Oracle Banking Trade Finance Process Management

Import LC Issuance User Guide

Release 14.8.1.0.0

G46099-01

October 2025

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

G46099-01

Contents

Preface

Purpose

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

Audience

This document is intended for the following audience:

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

Documentation Accessibility

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

- Access to Oracle Support

Access to Oracle Support

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

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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.

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.

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

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

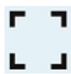
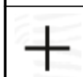
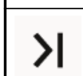
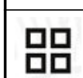
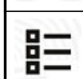
Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list
	Date Range
	Add a new record
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	Grid view
	List view
	Refresh

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 Issuance

As part of Import LC Issuance the applicant (importer or customer) approaches a bank and requests the bank to issue a Letter of Credit on their behalf to the beneficiary (exporter).

The Letter of Credit stipulates the required documents and the conditions to be met by the beneficiary while shipping under the said LC. On receipt of credit compliant documents, the issuing bank is obliged to make payment under the LC. The various stages involved for issuance of an Import Letter of Credit are:

- Receive and verify documents (Non Online Channel)- Registration stage
- Input application details Upload of related mandatory and non mandatory documents
- Verify documents and capture details (Online/Non Online Channels)- Scrutiny stage
- Input/Modify details of LC - Data Enrichment stage
- Check for limit availability
- Check balance availability for amount block Check for sanctions & KYC status
- Earmark limits/Create amount block for cash margin/charges
- Capture remarks for other users to check and act
- Generate acknowledgements and draft LC copies
- Notify customer on any negative statuses in any of the stages to the applicant
- Hand off request to back office.

This topic contains following subtopics:

- Common Initiation Stage
  This topic provides the systematic instructions to initiate the new import LC issuance request.
- Registration
  This topic provides the systematic instructions to initiate the Registration stage of Import LC Issuance request.
- Oracle Banking Trade Finance Process Management - OBDX Bidirectional flow
  This topic provides the systematic instructions to initiate the OBTFPM- OBDX Bidirectional flow.
- Scrutiny
  This topic provides the systematic instructions to initiate the Scrutiny stage of import LC issuance request.
- Data Enrichment
  This topic provides the systematic instructions to initiate the Data Enrichment stage of import lc issuance 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.
- [Customer - Reject Advice]
  This topic helps you quickly get acquainted with the Customer - Reject Advice.

2.1 Common Initiation Stage

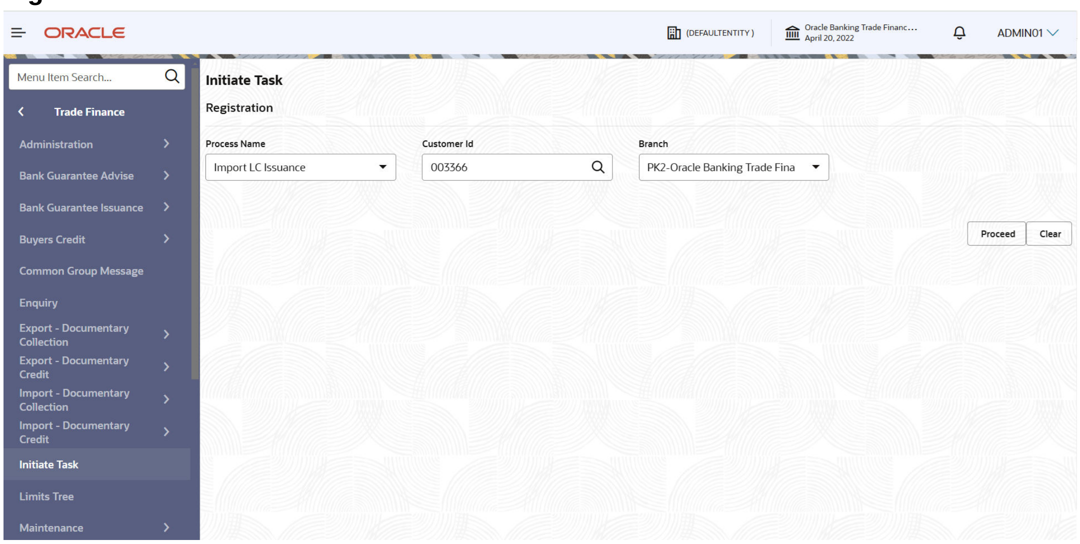
This topic provides the systematic instructions to initiate the new import LC issuance request.

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

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

   The **Initiate Task** screen appears.

Figure 2-1 Initiate Task



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

> **Note**
>
> The fields which are marked in asterisk 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.
Customer ID	Click **Search** to search and select the required customer ID.
Branch	Select the required branch code from the drop-down list.

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

Table 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 Issuance request.

The user initiates the transaction from Registration Stage, if the LC Issuance request is received from the Applicant at the branch counters either by fax, mail or physical application. During Registration stage, user can capture the basic details of the application, check the signature of the applicant and upload the related documents submitted by the applicant. It also enables the user to capture some additional product related details as an option. On submit of the request, the customer will be notified with an acknowledgment and the request will be available for an LC Issuance expert to handle the request in the next stage.

For request received vide MT798 along with sub message 770,700,701, when customer initiates an Import LC 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 Issuance Task in OBTFPM. The MT798 message, is routed to the Issuing Bank selected by the customer. Issuing Bank receives the MT798 and creates a task in Import LC Issuance Process in Scrutiny stage in OBTFPM.

The Incoming MT798 message contains three sections.

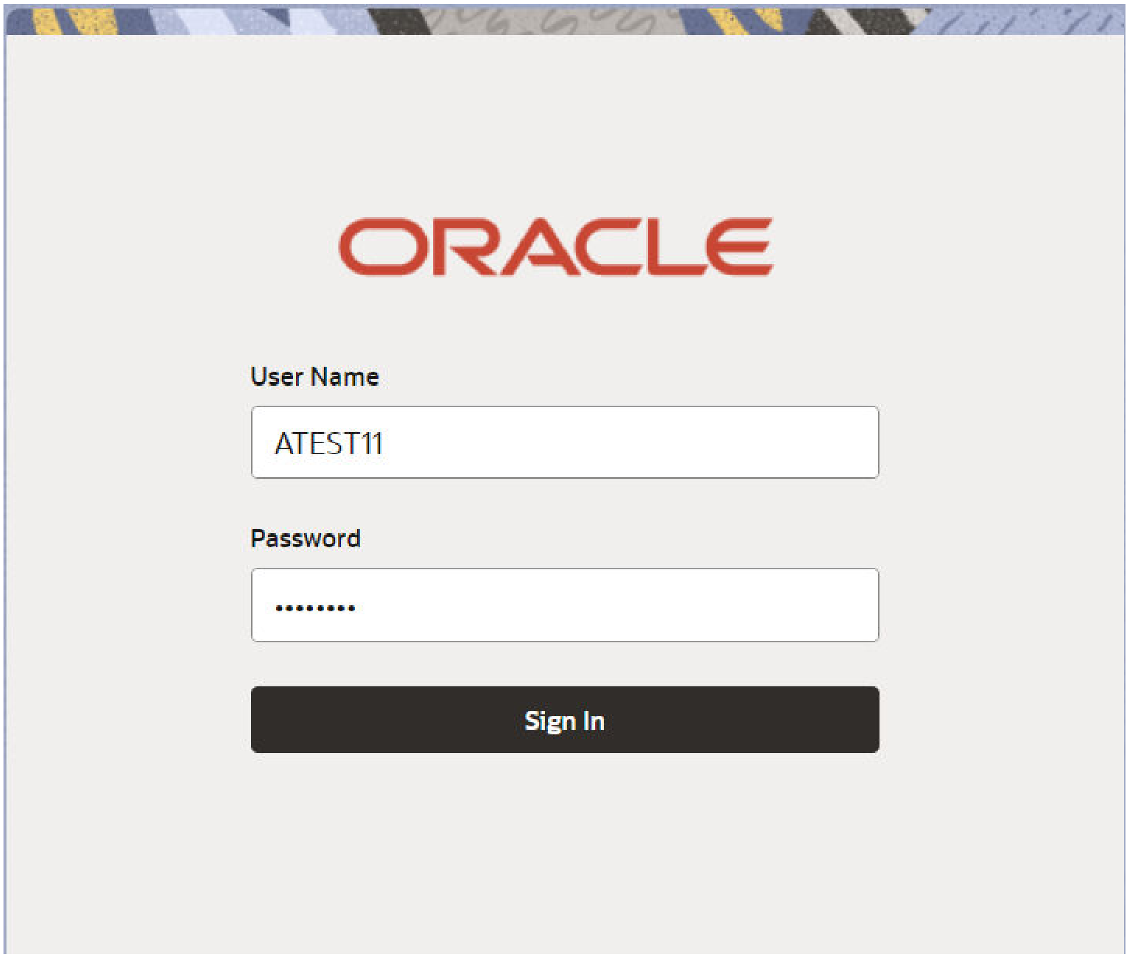
- MT798 Index Message which contains the Sub message type 770
- MT798 Details Message which contains the Sub Message type 700 (MT700 tags with values)
- MT798 Extension Message which contains the Sub Message type 701 (MT701 Extension message tag values) if applicable.

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 eight 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.

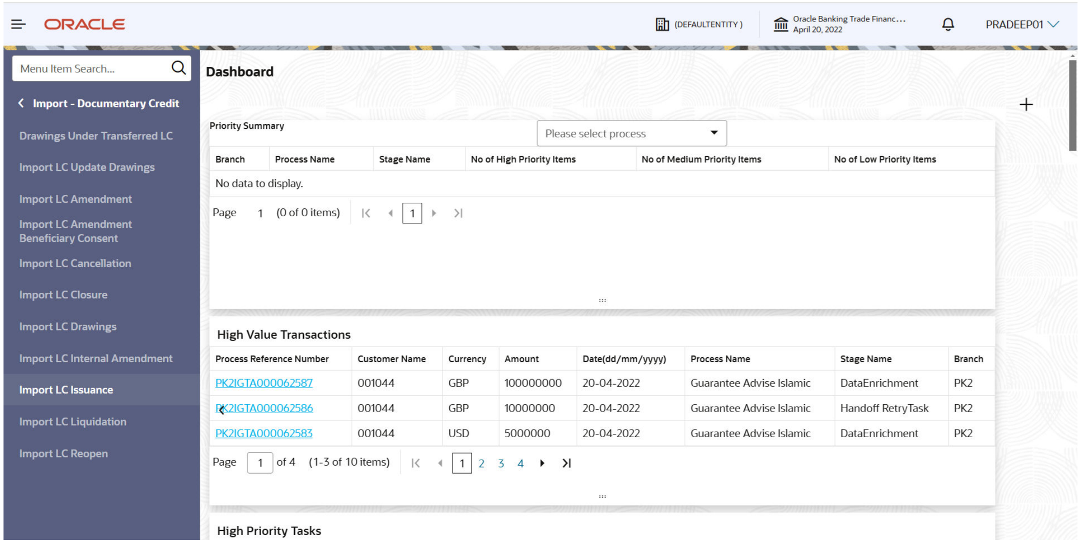
Specify **User ID** and **Password**, and login to **Home** screen.

Figure 2-2 LogIn Screen



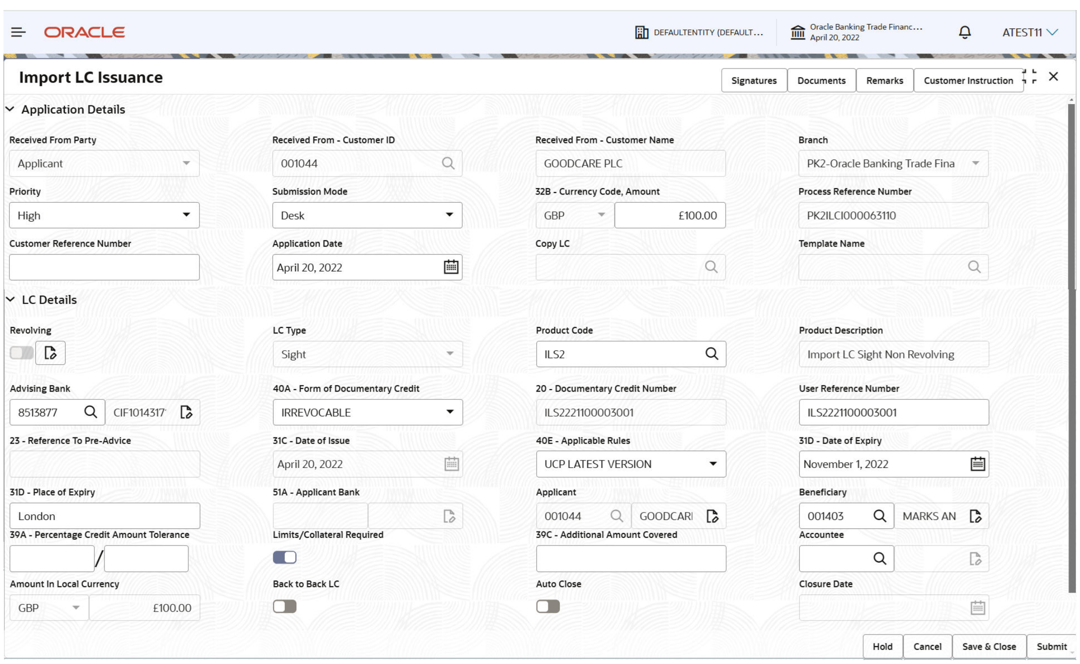
1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Import Documentary Credit**.
2. Under **Import Documentary Credit**, click **Import LC Issuance**.

Figure 2-3 Import LC Issuance



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

Figure 2-4 The Import LC Issuance - Registration - Application Details



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

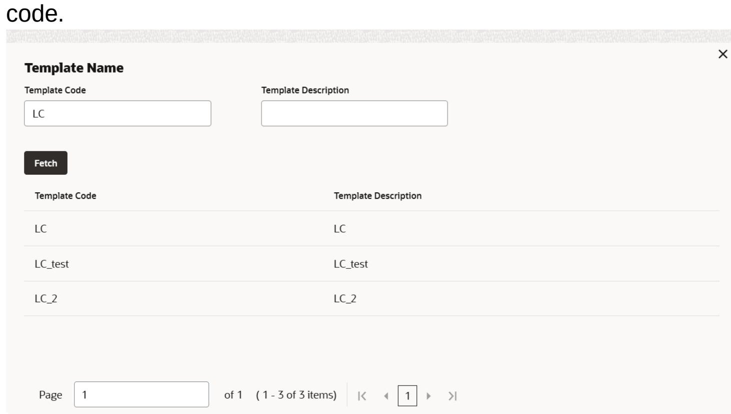
> **Note**
>
> The fields which are marked as 'Required' are mandatory.

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 Issuance - Registration - Application Details - Field Description

Field	Description
Received from Party	Select the party from which the Import LC Issuance request can be received. The options are: • Applicant • Applicant's Bank • Accountee
Received From - Customer ID	Specify the Customer ID of the applicant or applicant's bank. Alternatively, click **Search** to search and select the Customer ID. System allows only the customer of the bank for selection. **Note** If the selected customer/ party is blacklisted the system displays a warning message.
Received From - Customer Name	Name of the customer or applicant. This field will be auto populated based on the selected customer ID.
Branch	By default, customer's home branch will be displayed based on the customer ID and it can be changed, if required. **Note** Once the request is submitted, Branch field is non-editable.
Priority	Set the priority of the Import LC issuance request. The options are: • Essential • Critical • High • Medium • Low If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated any time before submit of Registration stage.
Submission Mode	Select the submission mode of Import LC Issuance request from the drop-down list. By default the submission mode will have the value as 'Desk'. • **Courier** - Request received through Courier • **Desk** - Request received through Desk • **Email**- Request received through Email • **SWIFT- Non STP** - Request received through SWIFT • **Fax**- Request received through Fax

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

Field	Description
Currency Code, Amount	Select the currency code from the drop-down list. Specify the value of LC (with decimal places) as per currency type and tab out.
Process Reference Number	Read only field. Unique sequence number for the transaction. Process Reference Number is auto generated by the system based on process name and branch code.
Customer Reference Number	Specify a unique Customer Reference Number which will be the User Reference of the LC.
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.
Copy LC	Specify the LC number, the system populates the details of the LC. Alternatively, click **Search** to search and select the LC. If an existing LC is to be copied, the details of the LC is captured here.
Template Name	Specify the template name if the applicant details are already captured and the data can be reused with the template to reduce the effort. Alternatively, click **Search** to search and select the Template code. 

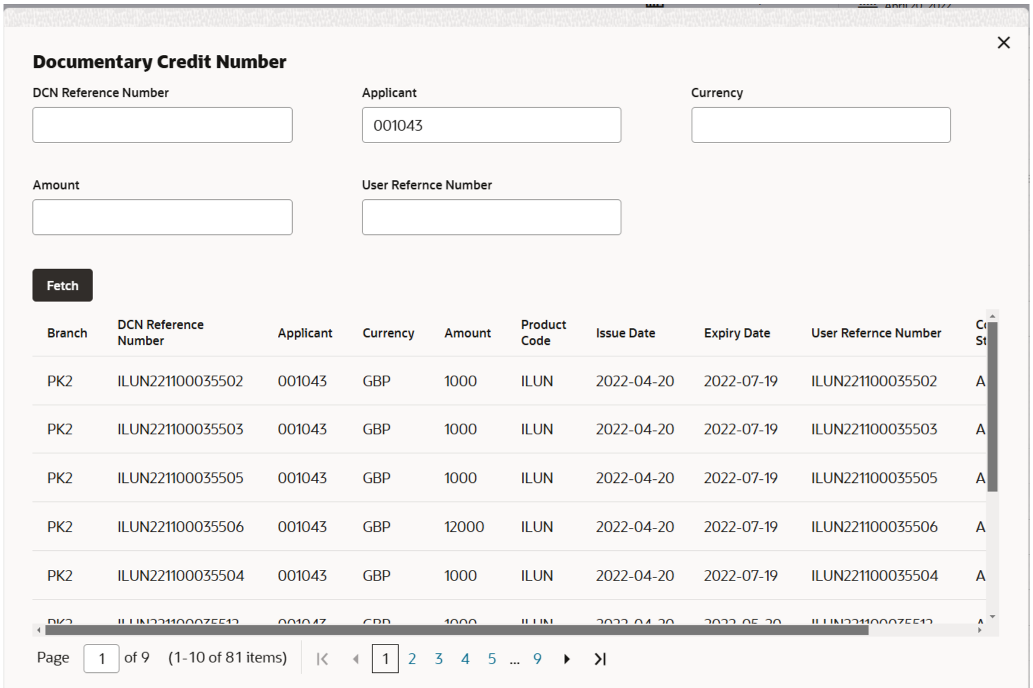
Copy LC

The user can copy the existing LC using Copy LC option, to create a new LC in Import LC Issuance process. The 'Copy LC' option allows quick processing of a request for issuing a new LC. The details of the LC is captured here. Following are the steps to copy the existing LC:

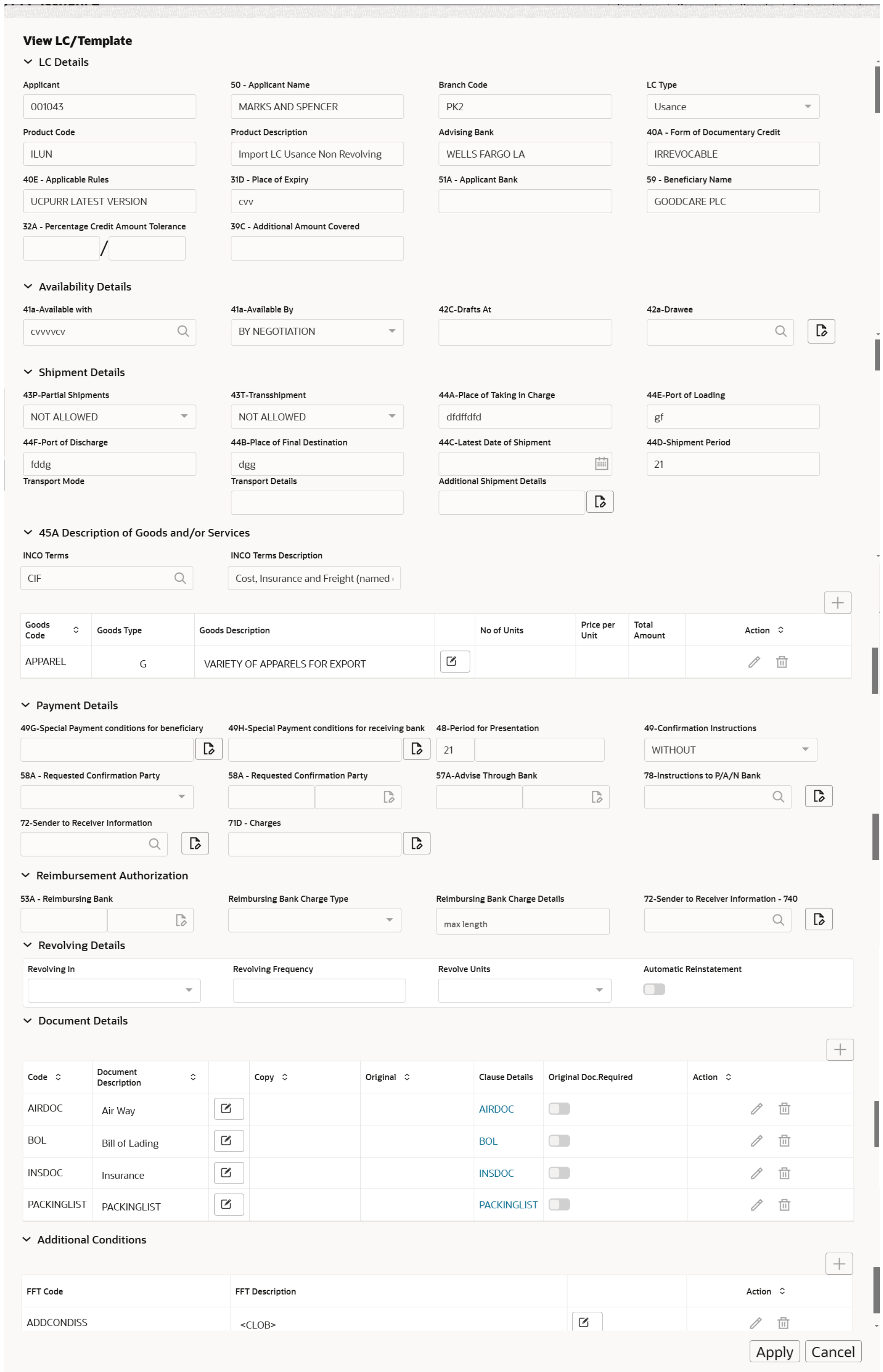
a. Specify the LC number or alternately, or click search icon to search and select the LC Number.

The Search screen appears.

b. Specify the fields DCN Reference Number, Applicant, Currency, Amount and User Reference Number as search criteria. The system displays all the LC with the given search criteria. Only LC which are authorized status in back office is displayed.



c. Select the LC, the system should populate all the LC related fields (LC Detail, Shipment and Goods, Payment Details and Document Details) in the new LC issuance screen except all fields in the Application Details Section.
LC Type, Product Code, Product Description and Revolving flag value should be populated based on the LC selected. 'Applicant' field is populated based on the Customer ID chosen in the Application Details field. If the request is received from Applicant Bank, then the user has to manually input the Applicant details.

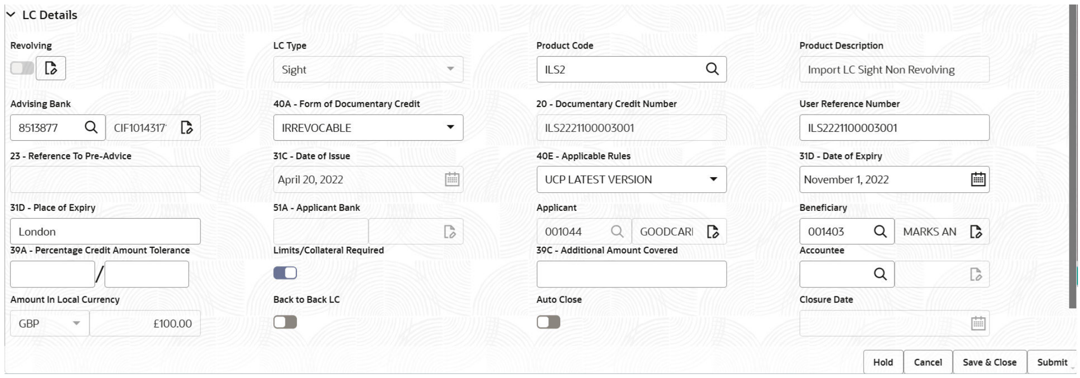


d. Click **Apply** to copy the selected LC.

LC Details

Registration user can provide LC details in this section. Alternately, details can be provided by Scrutiny user.

4. On **Import LC Issuance - 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 Issuance - Registration - LC Details - Field Description

Field	Description
Revolving	Switch to  the option, if LC type is revolving. Switch to  the option, if LC type is not revolving. For more details refer, **Revolving** section.
LC Type	Select the applicable LC type. The options are: • Sight • Usance
Product Code	Specify the product code and on tab out, system will validate and populate the product code. Alternatively, click **Search** to search and select the product code with code or product description.
Product Description	Read only field. This field displays the description of the product as per the product code.

