Oracle® Banking Trade Finance Process Management

Export Documentary Collection Booking

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Oracle Banking Trade Finance Process Management Export Documentary Collection Booking, Release 14.8.2.0.0

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Contents

1 Preface

1.1 Purpose 1
1.2 Audience 1
1.3 Documentation Accessibility 1
1.3.1 Access to Oracle Support 1
1.4 Critical Patches 2
1.5 Diversity and Inclusion 2
1.6 Structure 2
1.7 Conventions 2
1.8 Related Documents 2
1.9 Screenshot Disclaimer 2
1.10 Acronyms and Abbreviations 3
1.11 Basic Actions 3
1.12 Symbols and Icons 4

2 Oracle Banking Trade Finance Process Management

3 Export Documentary Collection Booking

3.1 Common Initiation Stage 1
3.2 Registration 2
3.3 Data Enrichment 10
3.3.1 Main Details 12
3.3.2 Document Details 18
3.3.3 Other Details 22
3.3.4 Shipment Details 25
3.3.5 Maturity Details 30
3.3.6 Additional Fields 33
3.3.7 Advices 35
3.3.8 Additional Details 39
3.3.9 Settlement Details 66
3.3.10 Summary 68
3.4 Exceptions 72

3.5 Multi Level Approval 81
3.6 Reject Approval 87

Index

1 Preface

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

1.1 Purpose

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

1.2 Audience

This document is intended for the following audience:

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

1.3 Documentation Accessibility

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

- Access to Oracle Support

1.3.1 Access to Oracle Support

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

1.4 Critical Patches

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

1.5 Diversity and Inclusion

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

1.6 Structure

This manual is organized into the following chapters:

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

1.7 Conventions

The following text conventions are used in this document:

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

1.8 Related Documents

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

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

1.9 Screenshot Disclaimer

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

1.10 Acronyms and Abbreviations

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

Table 1-1 Acronyms and Abbreviations

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

1.11 Basic Actions

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

Table 1-2 Common Action Buttons and its Definitions

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

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

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

1.12 Symbols and Icons

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

Table 1-3 Symbols and Icons - Common

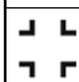
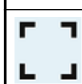
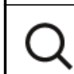
Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list

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

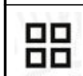
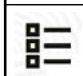
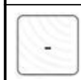
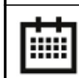
Symbol/Icon	Function
	Date Range
	Add a new record
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	Grid view
	List view
	Refresh
	Click this icon to add a new row.
	Click this icon to delete a row, which is already added.
	Calendar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

Table 1-4 Symbols and Icons - Widget

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

2

Oracle Banking Trade Finance Process Management

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

Welcome to the Oracle Banking Trade Finance Process Management User Guide. This guide provides an overview on the OBTFPM application and takes you through the various steps involved in creating and processing Trade Finance transactions.

This document will take you through following activities in OBTFPM:

- To create and handle Trade Finance transaction.
- Help users to conveniently create and process Trade Finance transaction

Overview

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

Benefits

OBTFPM helps banks to manage Trade Finance operations across the globe in different currencies. OBTFPM allows you to:

- Handle all Trade Finance transactions in a single platform.
- Provides support for limit verification and limit earmarking.
- Provide amount block support for customer account.
- Provides acknowledgement to customers.
- Enables the user to upload related documents during transaction.
- Enables to Integrate with back end applications for tracking limits, creating limit earmarks, amount blocks, checking KYC, AML and Sanction checks status.
- Create, track and close exceptions for the above checks.
- Enables to use customer specific templates for fast and easy processing of trade transactions that reoccur periodically.

Key Features

- Stand-alone system that can be paired with any back end application.
- Minimum changes required to integrate with bank’s existing core systems.
- Faster time to market.
- Capable to interface with corporate ERP and SWIFT to Corporate.
- Highly configurable based on bank specific needs.
- Flexibility in modifying processes.

3 Export Documentary Collection Booking

Export Documentary Collection Booking process enables the Drawee (Exporter) to collect payment for document under collection from the Drawer (Importer) through intermediate banks (Remitting/Collecting Bank).

This topic contains following sub-topics:

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

3.1 Common Initiation Stage

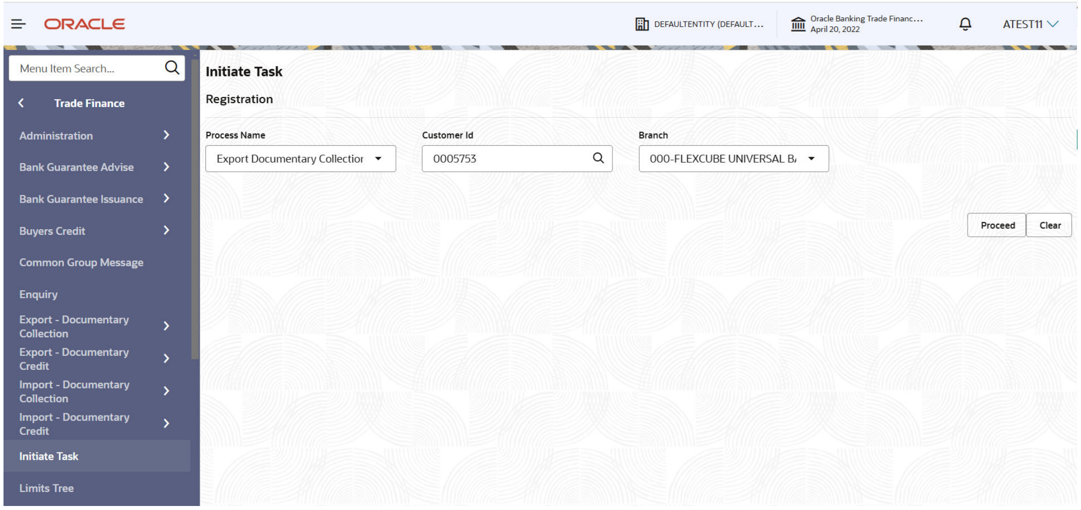
This topic provides the systematic instructions to initiate the Export Documentary Collection Booking request.

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

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

   The **Initiate Task** screen appears.

Figure 3-1 Initiate Task



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

> **Note**
>
> The fields which are marked in asterisk are mandatory.

