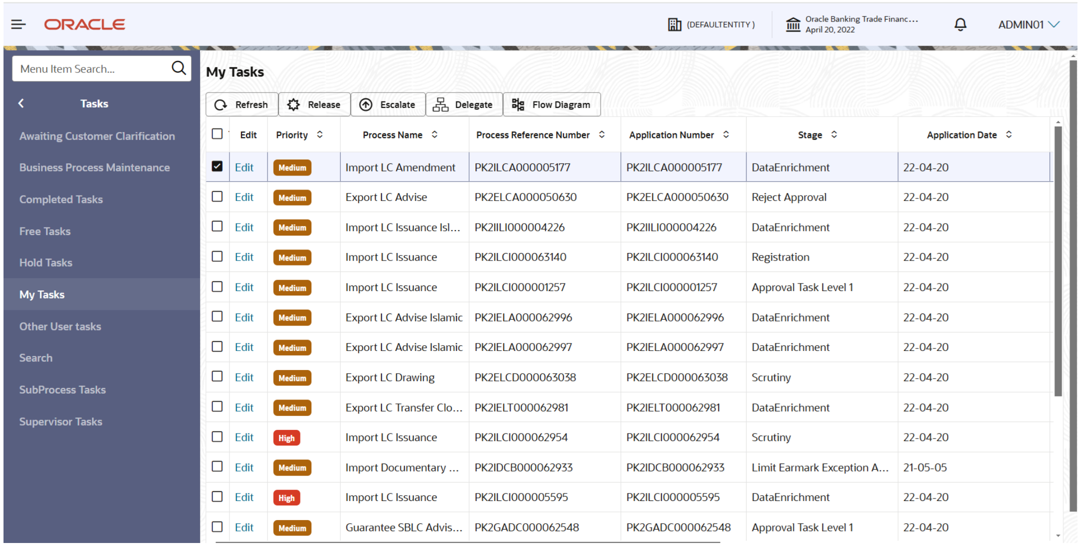
Figure 2-19



The **Free Task** screen appears.

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

Figure 2-20 My Task



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

- Main Details
- Availablity Shipment
- Documents and Conditions
- Payment Details
- Amendment Details
- Additional Fields
- Advices
- Additional Details
- Settlement Details
- Summary

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

- Main Details
  This topic provides the systematic instructions to initiate the Data Enrichment stage of **Import LC Amendment** request.
- Availablity Shipment
  This topic provides the systematic instructions to capture the availability and shipment details.
- Documents and Conditions
  This topic provides the systematic instructions to capture the details of the documents received.
- Payment Details
  This topic provides the systematic instructions to initiate the Payment Data Enrihment stage of **Import LC amendment** request.
- Amendment Details
  This topic provides the systematic instructions to capture the amendment 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
- Settlement Details
  This topic provides the systematic instructions to capture the settlement details of import LC amendment request.
- Advices
  This topic provides the systematic instructions to capture the advices details.
- Summary
  This topic provides the systematic instructions to view the summary of Import LC Amendment request.

2.4.1 Main Details

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

Main details section has two sub section as follows:

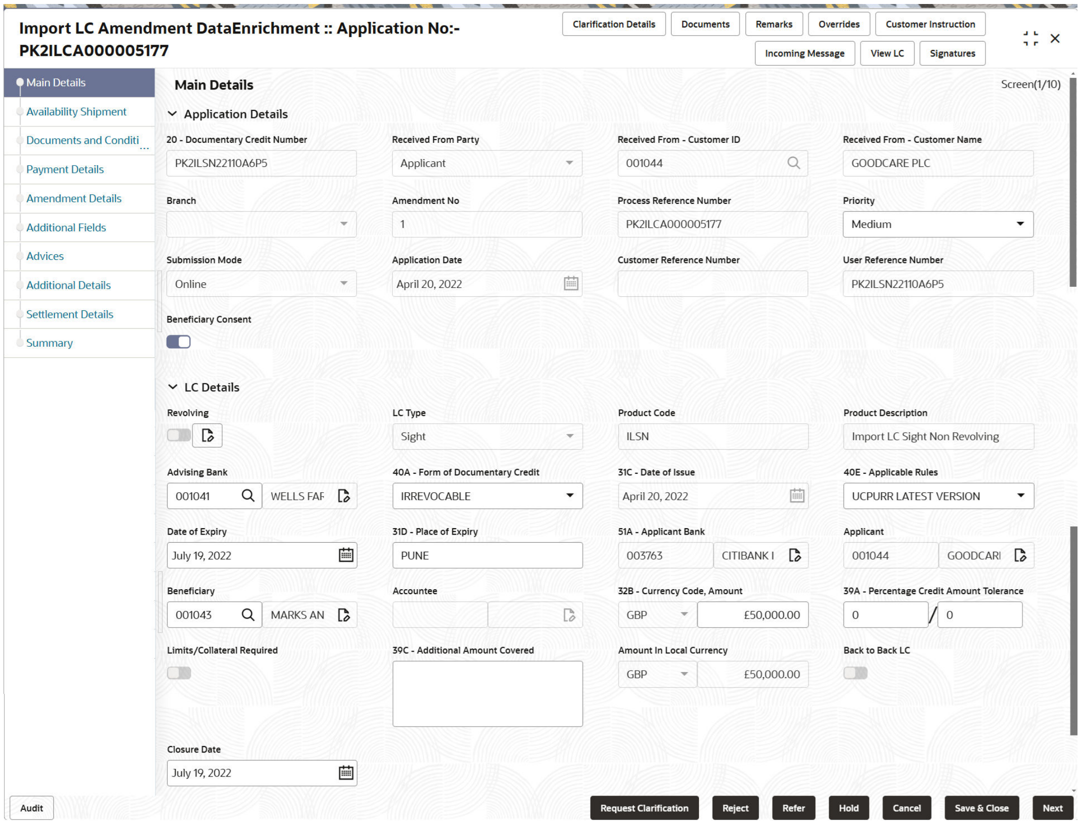
- Application Details
- LC Details

Application Details

All fields displayed under Basic details section, would be read only except **Priority** and **Beneficiary Consent**.

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

Figure 2-21 Data Enrichment - Main Details - Application Details

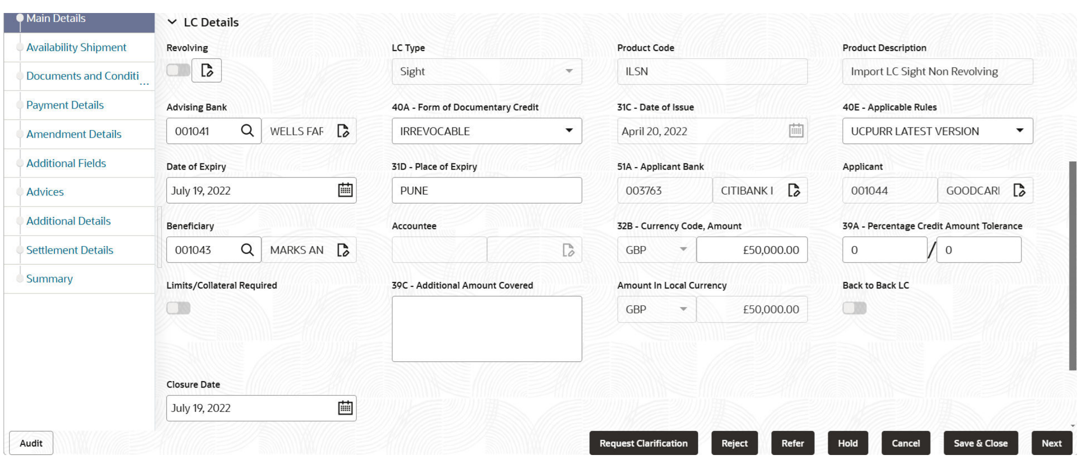


For more information on fields, refer [Table 2-7](#) of **Scrutiny** stage.

LC Details

The fields listed under this section are same as the fields listed under the LC Details section in **Scrutiny** stage.

Figure 2-22 LC Details



For more information on fields, refer [Table 2-8](#) of **Scrutiny** stage.

2. Click **Next**.

The task will move to next data segment.

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

Field	Description
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the LC amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer 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, Oracle Banking Trade Finance Process Management user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View LC	Click to view the details of the LC.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

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

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

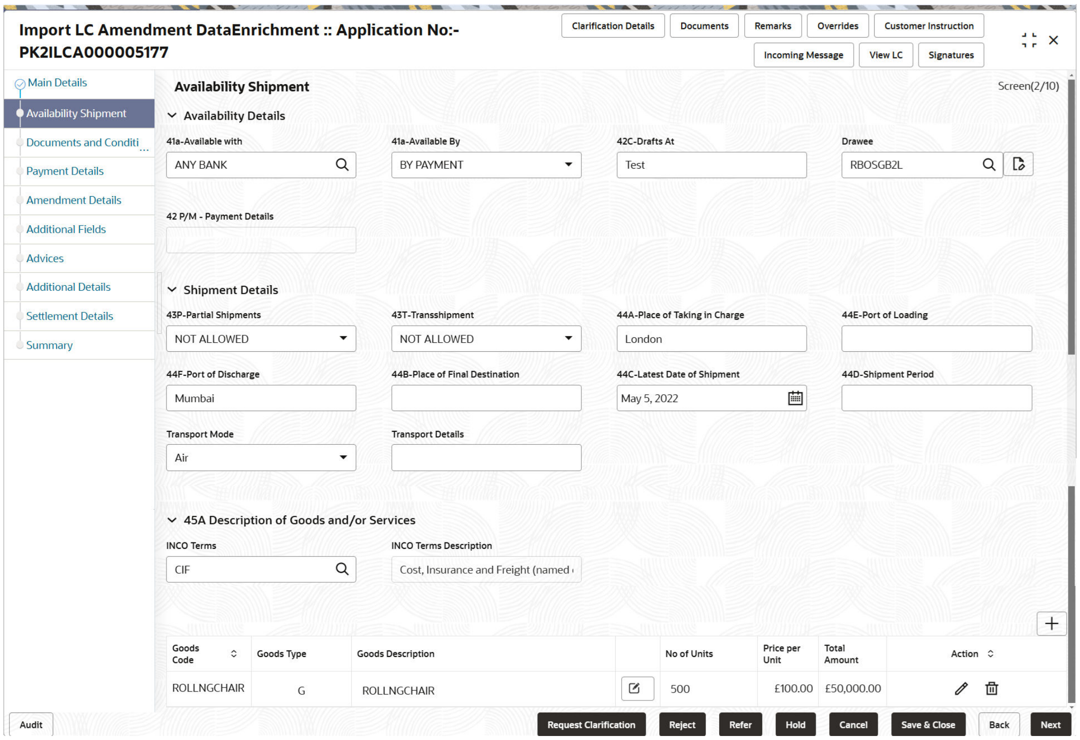
2.4.2 Availablity Shipment

This topic provides the systematic instructions to capture the availability and shipment details.