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

Field	Description
Advising Bank	Specify the advising bank name or click **Search** to search and select the advising bank based on Party ID/Party Name. User can also input the party ID and on tab out system will validate and populate the 'Advising Bank' name. **Note** **a.** 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”. **b.** If the party is blacklisted the system displays a warning message. **c.** If the KYC non-compliant party is selected then the system immediately gives instant alert as “Customer ID - (CIF ID) is not KYC compliant.”
Form of Documentary Credit	Select the type of LC (Documentary Credit) as per the requirement. By default LC type is Irrevocable.
Documentary Credit Number	Read only field. This field displays the documentary credit number, simulated from the back office. Number will be populated on the selection of Product Code.
User Reference Number	User Reference Number will be auto populated by the system based on selection of Product Code. The user can change the User Reference Number.
Reference To Pre-Advice	Read only field. This field displays the details of Pre-Advice, if issued by the bank.
Date of Issue	Read only field. This field displays the branch’s current date as date of issue defaulted from the application. User cannot change the defaulted date. Application will populate the Date of Issue field with branch date on approval if date of approval is later than date of Registration.
Applicable Rules	Select the applicable rules for the LC. Default rule as UCP Latest Version. The options are: • UCP LATEST VERSION • EUCP LATEST VERSION • UCPURR LATEST VERSION • EUCPURR LATEST VERSION • OTHR

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

Field	Description
Rule Narrative	Specify the rules narrative. This field is available if the value in **Applicable Rule** is **OTHR**.
Date of Expiry	Select the expiry date of the LC. The expiry date can be equal or greater than the issue date. If the Expiry Date is earlier than the issue date, system will provide an error and if the 'Expiry Date is equal to the Issue Date', system will provide a alert message.
Place of Expiry	Specify the place of expiry of LC.
Applicant Bank	This field displays the applicant bank details , if **Received From Party** is Applicant's Bank, the applicant bank details will be displayed here. If request is not received from applicant bank, this field must be blank.
Applicant	This field displays the applicant details based on the details provided in Application Details section. If the request is received from Applicant bank, select the applicant from the List of Values. **Note** **a.** If the selected applicant/ party is blacklisted the system displays a warning message. **b.** If the KYC non-compliant party is selected then the system immediately gives instant alert as "Customer ID - (CIF ID) is not KYC compliant."
Beneficiary	Specify the beneficiary of the LC or click **Search** to search and select the beneficiary based on Party ID/Party Name. If beneficiary is not a customer of the bank, then choose WALKIN customer id and provide the beneficiary details. If beneficiary is a customer and KYC status is not valid, then system will display alert message. **Note** If the selected beneficiary/ party is blacklisted the system displays a warning message.
Percentage Credit Amount Tolerance	Specify the tolerance (+/-) on the total LC value. Tolerance value must be either one or two digit value. If tolerance is more than 10%, alert message will be displayed.

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

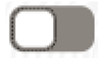
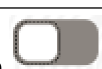
Field	Description
Limits/Collateral Required	Switch to  the option, to enable limit check during the process flow of this request. Switch to  the option, to disable limit check during the process flow of this request.
Additional Amount Covered	Specify the additional amount included in LC.
Accountee	Specify the accountee or click **Search** to search and select the accountee. **Note** If the KYC non-compliant party is selected then the system immediately gives instant alert as "Customer ID - (CIF ID) is not KYC compliant."
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	Switch to  the option, if the back to back Import LC is issued. witch to  the option, if back to back LC is not applicable.
Export LC Reference	Specify the export LC reference or click **Search** to search and select the underlying export LC reference number. This field is appears , if you enable **Back to Back LC** field.
Export LC Available Amount	Read only field. System displays the available amount under the Export LC. This field is appears , if you enable **Back to Back LC** field.
Export LC Expiry Date	Read only field. System displays the expiry date of the underlying export LC. This field is appears , if you enable **Back to Back LC** field.
Export LC Shipment Date	Read only field. System displays the latest shipment date of the underlying export LC. This field is appears , if you enable **Back to Back LC** field.
Auto Close	Switch to  the option,

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

Field	Description
Closure Date	Read only field. This field displays the “Closure Date”defaulted by the system, with the value “Expiry Date” + No of Closure days maintained in the respective Product in which the contract has been created. System automatically close the contract on the specified “Closure Date” if “Auto Close” is selected as “Yes” for the specific 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.

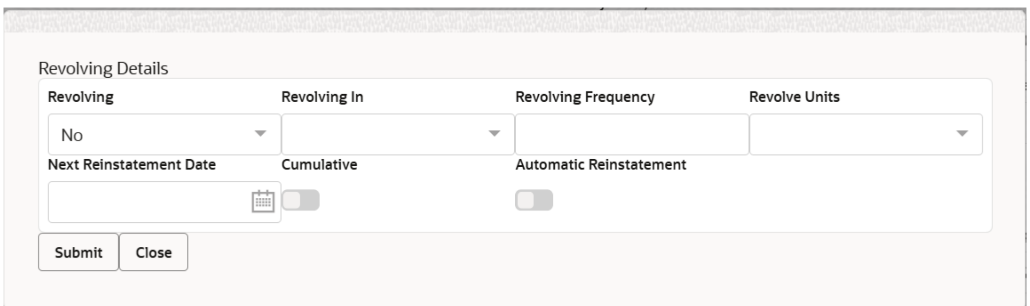


Table 2-5 Revolving Details

Field	Description
Revolving	System displays, if the LC is revolving or not using the slider button.
Revolving In	Select the mode of revolving for the LC. The values are: • Time • Value
Revolving Frequency	Specify the value for the frequency in days and months by which the LC revolves. This field is enabled , if you select **Time** option in **Revolving In** field.
Revolve Units	Specify the units by which the LC revolves. This field is enabled , if you select **Time** option in **Revolving In** field.
Next Reinstatement Date	Displays the date of next instatement for the LC based on the revolving frequency selected.

Table 2-5 (Cont.) Revolving Details

Field	Description
Cumulative	Enable this option, if the LC value has to be cumulative or not on reinstatement.
Automatic Reinstatement	Enable this option, to have automatic reinstatement on the reinstatement day without manual intervention.

b. Click **Submit** to submit the revolving details.

5. Click **Submit** to submit the **Registration** stage inputs.

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

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

Field	Description
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Documents	Upload the documents received under the LC. Application displays mandatory documents to be uploaded for Import LC Issuance.Place holders are also available to upload additional documents submitted by the applicant. The Document already uploaded in the DMS system should be available for view and link from OBTFPM.
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.
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 issuance task. Details entered will not be saved and the task will be removed.
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.

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

Field	Description
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 issuance. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

- Document Linkage
  This topic provides the systematic instructions to initiate the document linkage.

2.2.1 Document Linkage

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

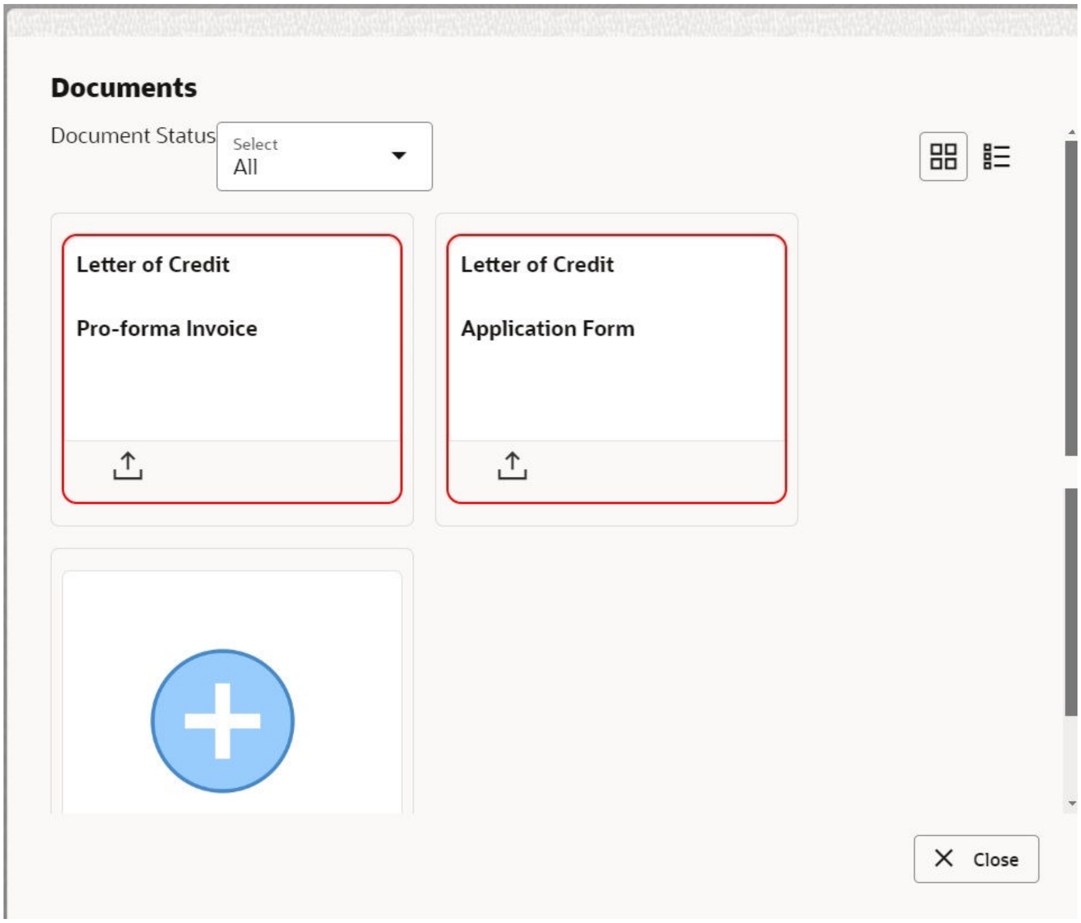
In Oracle Banking Trade Finance Process Management, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image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

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

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

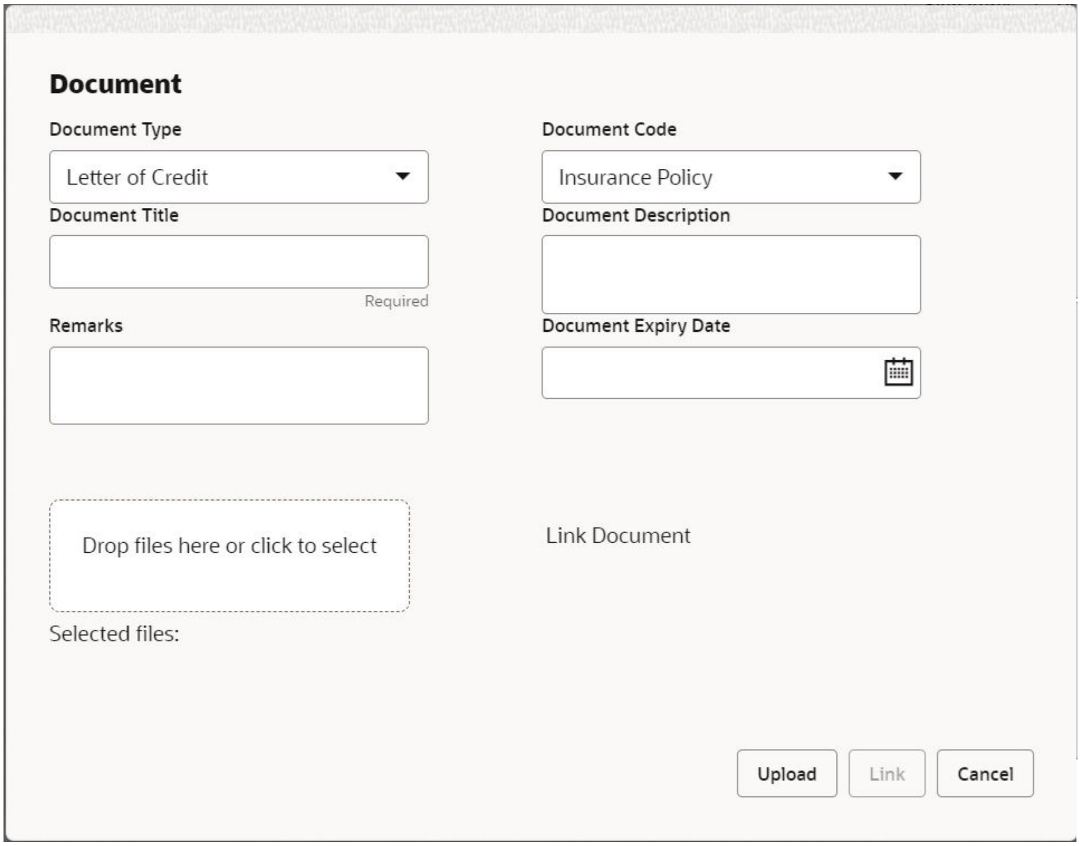
1. On the header of **Registration** screen, click, **Documents**.

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



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

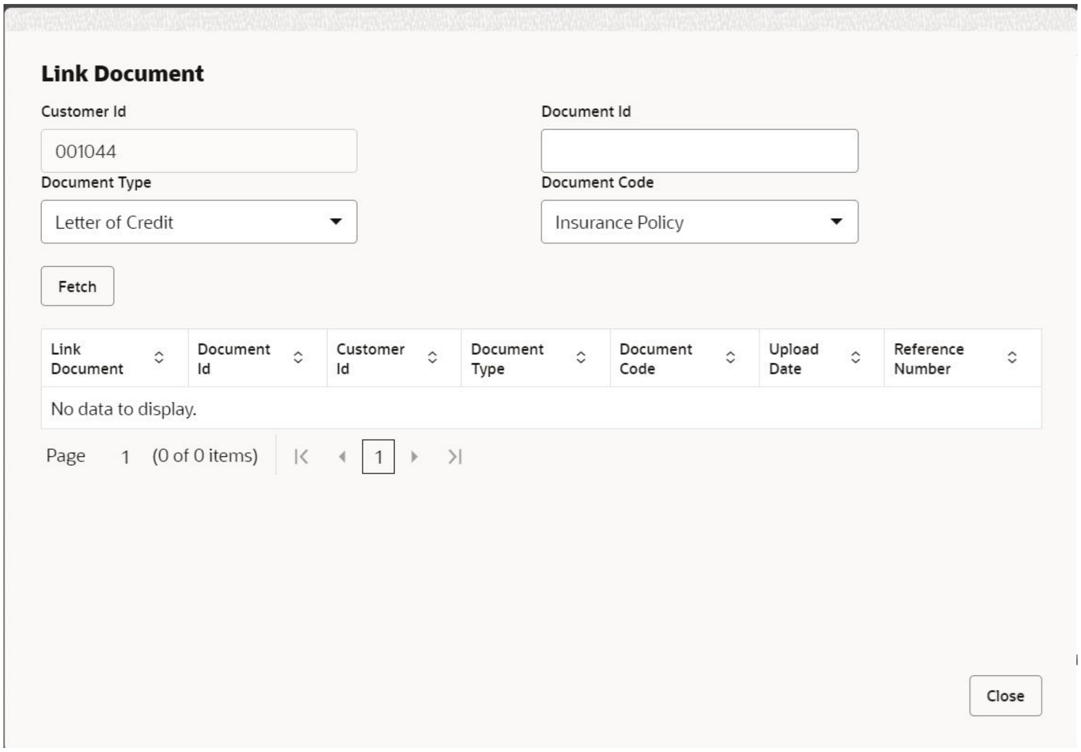
The **Document** screen is displayed.



Field	Description
Document Type	Select the document type from list. Indicates the document type from metadata.
Document Code	Select the document Code from list. Indicates the document Code from metadata.
Document Title	Specify the document title.
Document Description	Specify the document description.
Remarks	Specify the remarks.
Document Expiry Date	Select the document expiry date.
Link Document	The link to link the existing uploaded documents from DMS to the workflow task.

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

   The link **Document** pop up screen is displayed.
   The value selected in **Document Type** and **Document Code** of **Document** screen are defaulted in the **Link Document Search** screen.

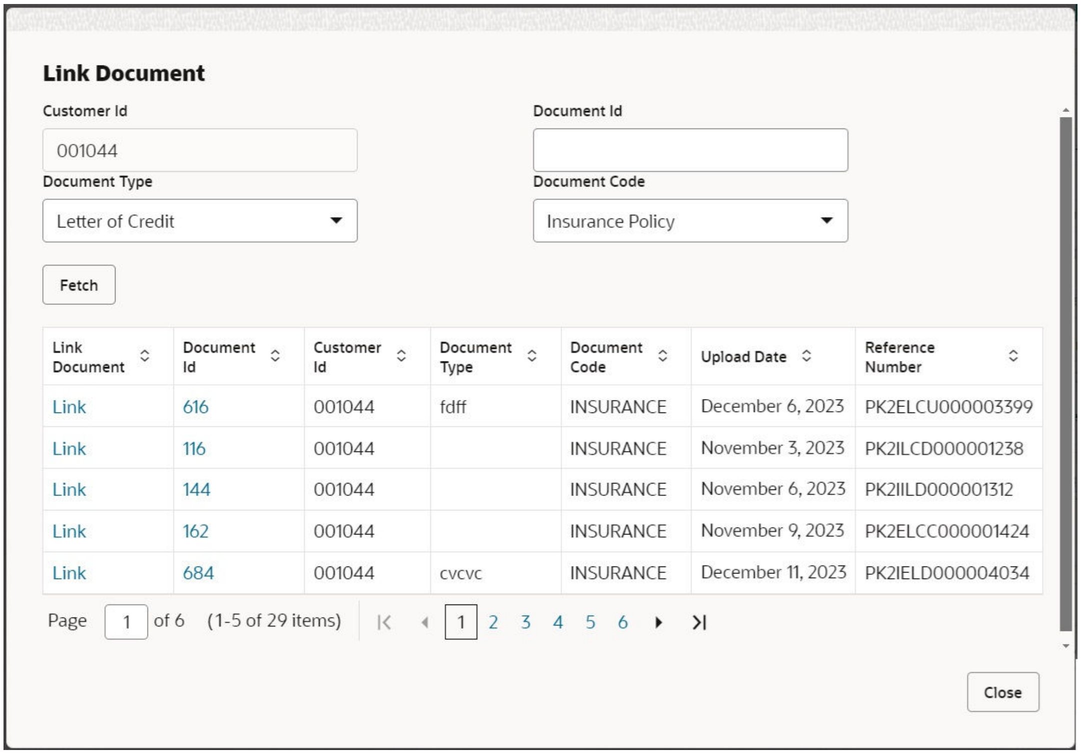


4. Click **Fetch** to retrieve the details from DMS.

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

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

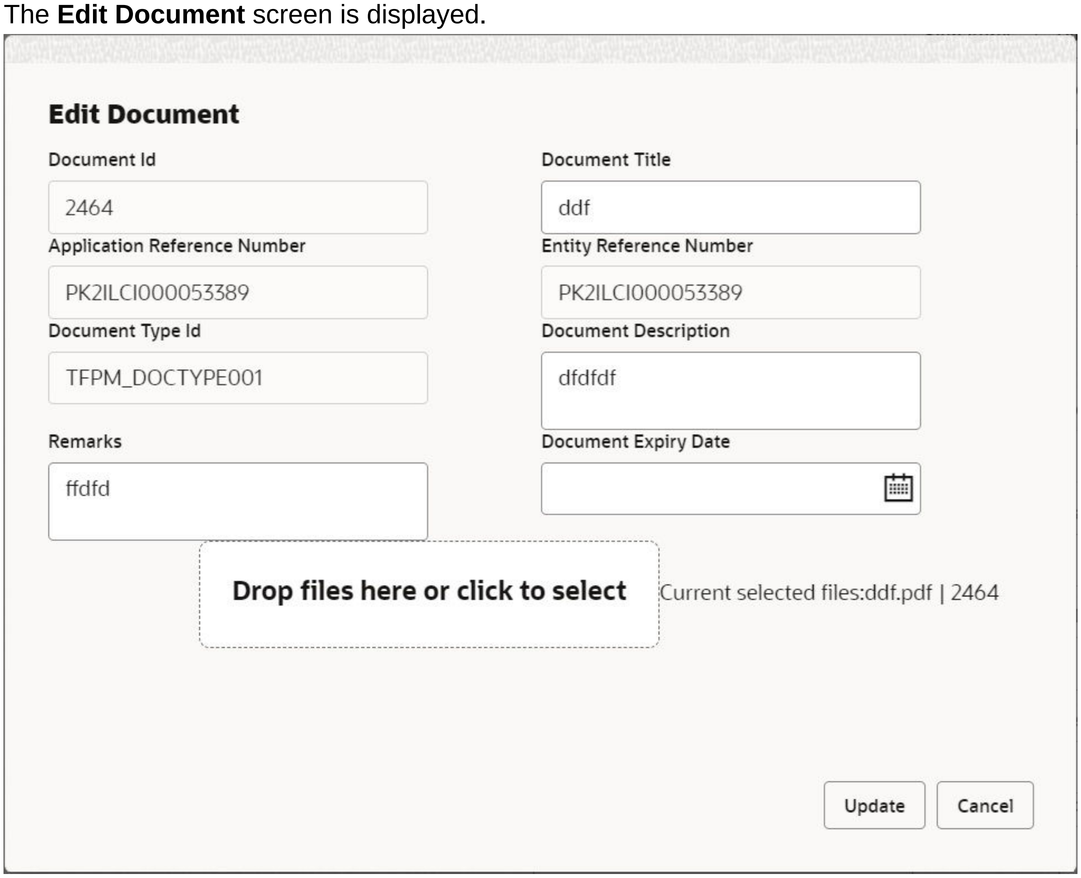
5. Click **Link** to link the particular document required for the current transaction.



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

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

   The **Edit Document** screen is displayed.

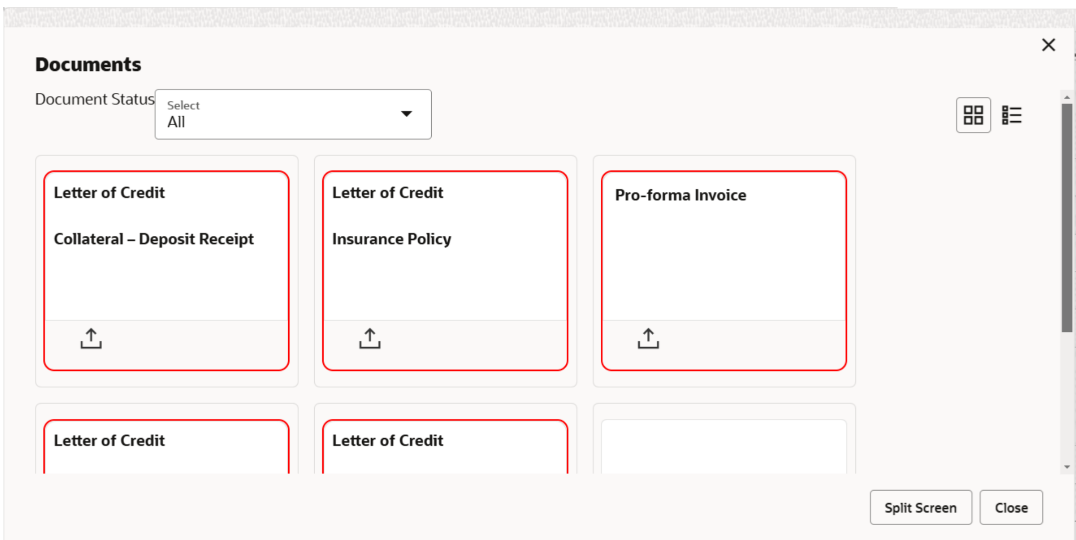


2.3 Oracle Banking Trade Finance Process Management - OBDX Bidirectional flow

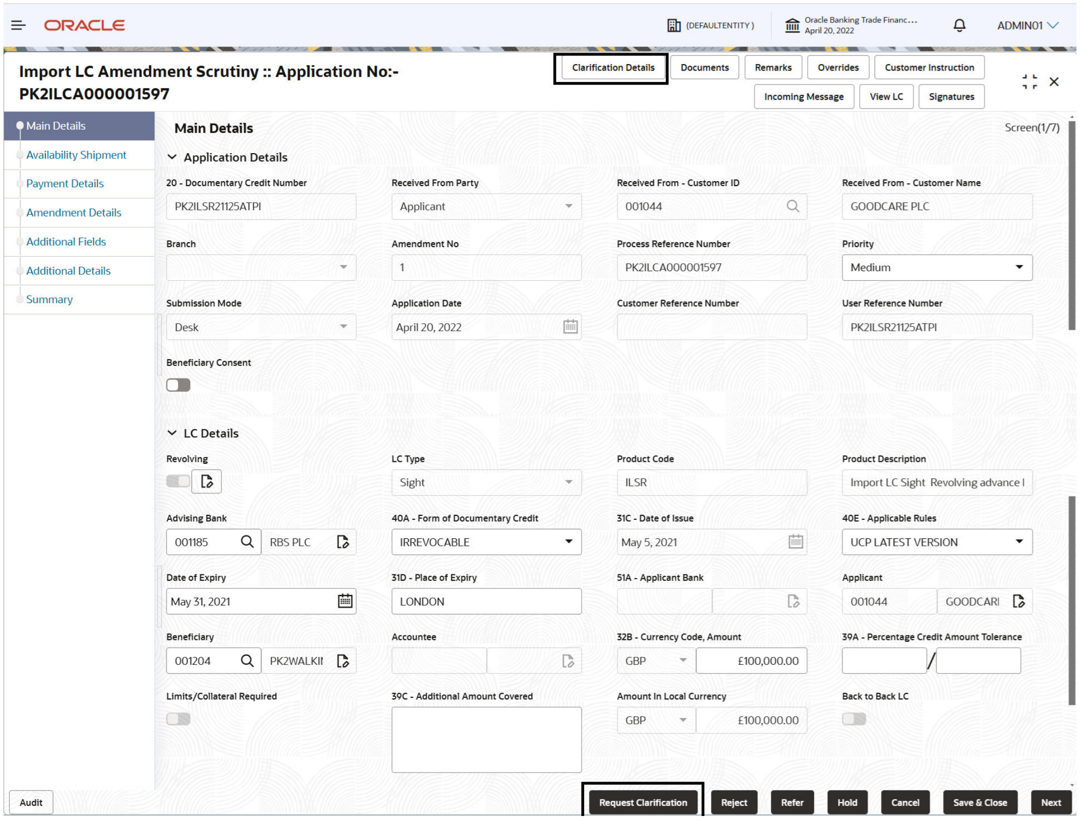
This topic provides the systematic instructions to initiate the OBTFPM- OBDX Bidirectional flow.