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

Table 3-1 Initiate Task - Field Description

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

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

Table 3-2 Action Buttons - Field Description

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

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

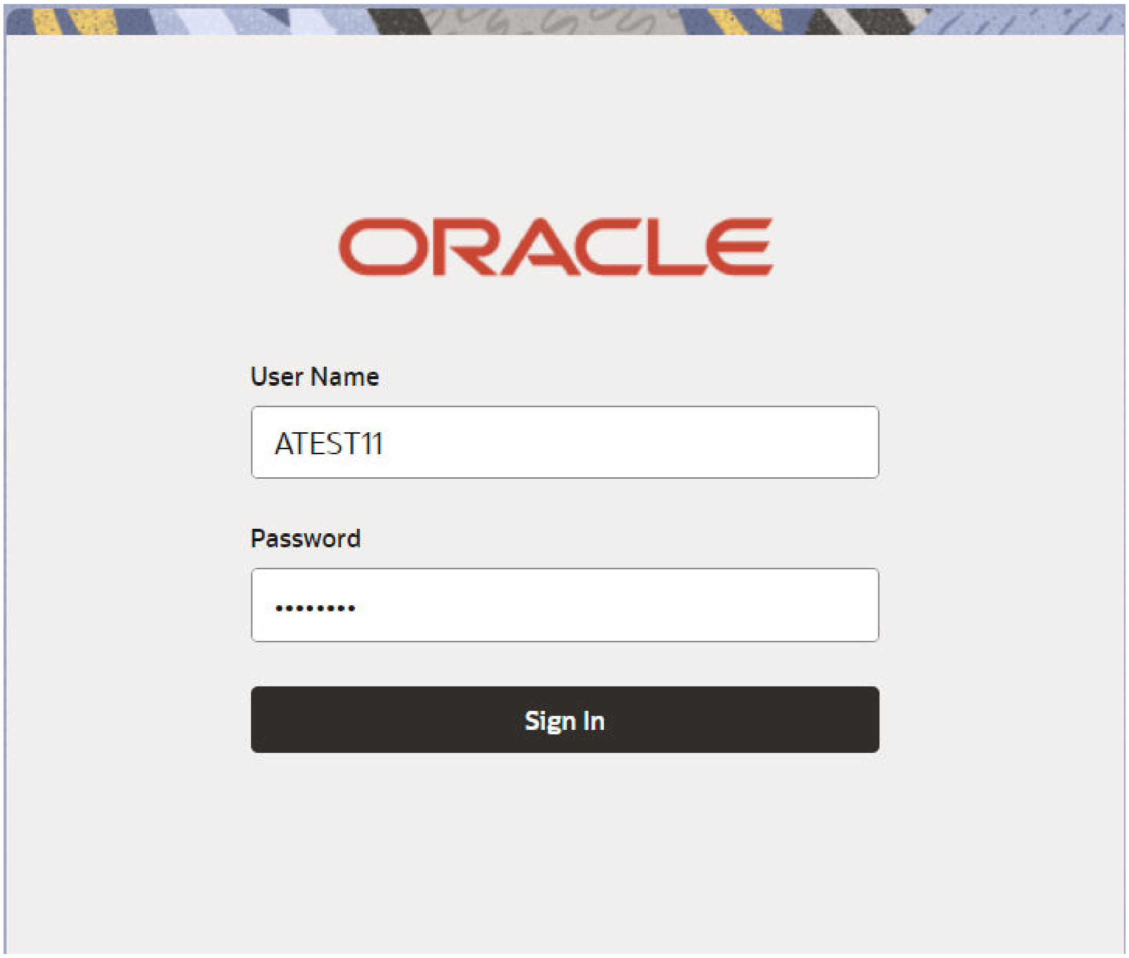
3.2 Registration

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

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

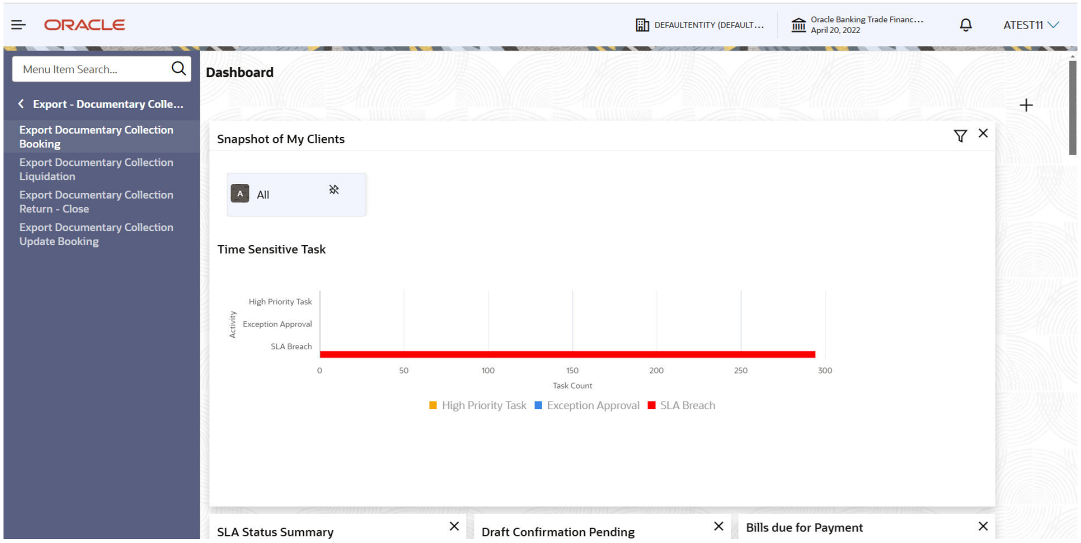
Specify **User ID** and **Password**, and login to **Home** screen.

Figure 3-2 LogIn Screen



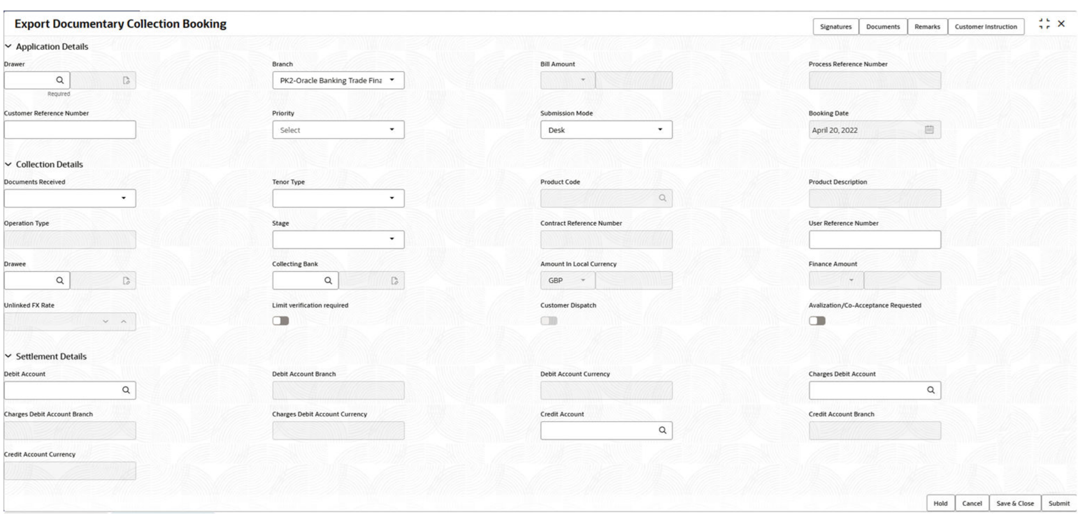
1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Export - Documentary Collection**.
2. Under **Export - Documentary Collection**, click **Export Documentary Collection Booking**.

Figure 3-3 Export Documentary Collection Booking



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

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



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

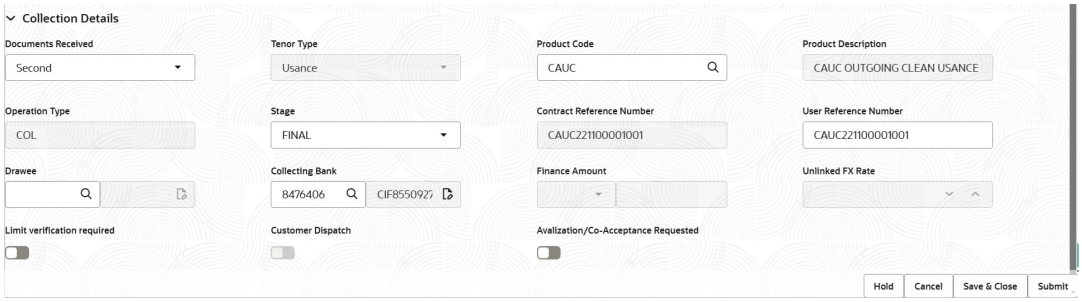
> **Note**
>
> The fields which are marked as **Required** are mandatory.

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

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

Field	Description
Drawer	Specify the Drawer ID. Alternatively, click **Search** to search and select the Drawing reference number. In the lookup, you can search giving any combination details of party ID and the Party Name to fetch the drawing details. Based on the search result, select the applicable Drawer. **Note** If the selected Drawer ID/party is blacklisted the system displays a warning message.
Branch	Read only field. Branch details is auto-populated based on the selected Drawer ID.
Bill Amount	Select the bill currency and specify the bill amount.
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
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 the customer reference number if available.
Priority	System populates the priority of the customer based on priority maintenance. 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.
Submission Mode	Select the submission mode of Export Documentary Collection Booking request from the drop-down list. By default the submission mode will have the value as 'Desk'. • **Desk** - Request received through Desk • **Courier** - Request received through Courier
Booking Date	Read only field. System displays the booking date of the application. By default, the application displays branch's current date.

Collection Details



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

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

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

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

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

Field	Description
Documents Received	Select the number of sets of documents received from the drop-down ist. • **First** • **Second** • **Both**
Tenor Type	Select the tenor type based on the document received. The options are: • **Sight** • **Usance** • **Multi Tenor**
Product Code	Click **Search** to search and select the product code for the collection booking from the look-up.
Product Description	Read only field. This field displays the description of the product as per the product code.
Operation Type	Read only field. This field displays the operation type as per the product code. User can book a documentary collection using the **Operation Type** as **FOP**, to indicate if the documents are to be delivered Free of Payment to the Drawee by the Collecting Bank.