User can enter/update Availability, Shipment and Goods details of an **Import LC Amendment** request for the different fields under the respective data segments.

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

Figure 2-23 Availability Shipment



For more information on fields, refer Table 2-11 of **Scrutiny** stage.

2. Click **Next**.

   The task will move to next data segment. For more information refer Documents and Conditions .

2.4.3 Documents and Conditions

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

As part of document and conditions screen in DE stage, user must provide the required documents and additional conditions (if applicable) in this section. Document and Conditions section has two sub section as follows:

- Documents Details
- LC Details.

Document Details
Based on the ‘Product’ selected, Application will default the documents required under the LC. User can edit the details, delete an existing document and also add additional documents to the defaulted list.

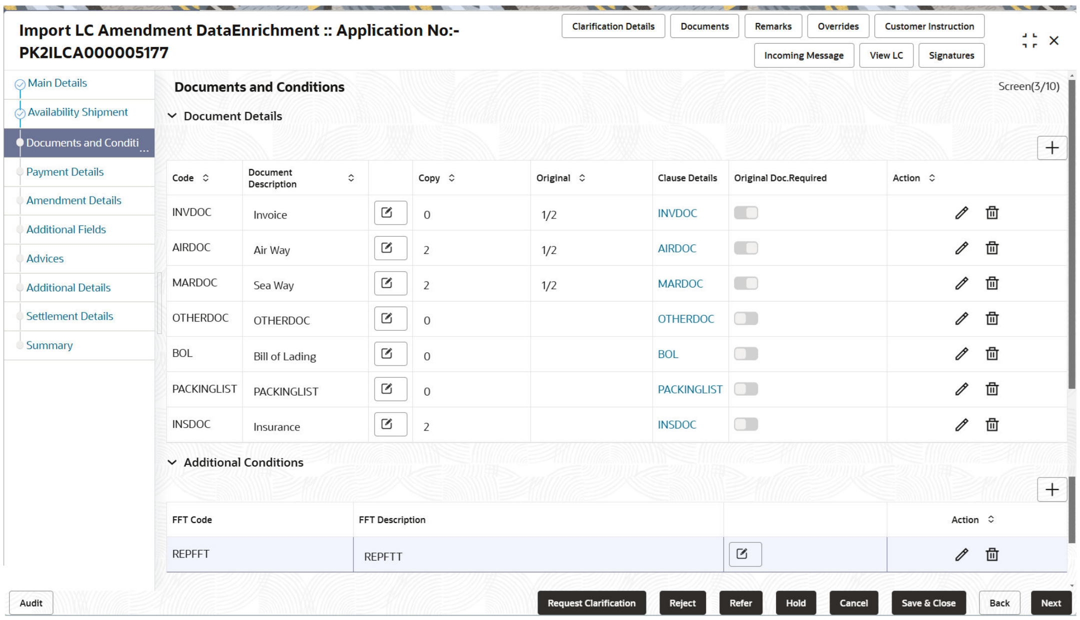
> **Note**
>
> Insurance document is available in Documents Details section, if value in the ‘INCO Term’ field is not ‘CFR’,’FOB’, ‘FCA’, ‘FAS’ or ‘EXW’ in the Availability stage. If not system gives the warning message.

Online Channel - System will default the details received in the Description column. Based on the details populated, user can pick corresponding values for document code, originals and copy.

Non Online Channel - User can further edit (add or remove) the documents or document description as per requirement. Application will display an alert message, if both Bill Of lading'' and 'Airway Bill' are chosen.

1. On **Data Enrichment - Document and Conditions** screen, specify the fields.

Figure 2-24   Data Enrichment - Documents and Conditions



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

Table 2-23   Documents and Conditions - Field Description

Field	Description
Document Details	Specify the document details based on the description of following table. Click **+** to add multiple **Document Details**.
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 Description	System dispalys the document description based on the document code selection. User can edit the description by clicking the edit icon.
Copy	Specify the number copies received from the Drawer. User can edit the actual copies received.
Original	Specify the number of original documents received from the Drawer. User can edit the actual originals received.
Clause Details	System displays the clause details. User can view and edit the clause description by clicking the link.

Table 2-23 (Cont.) Documents and Conditions - Field Description

Field	Description
Original Doc. Required	System defaults the value to display whether the original document is required or not. The user can enable the option, if document is required.
Action	Click Edit icon to edit the document details. Click Delete icon to delete the document details.

Additional Conditions

Additional Conditions section displays the conditions of the issued LC and can be amended if required.

Online Channel - System will default the details received in the description column. System will parse the additional conditions required field into multiple line items based on line de-limitter (+) and shall populate each line item as a separate description. User can read the description and make any changes required to the description, also must be able to add more conditions.

Non Online Channel - User can use FFT to capture additional conditions and can edit the description populated from FFT. You should also be able to add additional FFT.

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

Table 2-24 Additional Conditions - Field Description

Field	Description
Additional Conditions	Specify the Additional Conditions details based on the description of following table. Click **+** to add multiple **Additional Conditions**.
FFT Code	Click **Search** to search and select the FFT code.
FFT Description	System dispalys the document name based on the document code selection.
Action	Click Edit icon to edit the additional condition details. Click Delete icon to delete the additional condition details.

2. Click **Next.**

   The task will move to next data segment.

Table 2-25 Document and Conditions - Action Buttons - Field Description

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

Table 2-25 (Cont.) Document and Conditions - 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 lc amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer 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	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).
View LC	Click to view the details of the LC.
Signature	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Specify the clarification details for requests received online.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

Table 2-25 (Cont.) Document and Conditions - Action Buttons - Field Description

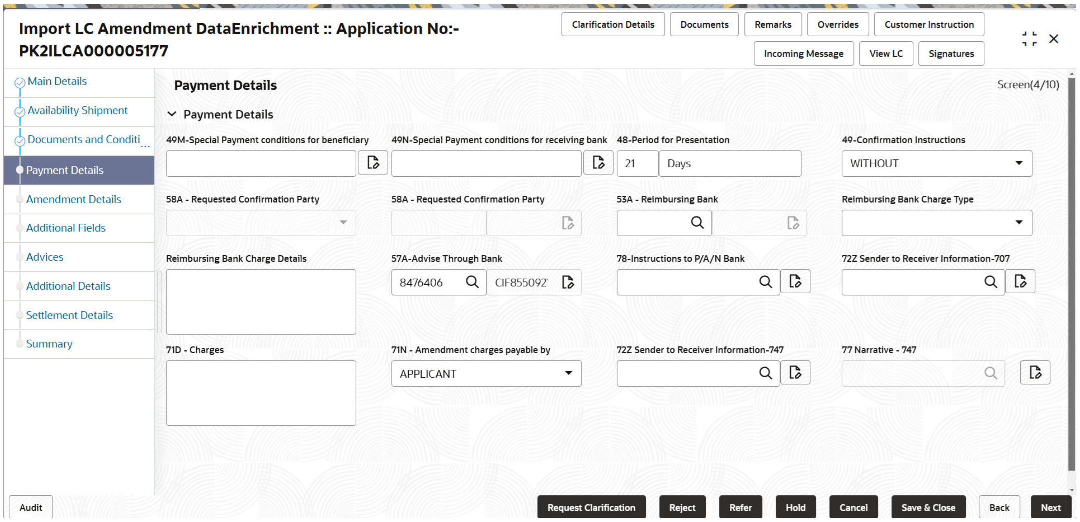
Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This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

2.4.4 Payment Details

This topic provides the systematic instructions to initiate the Payment Data Enrihment stage of **Import LC amendment** request.

1. On **Data Enrihment - Payment** screen, specify the fields.

Figure 2-25 Data Enrihment - Payment



For more information on fields, refer Payment Details.

2. Click **Next**.

   The task will move to next data segment. For more information refer Amendment Details.

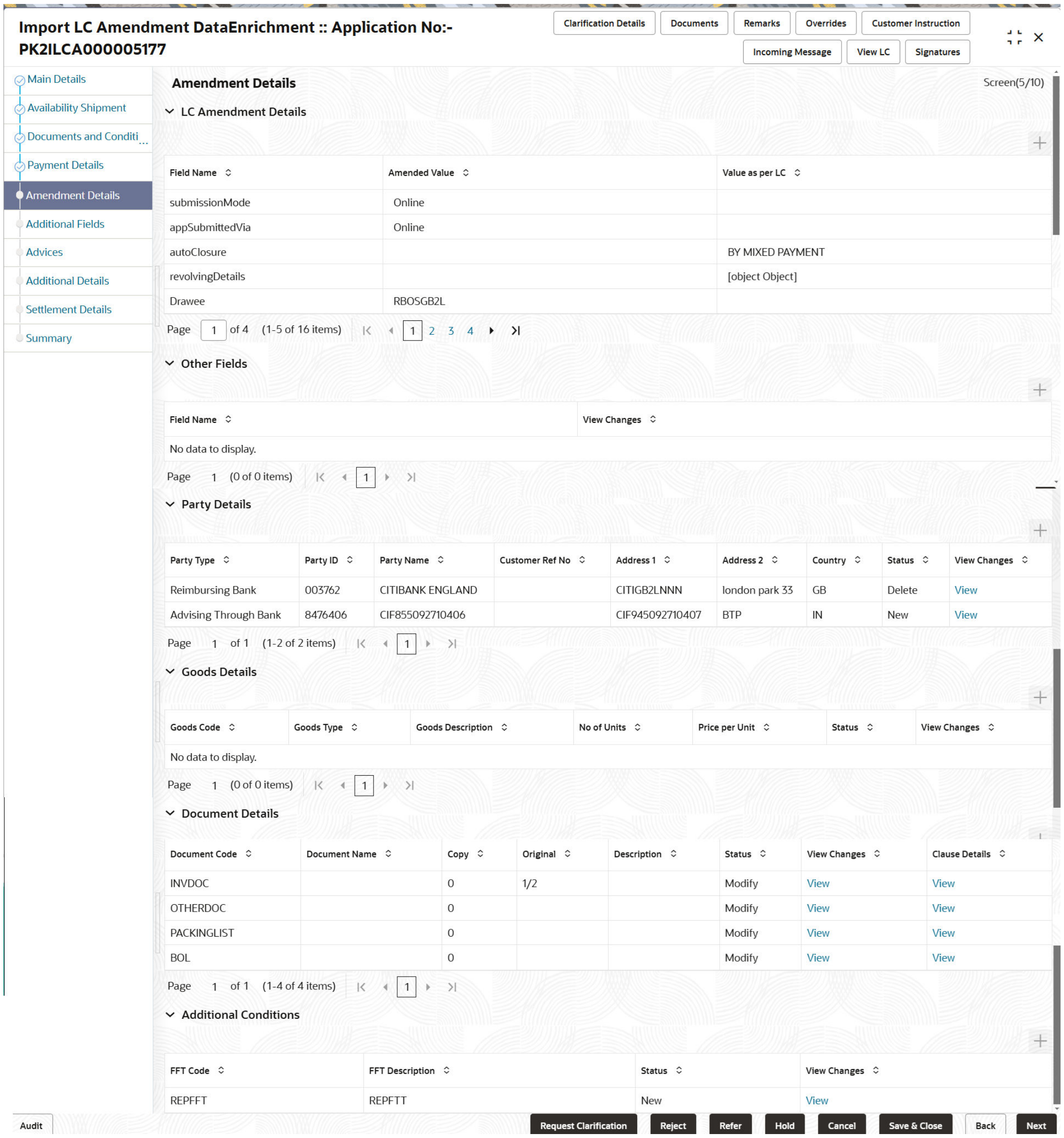
2.4.5 Amendment Details

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

This section lists the amendments made to the issued LC. The amendment details table displays the amended value and the value prior to the amendment of the amended fields in two different columns to enable Scrutiny user to identify the modifications made to the issued LC.