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

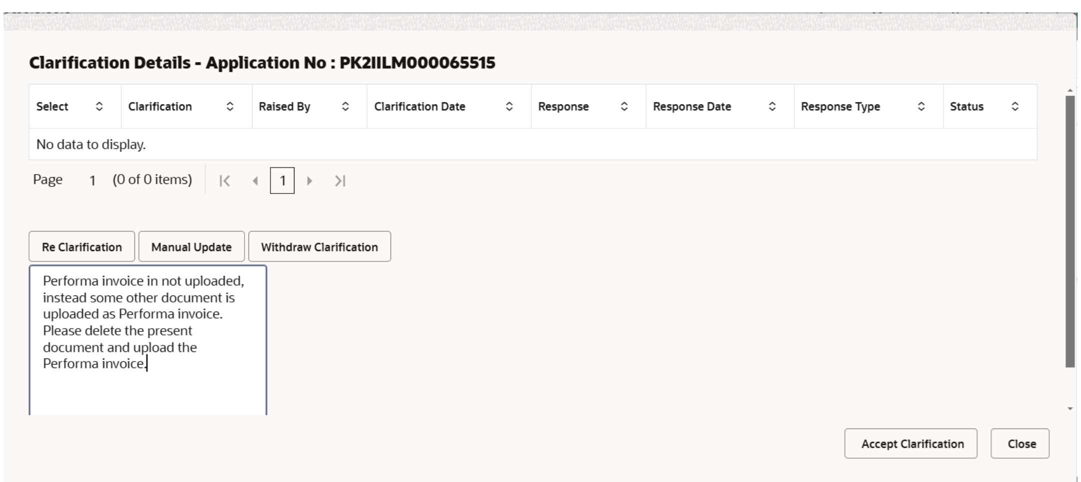
1. Customer initiates the Trade Finance transaction in Online channel (OBDX) and upload the necessary documents.



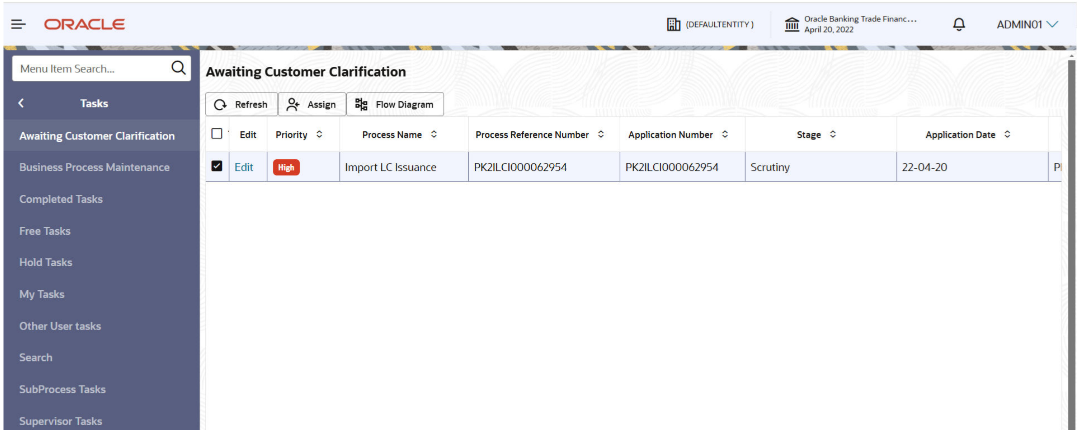
2. The task created will land in the Scrutiny stage of Oracle Banking Trade Finance Process Management for handling by Trade expert for reviewing and identifying mismatch/ incomplete data.
3. In the Scrutiny, Data Enrichment or Approval the bank user may require clarification from customer, Oracle Banking Trade Finance Process Management 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 Oracle Banking Trade Finance Process Management user through email of receipt of Clarification for Bi-Directional clarifications sent to OBDX user.
7. Oracle Banking Trade Finance Process Management 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.

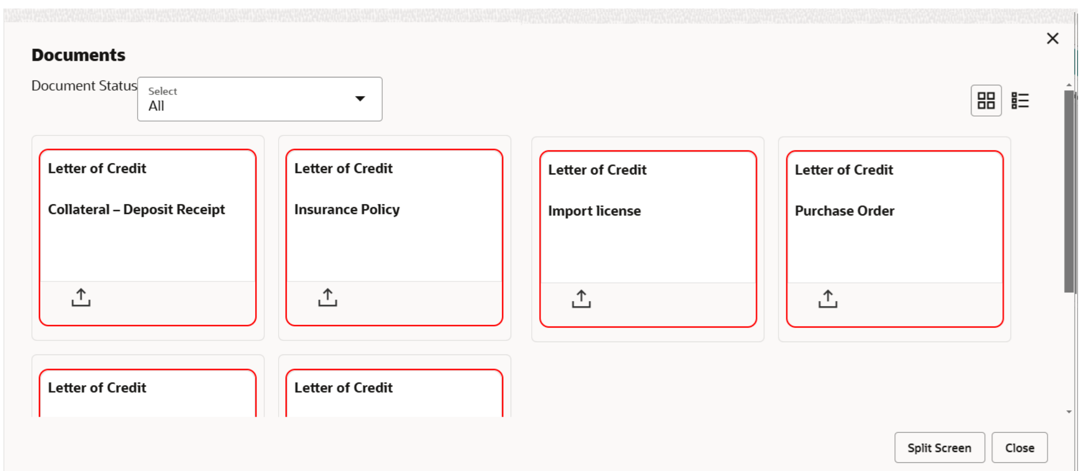


8. The task goes to **Awaiting Customer Clarification** state until the response received from the customer.



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 Oracle Banking Trade Finance Process Management
  This topic provides the systematic instructions to initiate the Bi-Directional Flow for Offline Transactions Initiated from Oracle Banking Trade Finance Process Management.

2.3.1 Bi-Directional Flow for Offline Transactions Initiated from Oracle Banking Trade Finance Process Management

This topic provides the systematic instructions to initiate the Bi-Directional Flow for Offline Transactions Initiated from Oracle Banking Trade Finance Process Management.

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

- Customer Maintenance details are replicated from OBTF to Oracle Banking Trade Finance Process Management.
- Task is initiated in Oracle Banking Trade Finance Process Management, Customer ID is captured/populated and Process Reference Number is generated.

1. Customer Maintenance details are replicated from OBTF to Oracle Banking Trade Finance Process Management.
2. In Oracle Banking Trade Finance Process Management, 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.

2.4 Scrutiny

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

On successful completion of Registration of an Import LC Issuance, the task moves to Scrutiny stage. At this stage the gathered information during Registration are scrutinized.
Non-Online Channel - Import LC Issuance 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.

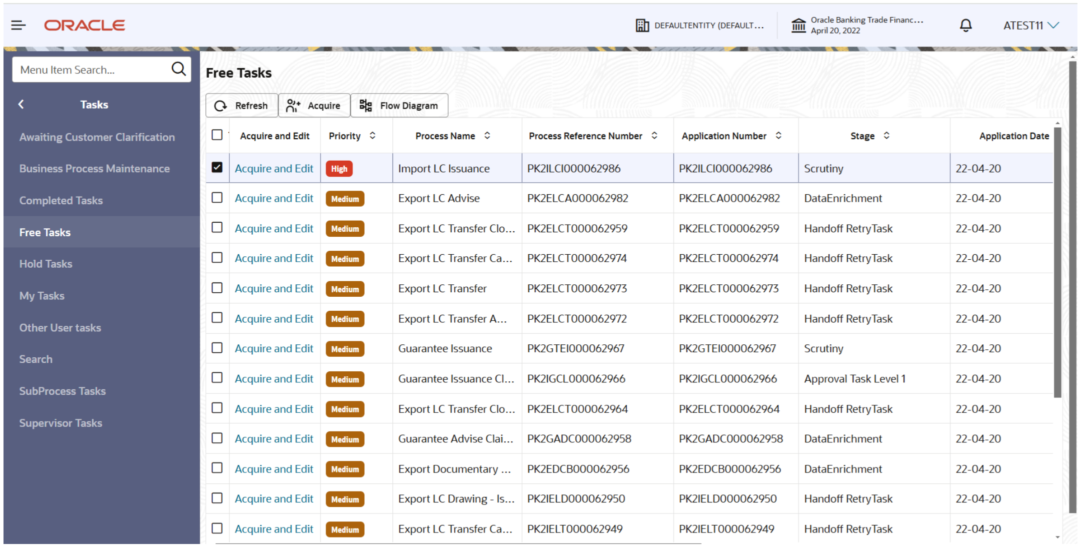
Online Channel - Requests that are received via online channels like trade portal, external system and SWIFT are available directly for further processing from Scrutiny stage. The data gets auto populated for all data segments from Application stage to Data Enrichment stage.

Tasks received vide MT798, 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 **Tasks**, click **Free Tasks**.

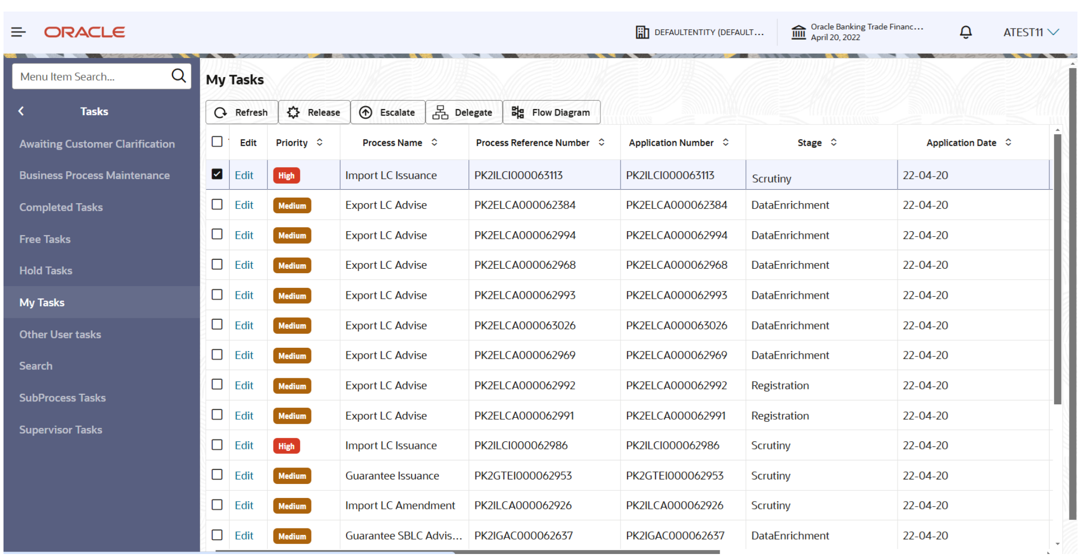
Figure 2-5 Free Tasks



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
  This topic provides the systematic instructions to initiate the main details of Scrutiny stage of import LC Issuance request.
- Availablity
  This topic provides the systematic instructions to capture the availability details.
- Payment
  This topic provides the systematic instructions to initiate the Payment in Scrutiny stage of import LC issuance request.
- 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 Issuance**.

2.4.1 Main

This topic provides the systematic instructions to initiate the main details of Scrutiny stage of import LC Issuance 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 **Customer Reference Number**' fields. For more information on the fields, refer **Application Details** of **Registration** stage .

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

Figure 2-7 Scrutiny - Main

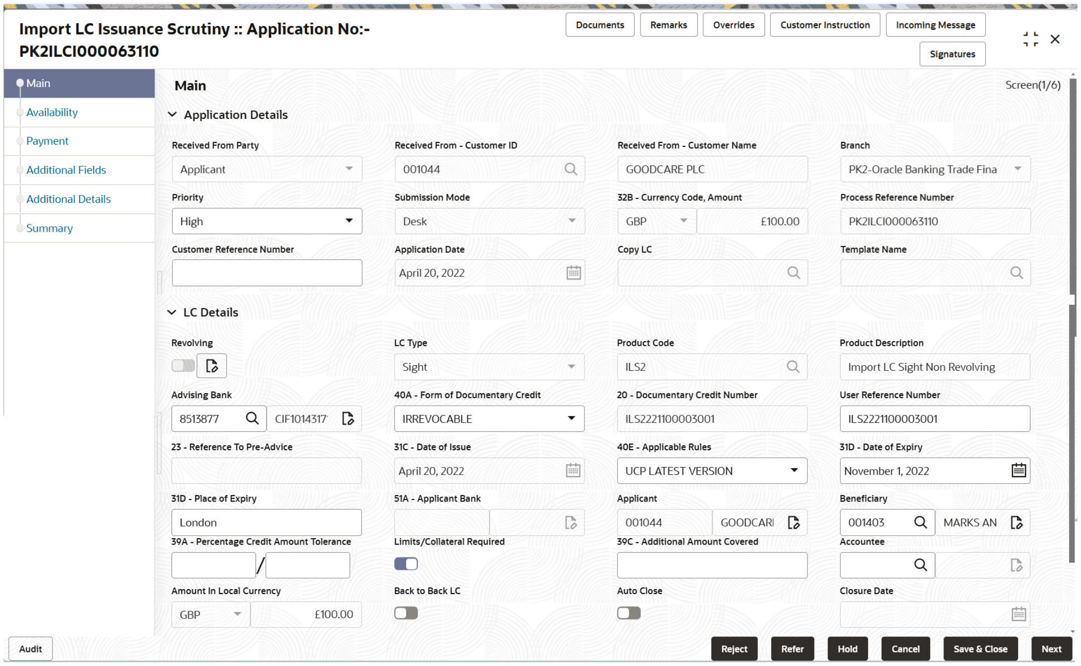


Table 2-7 Scrutiny - Main - Application Details - Field Description

Field	Description
Received from Party	Read only field. Import LC Issuance request can be received either from the applicant or the applicant's bank or accountee.
Received From - Customer ID	Read only field. The Customer ID of the applicant or applicant's bank, as selected in **Registration** stage.
Received From - Customer Name	Read only field. Name of the customer or applicant. This field will be auto populated based on the selected customer ID.
Branch	Read only field. By default, customer's home branch will be displayed based on the customer ID and it can be changed, if required.
Priority	Set the priority of the Import LC issuance request as Essential/ Critical/Low/Medium/High. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated any time before submit of Registration stage.
Submission Mode	Read only field. The submission mode of Import LC Issuance request. By default the submission mode will have the value as 'Desk'.
Currency Code, Amount	Read only field. The currency code and amount is defaulted from **Registration** stage.

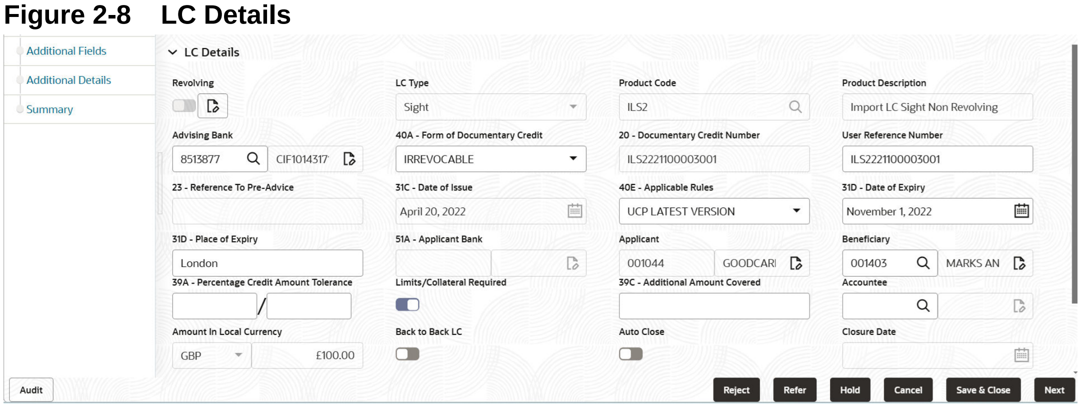
Table 2-7 (Cont.) Scrutiny - Main - Application Details - Field Description

Field	Description
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.
Customer Reference Number	Specify a unique Customer Reference Number which will be the User Reference of the LC.
Application Date	Read only field. The application displays the branch's current date by default.
Copy LC	Read only field. Displays the LC number and LC details, if selected/entered in **Registration** stage.
Template Name	Read only field. Displays the template name and details if selected/entered in **Registration** stage.

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



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

Table 2-8 Scrutiny - Main - LC Details - Field Description

Field	Description
Revolving	Read only field. Displays whether the LC type is revolving.
LC Type	Read only field. Displays the applicable LC type.

Table 2-8 (Cont.) Scrutiny - Main - LC Details - Field Description

Field	Description
Product Code	Read only field. Displays the product code. The value is defaulted from **Registration** stage.
Product Description	Read only field. Displays the description of the product as per the product code.
Advising Bank	Specify the advising bank name or click **Search** to search and select the advising bank based on Party ID/Party Name. User can also input the party ID and on tab out system will validate and populate the 'Advising Bank' name. **Note** a. 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”. b. If the party is blacklisted the system displays a warning message. c. If the KYC non-compliant party is selected then the system immediately gives instant alert as “Customer ID - (CIF ID) is not KYC compliant.”
Form of Documentary Credit	Select the type of LC (Documentary Credit) as per the requirement. By default LC type is Irrevocable.
Documentary Credit Number	Read only field. This field displays the documentary credit number, simulated from the back office. Number will be populated on the selection of Product Code.
User Reference Number	User Reference Number will be auto populated by the system based on selection of Product Code. This field is editable.
Reference To Pre-Advice	Read only field. This field displays the details of Pre-Advice, if issued by the bank.
Date of Issue	Read only field. This field displays the branch’s current date as date of issue defaulted from the application. User cannot change the defaulted date. Application will populate the Date of Issue field with branch date on approval if date of approval is later than date of Registration.
Applicable Rules	Select the applicable rules for the LC. Default rule as UCP Latest Version.
Rule Narrative	Specify the rules narrative. Enter the rules narrative. This field is available if the value in **Applicable Rules** is **OTHR**.

Table 2-8 (Cont.) Scrutiny - Main - LC Details - Field Description

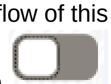
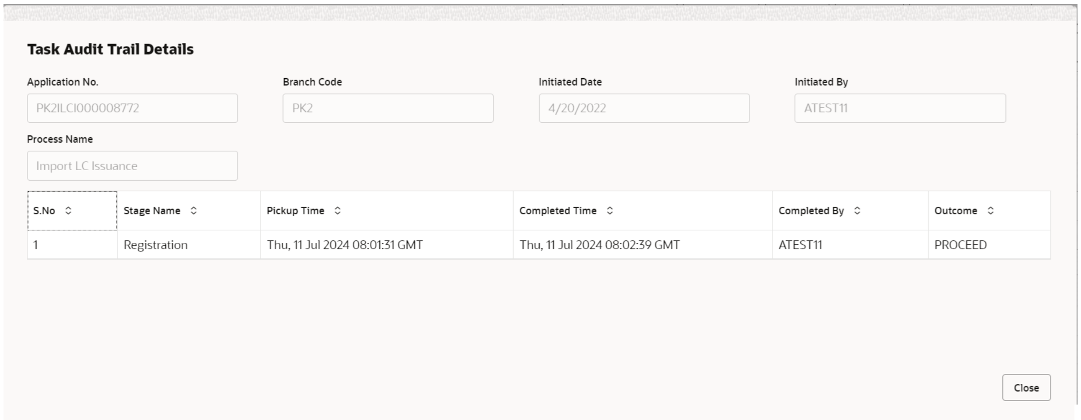
Field	Description
Date of Expiry	Select the expiry date of the LC. The expiry date can be equal or greater than the issue date. If the Expiry Date is earlier than the issue date, system will provide an error and if the 'Expiry Date is equal to the Issue Date', system will provide a alert message.
Place of Expiry	Specify the place of expiry of LC.
Applicant Bank	Read only field. This field displays the applicant bank details , if **Received From Party** is Applicant's Bank, the applicant bank details will be displayed here. If request is not received from applicant bank, this field must be blank.
Applicant	Read only field. This field displays the applicant details based on the details provided in Application Details section. If the request is received from Applicant bank, select the applicant from the List of Values. **Note** **a.** If the selected applicant/ party is blacklisted the system displays a warning message. **b.** If the KYC non-compliant party is selected then the system immediately gives instant alert as "Customer ID - (CIF ID) is not KYC compliant."
Beneficiary	Specify the beneficiary of the LC or click **Search** to search and select the beneficiary based on Party ID/Party Name. If beneficiary is not a customer of the bank, then choose WALKIN customer id and provide the beneficiary details. If beneficiary is a customer and KYC status is not valid, then system will display alert message. **Note** If the selected beneficiary/ party is blacklisted the system displays a warning message.
Percentage Credit Amount Tolerance	Specify the tolerance (+/-) on the total LC value. Tolerance value must be either one or two digit value. If tolerance is more than 10%, alert message will be displayed.
Limits/Collateral Required	Switch to  the option, to enable limit check during the process flow of this request. Switch to  the option, to disable limit check during the process flow of this request.

Table 2-8 (Cont.) Scrutiny - Main - LC Details - Field Description

Field	Description
Additional Amount Covered	Specify the additional amount included in LC.
Accountee	Specify the accountee or click **Search** to search and select the accountee. **Note** If the KYC non-compliant party is selected then the system immediately gives instant alert as “Customer ID - (CIF ID) is not KYC compliant.”
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. Switch to  the option, if the back to back Import LC is issued. Switch to  the option, if back to back LC is not applicable.
Export LC Reference	Specify the export LC reference or click **Search** to search and select the underlying export LC reference number. This field is appears , if you enable **Back to Back LC** field.
Export LC Available Amount	System displays the available amount under the Export LC. This field is appears , if you enable **Back to Back LC** field.
Export LC Expiry Date	System displays the expiry date of the underlying export LC. This field is appears , if you enable **Back to Back LC** field.
Export LC Shipment Date	System displays the latest shipment date of the underlying export LC. This field is appears , if you enable **Back to Back LC** field.
Auto Close	Switch to  the option, if Auto close is required for that transactions. Switch to  the option, if Auto close is not required for that transactions.
Closure Date	Read only field. This field displays the “Closure Date”defaulted by the system, with the value “Expiry Date” + No of Closure days maintained in the respective Product in which the contract has been created. System automatically close the contract on the specified “Closure Date” if “Auto Close” is selected as “Yes” for the specific 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 audit, 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.
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. For more information on action buttons, refer to the field description table below.