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

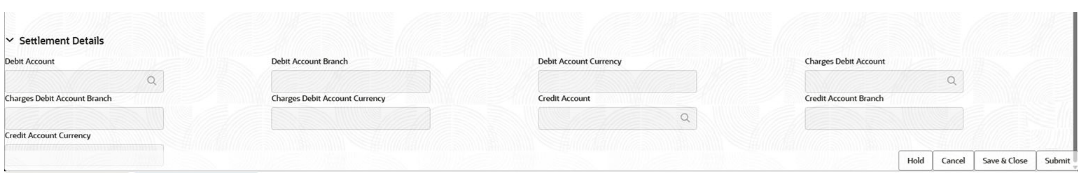
Field	Description
Stage	Select the stage from the drop-down ist. The options are: • **Initial** • **Final** By default, stage is set to 'Initial'. For **Operation Type**, **FOP** the Stage to be defaulted to Final as Free of Payment is not applicable for Bills in Initial stage.
Contract Reference Number	Read only field. System populates the contract reference number from the back end system once the product code is selected.
User Reference Number	System defaults the User reference number based on the description of the product as per the product code. The user can change the value.
Drawee	Click **Search** to search and select the drawee from the look-up. **Note** If the selected drawee/ party is blacklisted the system displays a warning message.
Collecting Bank	Click **Search** to search and select the collecting bank from the look-up. **Note** This field is not applicable if the documents are to be received directly by Drawee.
Finance Amount	Read only field. The amount that requires finance.
Unlinked FX Rate	Read only field. This field displays the unlinked FX rate.
Limit verification required	Move the slider On to enables for limit verification. If the toggle is disabled and Finance amount has been provided, the system prompts an override message on Submit.

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

Field	Description
Customer Dispatch	The value is populated from back office based on the maintenance. • Switch to if the customer has to dispatch the documents directly to the importer's bank. • Switch to , if the bank has to dispatch the documents to the importer's bank. Bank user is not allowed to edit the field, if the value defaulted from the back office is "No"
Avalization/Co-Acceptance Requested	Option for the user to select if the bill is to be avalized. User can enable this option either during the Bill Booking or Amendment. During bill booking, the option can be enabled both INTIAL/FINAL stage and Operation is COL/ACC /DIS. During the Amendment, stage should be Final. By default this option is disabled. Once the option is enabled, it can not be unchecked during any further actions or operations. **Note** Option is not applicable for Sight bills, Multi-tenor and Bills Under LC.

5. On **Export Documentary Collection Booking - Registration - Settlement Details** screen, specify the fields.

Figure 3-5 Export Documentary Collection Booking - Registration - Settlement Details



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

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

Table 3-5 Export Documentary Collection Booking - Registration - Settlement Details - Field Description

Field	Description
Settlement Details	Specify the following settlement details:

Table 3-5 (Cont.) Export Documentary Collection Booking - Registration - Settlement Details - Field Description

Field	Description
Debit Account	Select the customer **Debit Account** from the list of values. If not selected, the default settlement account is used for debit components in this contract.
Debit Account Branch	Read only field. This field displays the **Debit Account Branch** as per the **Debit Account** selected.
Debit Account Currency	Read only field. This field displays the **Debit Account Currency** as per the **Debit Account** selected.
Charges Debit Account	Select the account for debiting charges, commission, and taxes. If not selected, the system defaults to the maintained settlement account for all applicable components, and users can modify it at the component level. • If both the Debit Account and the Charges Debit Account are selected, the Debit Account applies to Cash Collateral, and the Charges Debit Account applies to Charges, Commission, and Taxes. • If only the Credit account is selected, that is applicable only for Commission, Charge, and Tax, not for Cash Collateral. • If only the Debit account is selected, it applies to Commission, Charge, Tax and Cash Collateral.
Charges Debit Account Branch	Read only field. This field displays the **Charges Debit Account Branch** as per the **Charges Debit Account** selected.
Charges Debit Account Currency	Read only field. This field displays the **Charges Debit Account Currency** as per the **Charges Debit Account** selected.
Credit Account	Select the customer **Credit Account** from the list of values. If a **Credit Account** is selected in the Main Settlement Details section, it is applied as the settlement credit account for all components. If not selected, the system defaults the maintained settlement credit account, that can be modified at component level.
Credit Account Branch	Read only field. This field displays the **Credit Account Branch** as per the **Credit Account** selected.
Credit Account Currency	Read only field. This field displays the **Credit Account Currency** as per the **Credit Account** selected.

7. Click **Submit**.

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

Table 3-6 Export Documentary Collection Booking - Registration - Action Buttons - Field Description

Field	Description
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Documents	Upload the documents received under the Documentary Collection.
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users handling the request.
Customer Instruction	Click to view/ input the following: • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancels the Export Documentary Collection Booking task. Details entered will not be saved and the task will be removed
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.
Submit	The task will move to next logical stage of Export Documentary Collection Booking. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit..

3.3 Data Enrichment

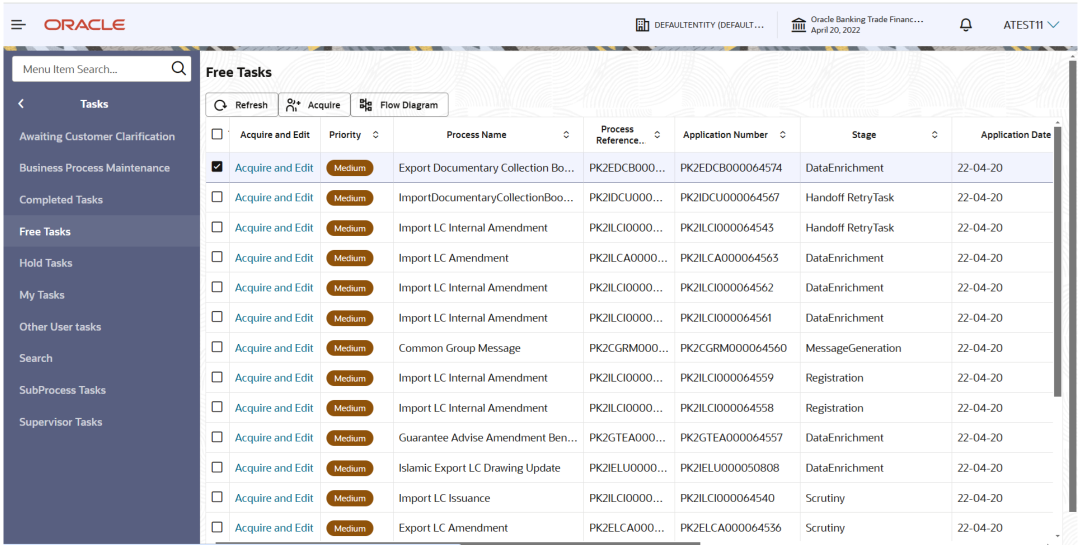
This topic provides the systematic instructions to initiate the Data Enrichment stage of export documentary collection booking request.

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

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

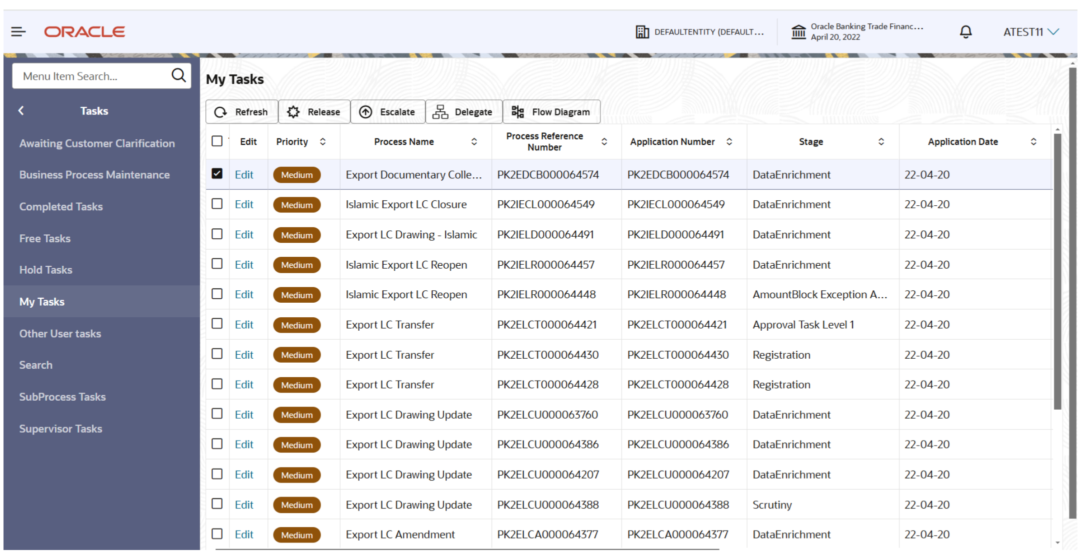
1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Task**.
2. Under **Task**, click **Free Task**.