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

Figure 2-26 Data Enrichment - Amendment Details



2. Click **Next**.

   The task will move to next data segment. For more information refer Additional Fields.
   For more information on action buttons, refer Table 2-15.

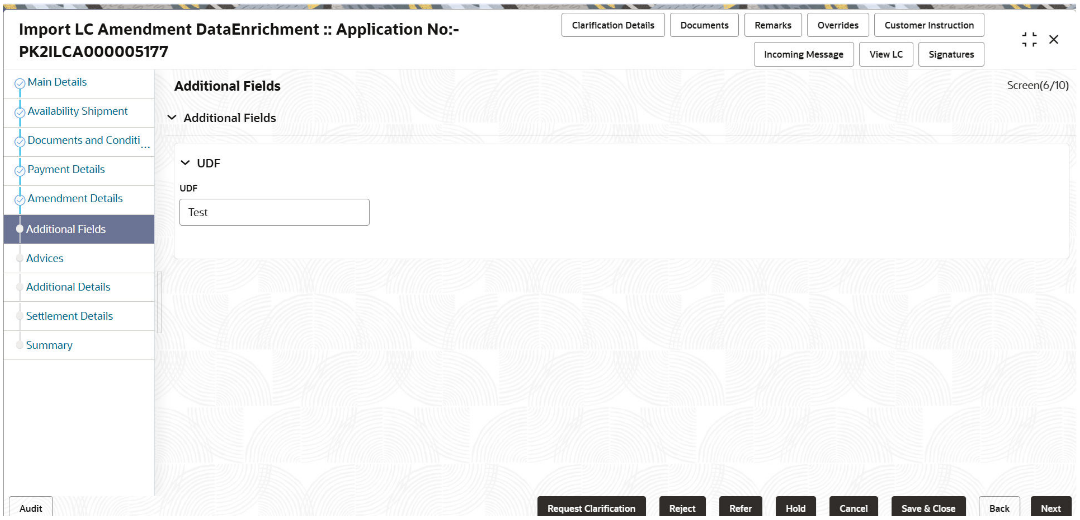
2.4.6 Additional Fields

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

Figure 2-27 Additional Fields



2. Click **Next**.

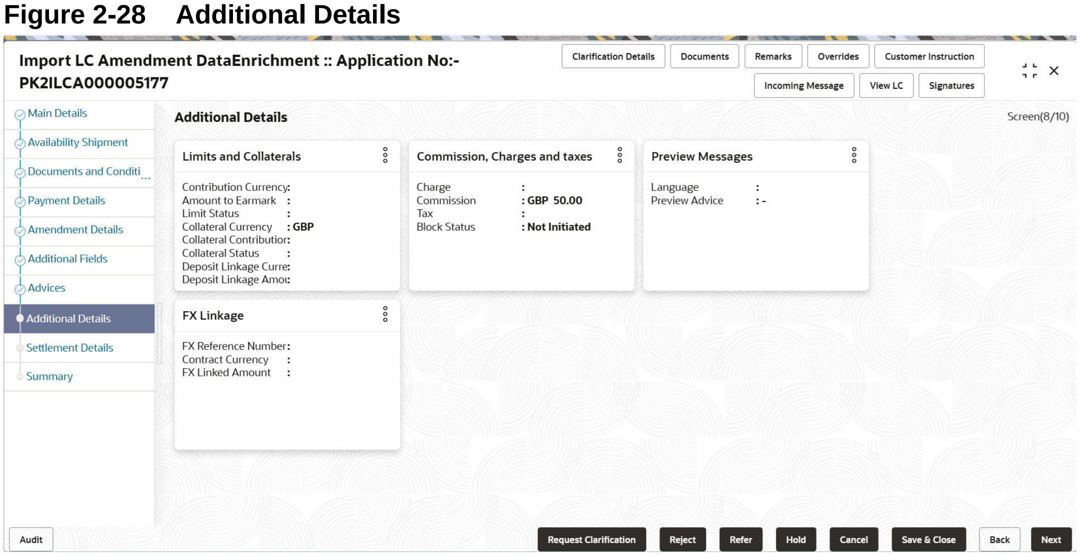
   The task will move to next data segment. For more information refer Advices.
   For more information on action buttons, refer Table 2-16.

2.4.7 Additional Details

This topic provides the systematic instructions to capture the additional details

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

Figure 2-28 Additional Details



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

   Limits and Collaterals

Limit availability needs to be checked if amendment involves increase in amount or tolerance or both.Provide the Limit Details based on the description in the following table.