Table 2-10 Main - 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 2-10 (Cont.) Main - 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 issuance. 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. In case of MT798, the User can click and view the MT798 message(770,700/701). In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the 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 2-10 (Cont.) Main - Action Buttons - Field Description

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

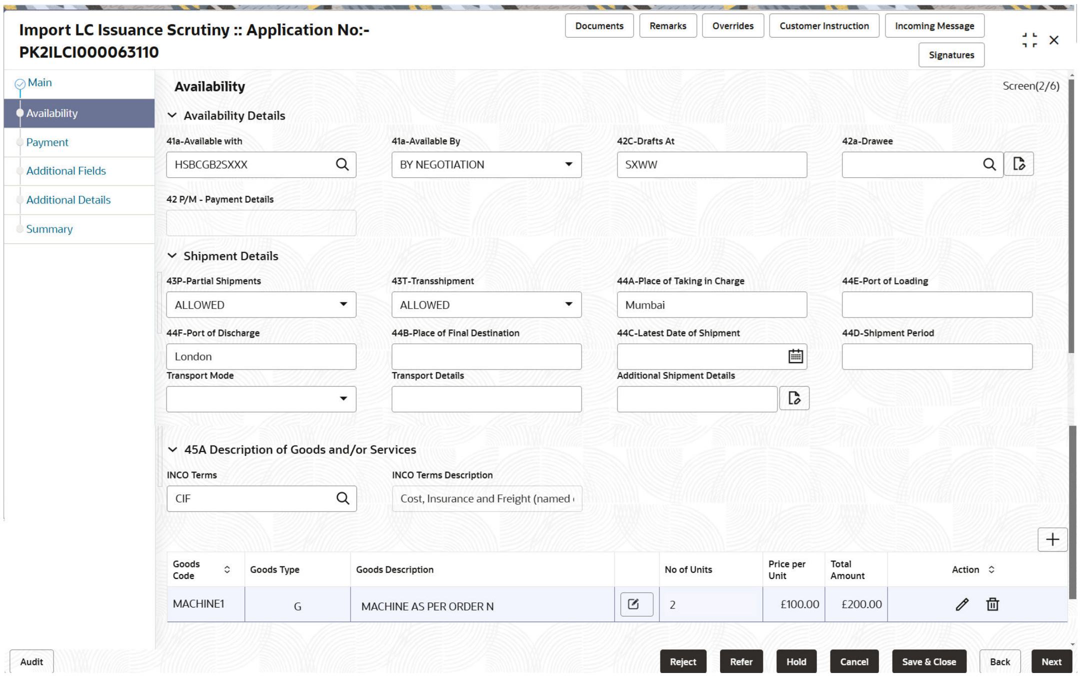
2.4.2 Availablity

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

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

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

Figure 2-9 Availability



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

Table 2-11 Availability - Field Description

Field	Description
Availability Details	Specify the availibility details based on the description of following table.
Available with	Click **Search** to search and select the bank with which the credit is available, in case of Non - Online channel. • 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.). In case of Online channel, this field is read only.

Table 2-11 (Cont.) Availability - 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 NEGOTIATION • BY PAYMENT **Note** If **BY PAYMENT** option is selected, payment at sight is applicable.It is applicable for Sight Type of product only. In case of Online channel, this field is read only.
Drafts At	Specify the draft details. This field specifies the tenor of drafts to be drawn under the documentary credit.
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. **Note** This field is mandatory if value is provided at Drafts At field
Payment Details	Specify the payment details if, **Available By** field has value as **BY NEGOTIATION**.
Shipment Details.	Specify the shipment details based on the description of following table.
Partial Shipments	Select the partial shipment details from the drop-down list, in case of Non - Online channel. This field specifies whether or not partial shipments are allowed under the documentary credit. The options are: • Allowed • Conditional • Not Allowed In case of Online channel, this field is read only.

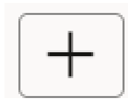
Table 2-11 (Cont.) Availability - Field Description

Field	Description
Transshipment	Select the transshipment details from the drop-down list, in case of Non - Online channel. This field specifies whether or not transshipment are allowed under the documentary credit. The options are: • Allowed • Conditional • Not Allowed In case of Online channel, this field is read only.
Place Of Taking In Charge	Specify 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 for non-online channel. In case of Online channel, this field is read only. **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	Specify the details of Port/Airport of Loading to be indicated on the transport document, in case of non-online channel. In case of Online channel, this field is read only. **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.
Port Of Discharge	Specify the details of the port of discharge or airport of destination to be indicated on the transport document, in case of non-online channel. In case of Online channel, this field is read only. **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.

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

Field	Description
Place Of Final Destination	Specify the details of Place of final destination or place of delivery to be indicated on the transport document, in case of non-online channel. In case of Online channel, this field is read only. **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	Select the latest date for loading on board/dispatch/taking in charge. **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	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.
Transport Mode	Select the transportation mode. The options are: • Air • Sea • Road • Rail • Multimodal • Other
Transport Details	Specify the transportation details of shipment.
Additional Shipment Details	Specify the transportation additional shipment details, if any.
Description of Goods and/or Services	Specify the description of goods and/or services based on the description of following table.
INCO Terms	Click **Search** to search and select the INCO terms from the document received, in case of non-online channel. In case of Online channel, this field is read only.
INCO Terms Description	System displays the description of the INCO term based on selected INCO Terms.

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

Field	Description
	Click **+** to add multiple descrption of goods and services.
Goods Code	Click **Search** to search and select the goods code. Once you select goods code, value will default in Goods Type and Goods Description.
Goods Type	This field displays the goods type depending on selected goods code.
Goods Description	The goods description is auto populated depending on selected goods code. The user can edit the goods description.
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 - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the LC issuance. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

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

Field	Description
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Incoming Message	This button displays the multiple messages. In case of MT798, the User can click and view the MT798 message(770,700/701). In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the 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 2-12 (Cont.) Availability - Action Buttons - Field Description

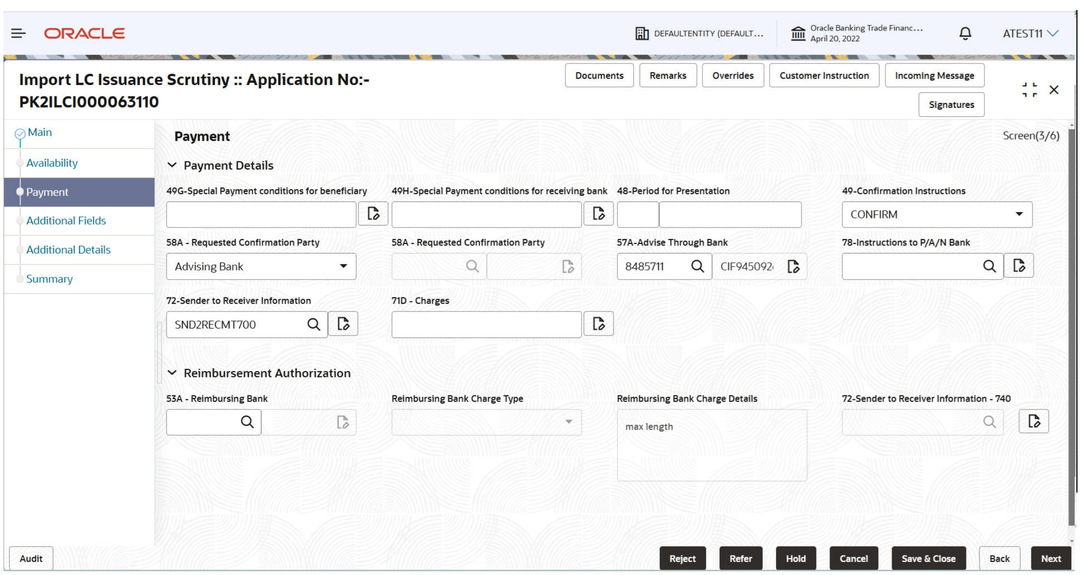
Field	Description
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On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

2.4.3 Payment

This topic provides the systematic instructions to initiate the Payment in Scrutiny stage of import LC issuance request.

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

Figure 2-10 Scrutiny - Payment



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

Table 2-13 Payment - Field Description

Field	Description
Payment Details	Specify the payment details.
Special Payment conditions for beneficiary	Specify the details of special payment condition to the beneficiary, if any, in case of online and non-online channels.
Special Payment conditions for receiving bank	Specify the details of special payment condition to receiving bank, if any, in case of online and non-online channels. 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	Specify the event name in text along with the number of days in number, if the period of presentation is based on any event other than shipment, in case of non-online channel. In case of Online channel, this field is read only.
Confirmation Instructions	Select the confirmation instruction for the LC from the list, in case of non-online channels. The options are: • CONFIRM • MAY ADD • WITHOUT In case of Online channel, this field is read only.
Requested Confirmation Party	Select the requested confirmation party from the drop-down list in case of online and non-online channels. This field is enabled and mandatory 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 **Requested Confirmation Party**. is **Others**.
Advise Through Bank	Click **Search** to search and select the advise through bank, in case of Non - Online channel. Party type with banks must be displayed in look-up. 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. In case of Online channel, update the details received..
Instructions to P/A/N Bank	Click **Search** to search and select the instructions to P/A/N Bank, in case of Non - Online channel. In case of Online channel, update the details received..
Sender to Receiver Information	Click **Search** to search and select thesender to receiver information, in case of Non - Online channel. In case of Online channel, update the details received..
Charges	Specify the charges details(FFT), in case of non-online channel. In case of Online channel, this field is read only.
Reimbursement Authorization	Specify the reimbursement authorization details based on the following table.

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

Field	Description
Reimbursing Bank	If reimbursing bank is applicable user must update the field. Online Channel - Update the details received. Non Online Channel - Click **Search** icon and select the reimbursing bank, from the look-up. 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** a. 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”. b. If the party is blacklisted the system displays a warning message.
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 additional details about reimbursing bank charges. This field should be enabled only if **Reimbursing Bank** field has value.
Sender to Receiver Information-MT740	Click **Search** icon and select the FFT maintained for MT740 and change the description if required.

2. Click **Next**.

   The task will move to next data segment.

Table 2-14 Payment - 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 - 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 collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Incoming Message	This button displays the multiple messages. In case of MT798, the User can click and view the MT798 message(770,700/701). In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.

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

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

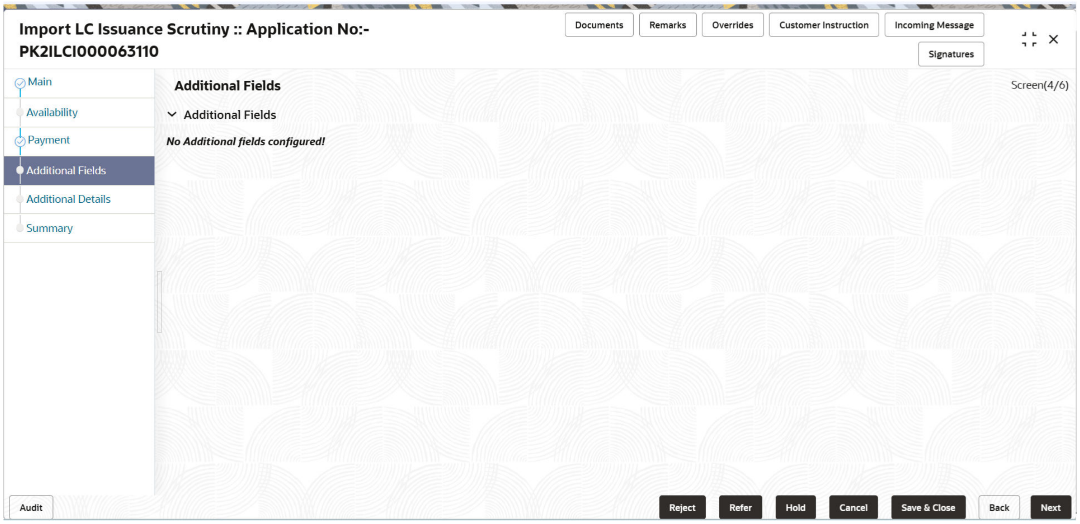
2.4.4 Additional Fields

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 2-11 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 2-15 Additional Fields - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the LC Issuance. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.
Overrides	Click to view the overrides accepted by the user.

Table 2-15 (Cont.) Additional Fields - 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. In case of MT798, the User can click and view the MT798 message(770,700/701). In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the 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.) Additional Fields - Action Buttons - Field Description

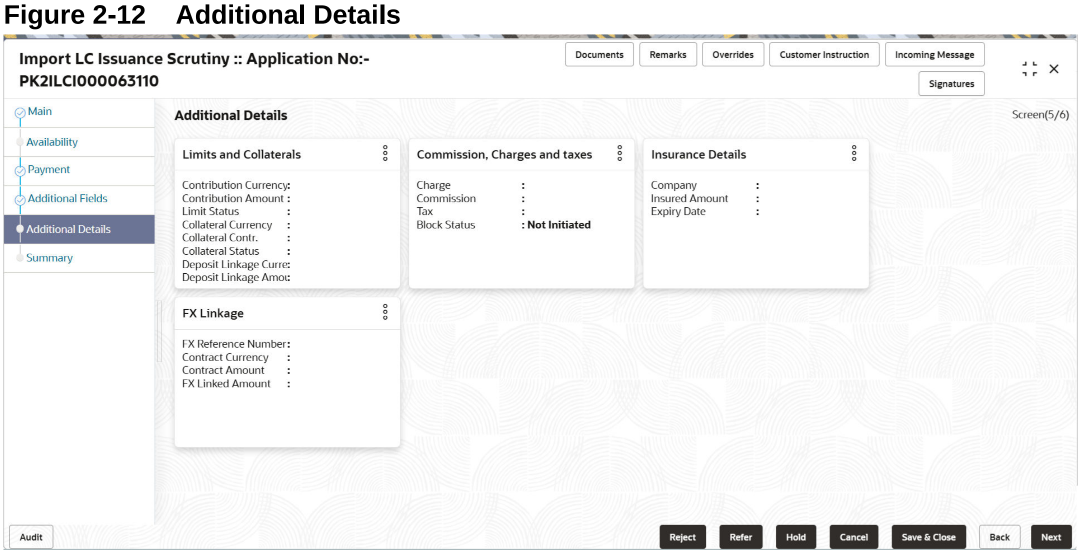
Field	Description
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On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

2.4.5 Additional Details

This topic provides the systematic instructions to capture the additional details

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

Figure 2-12 Additional Details



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

Limits and Collaterals

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

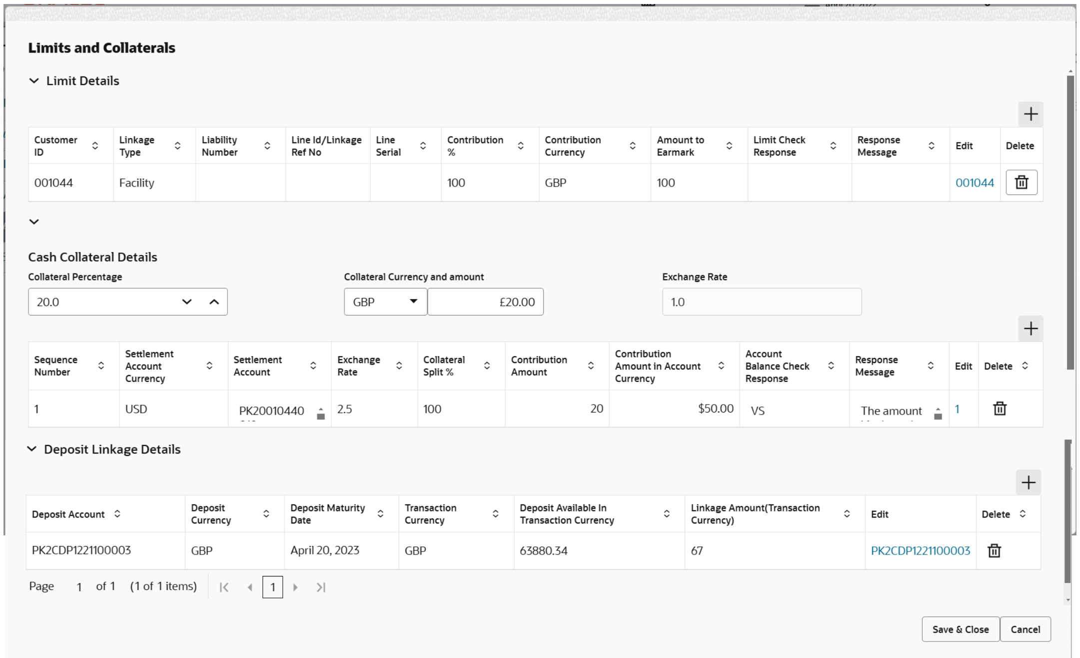

Limits and Collaterals
Limit Details
Customer ID
Linkage Type
Liability Number
Line Id/Linkage Ref No
Line Serial
Contribution %
Contribution Currency
Amount to Earmark
Limit Check Response
Response Message
Edit
Delete
001044
Facility
100
GBP
100
001044
Cash Collateral Details
Collateral Percentage
20.0
Collateral Currency and amount
GBP
£20.00
Exchange Rate
1.0
Sequence Number
Settlement Account Currency
Settlement Account
Exchange Rate
Collateral Split %
Contribution Amount
Contribution Amount in Account Currency
Account Balance Check Response
Response Message
Edit
Delete
1
USD
PK20010440
2.5
100
20
$50.00
VS
The amount
1
Deposit Linkage Details
Deposit Account
Deposit Currency
Deposit Maturity Date
Transaction Currency
Deposit Available In Transaction Currency
Linkage Amount(Transaction Currency)
Edit
Delete
PK2CDP1221100003
GBP
April 20, 2023
GBP
63880.34
67
PK2CDP1221100003
Page 1 of 1 (1 of 1 items)
1
Save & Close
Cancel

Figure 2-13   Limit Details

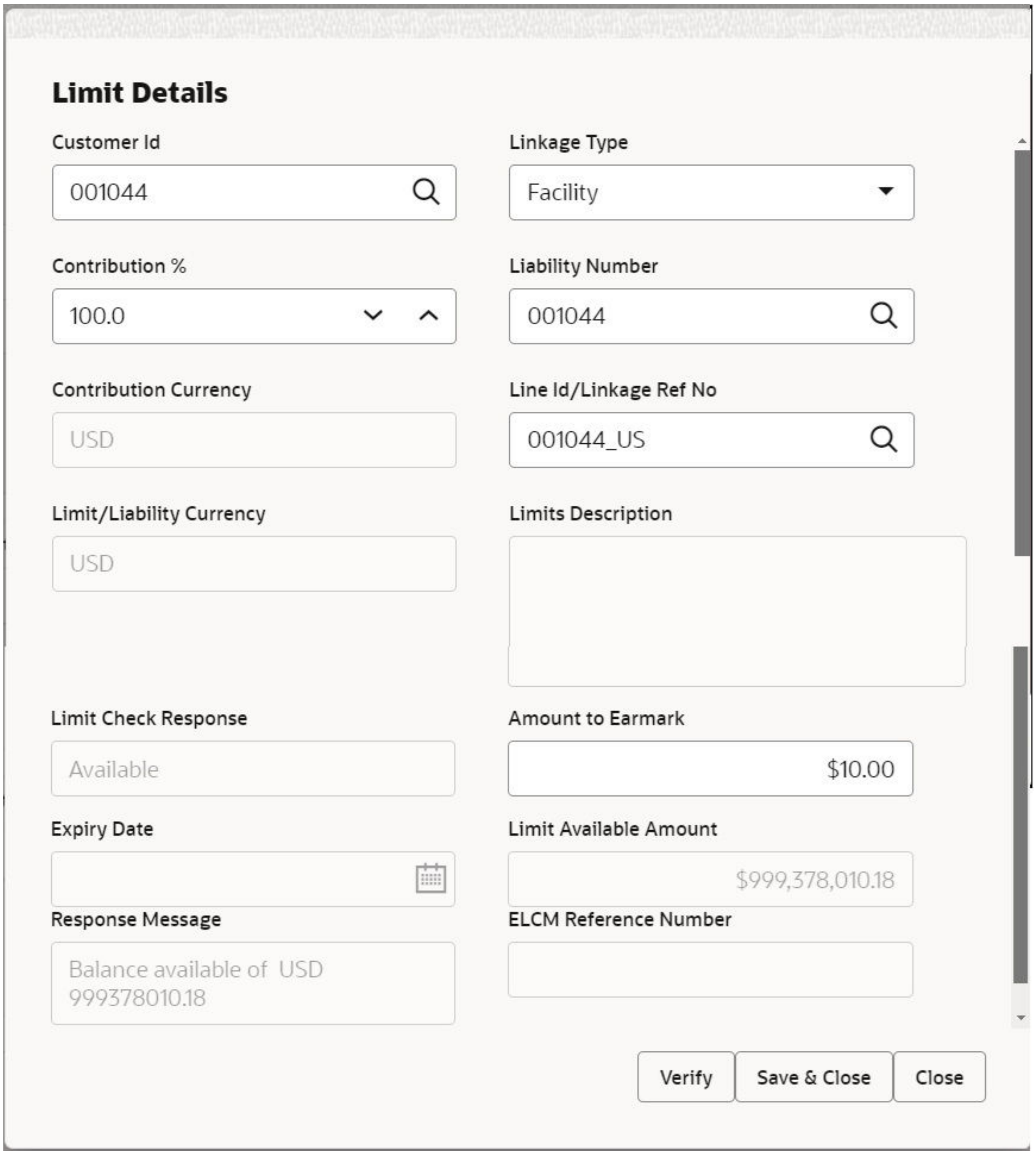
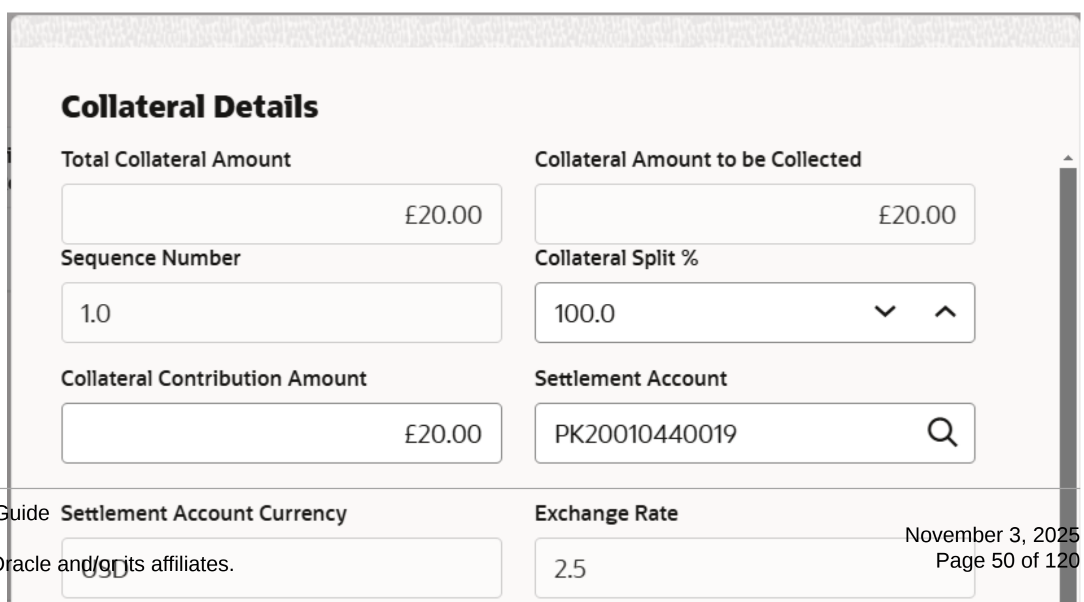


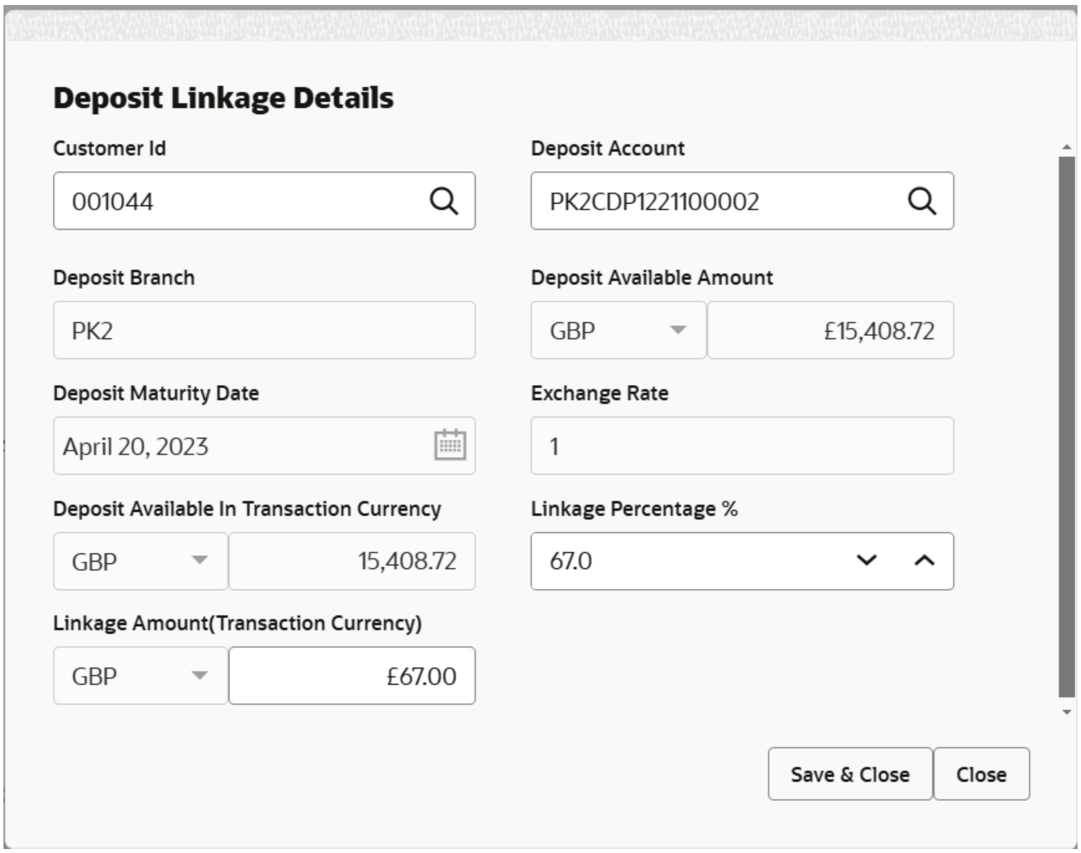
Figure 2-14   Collateral Details



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.