Figure 3-6 Free Task



The **Free Task** screen appears.

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



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

- Main Details
- Document Details
- Other Details
- Shipment Details
- Maturity Details
- Additional Fields

- Advices
- Additional Details
- Settlement Details
- Summary

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

- Main Details
  This topic provides the systematic instructions to initiate the Data Enrichment stage of export documentary collection booking request.
- Document Details
  This topic provides the systematic instructions to capture the details of the documents received.
- Other Details
  This topic provides the systematic instructions to capture the other details like Credit Value Date, Debit Value Date, Other Bank charges etc.
- Shipment Details
  This topic provides the systematic instructions to capture the shipment details of export documentary collection booking request.
- Maturity Details
  This topic provides the systematic instructions to capture the maturity details.
- Additional Fields
  This topic provides the systematic instructions to capture the additional fields.
- 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 export documentary collection booking request.
- Summary
  This topic provides the systematic instructions to view the summary of Export Documentary Collection Booking process.

3.3.1 Main Details

This topic provides the systematic instructions to initiate the Data Enrichment stage of export documentary collection booking request.

Main details section has two sub section as follows:

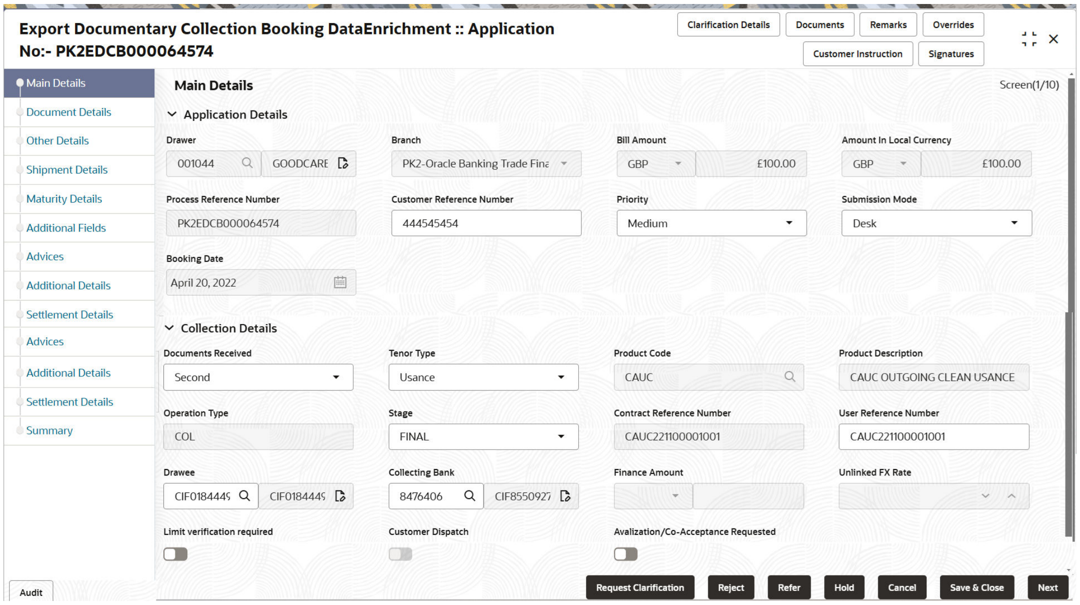
- Application Details
- Collection Details.

Application Details

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

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

Figure 3-7 Data Enrichment - Main Details



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

Table 3-7 Export Documentary Collection Booking - Main Details - Application Details - Field Description

Field	Description
Drawer	Read only field. This field displays the Drawer as selected in **Registration** stage.
Branch	Read only field. Branch details is auto-populated based on the selected Drawer ID.
Bill Amount	Read only field. This field displays the bill currency defaulted from the **Registration** stage.
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
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 the customer reference number if available.

Table 3-7 (Cont.) Export Documentary Collection Booking - Main Details - Application Details - Field Description

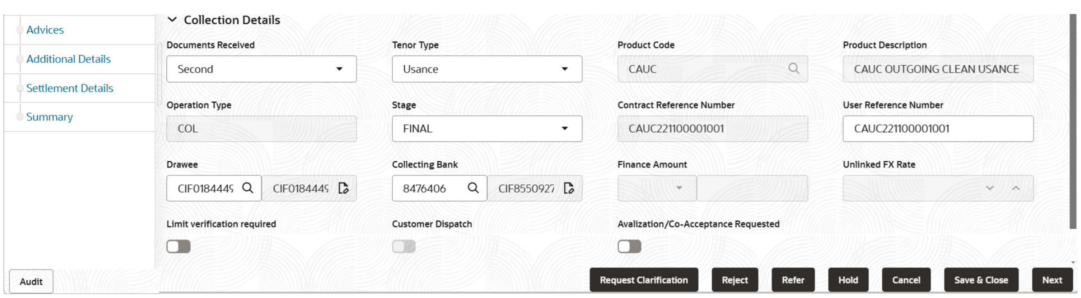
Field	Description
Priority	System populates the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority.
Submission Mode	System populates the submission mode of Export Documentary Collection Booking request. By default the submission mode will have the value as 'Desk'. • **Desk** - Request received through Desk • **Courier** - Request received through Courier User can change the submission mode.
Booking Date	Read only field. System displays the booking date of the application. By default, the application displays branch's current date.

Collection Details

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

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

Figure 3-8 Collection Details

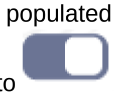


For more information on fields, refer to the field description table below.

Table 3-8 Export Documentary Collection Booking - Main Details - Collection Details - Field Description

Field	Description
Documents Received	Select the number of sets of documents received from the drop-down ist. • **First** • **Second** • **Both**
Tenor Type	Select the tenor type based on the document received. The options are: • **Sight** • **Usance** • **Multi Tenor**
Product Code	Read only field. Product Code is defaulted from the **Registration** stage.
Product Description	Read only field. This field displays the description of the product as per the product code.
Operation Type	Read only field. This field displays the operation type as per the product code. User can book a documentary collection using the **Operation Type** as **FOP**, to indicate if the documents are to be delivered Free of Payment to the Drawee by the Collecting Bank.
Stage	Stage value is defaulted from the **Registration** stage. The options are: • **Initial** • **Final** User can change the Stage value. By default, stage is set to 'Initial'. For **Operation Type**, **FOP** the Stage to be defaulted to Final as Free of Payment is not applicable for Bills in Initial stage.
Contract Reference Number	Read only field. System populates the contract reference number from the back end system once the product code is selected.
User Reference Number	System defaults the User reference number based on the description of the product as per the product code. The user can change the value.
Drawee	Click **Search** to search and select the drawee from the look-up. **Note** If the selected drawee/ party is blacklisted the system displays a warning message.

Table 3-8 (Cont.) Export Documentary Collection Booking - Main Details - Collection Details - Field Description

Field	Description
Collecting Bank	Click **Search** to search and select the collecting bank from the look-up. **Note** This field is not applicable if the documents are to be received directly by Drawee.
Finance Amount	Read only field. The amount that requires finance.
Unlinked FX Rate	Read only field. This field displays the unlinked FX rate.
Limit verification required	Switch to  to enables for limit verification. Switch to  , and if the Finance amount has been provided, the system prompts an override message on Submit.
Customer Dispatch	The value is populated from back office based on the maintenance. • Switch to  if the customer has to dispatch the documents directly to the importer's bank. • Switch to  , if the bank has to dispatch the documents to the importer's bank. Bank user is not allowed to edit the field, if the value defaulted from the back office is "No"
Avalization/Co-Acceptance Requested	Option for the user to select if the bill is to be avalized. Switch to  this option either during the Bill Booking or Amendment. During bill booking, the option can be enabled both INTIAL/FINAL stage and Operation is COL/ACC /DIS. During the Amendment, stage should be Final. By default this option is disabled. Once the option is enabled, it can not be unchecked during any further actions or operations. **Note** Option is not applicable for Sight bills, Multi-tenor and Bills Under LC.