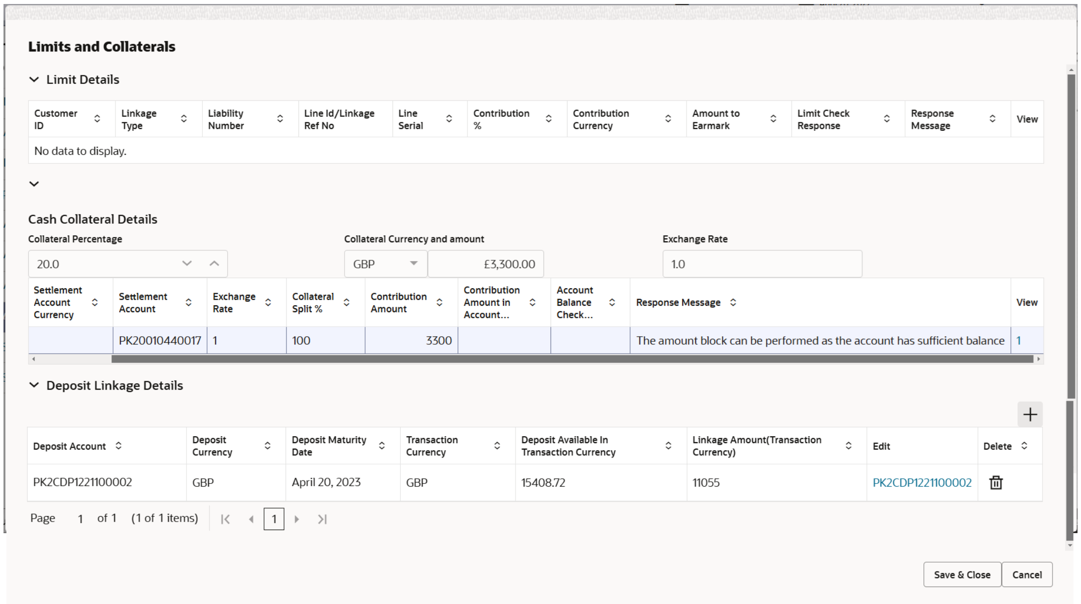


Figure 2-29 Collateral Details

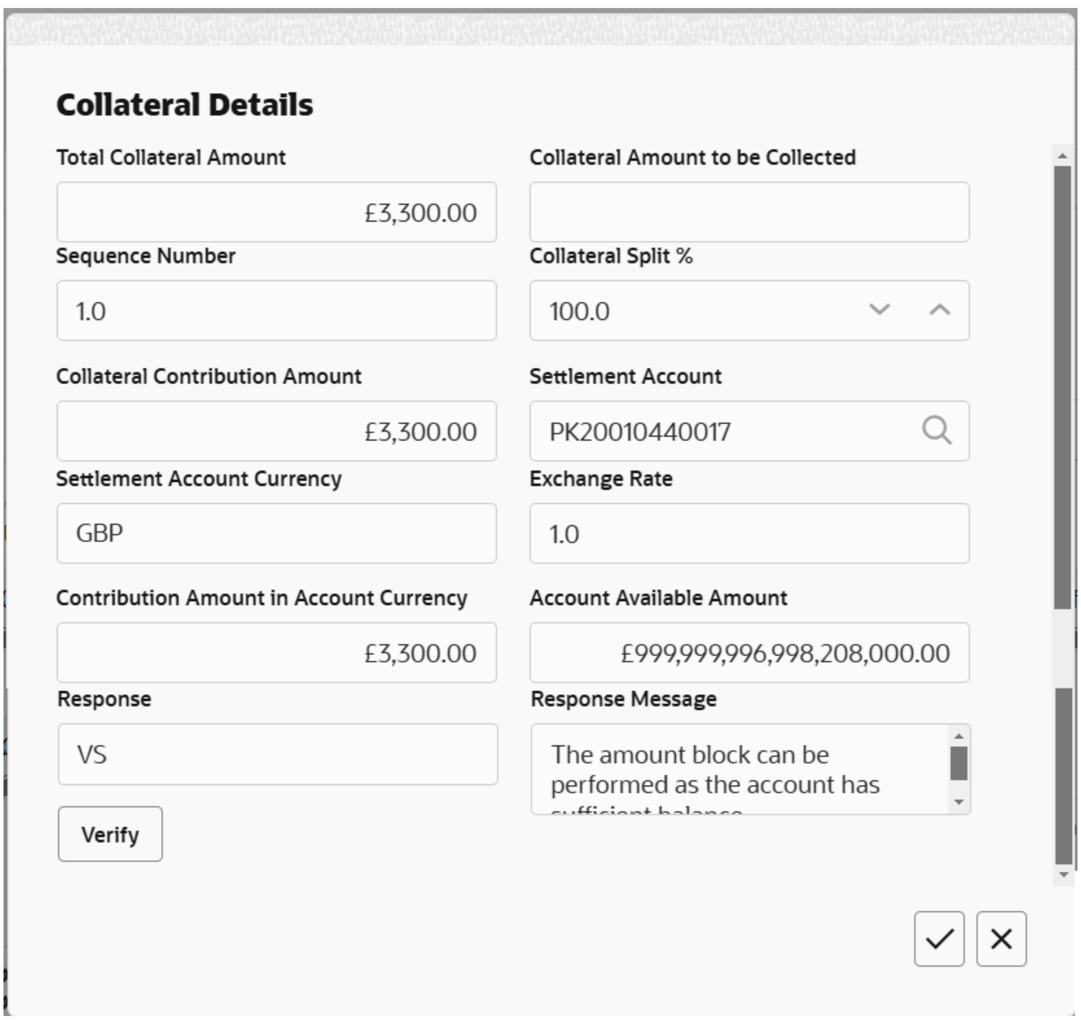
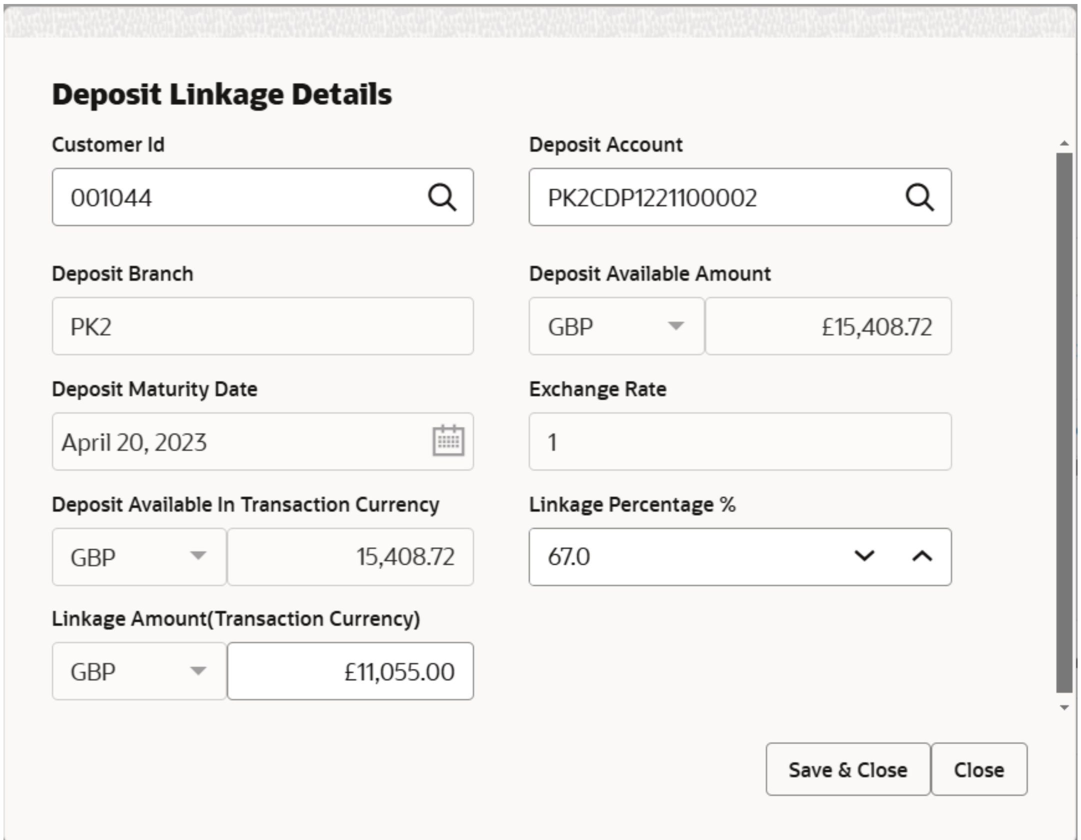


Figure 2-30 Deposit Linkage Details



For more information on fields, refer Table 2-17 of **Scrutiny** stage.

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

Charge Details

This section displays charge details.

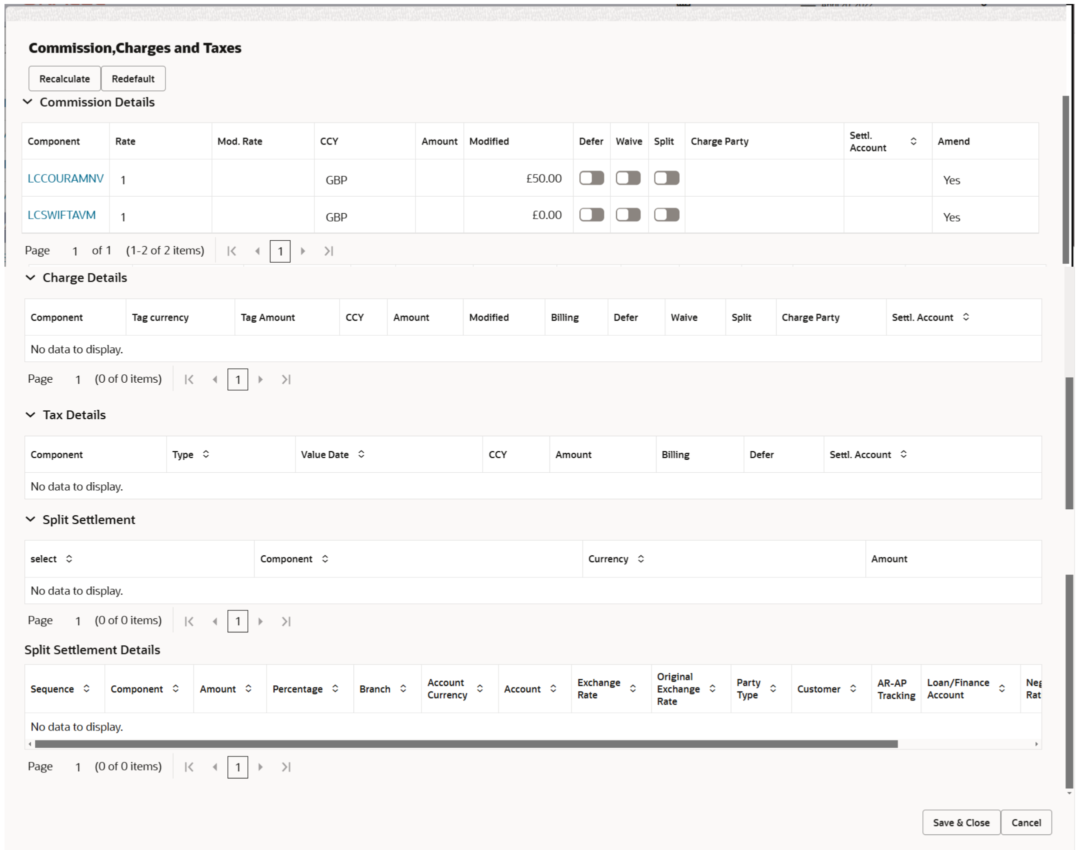
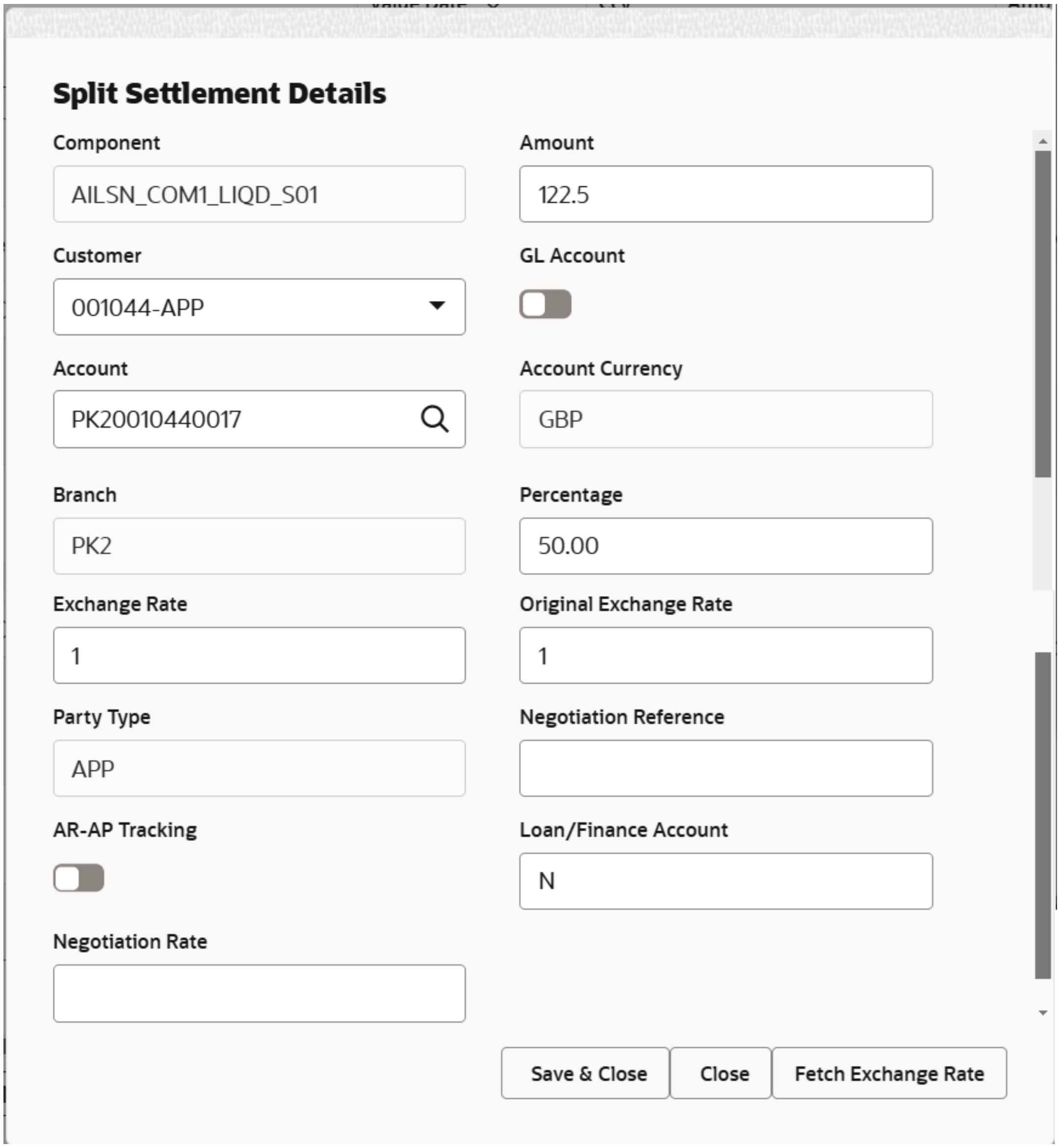

Commission,Charges and Taxes
Recalculate
Redefault
Commission Details
Component
Rate
Mod. Rate
CCY
Amount
Modified
Defer
Waive
Split
Charge Party
Settl. Account
Amend
LCCOURAMNV
1
GBP
£50.00
Yes
LCSWIFTAVM
1
GBP
£0.00
Yes
Page 1 of 1 (1-2 of 2 items)
Charge Details
Component
Tag currency
Tag Amount
CCY
Amount
Modified
Billing
Defer
Waive
Split
Charge Party
Settl. Account
No data to display.
Page 1 (0 of 0 items)
Tax Details
Component
Type
Value Date
CCY
Amount
Billing
Defer
Settl. Account
No data to display.
Split Settlement
select
Component
Currency
Amount
No data to display.
Page 1 (0 of 0 items)
Split Settlement Details
Sequence
Component
Amount
Percentage
Branch
Account Currency
Account
Exchange Rate
Original Exchange Rate
Party Type
Customer
AR-AP Tracking
Loan/Finance Account
No data to display.
Page 1 (0 of 0 items)
Save & Close
Cancel

Figure 2-31   Split Settlement Details



For more information on fields, refer Table 2-18 of **Scrutiny** stage.