Figure 2-15 Deposit Linkage Details



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

Table 2-16 Limits and Collaterals - Field Description

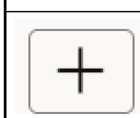
Field	Description
	Click plus icon to add new limit details.
Limit Details	Below fields are displayed on the Limit Details pop-up screen, if the user clicks plus icon.
Customer ID	This field displays the applicant's/applicant bank customer ID defaulted from the application. The user can change the Customer ID.

Table 2-16 (Cont.) Limits and Collaterals - Field Description

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

Table 2-16 (Cont.) Limits and Collaterals - Field Description

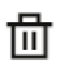
Field	Description
Limits Description	Read only field. This field displays the limits description.
Limit Check Response	Read only field.This field displays the limit check response. Response can be ‘Success’ or ‘Limit not Available’ based on the limit service call response. The value in this field appears, if you click the **Verify** button.
Amount to Earmark	This field defaults the amount to earmark. Contribution amount will default based on the contribution %. User can change the value.
Expiry Date	Read only field. This field displays the date up to which the Line is valid.
Limit Available Amount	Read only field. This field displays the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount. The value in this field appears, if you click the **Verify** button.
Response Message	Read only field. This field displays the detailed response message. The value in this field appears, if you click the **Verify** button.
ELCM Reference Number	Read only field. This field displays the ELCM reference number.
Limit Details grid	Below fields appear in the **Limit Details** grid along with the above fields.
Line Serial	Displays the serial of the various lines available and mapped under the customer id.
Edit	Click the link to edit the **Limit Details**.
	Click delete icon to delete the existing limit details.
Cash Collateral Details	Specify the Collateral details based on the description of following table:
Collateral Percentage	System populates the Collateral % maintained in the Customer / Product for the counter party of the contract. User can modify the collateral percentage. Specify the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message “Defaulted Collateral Percentage modified.
Collateral Currency and amount	System populates the contract currency as collateral currency by default. User can modify the collateral Currency and amount.
Exchange Rate	System populates the exchange rate maintained. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.

Table 2-16 (Cont.) Limits and Collaterals - Field Description

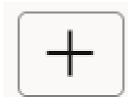
Field	Description
	Click plus icon to add new collateral details.
Collateral Details	Below fields are displayed on the **Collateral Details** pop-up screen, if the user clicks plus icon.
Total Collateral Amount	Read only field. This field displays the total collateral amount provided by the user.
Collateral Amount to be Collected	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.
Sequence Number	Read only field. The sequence number is auto populated with the value, generated by the system.
Collateral Split %	Specify the collateral split% to be collected against the selected settlement account.
Collateral Contribution Amount	Specify the collateral amount to be collected against the selected settlement account. User can either provide the collateral % where the collateral amount will be auto populated or modifying the collateral amount will auto correct the collateral %.
Settlement Account	Click **Search** to search and select the settlement account for the collateral.
Settlement Account Currency	Read only field. This field displays the settlement account currency defaulted by the system.
Exchange Rate	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.
Contribution Amount in Account Currency	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.
Account Available Amount	Read only field. System populates the account available amount on clicking the **Verify** button.
Response	Read only field. System populates the response on clicking the **Verify** button.
Response Message	Read only field. System populates the response message on clicking the **Verify** button.
Verify	Click to verify the account balance of the Settlement Account.
Save	Click to to save and close the record.
Close	Click to cancel the entry.
Cash Collateral Details grid	Below fields appear in the along with the above fields.

Table 2-16 (Cont.) Limits and Collaterals - Field Description

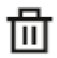
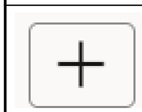
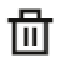
Field	Description
Contribution Amount	This field displays the collateral contribution amount. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message “Defaulted Collateral Percentage modified.
Account Balance Check Response	This field displays the account balance check response.
Edit	Click edit link to edit the collateral details.
	Click delete icon to delete the existing collateral details.
Account Available Amount	This field displays the account available amount which will be auto-populated based on the settlement account selection.
Deposit Linkage Details	Specify the deposit linkage details based on the description of following table: System should allow the user to Link one or more existing Deposits as a contribution to secure underlying transactions. On Submit of DE stage, system will create Linkage of the Deposit/modification of existing Linkage by calling Back-office system (DDA) system directly.
	Click plus icon to add new deposit linkage details. Below fields are displayed on the **Deposit Linkage Details** pop-up screen, if the user clicks plus icon.
Customer Id	This field displays the defaulted from the application. The user can change the Customer ID.
Deposit Account	Click **Search** to search and select deposit for linkage from the list of all the customer Deposits. All the Deposits of the customer should be listed in the LOV search. User should be able to select the deposit for linkage.
Deposit Branch	Read only field. This field displays the deposit branch which will be auto-populated based on the deposit account selection.
Deposit Available Amount	Read only field. This field displays the deposit available amount and currency which will be auto-populated based on the deposit account selection.
Deposit Maturity Date	Read only field. This field displays the maturity date of deposit based on the deposit account selection.
Exchange Rate	Read only field. This field displays the latest exchange rate for deposit linkage. This will be picked up from the exchange rate maintenance from the common core.
Deposit Available In Transaction Currency	Read only field. This field displays the deposit amount available, after exchange rate conversion, if applicable.
Linkage Percentage %	Specify the value for linkage percentage.

Table 2-16 (Cont.) Limits and Collaterals - Field Description

Field	Description
Linkage Amount (Transaction Currency)	This field displays the transaction amount, user can change the value. System validates the linking amount with available Deposit balance and should not allow to link more than the available amount.
Deposit Details grid	Below fields appear in the **Deposit Details** grid along with the above fields.
Deposit Currency	This field displays the deposit currency.
Transaction Currency	This field displays the transaction currency.
Edit	Click edit link to edit the deposit linkage details.
	Click delete icon to delete the existing deposit linkage details.

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

Commission, Charges and Taxes 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.

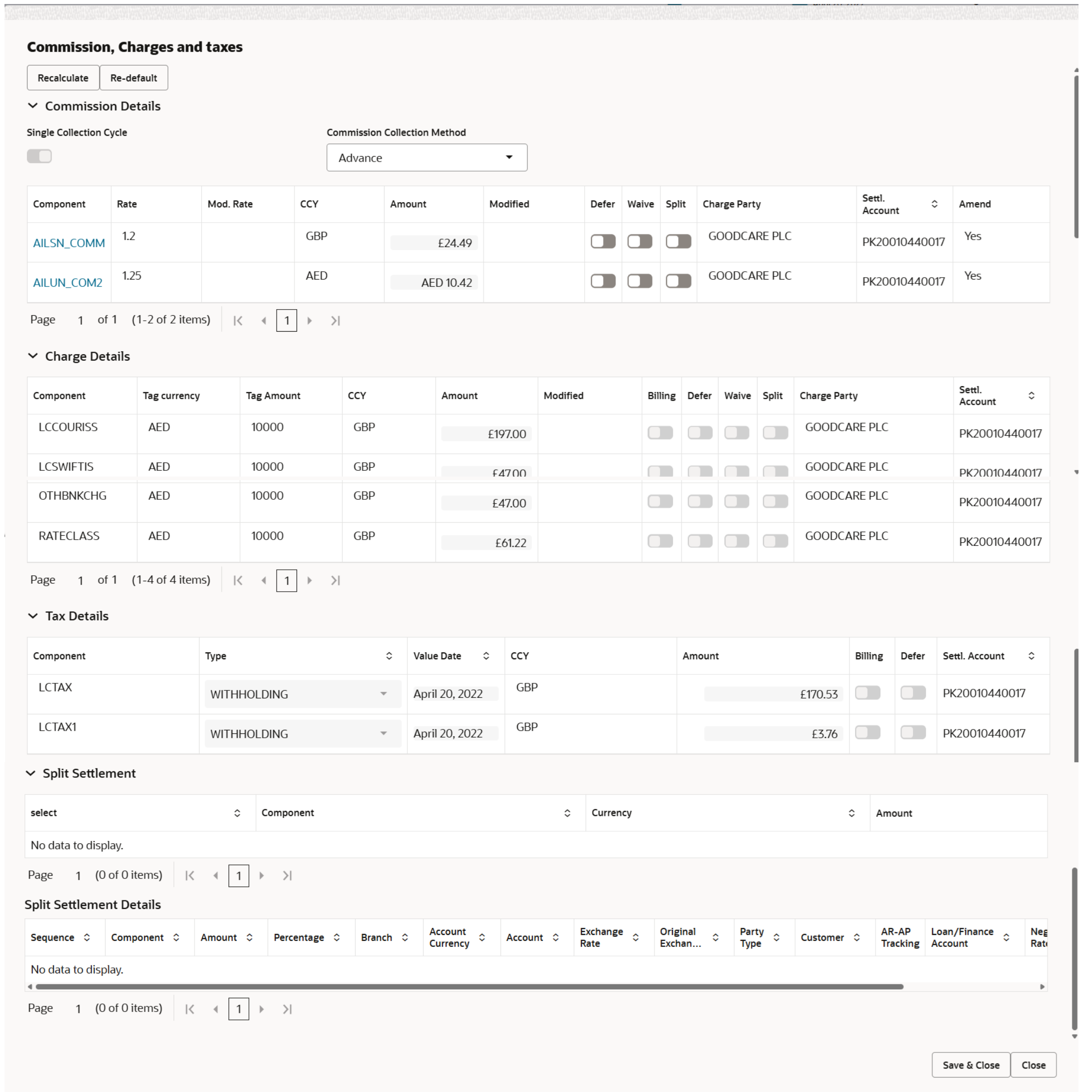
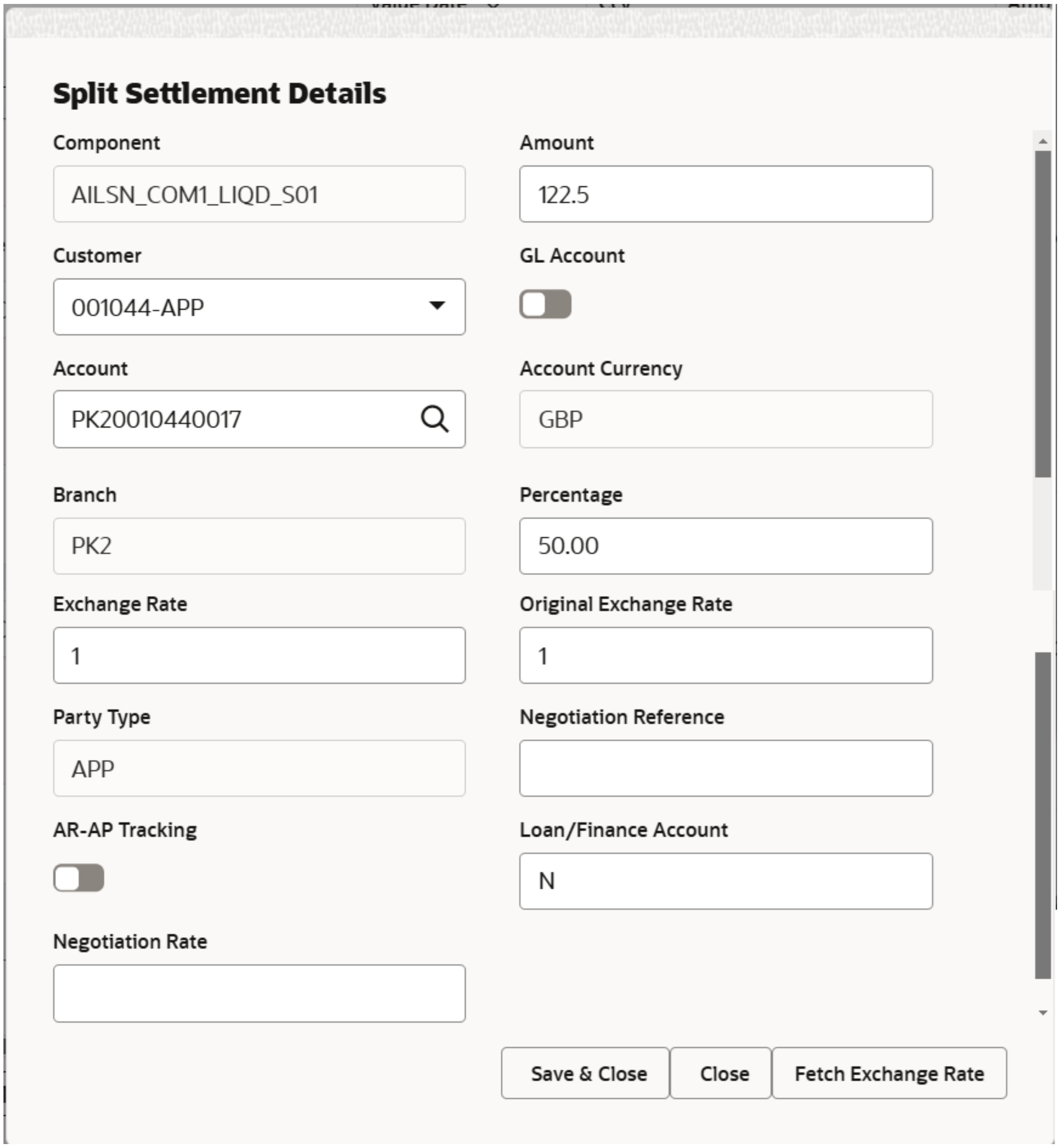


Figure 2-16 Split Settlement Details



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

Table 2-17 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.
Single Collection Cycle for Commission	This field is display only. The value displays as available in Bank Parameter at Back office When Single Cycle toggle is on, back office system follows single cycle for collecting commission as per the issuance commission cycle period for periodic commission.

Table 2-17 (Cont.) Commission, Charges and Taxes - Field Description

Field	Description
Commission Collection Method	Select the Commission Collection Method from the following values: • **Advance** • **Arrears** The values are defaulted for commission Collection method as per product, which user can change. Based on collection method provided at contract level, for all commission component commission are collected and same is applicable for life cycle of the transaction.
Component	Displays the commission component. Click the link to view the commission component details.
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.

Table 2-17 (Cont.) Commission, Charges and Taxes - Field Description

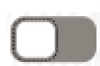
Field	Description
Tag Currency	Displays the tag currency in which the charges have to be collected.
Tag Amount	Displays the tag amount that is maintained under the product code.
Currency	Displays the currency in which the charges have to be collected.
Amount	This field displays the amount that is maintained under the product code.
Modified	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.
Billing	Switch to  to make the details available for billing engine for further processing, if charges are handled by separate billing engine. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically enabled in OBTFPM. The user can not enable/disable the option, if it is de-selected by default. This field is disabled, if 'Defer' toggle is enabled.
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.

Table 2-17 (Cont.) Commission, Charges and Taxes - Field Description

Field	Description
Amount	Displays the tax amount based on the percentage of commission maintained. The user can edit the tax amount, if applicable.
Billing	Switch to  to make the details available for billing engine for further processing, if taxes are handled by separate billing engine. This field is disabled, if 'Defer' toggle is enabled.
Defer	Switch to  to defer the taxes and collect at any future step. Switch to  if you do not want to defer the taxes. On disabling the user has to click on 'Recalculate' charges button for re-simulation.
Settl. Account	System defaults the settlement account. The user can modify the settlement account.
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.

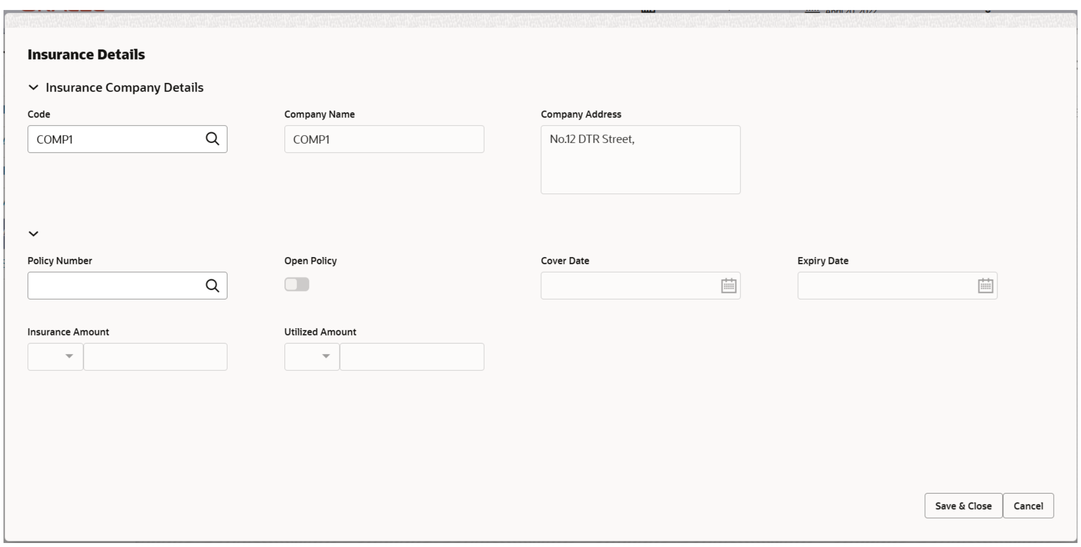
Table 2-17 (Cont.) Commission, Charges and Taxes - Field Description

Field	Description
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.
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.

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

Insurance Details
The user can enter and view the Insurance details if the Insurance policy is applicable for the transaction.

Provide the Insurance details based on the description in the following table.



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

Table 2-18 Insurance Details - Field Description

Field	Description
Code	Click **Search** icon to search and select insurance company code.
Company Name	This field displays the insurance company name as per the selected company code.
Company Address	This field displays the insurance company adress details as per the selected company code.
Policy Number	Click **Search** icon to search and select the policy number of the insurance. If the user selects the policy number, the company details and the policy details are populated. If the user does not selects the Policy number, then only the company details are saved in the contract, user has to enter all other fields.
Open Policy	Read only field. If enabled, this field denotes whether the policy is an open policy.
Cover Date	The cover date of the policy.
Expiry Date	The Expiry Date of the Policy. System displays an override if the policy is expired.
Insurance Amount	The insurance amount for the policy.
Utilized Amount	This field displays the utilized amount, if the policy is an Open Policy.

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.

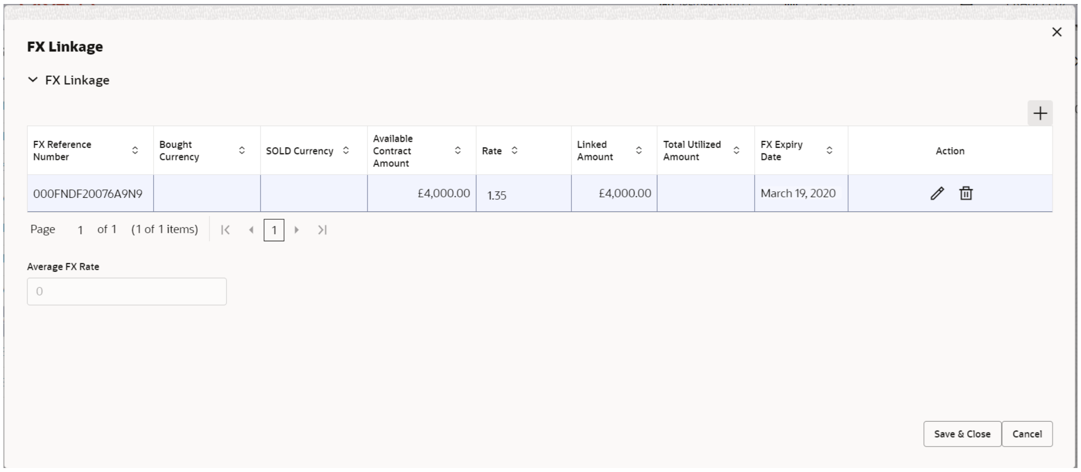
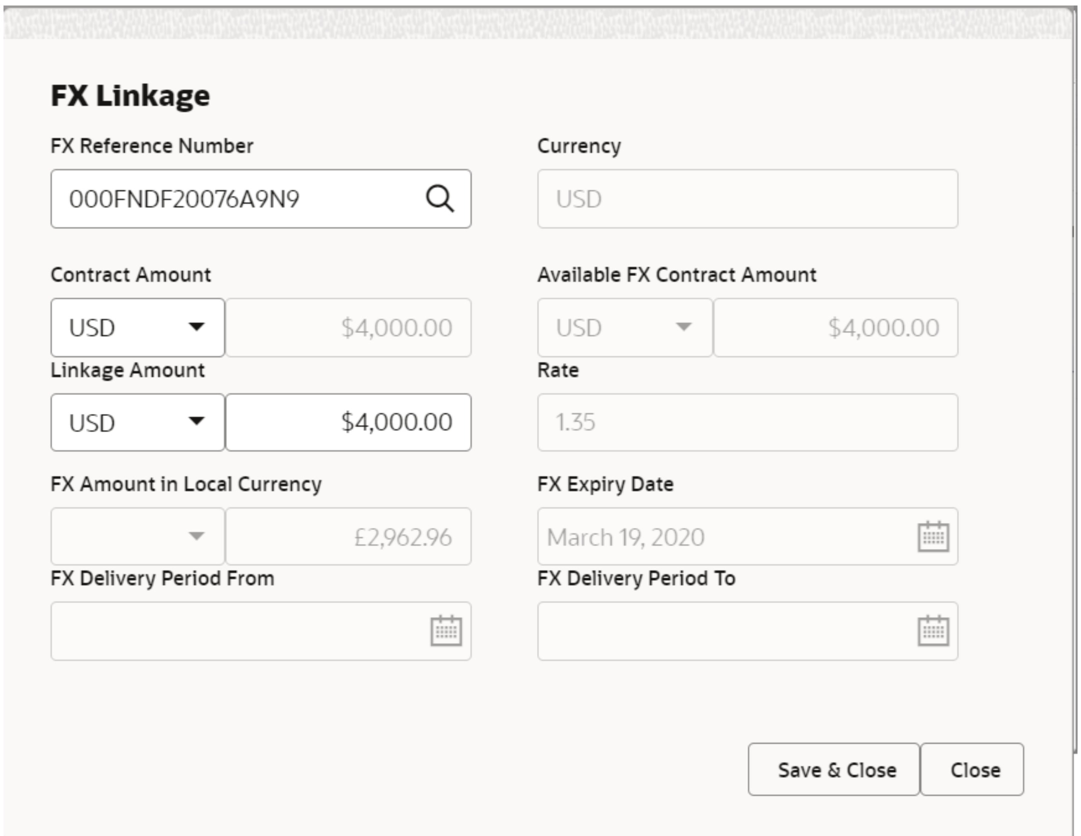


Figure 2-17 FX Linkage Details



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

Table 2-19 FX Linkage - Field Description

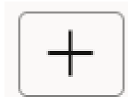
Field	Description
	Click + to add multiple **FX Details**. Below fields are displayed on the **FX Linkage** pop-up screen, if the user clicks the plus icon.
FX Reference Number	Click **Search** to search and select the FX contract reference number. On select and save and close, system defaults the available 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.

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

Field	Description
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.
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.

6. Click **Save and Close** to save the details and close the screen.
7. **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
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.

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

Field	Description
Remarks	Specify any additional information regarding the LC Issuance. 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. In case of MT798, the User can click and view the MT798 message(770,700/701). In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the 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 2-20 (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.

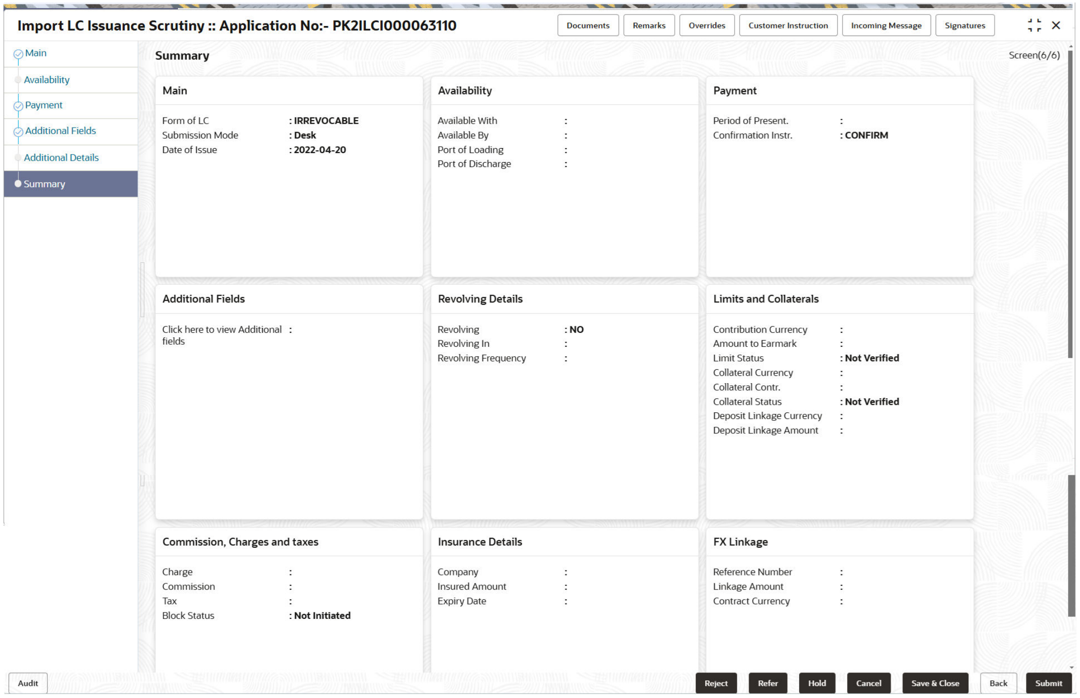
2.4.6 Summary

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

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

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

Figure 2-18 Summary



Tiles Displayed in Summary

- Main Details - User can view details about application details and LC details.
- Availability - User can view the Availability details.
- Payment - User can view the payment details.
- Additional Fields - User can view the details of additional fields.
- Revolving Details - User can view the revolving details.
- Limits and Collaterals - User can view limits and collateral details.
- Commission, Charges & Taxes - User can view charge details.
- Insurance Details - User can view the insurance details.
- FX Linkage - User can view the details of FX Linkage.