2. Click **Next**.

   The task will move to next data segment.

Table 3-9 Main Details - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
Documents	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.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Request Clarification	Click the Request Clarification button to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

Table 3-9 (Cont.) Main Details - Action Buttons - Field Description

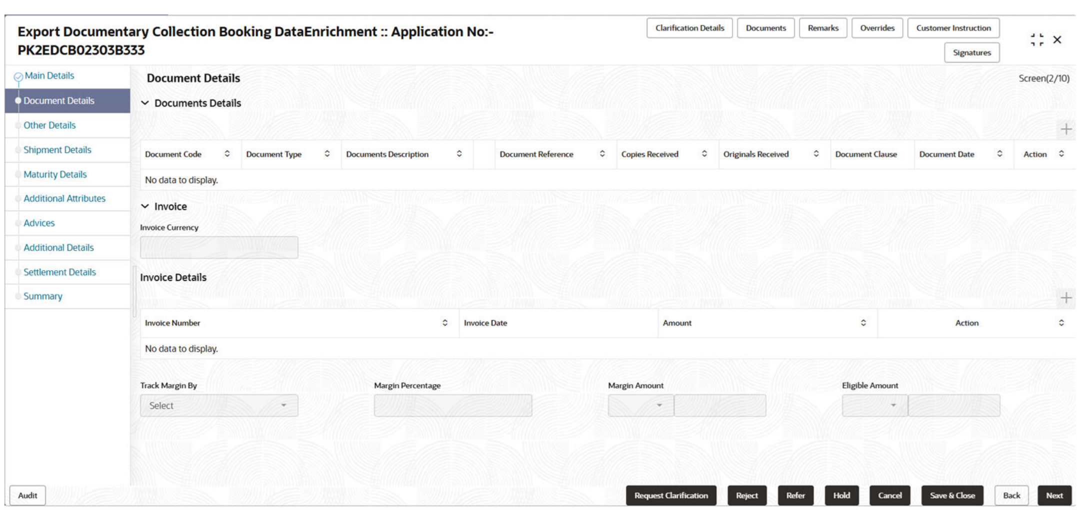
Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This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

3.3.2 Document Details

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

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

Figure 3-9 Data Enrichment - Document Details



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

Table 3-10 Document Details - Field Description

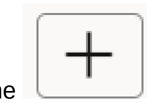
Field	Description
Document Code	System defaults the document code. User can add the document code by clicking the  Click **Search** to search and select the document code based on the document received. User can add or delete the code by deleting the line on the grid.
Document Type	System dispalys the document type based on the document code. Click the link to view the document type.
Document Description	System dispalys the document description based on the document code. User can edit the description. Click the link to view and edit the document description.
Document Reference	Specify the document reference.
Copies Received	Specify the number copies received from the Drawer. User can edit the actual copies received.
Originals Received	Specify the number of original documents received from the Drawer. User can edit the actual originals received.
Document Date	User can edit the date on which the document is received. On click of ‘Next’ system should validate the value in this field against the transport document/Bill of Lading (MARDOC) against any Outstanding Shipping Guarantees issued for the drawee and is not linked to any Documentary Collection or Import Letter of Credit. System should default the Shipping Guarantee Reference in the next screen.
Action	Click Edit icon to edit the document details. Click Delete icon to delete the document details.
Invoice	The Invoice details are as follows:
Invoice Currency	System displays the currency of the invoice. This field defaults from bill currency and cannot be modified.
Invoice Details	The Invoice details are as follows:
Invoice Number	Specify the **Invoice Number**. Uniquely identifies the commercial invoice; mandatory field.
Invoice Date	Specify the **Invoice Date**. Represents the date of invoice issuance; validated against branch date.
Amount	Specify the total invoice **Amount**. Specifies the value of goods/services; used for margin and eligibility calculation.
Action	
Track Margin By	Select how margin is tracked between **Percentage** or **Amount** to define margin calculation method.

Table 3-10 (Cont.) Document Details - Field Description

Field	Description
Margin Percentage	Specify the **Margin Percentage** . Used to calculate margin amount when tracking is based on percentage.
Margin Amount	Displays the eligible finance amount. Calculated as invoice amount minus margin; defines maximum finance allowed.
Eligible Amount	Specify or view the margin amount. Represents the margin deducted from invoice; input or system-calculated based on selection.

2. Click **Next**.

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

Table 3-11 Document Details - Action Buttons - Field Description

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

Table 3-11 (Cont.) Document Details - Action Buttons - Field Description

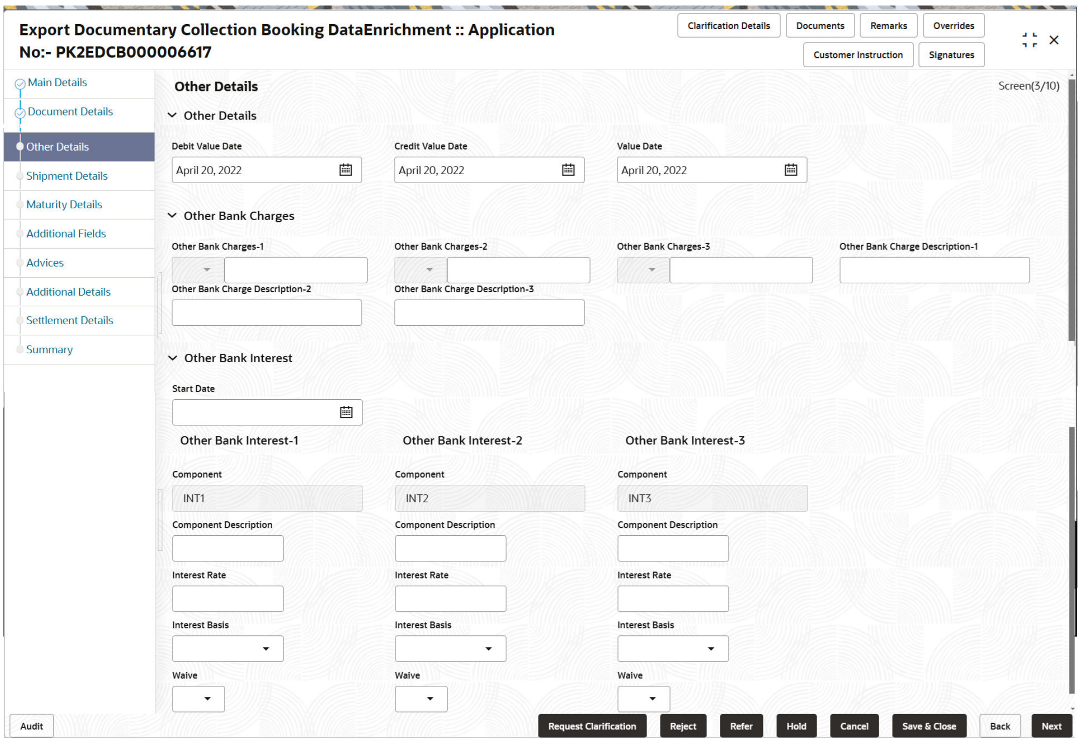
Field	Description
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature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

3.3.3 Other Details

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

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

Figure 3-10 Other Details



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

Table 3-12 Other Details - Field Description

Field	Description
Other Details	
Debit Value Date	System defaults the debit value date. The user can change the debit value date.
Credit Value Date	System defaults the credit value date. The user can change the credit value date.
Value Date	System defaults the value date. The user can change the value date.
Other Bank Charges Specify the other bank charges based on the description in the following table.	
Other Bank Charges - 1	Specify the charges to be collected for the other bank as part of the collection transaction.