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

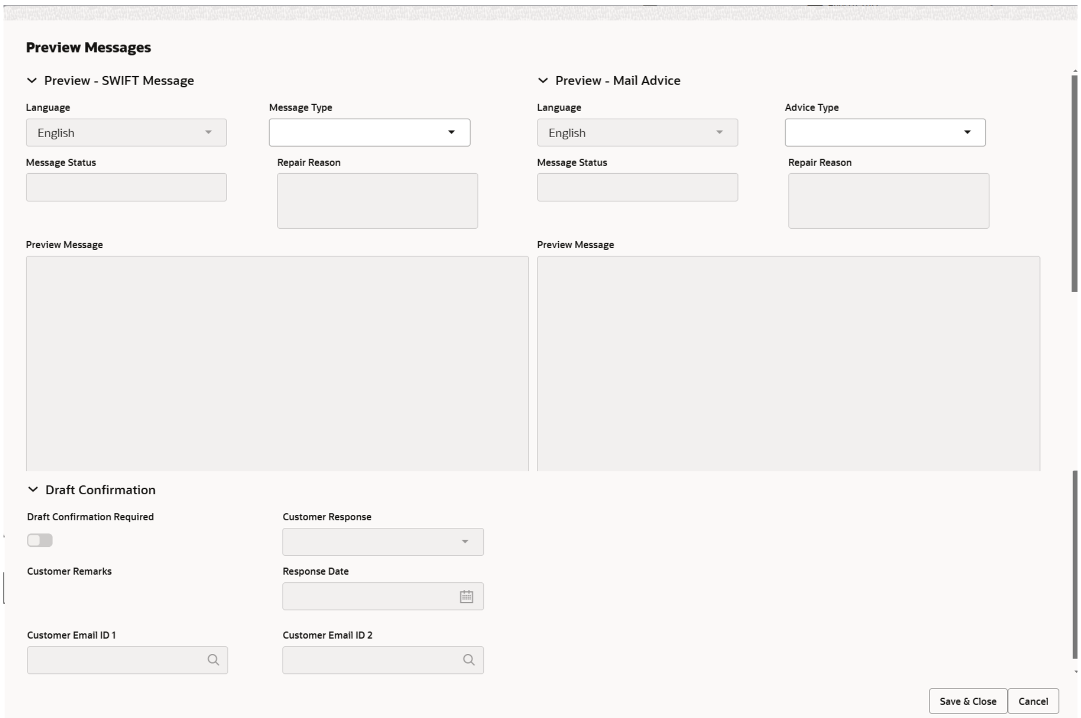
   Preview Messages
   User can view the draft LC amendment message (outgoing MT707 SWIFT message format) being displayed on the preview message text box.

   A copy of draft LC amendment can be sent for customer confirmation and the same can be done by choosing the customer response toggle as 'yes'. The Draft MT707 message along with up to seven MT708 messages is sent to the applicant by Email as an attachment to the customer.

   On submit, the message will be sent to the customer. The task will be moved to 'pending customer response 'stage. Upon receipt of customer's confirmation, the transaction moves to approval.

In case the customer has requested for changes, the transaction will move to Data Enrichment and once the necessary changes made, the request moves to approval stage.

> **Note**
>
> A bank user can share the Draft SWIFT message to the customer through email, before the actual transmission of SWIFT message to the Advising Bank.



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

Table 2-26 Preview Messages - Field Description

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

Table 2-26 (Cont.) Preview Messages - Field Description

Field	Description
Message Status	Read only field. Display the message status of draft message of liquidation details.
Repair Reason	Read only field. Display the message repair reason of draft message of liquidation details.
Preview Message	This field displays a preview of the draft message.
Draft Confirmation	This section displays the **Draft Confirmation** details.
Draft Confirmation Required	Enable the option, if draft confirmation is required.
Customer Response	Specify the response received from customer. If the response is received online, the response is auto populated in this field by the system.
Customer Remarks	Remarks from the customer for the draft.
Response Date	Customer Response received date.
Customer Email ID 1	Default email address of the customer. System fetches the Email ID from Customer Address maintenance in Back office and auto populates the available Email ID.
Customer Email ID 2	By default this field is blank. Click search icon to seearch and select the Email ID from lookup from the Customer Email Address field of the customer maintenance in Back Office and replicated in OBTFPM.

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

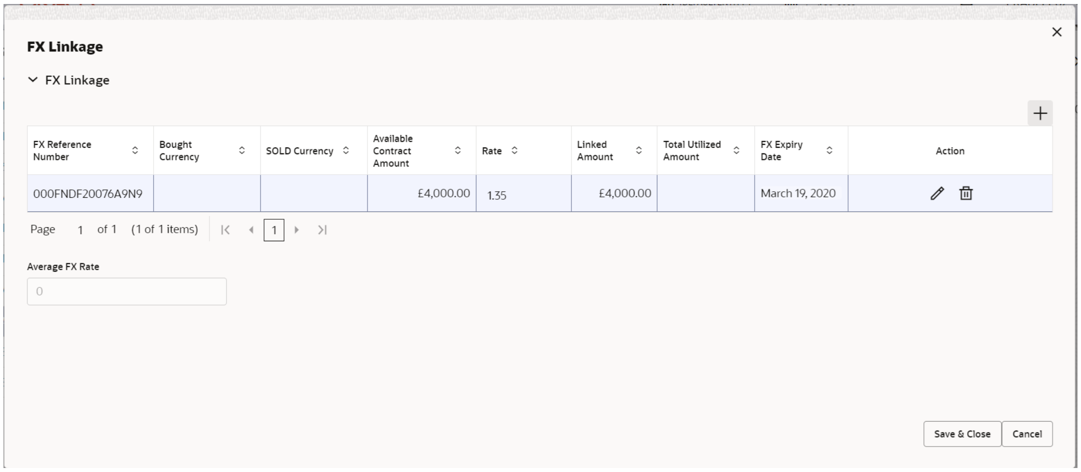
FX Linkage
This section enables the user to link the existing FX contract(s) to the Bill. User can link one or more FX deals to a bill. The linked value of an FX deal(s) must not exceed the value of the bill.

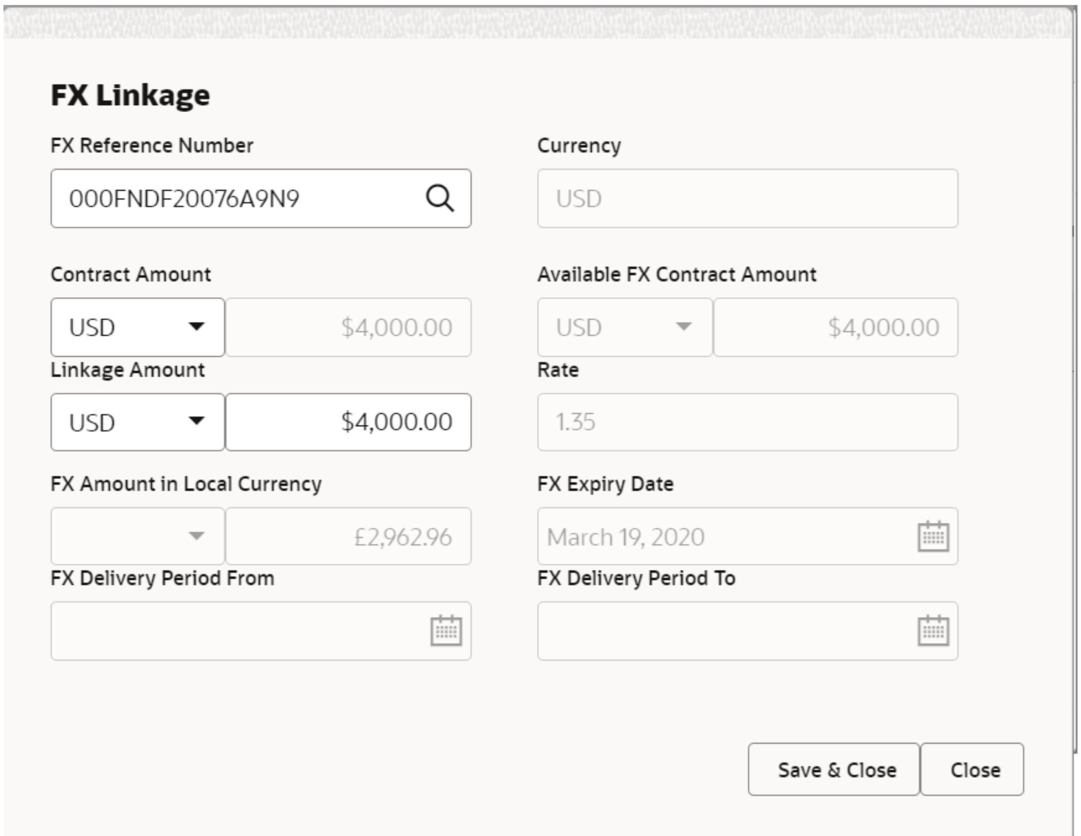
FX contract linkage with the Bill booking can happen only for immediate liquidation of sight payment or for Usance. For manual sight payment, the user needs to link the FX contract on the date of liquidation of the bill.

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.





For more information on fields, refer Table 2-19 of **Scrutiny** stage.