2. Click **Submit**.

   The task will move to next logical stage.

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'.

Table 2-21 (Cont.) 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 LC issuance. 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. In case of MT798, the User can click and view the MT798 message(770,700/701). In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the 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 2-21 (Cont.) Summary - Action Buttons - Field Description

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Submit	Task will get moved to next logical stage of Import Documentary Collection Booking. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. n case of duplicate documents' system will terminate the process after handing off the details to back office.
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..

2.5 Data Enrichment

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

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

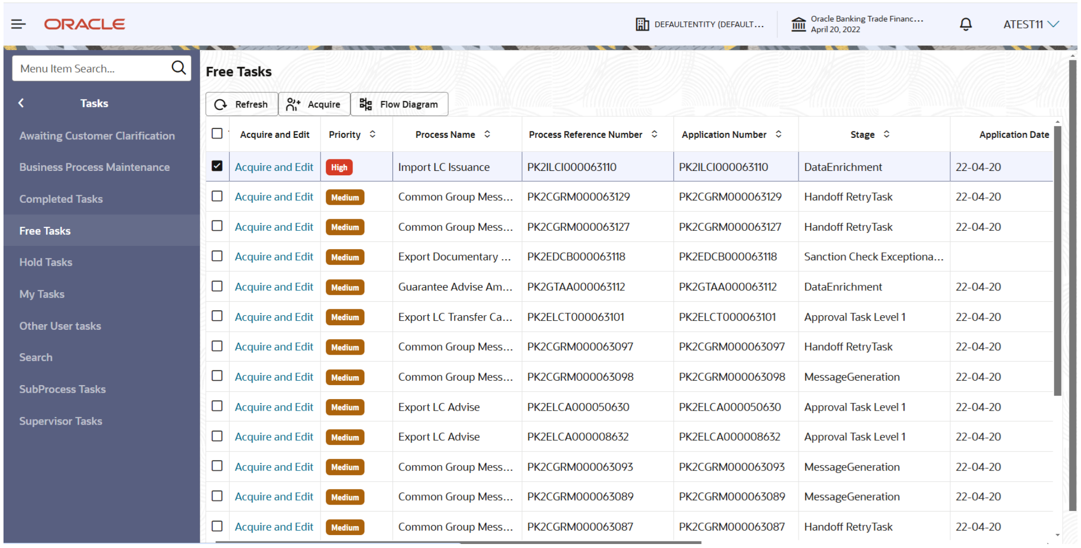
> **Note**
>
> For expired line of limits, the task moves to “Limit Exception” stage under Free Tasks, on ‘Submit’ of DE Stage with the reason for exception as “Limit Expired”.

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

1. On **Home** screen, click, **Tasks**.

2. Under **Tasks**, click **Free Tasks**.

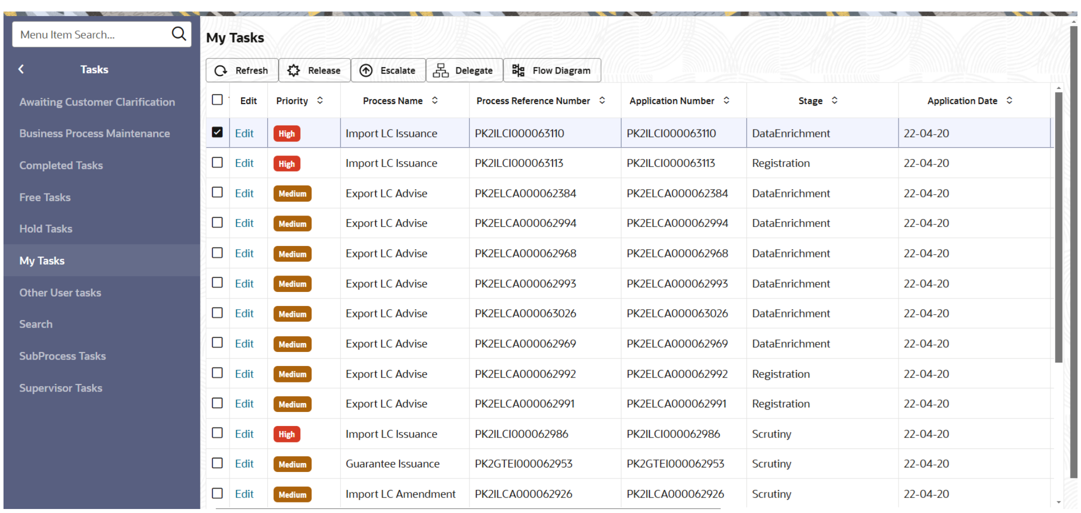
Figure 2-19 Free Tasks



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 2-20 My Tasks



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

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

- Main
  This topic provides the systematic instructions to initiate the Data Enrichment stage of import LC Issuance request.
- Availablity
  This topic provides the systematic instructions to capture the availability details.
- Payment
  This topic provides the systematic instructions to initiate the Payment Data Enrihment stage of import LC issuance request.
- Documents and Conditions
  This topic provides the systematic instructions to capture the details of the documents received.
- Additional Fields
  This topic provides the systematic instructions to capture the additional fields.
- Advices
  This topic provides the systematic instructions to capture the advices details.
- Additional Details
  This topic provides the systematic instructions to capture the additional details
- Settlement Details
  This topic provides the systematic instructions to capture the settlement details of import LC issuance request.
- Summary
  This topic provides the systematic instructions to view the summary of import LC Issuance request.

2.5.1 Main

This topic provides the systematic instructions to initiate the Data Enrichment stage of import LC Issuance request.

Main section has two sub section as follows:

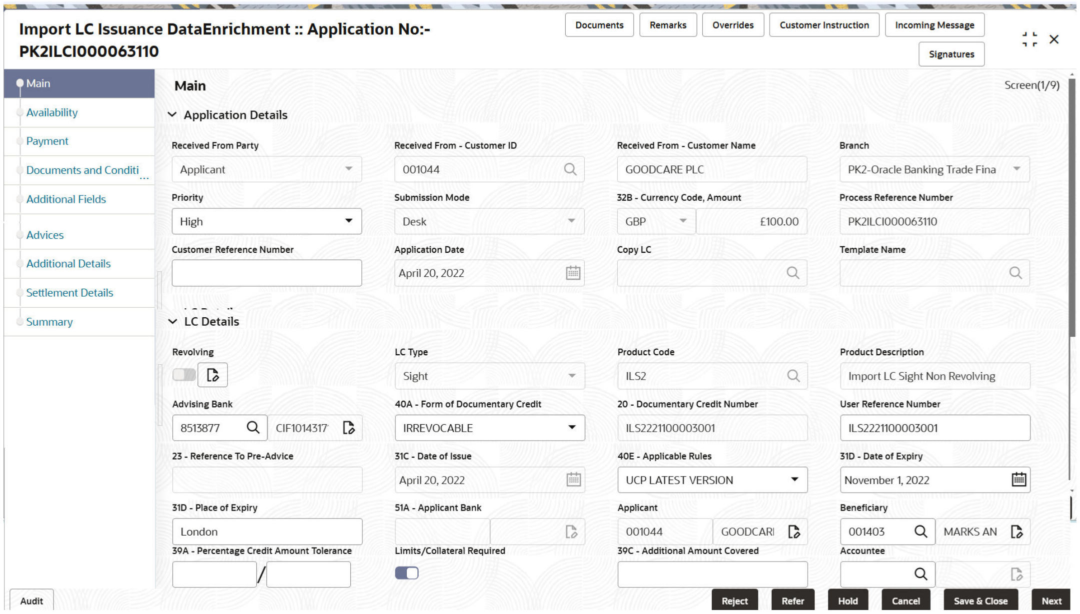
- Application Details
- LC Details.

Application Details

All fields displayed under Basic details section, would be read only except the **Priority** and **Customer Reference Number**' fields. For more information on the fields, refer **Application Details** of Table 2-3 stage .

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

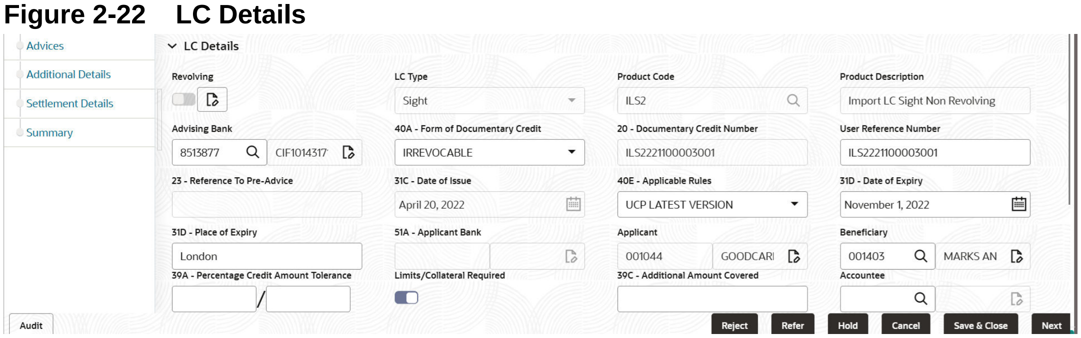
Figure 2-21 Data Enrichment - Main Details



LC Details

The fields listed under this section are same as the fields listed under the LC Details section in Registration stage. For more information on the fields, refer to **LC Details** of Table 2-4 stage. During Registration, if user has not captured input, then user can capture the details in this section.

Figure 2-22 LC Details



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.

2. Click **Next**.

   The task will move to next data segment.

Table 2-22 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 LC issuance. 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. In case of MT798, the User can click and view the MT798 message(770,700/701). In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.

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

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

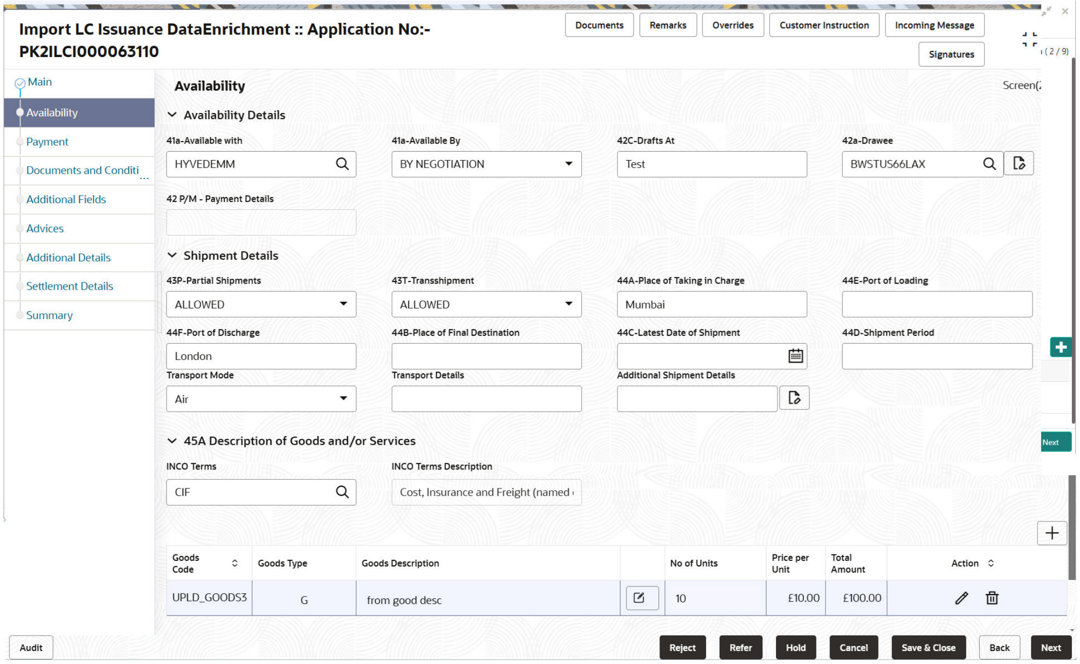
2.5.2 Availablity

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

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

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

Figure 2-23 Availability



For more information on fields, refer Availablity section in Scrutiny stage.

2. Click **Next**.

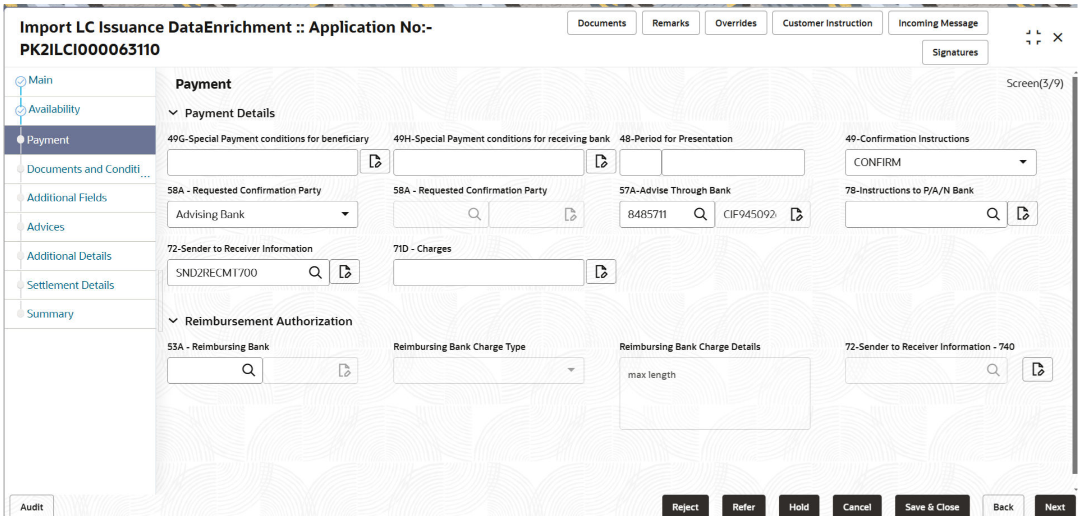
   The task will move to next data segment.

2.5.3 Payment

This topic provides the systematic instructions to initiate the Payment Data Enrihment stage of import LC issuance request.

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

Figure 2-24 Data Enrihment - Payment



For more information on fields, refer Payment section in Scrutiny stage.

2. Click **Next**.

   The task will move to next data segment. For more information on action buttons, refer to Table 2-14.

2.5.4 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
- Additional Conditions

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.

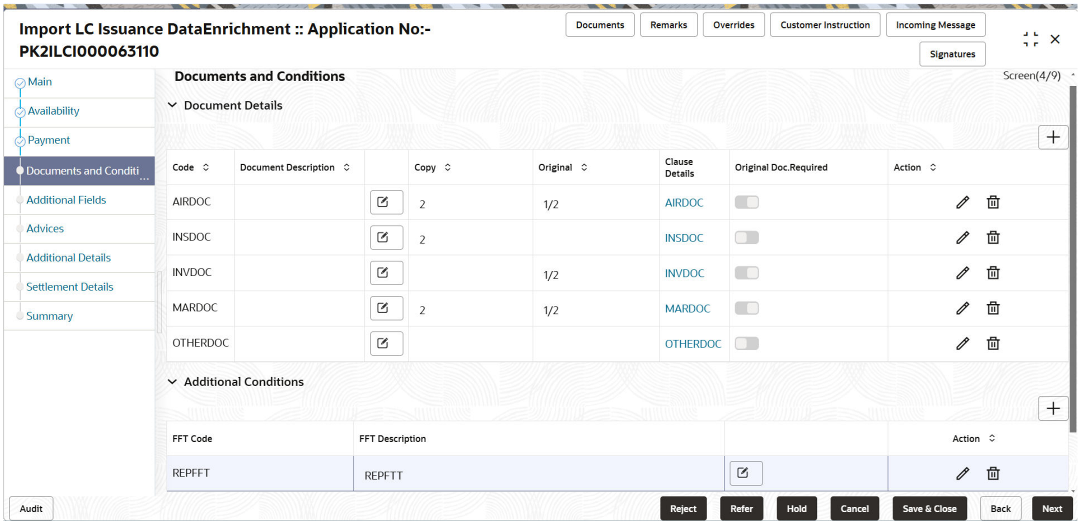
> **Note**
>
> Insurance document is available in Documents Details section, if value in the 'INCO Term' field is not 'CFR','FOB', 'FCA', 'FAS' or 'EXW' in the Availability stage. If not system gives the warning message.

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 2-25 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. Click + to add multiple **Document Details**.
Code	Click **Search** icon 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 displays the document description based on the document code selection. User can edit the description.
	Click Edit icon to edit the document description.
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	Displays the description of the clause required as per LC. The user can click the link to view the clause details
Original Doc. Required	System displays whether original document is required or not. The user can enable the option, if original document is required.
Action	Click Edit icon to edit the document details. Click Delete icon to delete the document details.

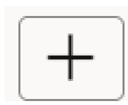
Additional Conditions

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
	Click plus icon to add the multiple additional condition details.
FFT Code	Click **Search** to search and select the FFT code.
FFT Description	System dispalys the FFT discription name based on the FFT code selection.
	Click Edit icon to edit the FFT discription.
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. For more information on action button refer to the field description table below:

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

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

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

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

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

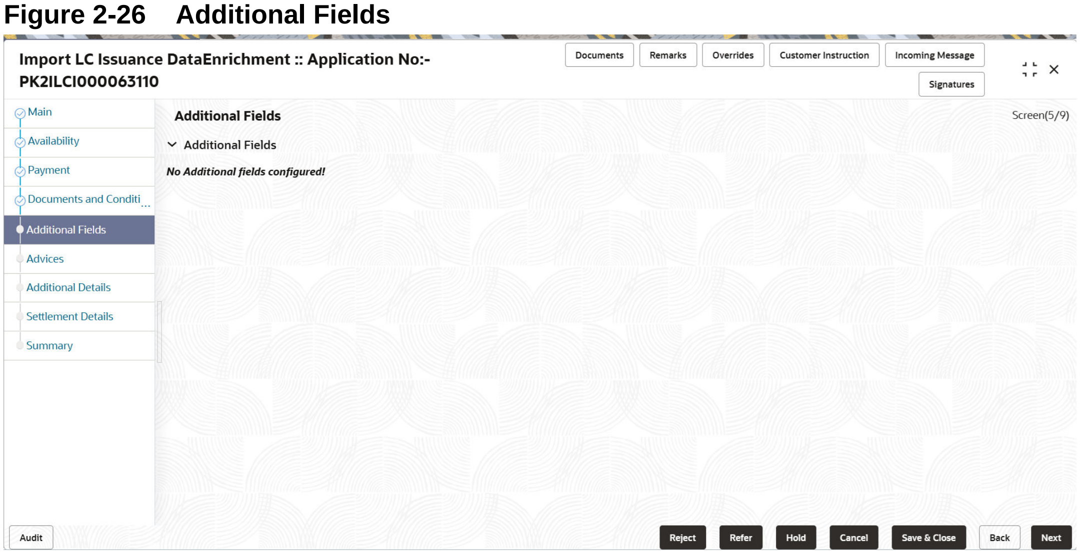
2.5.5 Additional Fields

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 2-26 Additional Fields



2. Click **Next**.

   The task will move to next data segment.
   For more information on action buttons, refer Additional Fields section in Scrutiny stage.

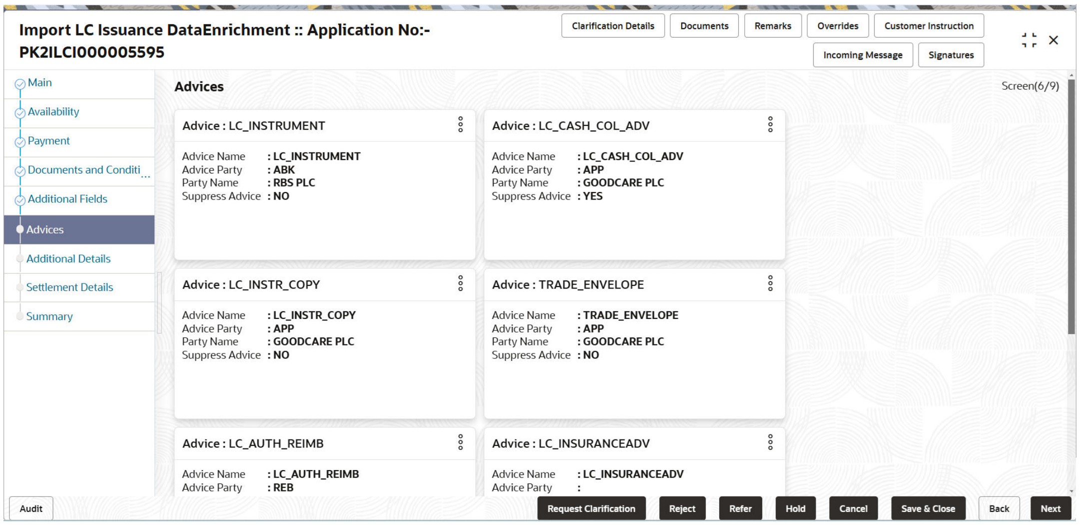
2.5.6 Advices

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

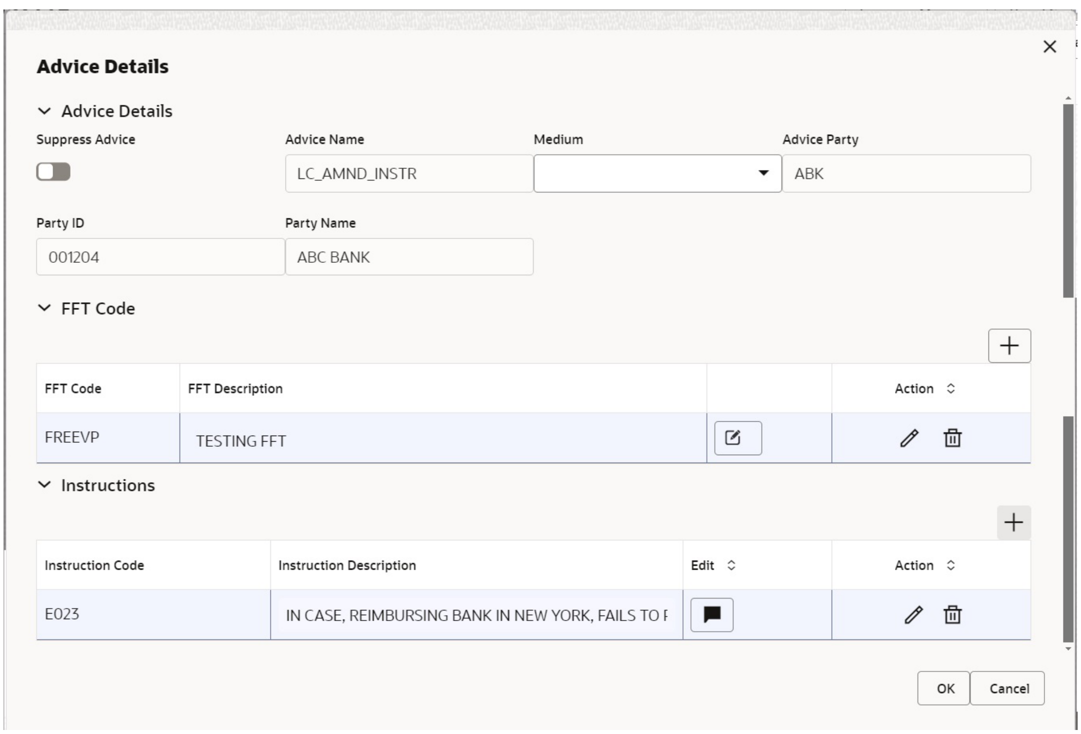
Advices menu displays the advices available under a product code from the back office as tiles. User can edit the fields in the tile, if required. User can suppress the advice, if required.

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

Figure 2-27 Advices

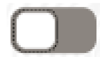
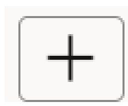
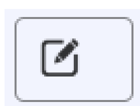
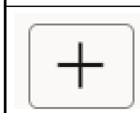


Advice Details



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

Table 2-26 Advice Details

Field	Description
Suspend Advice	Switch to , to suppress the advice. Switch to , if suppress advice is not required.
Advice Name	Read only field. Displays the advice name.
Medium	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.
	Click plus icon to add new FFT code.
FTT Code	Click **Search** to search and select the FFT Code.
FFT Description	FFT description is populated based on the FFT code selected. User can edit the FFT description.
	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.
	Click plus icon to add new instruction code.
Instruction Code	Click **Search** to search and select the instruction Code.
Instruction Description	Instruction description is populated based on the instruction code selected. User can edit the instruction description.
	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 2-27 Advices - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the lc issuance. 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. In case of MT798, the User can click and view the MT798 message(770,700/701). In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.