Table 3-12 (Cont.) Other Details - Field Description

Field	Description
Other Bank Charges - 2	Specify the charges to be collected for the other bank as part of the collection transaction.
Other Bank Charges - 3	Specify the charges to be collected for the other bank as part of the collection transaction.
Other Bank Charge Description - 1	Specify the description of charges to be collected for the other bank as part of the drawings transaction.
Other Bank Charge Description - 2	Specify the description of charges to be collected for the other bank as part of the drawings transaction.
Other Bank Charge Description - 3	Specify the description of charges to be collected for the other bank as part of the drawings transaction.
Other Bank Interest The user can enter the Interest details to be captured as a part of “Other Bank Interest” details section	
Start Date	Specify or select the date from which the system starts calculating the Interest.
Other Bank Interest-1, 2 and 3	
Component	This field displays the name of the interest component.
Component Description	Specify the description of the interest component.
Interest Rate	Specify the rate to be applied for the interest component.
Interest Basis	Select the calculation basis on which the Interest to be computed from the drop-down list.
Waive	Select whether the interest to be waived off. The options are: • Yes • No

2. Click **Next**.

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

Table 3-13 Other Details - Action Buttons - Field Description

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

Table 3-13 (Cont.) Other Details - Action Buttons - Field Description

Field	Description
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer 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.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Request Clarification	Click the Request Clarification button to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.
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 3-13 (Cont.) Other 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.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Back	Click the Back button, to go back to the previous screen.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

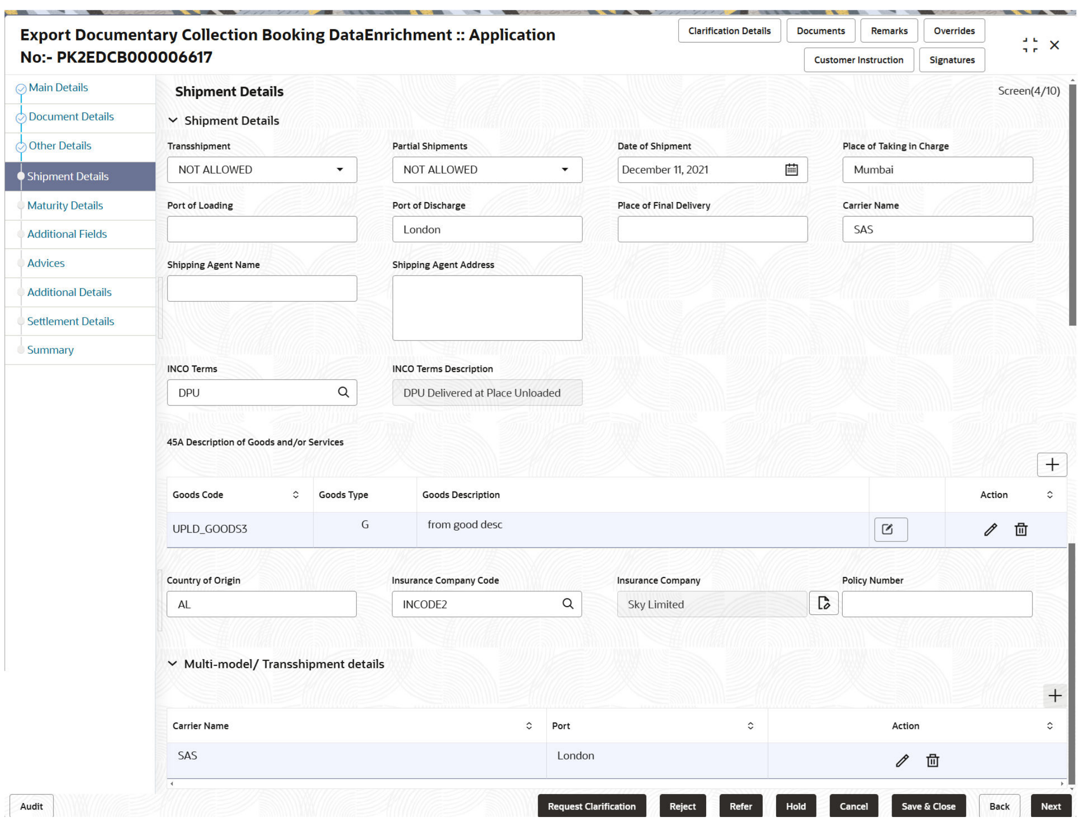
3.3.4 Shipment Details

This topic provides the systematic instructions to capture the shipment details of export documentary collection booking request.

Update the goods and shipment details from the documents received.

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

Figure 3-11 Shipment Details



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

Table 3-14 Shipment Details – Field Description

Field	Description
Shipment Details.	
Transshipment	Select the transshipment details of goods (if any) from the document received from the drop-down list. The options are: • Allowed • Not Allowed
Partial Shipments	Select the partial shipment details of goods (if any) from the document received from the drop-down list. The options are: • Allowed • Not Allowed
Date Of Shipment	Select the date of shipment . Shipment date can be back dated but not future dated. This is a mandatory field, an error message will be displayed if not provided.
Place Of Taking In Charge	Specify the details of place of taking in charge from the document received. This field indicates the place of taking in charge (in case of a multi-modal transport document), the place of receipt (in case of a road, rail or inland waterway transport document or a courier or expedited delivery service document), the place of dispatch or the place of shipment to be indicated on the transport document. **Note** This field is alternate to **Port Of Loading**.
Port Of Loading	Specify the details of Port/Airport of Loading from the document received. This field indicates the port of loading to be indicated on the transport document. **Note** This field is alternate to **Place Of Taking In Charge**.

Table 3-14 (Cont.) Shipment Details – Field Description

Field	Description
Port Of Discharge	Specify the details of Port/Airport of Discharge from the document received. This field indicates the port of discharge or airport of destination to be indicated on the transport document. **Note** This field is alternate to **Place Of Final Destination**.
Place Of Final Delivery	Specify the details of Place Of Final Destination from the document received. This field indicates the final destination or place of delivery to be indicated on the transport document. **Note** This field is alternate to **Port Of Discharge**.
Carrier Name	Specify the name of the carrier through which the goods were shipped.
Shipping Agent Name	Specify the shipping agent name from the document received.
Shipping Agent Address	Specify the shipping agent address from the document received.
INCO Terms	Click **Search** to search and select the INCO terms from the document received.
INCO Terms Description	System displays the description of the INCO term.
Description of Goods and/or Services The user can click **+** to add multiple descrption of goods and services.	
Goods Code	Click **Search** to search and select the goods code. Once you select goods code, value will default in Goods Type and Goods Description.
Goods Type	This field displays the goods type depending on selected goods code.
Goods Description	This field displays the description of goods based on goods code.
Figure 3-12 Edit icon 	Click Edit icon to edit the goods description.
Action	Click Edit icon to edit the goods code. Click Delete icon to delete the goods code.
Country of Origin	Specify the country of origin details from the documents received.
Insurance Company Code	Click **Search** to search and select the Insurance Company Code.
Insurance Company	Read only field. The system displays the insurance company details as per the selected Insurance Company Code from the lookup.

Table 3-14 (Cont.) Shipment Details – Field Description

Field	Description
Policy Number	Specify the policy number of the insurance.
Multi-model/ Transshipment details During shipment, if goods are shipped using multiple transports on its way or any transit ports, the details must be captured in this section	
Carrier Name	Specify the details of the carrier as per the documents received, if the goods were shipped via multiple carriers.
Port	Specify the port details as per the document received, if the ship has transit on its way to the destination.
Action	Click Edit icon to edit the goods code. Click Delete icon to delete the goods code.