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

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

Table 2-27 Additional Details - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the lc amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer 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	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).
View LC	Click to view the details of the LC.
Signature	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Specify the clarification details for requests received online.
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 Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

Table 2-27 (Cont.) Additional Details - Action Buttons - Field Description

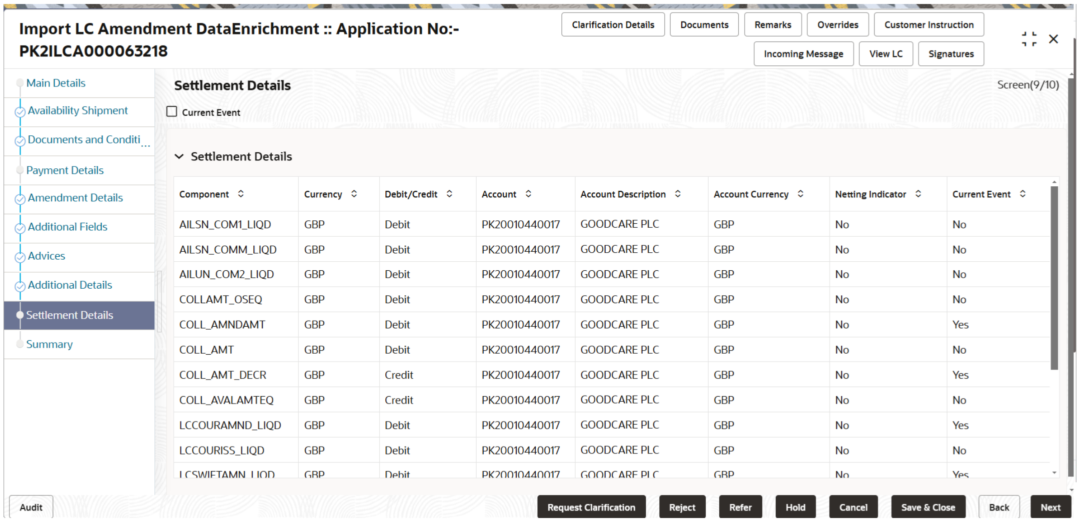
Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This 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.

2.4.8 Settlement Details

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

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

Figure 2-32 Settlement Details



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

Table 2-28 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. For more information refer Summary.

Table 2-29 Settlement Details - Action Buttons - Field Description

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

Table 2-29 (Cont.) 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 LC amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
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	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).
View LC	Click to view the details of the LC.
Signature	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Specify the clarification details for requests received online.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

Table 2-29 (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.

2.4.9 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 on any advice tile to view the advice details.

Figure 2-33 Advices

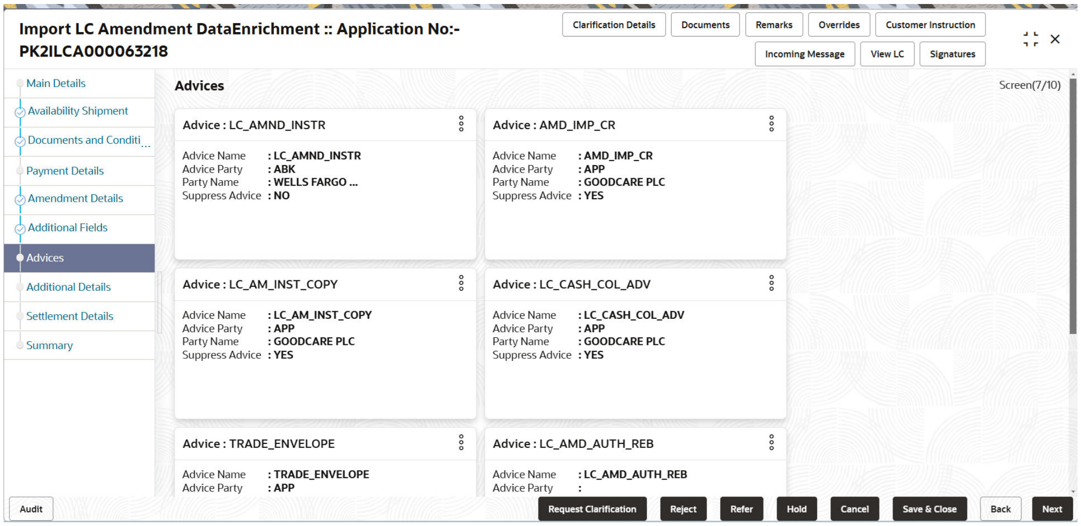
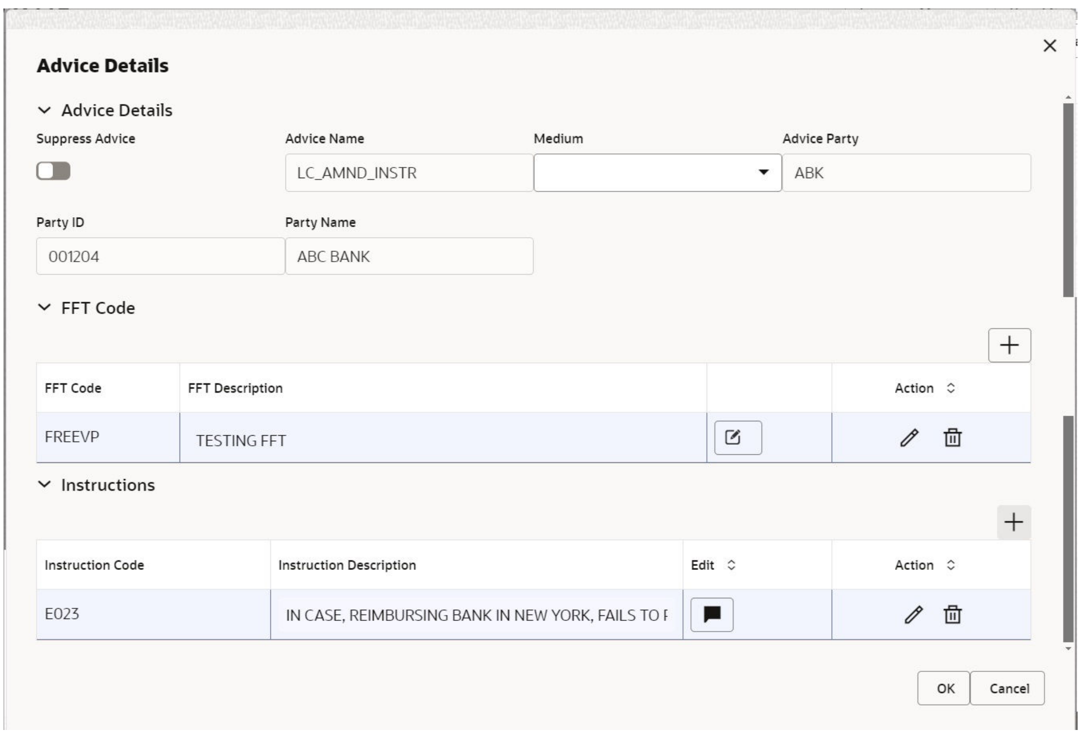
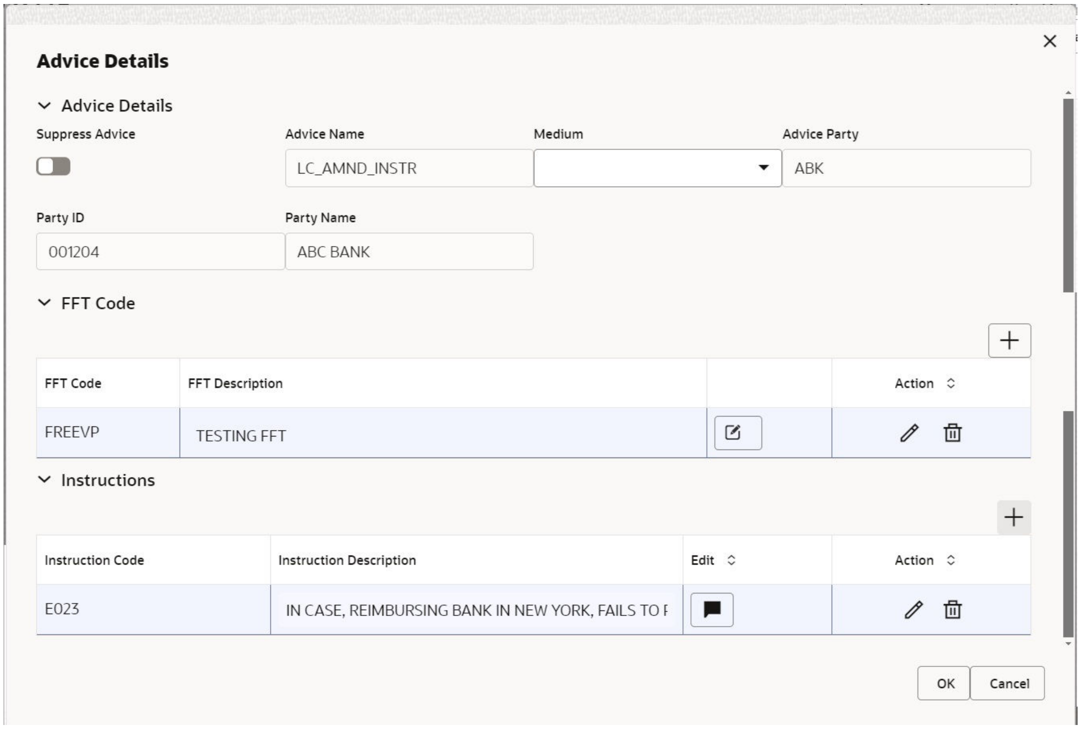


Table 2-30 Advice Details



Field	Description
Suppress Advice	Switch to , to suppress the advice. Switch to , if suppress advice is not required.
Advice Name	Read only field. Displays the advice name.