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

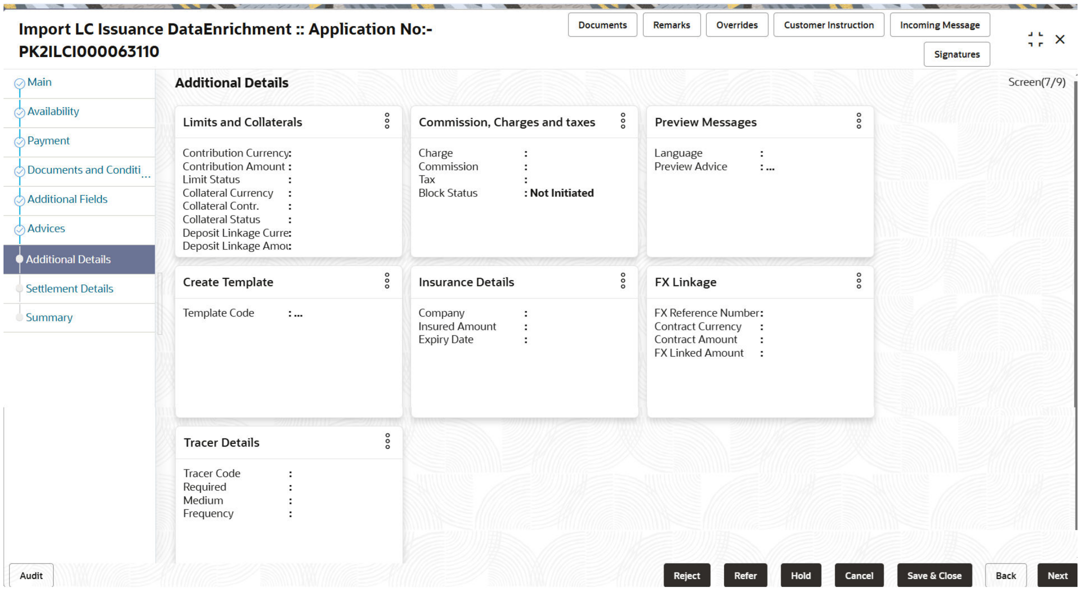
Field	Description
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason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

2.5.7 Additional Details

This topic provides the systematic instructions to capture the additional details

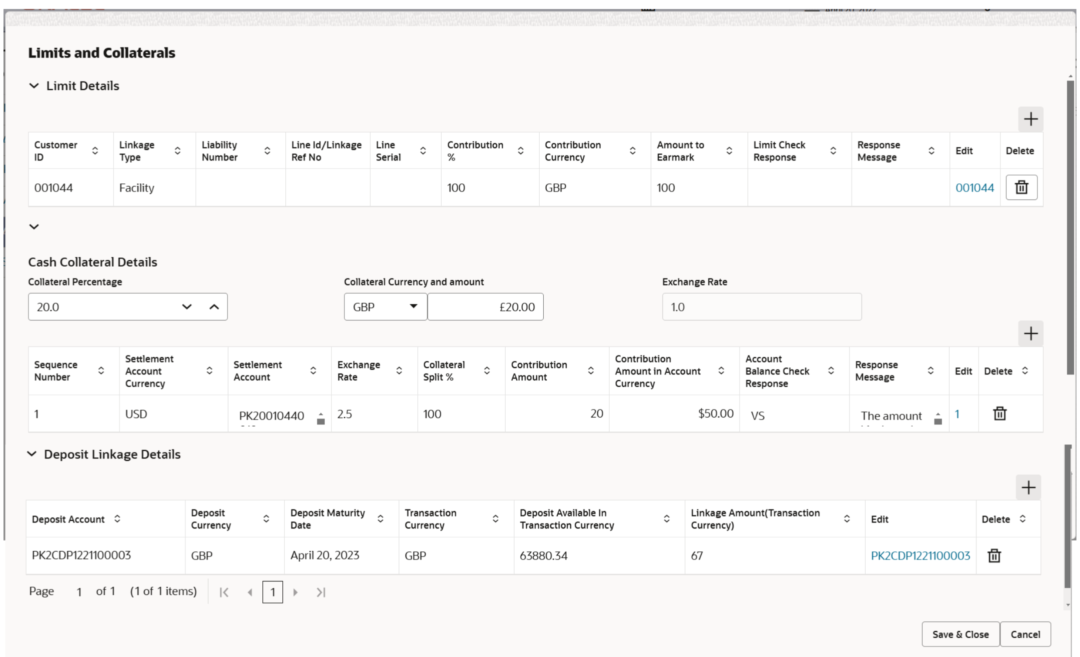
1. On **Additional Details** screen, click the 3 dots on any Additional Details tile to view the details.

Figure 2-28 Additional Details



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

Limits and Collaterals

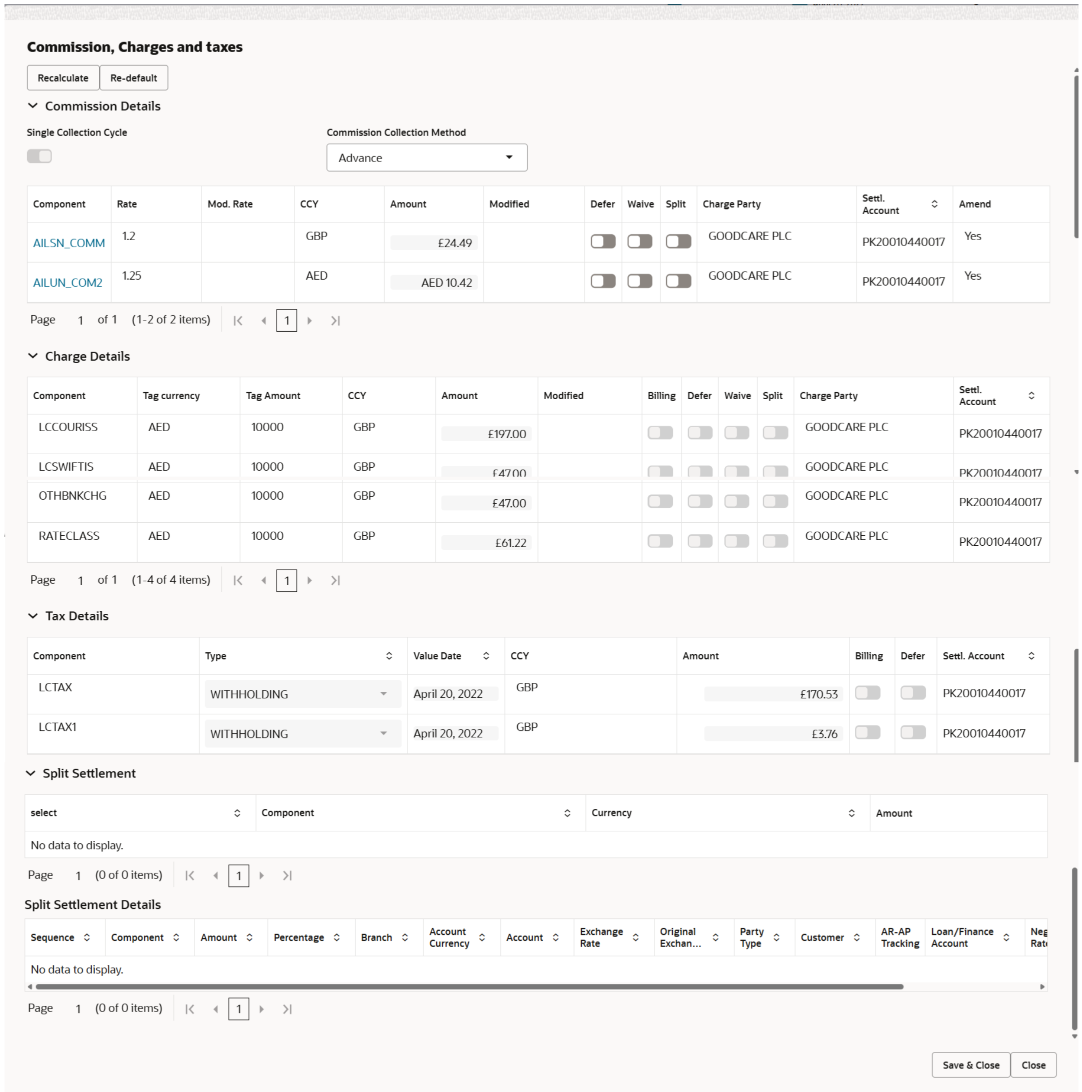


For more information on fields, refer to the field description table Table 2-16 in **Scrutiny** stage.

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

Charge Details

This section displays charge details.



For more information on fields, refer to the field description table Table 2-17 in **Scrutiny** stage.

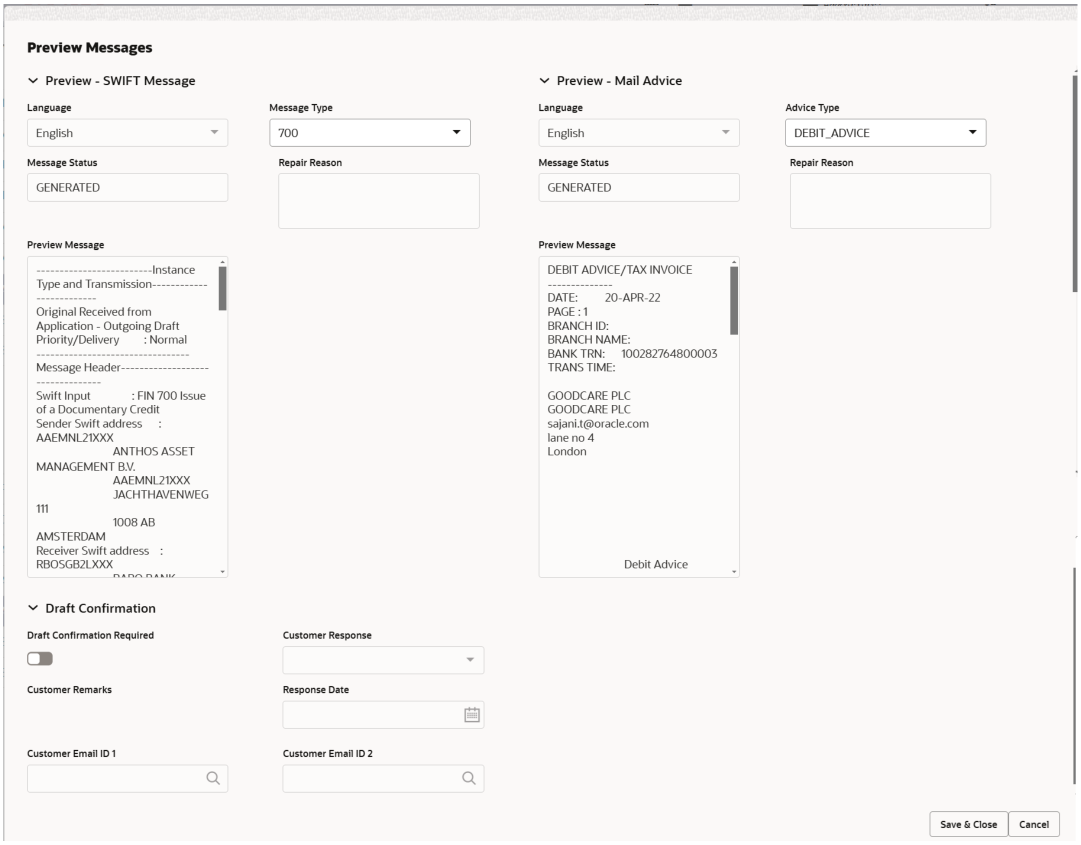
4. Click **Save and Close** to save the details and close the screen.

Preview Mesage

User can preview the draft SWIFT message based on message type and the draft mail advice based on the advice type.

The OBTFPM user can send the draft of the message to the registered email id of the corporate customer as an attachment containing PDF. The PDF sent to the corporate customer is protected by a password. Password to be generated with first four digits of Customer Name and last four digits of Customer Number.

> **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 2-28 Preview Messages - Field Description

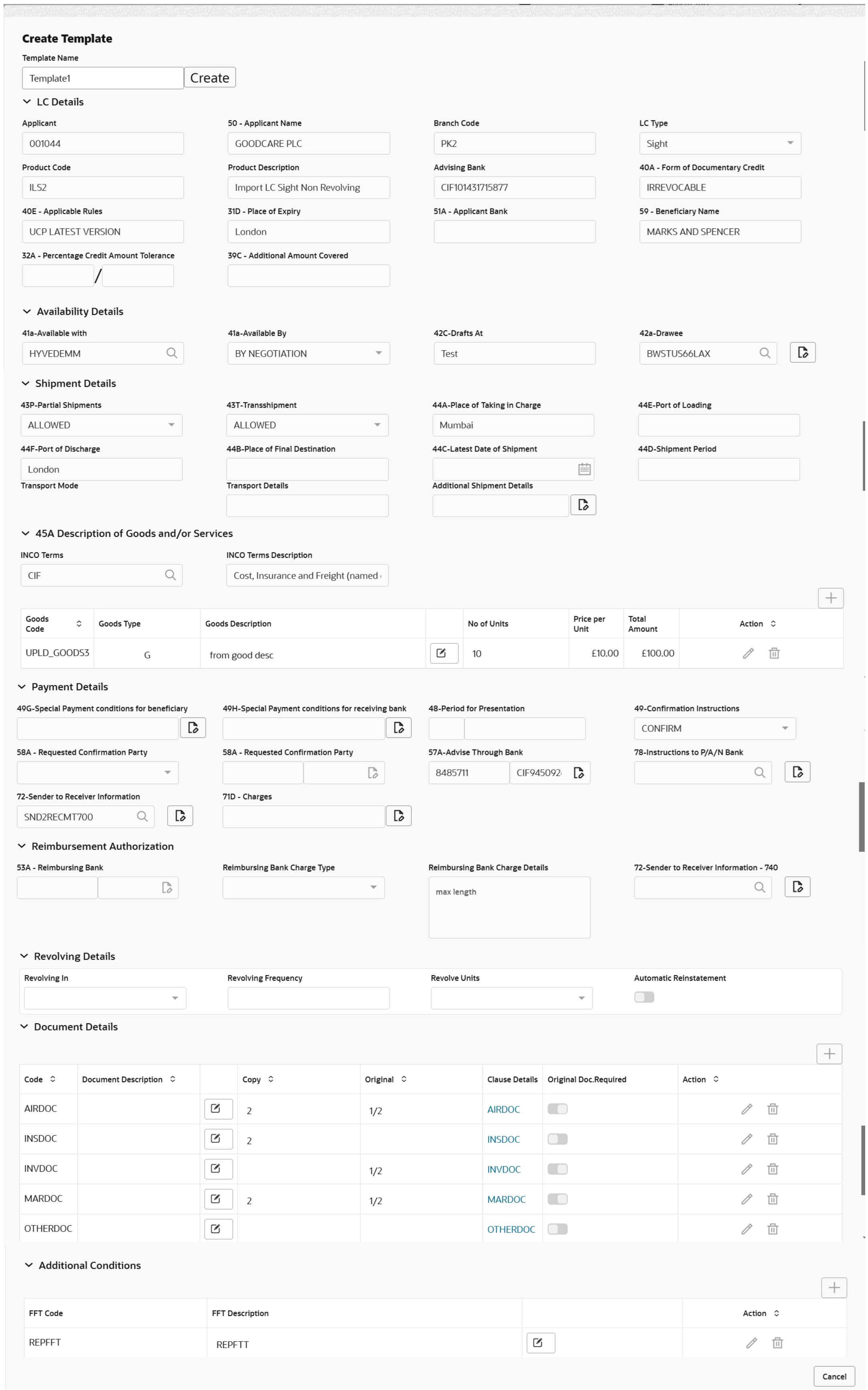
Field	Description
Preview SWIFT Message	This section displays the preview of SWIFT Messages fields.
Language	Read only field. English is set as default language for the preview.
Message Type	Select the message type.
Message Status	Read only field. Display the message status of draft message of issuance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

Table 2-28 (Cont.) Preview Messages - Field Description

Field	Description
Draft Confirmation	This section displays the draft confirmation fields.
Draft Confirmation Required	Switch to  , if draft confirmation is required.
Customer Response	Specify the response received from customer. If the response is received online, the response is auto populated in this field by the system.
Customer Remarks	Read only field. Display the remarks from the customer for the draft.
Response Date	Read only field. Display the customer response received date.
Customer Email ID 1	Click **Search** icon to search and select the Email ID from lookup. The user can select from the Customer Email Address field of the customer maintenance in Back Office and replicated in OBTFPM. By default this field is blank.

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

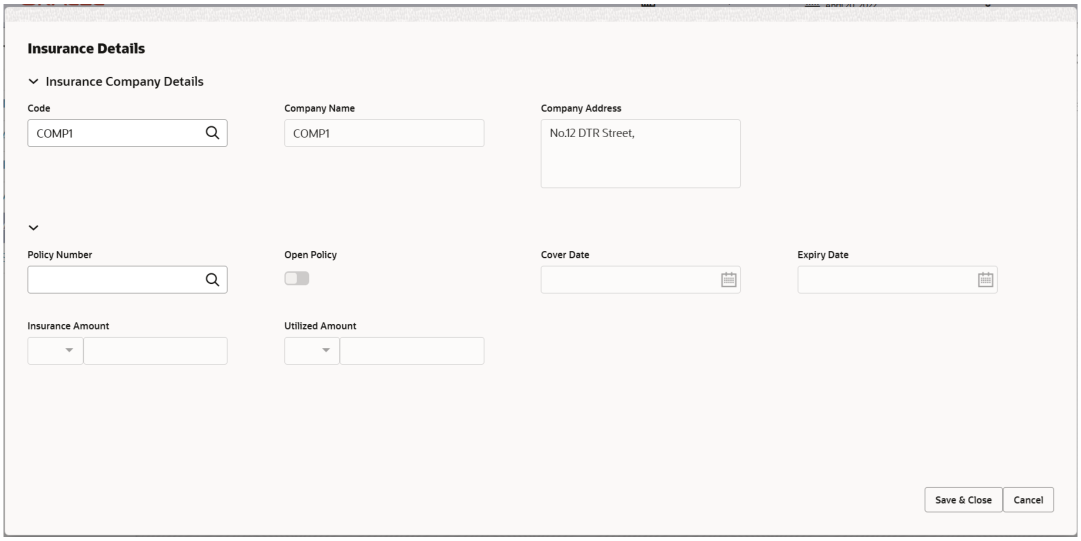
Create Template
This option allows user to create a new template with the already captured details and the data can be reused with the template to reduce the effort. The user can enter the template name and create the template, details pertaining to the subsequent screens in scrutiny and data enrichment screens will be persisted and populated.


Create Template
Template Name
Template1
Create
LC Details
Applicant
001044
50 - Applicant Name
GOODCARE PLC
Branch Code
PK2
LC Type
Sight
Product Code
ILS2
Product Description
Import LC Sight Non Revolving
Advising Bank
CIF101431715877
40A - Form of Documentary Credit
IRREVOCABLE
40E - Applicable Rules
UCP LATEST VERSION
31D - Place of Expiry
London
51A - Applicant Bank
59 - Beneficiary Name
MARKS AND SPENCER
32A - Percentage Credit Amount Tolerance
39C - Additional Amount Covered
Availability Details
41a-Available with
HYVEDEMM
41a-Available By
BY NEGOTIATION
42C-Drafts At
Test
42a-Drawee
BWSTUS66LAX
Shipment Details
43P-Partial Shipments
ALLOWED
43T-Transshipment
ALLOWED
44A-Place of Taking in Charge
Mumbai
44E-Port of Loading
44F-Port of Discharge
London
44B-Place of Final Destination
44C-Latest Date of Shipment
44D-Shipment Period
Transport Mode
Transport Details
Additional Shipment Details
45A Description of Goods and/or Services
INCO Terms
CIF
INCO Terms Description
Cost, Insurance and Freight (named
Goods Code
Goods Type
Goods Description
No of Units
Price per Unit
Total Amount
Action
UPLD_GOODS3
G
from good desc
10
£10.00
£100.00
Payment Details
49G-Special Payment conditions for beneficiary
49H-Special Payment conditions for receiving bank
48-Period for Presentation
49-Confirmation Instructions
CONFIRM
58A - Requested Confirmation Party
58A - Requested Confirmation Party
57A-Advise Through Bank
8485711
CIF945092
78-Instructions to P/A/N Bank
72-Sender to Receiver Information
SND2RECMT700
71D - Charges
Reimbursement Authorization
53A - Reimbursing Bank
Reimbursing Bank Charge Type
Reimbursing Bank Charge Details
max length
72-Sender to Receiver Information - 740
Revolving Details
Revolving In
Revolving Frequency
Revolve Units
Automatic Reinstatement
Document Details
Code
Document Description
Copy
Original
Clause Details
Original Doc.Required
Action
AIRDOC
2
1/2
AIRDOC
INSDOC
2
INSDOC
INVDOC
1/2
INVDOC
MARDOC
2
1/2
MARDOC
OTHERDOC
OTHERDOC
Additional Conditions
FFT Code
FFT Description
Action
REPFFT
REPFTT
Cancel

For more information on fields, refer to the 'LC Details' field description table in **Scrutiny** stage.

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

Insurance Details
Provide the Insurance details based on the description in the following table.



For more information on fields, refer to the field description table Table 2-18 in **Scrutiny** stage..

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

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

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

Following are the features of FX Linkage in BC.

- FX linkage cannot be linked at Bills at initial stage.
- When a bill is drawn under LC, the details of forward contract linked as a part of the LC, will be defaulted at bill.
- Linked amount will be defaulted against the corresponding FX sequentially.
- User can delink or modify the defaulted FX details at in the Bill.
- Bill maturity date should be greater than or equal to FX Value date.
- Sum of Linked amount will not be greater than Bill contract amount.
- Linked amount will not be greater than the available amount for linkage.
- Current Utilized amount will display the liquidated/purchased/discounted/negotiated amount of Bill contract. It cannot go beyond the linked FX amount.
- When a bill is drawn under LC, delink of FX at BC is allowed only if the linked FX is not utilized by the bill.

- Multiple forward FX contract could be linked and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. The same will be populated in the Average FX Rate.