2. Click **Next**.

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

Table 3-15 Shipment Details - Action Buttons - Field Description

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

Table 3-15 (Cont.) Shipment Details - Action Buttons - Field Description

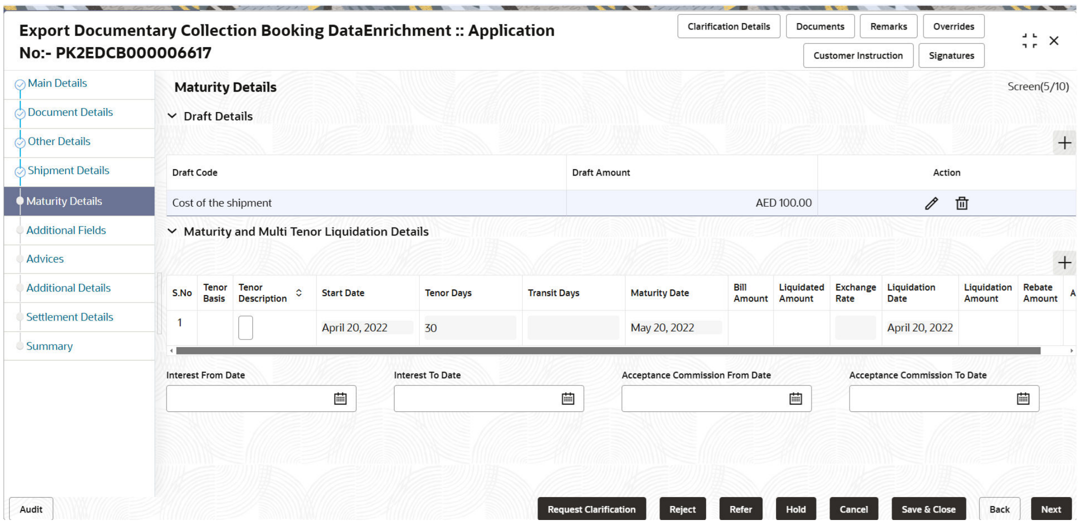
Field	Description
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature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

3.3.5 Maturity Details

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

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

Figure 3-13 Maturity Details



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

Table 3-16 Maturity Details - Field Description

Field	Description
Draft Details The user can click + to add multiple **Draft Details**.	
Draft Code	Click **Search** to search and select the draft code.
Draft Amount	Specify the draft amount.
Action	Click Edit icon to edit the draft code/ draft amount. Click Delete icon to delete the draft code.
Maturity and Multi Tenor Liquidation Details The user can click + to add multiple **Maturity and Multi Tenor Liquidation Details**.	
S. No	Serial number of the tenor record.
Tenor Basis	Specify the tenor basis. **Note** This field is disabled if the Tenor Type is 'Mixed'.

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

Field	Description
Tenor Description	The tenor base code description is displayed based on the selected tenor basis. The user to can edit the tenor description.
Start Date	Select the tenor start date.
Tenor Days	Specify the number of tenor days.
Transit Days	Specify the transit days, if the tenor is sight.
Maturity Date	System displays the due date for the bill based on tenor and tenor basis. If tenor is sight, system will calculate the maturity date as five working days from Document Received Date. If tenor is Usance, system will calculate the maturity date based on the tenor basis and populate the maturity date. **Note** In case if the Operation Type is FOP, Due date (Maturity date) is not applicable in this case and current branch date will be populated in the Maturity date field.
Bill Amount	Specify the bill amount.
Liquidated Amount	Specify the the liquidation amount.
Exchange Rate	Specify the exchange rate.
Liquidation Date	Specify the liquidation date.
Liquidation Amount	Specify the liquidation amount.
Rebate Amount	Specify the rebate amount.
Action	Click Edit icon to edit the tenor record. Click Delete icon to delete the tenor record.
Interest From Date	Select the interest from date. The interest from date cannot be earlier than branch date and later than maturity date.
Interest To Date	Application defaults Maturity Date in this field, if Interest from Date is provided.
Acceptance Commission From Date	Select the accept commission from date.
Acceptance Commission To Date	Select the accept commission to date.

2. Click **Next**.

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

Table 3-17 Maturity Details - Action Buttons - Field Description

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

Table 3-17 (Cont.) Maturity Details - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
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.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Request Clarification	Click the Request Clarification button to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

Table 3-17 (Cont.) Maturity Details - Action Buttons - Field Description

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

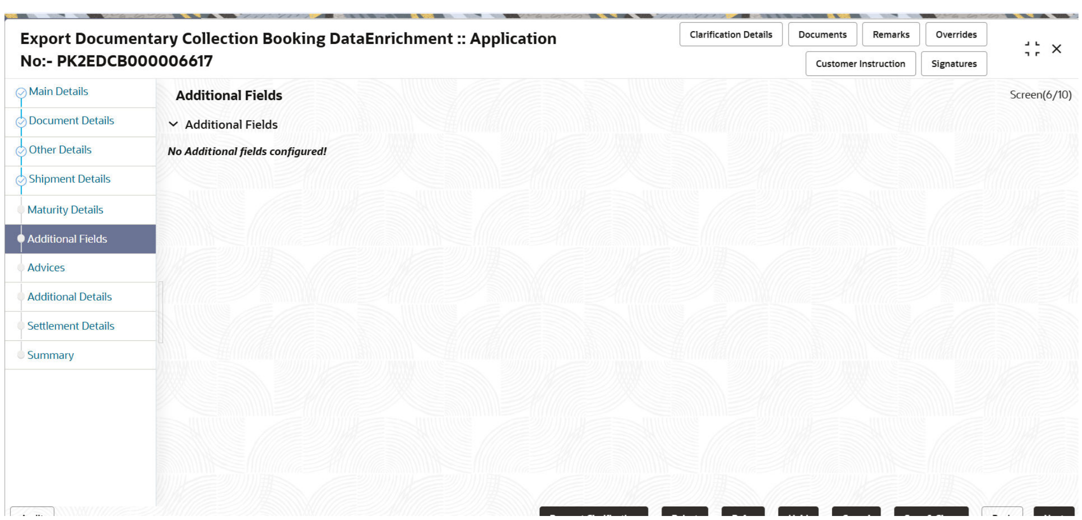
3.3.6 Additional Fields

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

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

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

Figure 3-14 Additional Fields



2. Click **Next**.

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

Table 3-18 Additional Fields - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the 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.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Request Clarification	Click the Request Clarification button to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.