Table 2-30 (Cont.) Advice Details



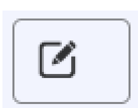
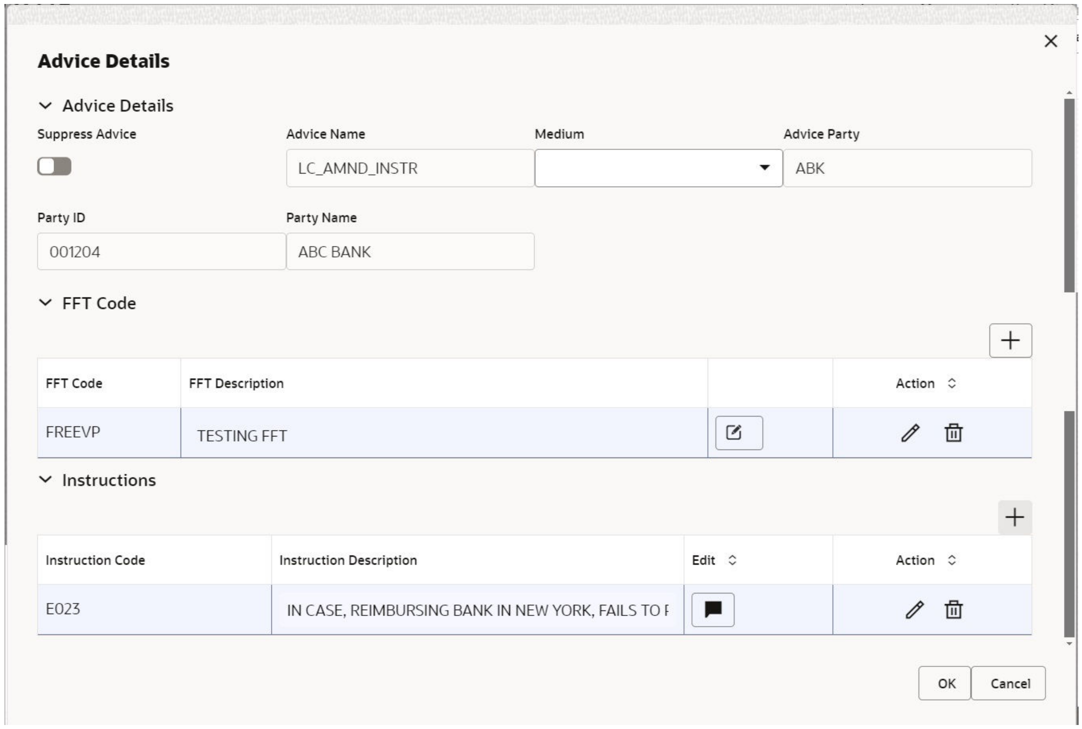
Field	Description
Medium	Displays the medium of advices is defaulted from the LC issuance. User can update if required.
Advice Party	Read only field. Displays the advice party, defaulted from the system.
Party ID	Read only field. Displays the party Id defaulted from the system.
Party Name	Read only field. Displays the defaulted from the system.
Free Format Text	Specify the free format text based on the following table.
FTT Code	Click **Search** to search and select the FFT Code.
FFT Description	FFT description is populated based on the FFT code selected. User can edit the FFT description.
	Click edit icon to edit the existing FFT description.
Action	Click edit icon to edit the existing FFT code. Click delete icon to remove any existing FFT code.
Instruction Details	Specify the instrunction details based on the following table.
Instruction Code	Click **Search** to search and select the instruction Code.

Table 2-30 (Cont.) Advice Details



Field	Description
Instruction Description	Instruction description is populated based on the instruction code selected. User can edit the instruction description.
	Click edit icon to edit the existing instruction description.
Action	Click delete icon to remove any existing instruction code. Click edit icon to edit the existing instruction code.

2. Click **Next**.

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

Table 2-31 Advices - Action Buttons - Field Description

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

Table 2-31 (Cont.) 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 lc amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
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	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).
View LC	Click to view the details of the LC.
Signature	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Specify the clarification details for requests received online.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

Table 2-31 (Cont.) Advices - Action Buttons - Field Description

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

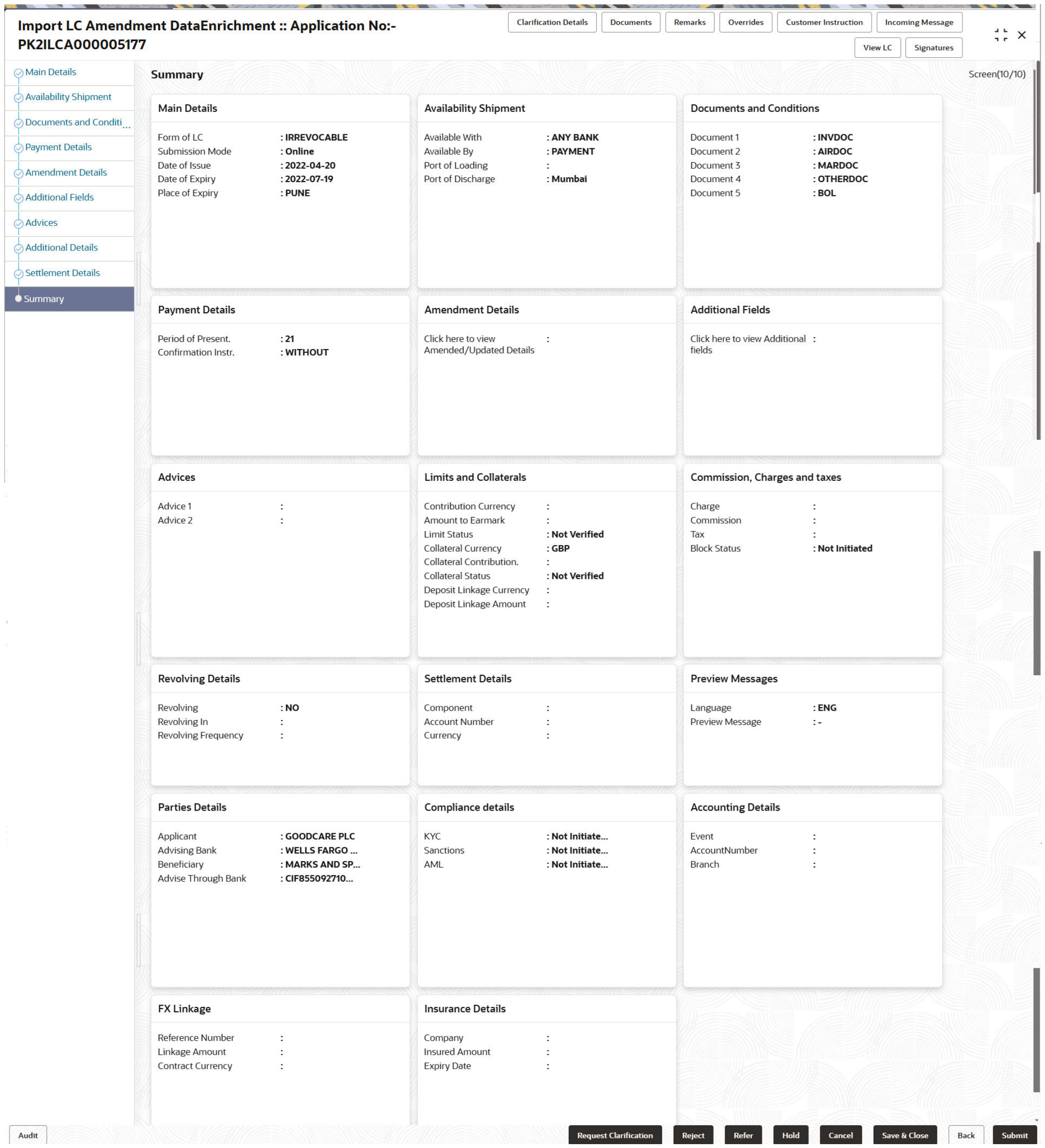
2.4.10 Summary

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

User can review the summary of details updated in Data Enrichment stage of Import LC Amendment request.
The tiles must display a list of important fields with values. User can drill down from Summary Tiles into respective data segments.

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

Figure 2-34 Summary



Tiles Displayed in Summary

- Main Details - User can view the application and LC details and modify the details if required.
- Availability Shipment - User can view and modify availability and shipment details, if required.
- Documents and Conditions - User can view and modify the documents required grid and the additional conditions grid, if required.
- Payment Details - User can view and modify all details related to payments, if required.
- Amendment Details - User can view the amended details of the issued LC.
- Additional Fields - User can view the details of additional fields, if required.
- Advices - User can view and modify the advice details, if required.

- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Commission and Charges and Taxes - User can view and modify commission, charge and tax details, if required.
- Revolving Details - User can view revolving details on revolving LC, if applicable.
- Settlement Details - User can view and modify settlement details, if required.
- Preview Messages - User can view and modify preview details, if required.
- Parties Details - User can view and modify party details like beneficiary, advising bank etc., if required.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated in back office.

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

- FX Linkage - User can view and modify the details of FX Linkage, if required.

2. Click **Submit**.

   The task will move to next logical stage.
   For more information on action buttons, refer Table 2-21 of **Scrutiny** stage.

2.5 Customer Response - Draft Confirmation

This topic helps you quickly get acquainted with the Customer Response - Draft Confirmation process.

The user can review and handle the customer’s response received for the draft confirmation for LC amendment transactions, which is sent to the customer for their verification and confirmation.

The customer response can be received both by online and offline mode.

In non-online mode, user receives the response in the branch.

In online mode the customer will share their response online that will be automatically updated in the customer response field in the task, which is available in the customer response pending stage.

The chapter consists of following:

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

2.5.1 Customer Response

This topic helps you quickly get acquainted with the Customer Response.

1. Log in into OBTFPM application and acquire the task to see customer response screen.

Language - Read only field

Draft Message - Read only field.

Draft Confirmation

Draft Confirmation required - Read only field

Customer Response - This field will be available for you to update any of the below response based on the customer's reply

- Accepted
- Changes Required - Change and proceed

For non-online response – User can select customer response from one of the three drop list values mentioned above.

For Online response – Read only

Customer Remarks - Capture the remarks of the customer.

Response Date - Non-Online channel – Update the date on which the customer response has been received.

Online Channel – Read only

Summary

Tiles Displayed in Summary:

- Main Details - User can view the application and LC details and modify the details if required.
- Availability - User can view and modify availability and shipment details, if required.
- Payment - User can view and modify all details related to payments, if required.
- Documents and Conditions - User can view and modify the documents required grid and the additional conditions grid, if required.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view and modify the details of additional fields.
- Revolving Details - User can view and modify revolving details on revolving LC, if applicable
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Commission and Charges and Taxes - User can view and modify commission, charge and tax details, if required.
- Preview Messages - User can view the preview messages.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated in back office.

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

- FX Linkage - User can view and modify the details of FX Linkage, if required.
- Insurance Details - User can view and modify insurance details, if required.
- Settlement Details - User can view and modify settlement details, if required.
- Tracer Details - User can view and modify tracer details, if required.

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

Table 2-32 Action Buttons - Field Description

Field	Description
Documents	View/Upload the documents uploaded in the system and upload documents if customer response has been received through non- online channel.
Remarks	Specify the remarks, if required and must be able to view the remarks captured during earlier stages.
Cancel	Cancel the Draft Confirmation.
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
Submit	On submit, task moves to the next logical stage of Import LC Issuance. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

2.6 Exceptions

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

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

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 Oracle Banking Trade Finance Process Management 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 LC details.
- Availablity and Shipment - User can view and modify availability and shipment details, if required.
- Documents and Conditions - User can view and modify the documents required grid and the additional conditions grid, if required.
- Payment Details - User can view and modify all details related to payments, if required.
- Amendment Details - User can view the amendment details.
- Additional Fields - User can view the additional fields.
- Advices - User can view the advices.

- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Commission, Charges and Taxes - User can view and modify charge, commission and taxes details, if required.
- Revolving Details - User can view revolving details on revolving LC, if applicable.
- Preview Message - User can view and modify preview details, if required.
- Parties Details - User can view and modify party details like beneficiary, advising bank etc., if required.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

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

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

Table 2-33 Amount Bock Exception - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the lc amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer 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, Oracle Banking Trade Finance Process Management user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).
View LC	Click to view the details of the LC.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

Table 2-33 (Cont.) Amount Bock Exception - Action Buttons - Field Description

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user.User must select a Refer Reason from the values displayed by the system. Refer Codes Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
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 Oracle Banking Trade Finance Process Management application, KYC exception queue. KYC exception failed tasks for Trade Finance transactions will be listed in your queue.
2. Open the task, to see summary tiles that display a summary of available updated fields with values.
   User can pick up a transaction and do the following actions:

   Approve

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

Summary

Figure 2-35 Exception - Know Your Customer (KYC) Summary

Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Availablity and Shipment - User can view and modify availability and shipment details, if required.
- Documents and Conditions - User can view and modify the documents required grid and the additional conditions grid, if required.
- Payment Details - User can view and modify all details related to payments, if required.
- Amendment Details - User can view the amendment details.
- Additional Fields - User can view the additional fields.
- Advices - User can view the advices. Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Commission, Charges and Taxes - User can view and modify charge, commission and taxes details, if required.
- Revolving Details - User can view revolving details on revolving LC, if applicable.
- Preview Message - User can view and modify preview details, if required.
- Parties Details - User can view and modify party details like beneficiary, advising bank etc., if required.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

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

Table 2-34 Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the lc amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer 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, Oracle Banking Trade Finance Process Management user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).

Table 2-34 (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description

Field	Description
View LC	Click to view the details of the LC.
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 Oracle Banking Trade Finance Process Management 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.
- Availability Shipment - User can view and modify availability details, if required.
- Payment Details - 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.
- Amendment Details - User can view the amendment details.
- 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.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

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

Table 2-35 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 LC Amendment KYC 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.

2.7 Multi Level Approval

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

The Approval user can approve the Transaction.

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

In case of MT798, on approval the task is handed off to back office system to amend the LC contract and generate the required MT707/708/747 messages.

1. Log in into Oracle Banking Trade Finance Process Management 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)

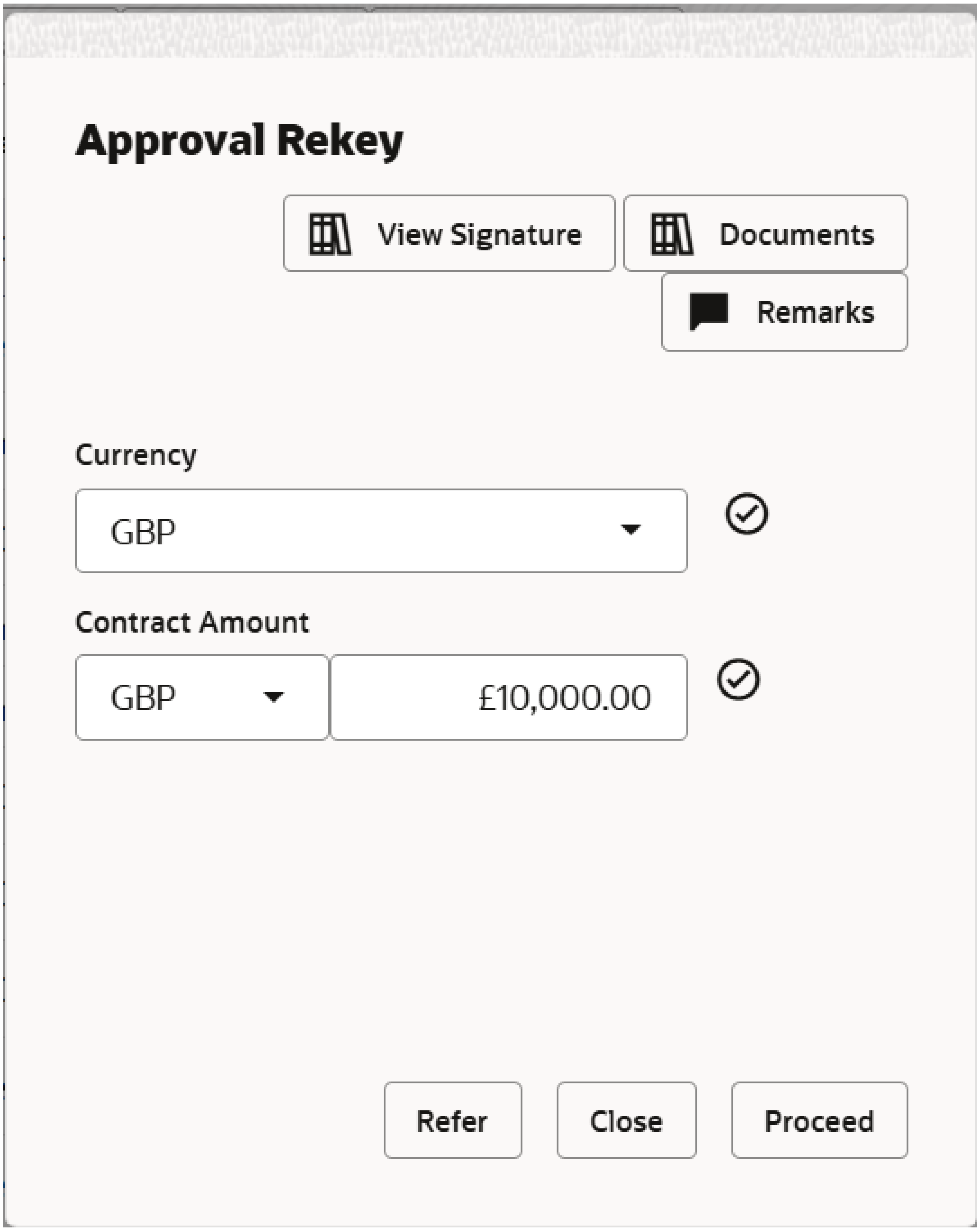
For non online channel, application will request approver for few critical field values as an authorization step. If the values captured match with the values available in the screen, system will allow user to open the transaction screens for further verification. If the re-key values are different from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

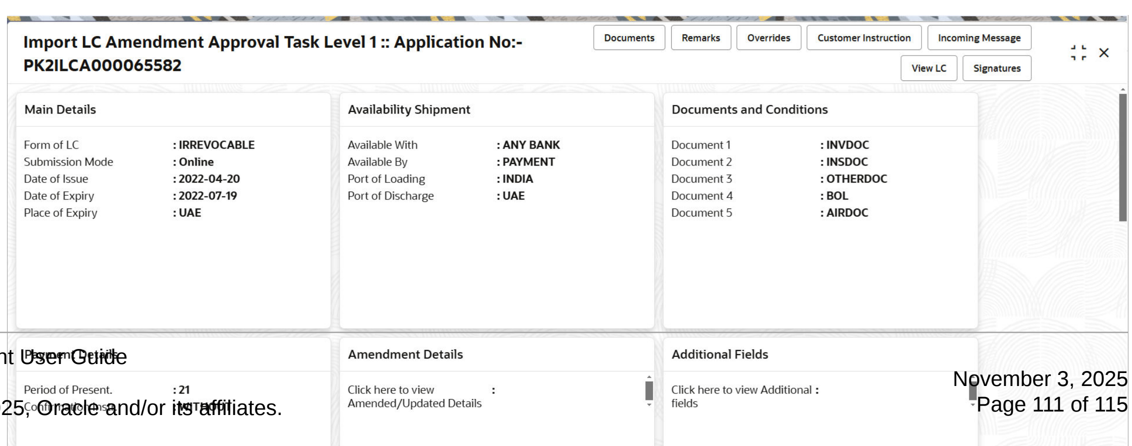
- Applicant Party
- Application Date

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

Figure 2-36 Authorization Re-Key



Approval Summary



Tiles Displayed in Summary:

- Main Details - User can view and modify details about application details and LC details, if required.
- Availability Shipment - User can view and modify availability and shipment details, if required.
- Documents and Conditions - User can view and modify the documents required grid and the additional conditions grid, if required.
- Payment Details - User can view and modify all details related to payments, if required.
- Amendment Details - User can view the amendment details of the issued LC.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Commission and Charges and Taxes - User can view and modify commission, charge and tax details, if required.
- 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.
- Parties Details - User can view and modify party details like beneficiary, advising bank etc., if required
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- FX Linkage - User can view the FX Linkage 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 2-36 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.

Table 2-36 (Cont.) Approval Summary - Action Buttons - Field Description

Field	Description
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, Oracle Banking Trade Finance Process Management user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).
View LC	Click to view the details of the LC.
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.

2.8 Customer - Acknowledgement

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

Customer Acknowledgment is generated every time a new Import LC Amendment is requested from the customer. The acknowledgment letter format is as follows.

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

<CUSTOMER ADDRESS>

Dear Sir,

SUB: Acknowledgement to your LC Amendment Application number <USER REFERENCE NUMBER> dated <APPLICATION DATE>

This letter is to let you know that we have received your application requesting amendment to Import LC with the below details:

APPLICATION DATE:< APPLICATION DATE>

APPLICANT NAME: <APPLICANT NAME>

CURRENT/AMOUNT: <LC CCY/AMT>

YOUR REFERENCE NO: <USER REFERENCE NUMBER>

OUR REF NUMBER: <PROCESS REF NUMBER>

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

This acknowledgment does not warrant Amendment of LC on you behalf.

Thank you for banking with us.

Regards,

<DEMO BANK>

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

Thank you

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

2.8.1 Customer - Reject Letter

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

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

FROM:

<BANK NAME>>

<BANK ADDRESS

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

<CUSTOMER ADDRESS>

<CUSTOMER ID>

Dear Sir,

SUB: Your Import LC Application <User Ref> under our Process Ref <Process Ref No> - Rejected

Further to your recent LC amendment application request dated <Application Date -dd/mm/yy>, under our process ref no <process ref no>, this is to advise you that we will not be able to issue the required LC amendment.

After a thorough review of your application and the supporting documents submitted, we have concluded we will not be able to issue the LC due to the below reasons.

1. XXXXXXXXX
2. XXXXXXXXXX
3. XXXXXXXXX

On behalf of Demo Bank, we thank you for your ongoing business and trust we will continue to serve you in future.
For any further queries about details of your LC application review, please contact us at <bank customer support ph.no>

Yours Truly

Authorized Signatory

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