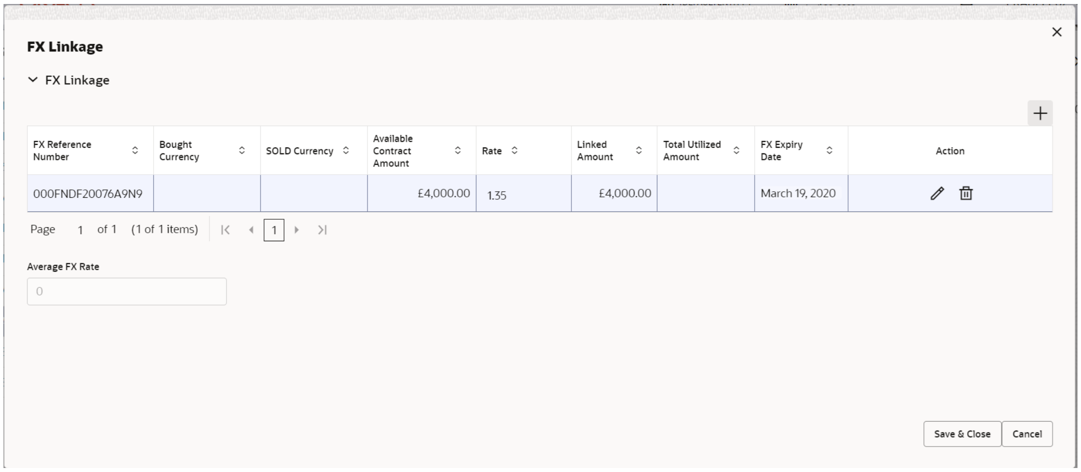
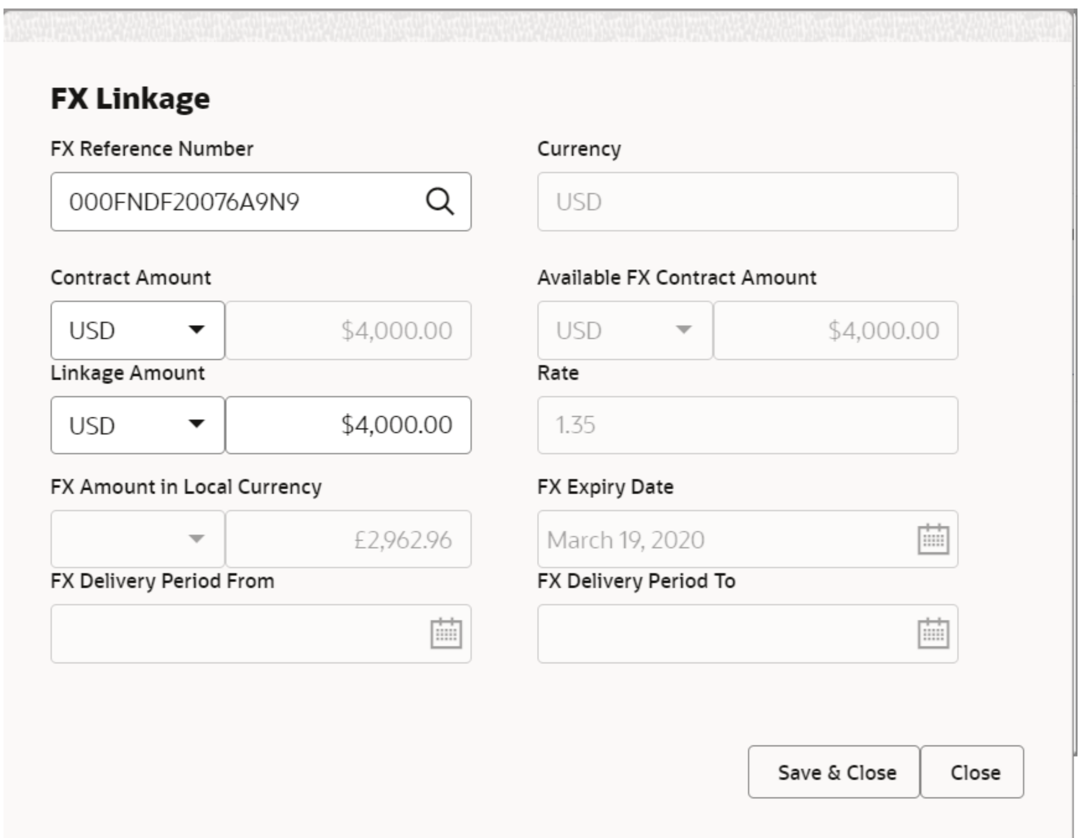


Figure 2-29 FX Linkage Details

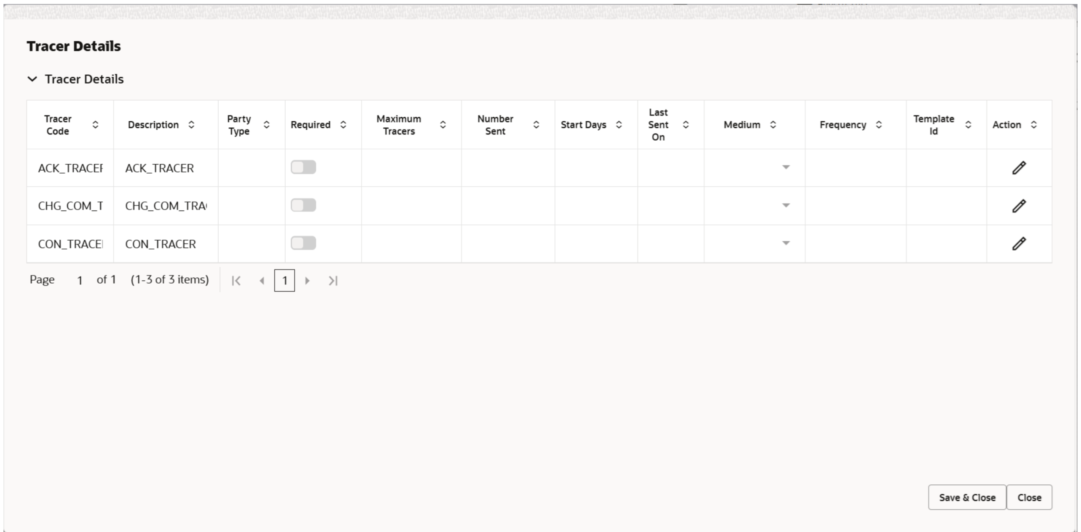


For more information on fields, refer to the field description table Table 2-19 in **Scrutiny** stage.

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

Tracer Details

The bank user can capture these tracer details for LC Issuance.



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

Table 2-29 Tracer Details - Field Description

Field	Description
Tracers Code	Read only field. System defaults the value for tracer code from the latest LC.
Description	Read only field. System defaults the value for description of tracer from the latest LC.
Party Type	Click **Search** to search and select the party type from the lookup.
Required	Switch to , if user requires to capture the tracer details. Switch to , if user does not require to capture tracer details.
Maximum Tracers	Specify the value for maximum number of tracers.
Number Sent	Specify the value for number of tracers to be sent.
Start Days	pecify the value for tracer start days.
Last Sent On	Select the date on which the tracer is last sent.
Tracer Medium	Select the value for tracer medium. The options are: • MAIL • SWIFT
Tracer Frequency	System defaults the days set up at the product level. Value can be 1, 2 etc. which represents daily, once in 2 days etc. The user can change the value.
Template ID	Click **Search** to search and select the party type of the template ID from the lookup.

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

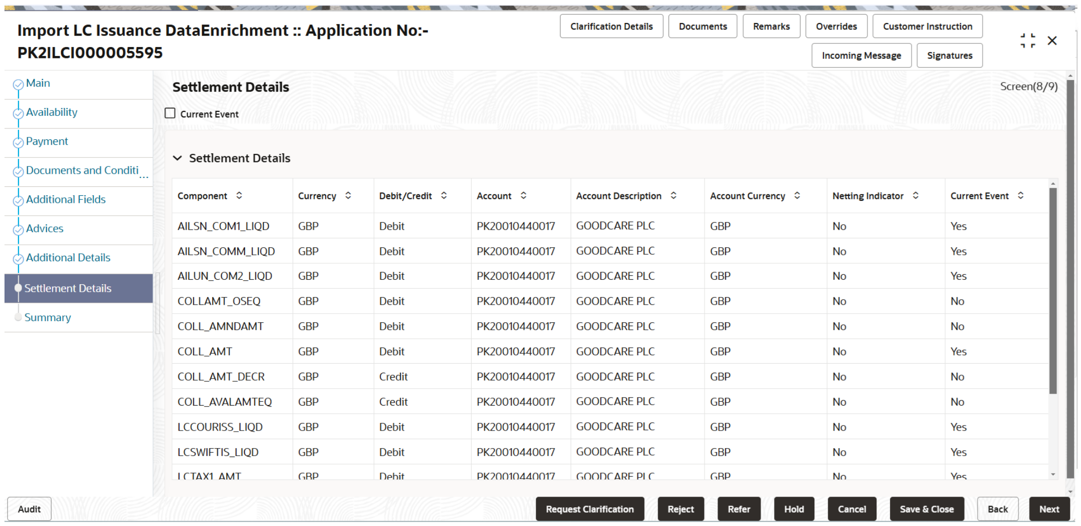
    The task will move to next data segment.
    For more information on action buttons, refer to the field description table Table 2-20 in **Scrutiny** stage.

2.5.8 Settlement Details

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

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

Figure 2-30 Settlement Details



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

Table 2-30 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	System defaults the currency for all the items based on the account number.
Netting Indicator	This field displays the applicable netting indicator.
Current Event	System defaults the current event as Y or N.

2. Click any component in the grid.

Party Details

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

Payment Details

Table 2-31 Payment Details - Field Description

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

Remittance Information

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

3. Click **Next**.

   The task will move to next data segment.

Table 2-32 Settlement Details - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the lc issuance. 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. In case of MT798, the User can click and view the MT798 message(770,700/701). In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.

Table 2-32 (Cont.) Settlement Details - Action Buttons - Field Description

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

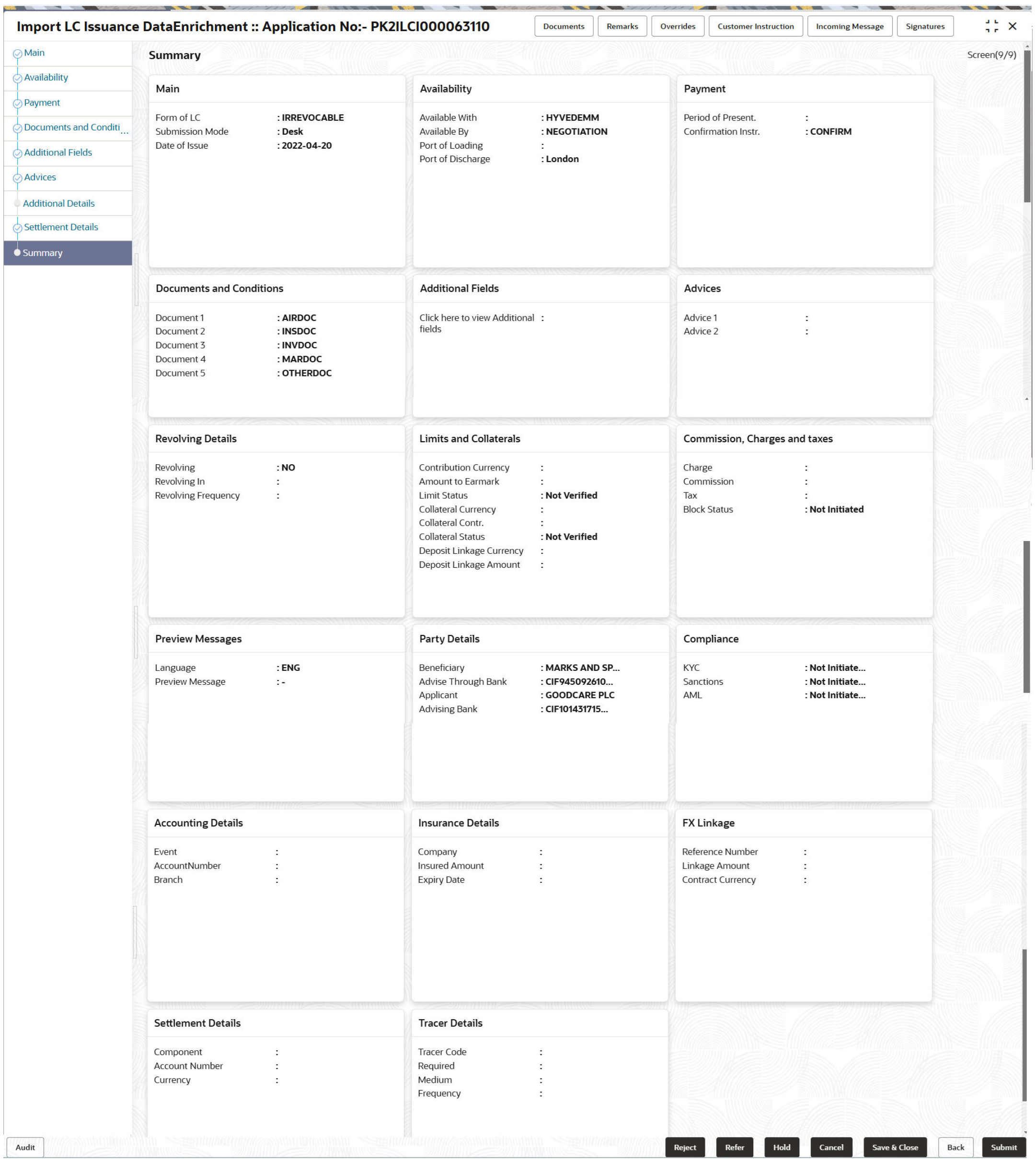
2.5.9 Summary

This topic provides the systematic instructions to view the summary of import LC Issuance request.

User can review the summary of details updated in Data Enrichment stage of import LC Issuance 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 2-31 Summary



Tiles Displayed in Summary

- Main - 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 advice details, if required.
- 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.

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

2. Click **Submit**.

   The task will move to next logical stage.

Table 2-33 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.

Table 2-33 (Cont.) Summary - 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 issuance. 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. In case of MT798, the User can click and view the MT798 message(770,700/701). In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the 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 2-33 (Cont.) Summary - Action Buttons - Field Description

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Submit	Task will get moved to next logical stage of Import LC issuance. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. n case of duplicate documents' system will terminate the process after handing off the details to back office.
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit..

2.6 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
  This topic helps you quickly get acquainted with the Customer Response.

2.6.1 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 - User can view and modify details about application details and LC details, if required.
- Availability - User can view and modify availability and shipment details, if required.
- Payments - User can view and modify all details related to payments, if required.
- Documents and Condition - 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 the advice details, if required.
- 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 the Commission and Charges and Taxes details, if required.
- 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.
- 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.

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

Table 2-34 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

Table 2-34 (Cont.) Action Buttons - Field Description

Field	Description
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.

2.7 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 2-35 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 2-35 (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 2-32 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 2-36 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 2-36 (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 2-37 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.

2.8 Multi Level Approval

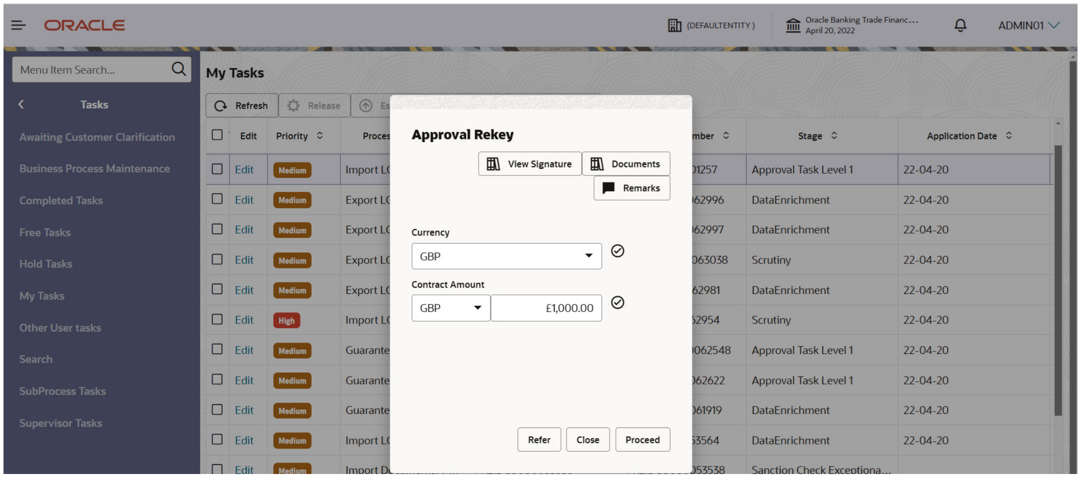
This topic helps you quickly get acquainted with the Multi Level Approval process.

This stage allows the approver user to approve a Import LC Issuance transaction.

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

   The **Approval Re-Key** pop-up screen gets displayed.

Figure 2-33 Approval Re-Key



For non online channel, the application will request approver for few critical field values as an authorization step. If the values captured match with the values available in the screen, system will allow user to open the transaction screens for further verification. If the re-key values are different from the values captured, then application will display an error message and user will not be able to approve the task.

5. Open the task and re-key some of the critical field values from the request in the **Approval Re-Key** screen.

   Some of the fields below will dynamically be available for re-key.:

   - Currency
   - Contract Amount

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

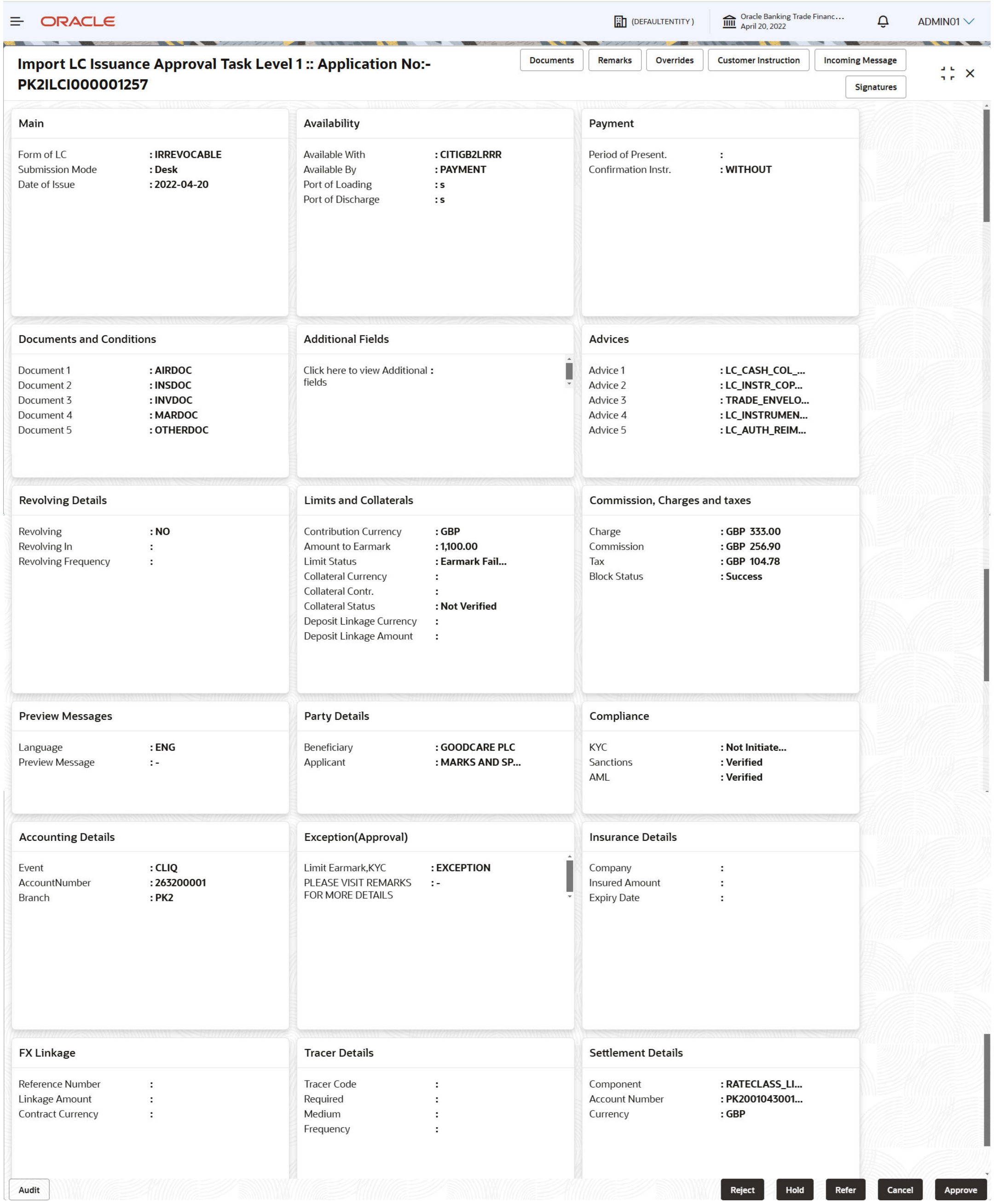
6. Click **Proceed** to proceed for the approval.

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

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

> **Note**
>
> The user can simulate/recalculate charge details and during calling the handoff, if handoff is failed with error the OBTFM displays the Handoff failure error during the Approval of the task.

Approval Summary



Tiles Displayed in Summary:

- Main - User can view and modify details about application details and LC 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 the details of advices.

- 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 Charges and Taxes - User can view and modify commission, charge and tax details, if required.
- 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.
- Accounting Details - User can view the accounting entries generated in back office.

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

- Exception(Approval) - User can view the exception(Approval) details.
- Insurance Details - User can view the insurance details.
- FX Linkage - User can view the FX Linkage details.
- Tracer Details - User can view the tracer details.
- Settlement Details - User can view the settlement details.

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

Table 2-38 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 LC Issuance. 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 2-38 (Cont.) Approval Summary - Action Buttons - Field Description

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

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

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

2.8.1 Reject Approval

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

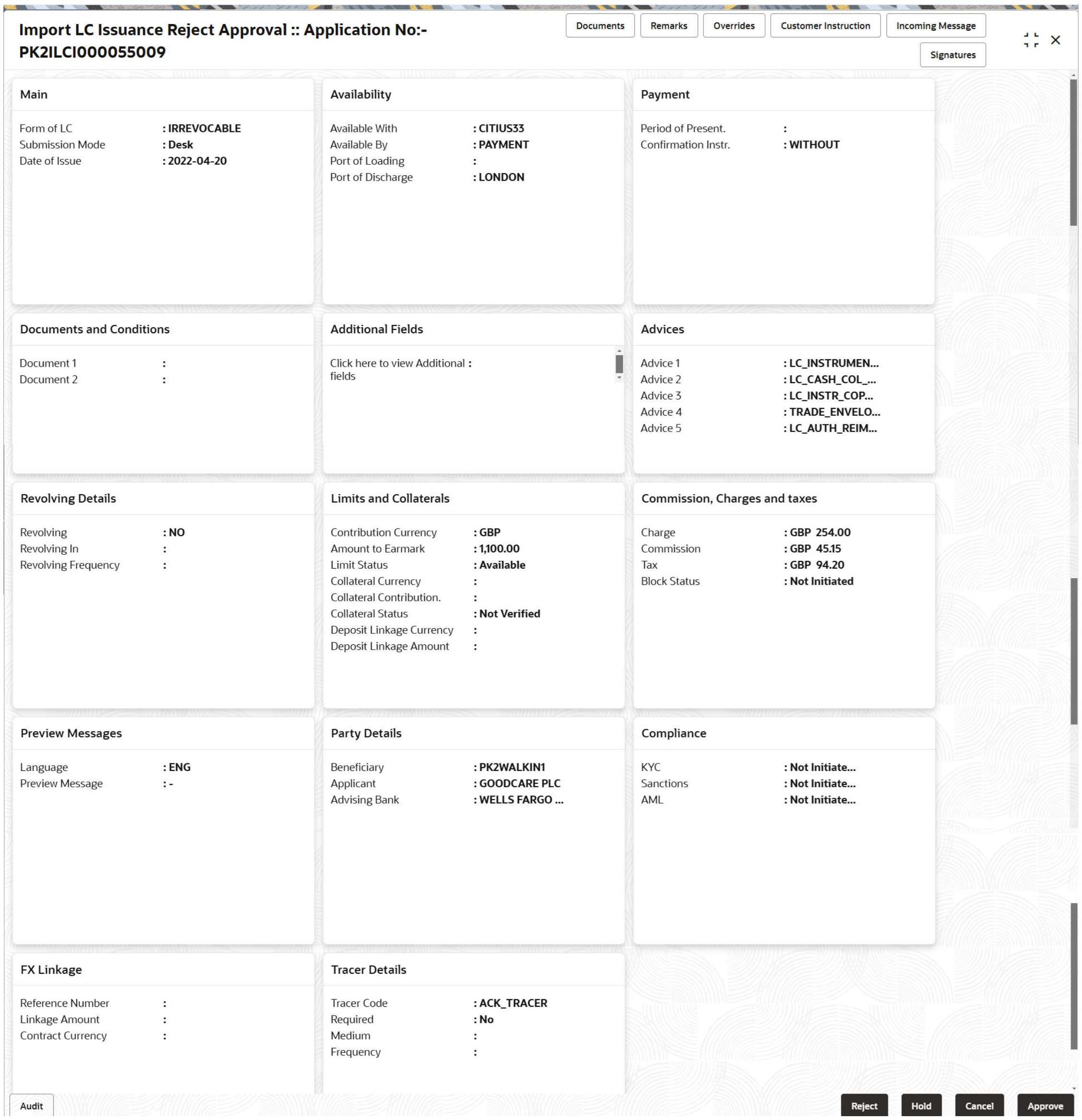
As a Reject approver, user can review a transaction rejected and waiting for reject confirmation.

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

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

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

Summary



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

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

- Main Details - User can view and modify details about application details and LC details, if required.
- Availability - User can view and modify availability and shipment details, if required.
- Payments - User can view and modify all details related to payments, if required.
- Documents 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 the details of advices.

- 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 Charges and Taxes - User can view and modify Commission, Charges and Taxes details, if required.
- 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.
- FX Linkage - User can view the FX Linkage details.
- Tracer Details - User can view the tracer details.

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

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

Table 2-39 Action Buttons - Field Description

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

Table 2-39 (Cont.) Action Buttons - Field Description

Field	Description
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Reject	On click of Reject, the task moves back to the stage where it was rejected. User can update the reason for reject decline in remarks.
Hold	User can put the transaction on 'Hold'. Task will remain in Pending state.
Cancel	Cancel the Reject Approval.
Approve	On click of Approve, the transaction is rejected.

2.9 Customer - Acknowledgement

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

Customer Acknowledgment is generated every time a new Import LC Issuance 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 Application number <CUSTOMER REFERENCE NUMBER> dated <APPLICATION DATE>

This letter is to inform you that we have received your application for issue of Import LC with the below details: CUSTOMER NAME: <CUSTOMER NAME>

CURRENCY/AMOUNT: <LC CCY/AMT>

YOUR REFERENCE NO: <CUSTOMER REFERENCE NUMBER>

OUR REF NUMBER: <PROCESS REFERENCE NUMBER>

We have also received the following Documents from you for processing the request:

Document Name 1

Document Name 2

Document Name n

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

This acknowledgement does not constitute issuance of LC.

Thank you for banking with us.

Regards,

<DEMO BANK>

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

Thank you

2.10 Customer - Reject Advice

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

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

FROM:

<BANK NAME>>

<BANK ADDRESS

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

<CUSTOMER ADDRESS>

<CUSTOMER ID>

Dear Sir,

SUB: Your Import LC Application <Customer Reference Number> under our Process Ref <Process Ref No> - Rejected

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

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 reason <Reject Reason > 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 Import LC application review, please contact us at our bank customer support ph.no xxxxxxxxxxxx
Yours Truly

Authorized Signatory

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