Table 3-18 (Cont.) Additional Fields - Action Buttons - Field Description

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

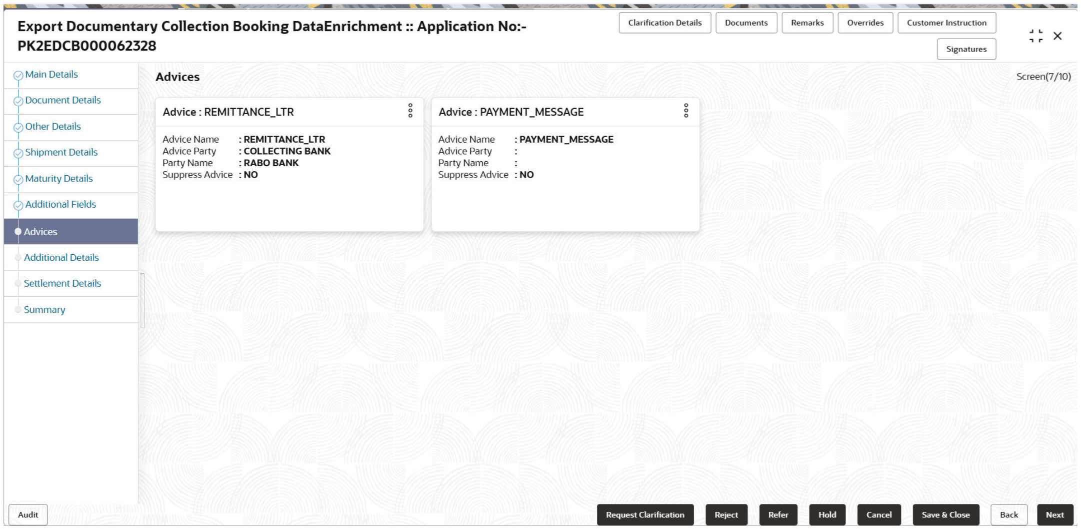
3.3.7 Advices

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

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

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

Figure 3-15 Advices



Advice Details

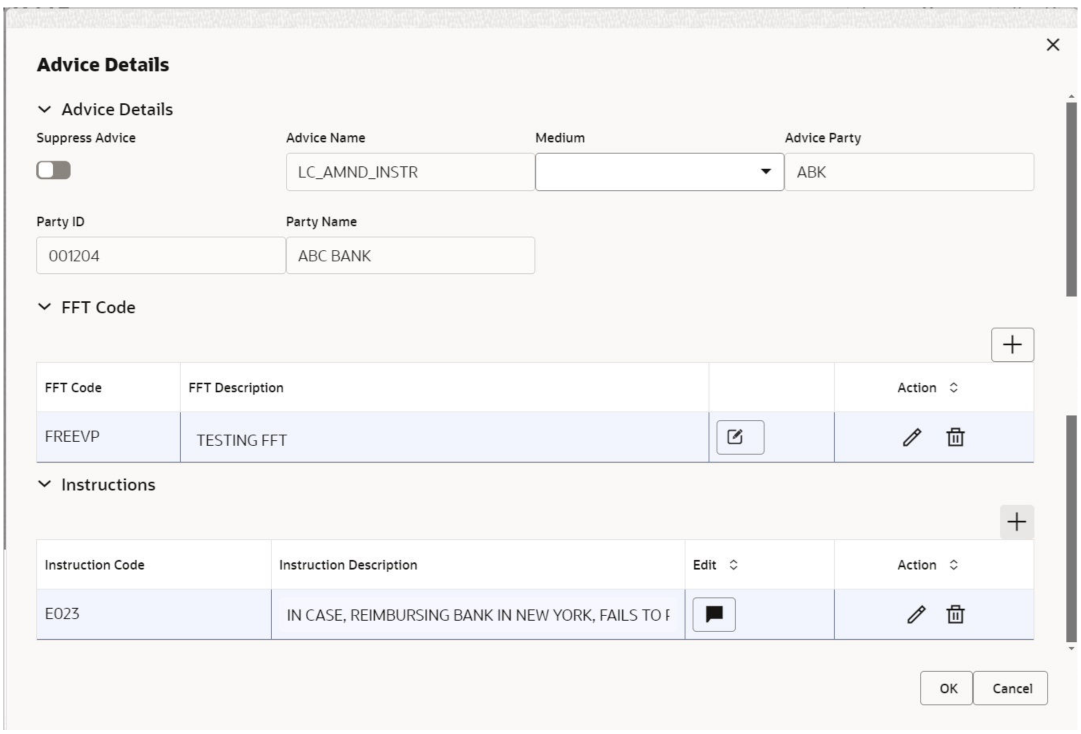


Table 3-19 Advice Details

Field	Deacription
Suppress Advice	Enable this option to suppress the advice. Disable this option if suppress advice is not required.
Advice Name	This field diaplays the advice name defaulted from LC issuance.
Medium	This field diaplays the medium of advices defaulted from the system. User can update if required.

Table 3-19 (Cont.) Advice Details

Field	Deacription
Advice Party	This field diaplays the advice party defaulted from LC issuance.
Party ID	This field diaplays the party ID defaulted from LC issuance.
Party Name	This field diaplays the party name defaulted from LC issuance.
FFT Code Click **+** to add multiple **FFT Code**.	
FTT Code	Click **Search** to search and select the FFT code as a part of free text.
FFT Description	This field displys the FFT description based on the FFT code selected.
Action	Click Edit icon to edit the FFT code. Click Delete icon to delete the FFT code.
Instruction Code Click **+** to add multiple **Instruction Code**.	
Instruction Code	Click **Search** to search and select the instruction code as a part of free text.
Instruction Description	This field displys the instruction description based on the instruction code selected.
Edit	Click Edit icon to edit the instruction code description.
Action	Click Edit icon to edit the instruction code. Click Delete icon to delete the instruction code.

2. Click **Next**.

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

Table 3-20 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	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.

Table 3-20 (Cont.) Advices - 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.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Request Clarification	Click the Request Clarification button to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Back	Click the Back button, to go back to the previous screen.

Table 3-20 (Cont.) Advices - Action Buttons - Field Description

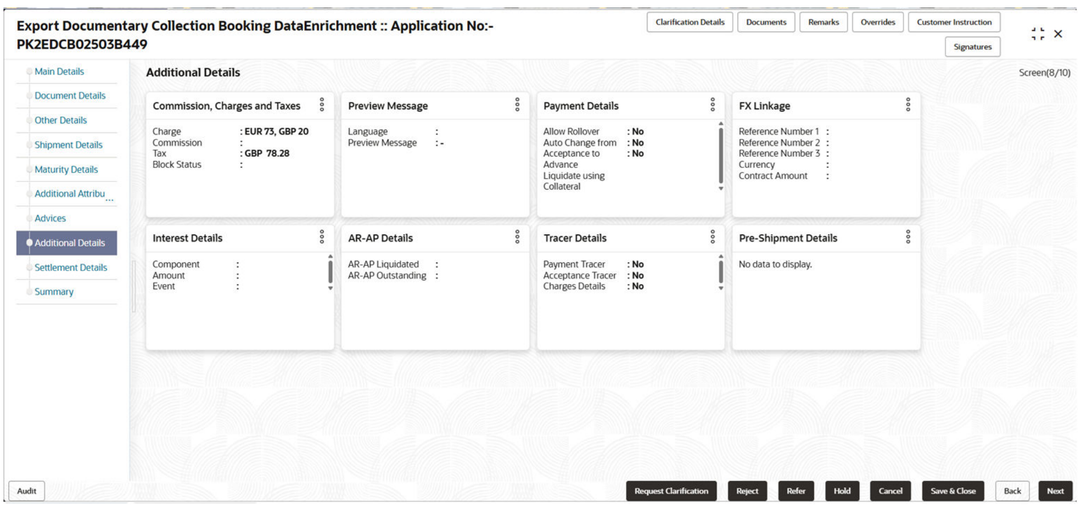
Field	Description
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

3.3.8 Additional Details

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

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

Figure 3-16 Additional Details



Limits and Collaterals

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

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

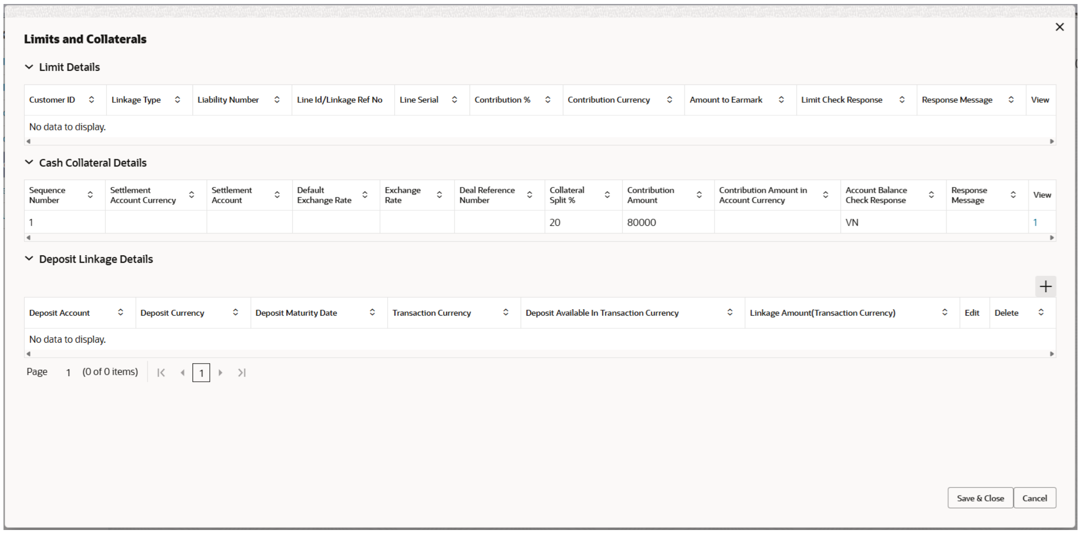

Limits and Collaterals
Limit Details
Customer ID
Linkage Type
Liability Number
Line Id/Linkage Ref No
Line Serial
Contribution %
Contribution Currency
Amount to Earmark
Limit Check Response
Response Message
View
No data to display.
Cash Collateral Details
Sequence Number
Settlement Account Currency
Settlement Account
Default Exchange Rate
Exchange Rate
Deal Reference Number
Collateral Split %
Contribution Amount
Contribution Amount in Account Currency
Account Balance Check Response
Response Message
View
1
20
80000
VN
1
Deposit Linkage Details
Deposit Account
Deposit Currency
Deposit Maturity Date
Transaction Currency
Deposit Available In Transaction Currency
Linkage Amount(Transaction Currency)
Edit
Delete
No data to display.
Page 1 (0 of 0 items)
1
Save & Close
Cancel

Figure 3-17 Limit Details

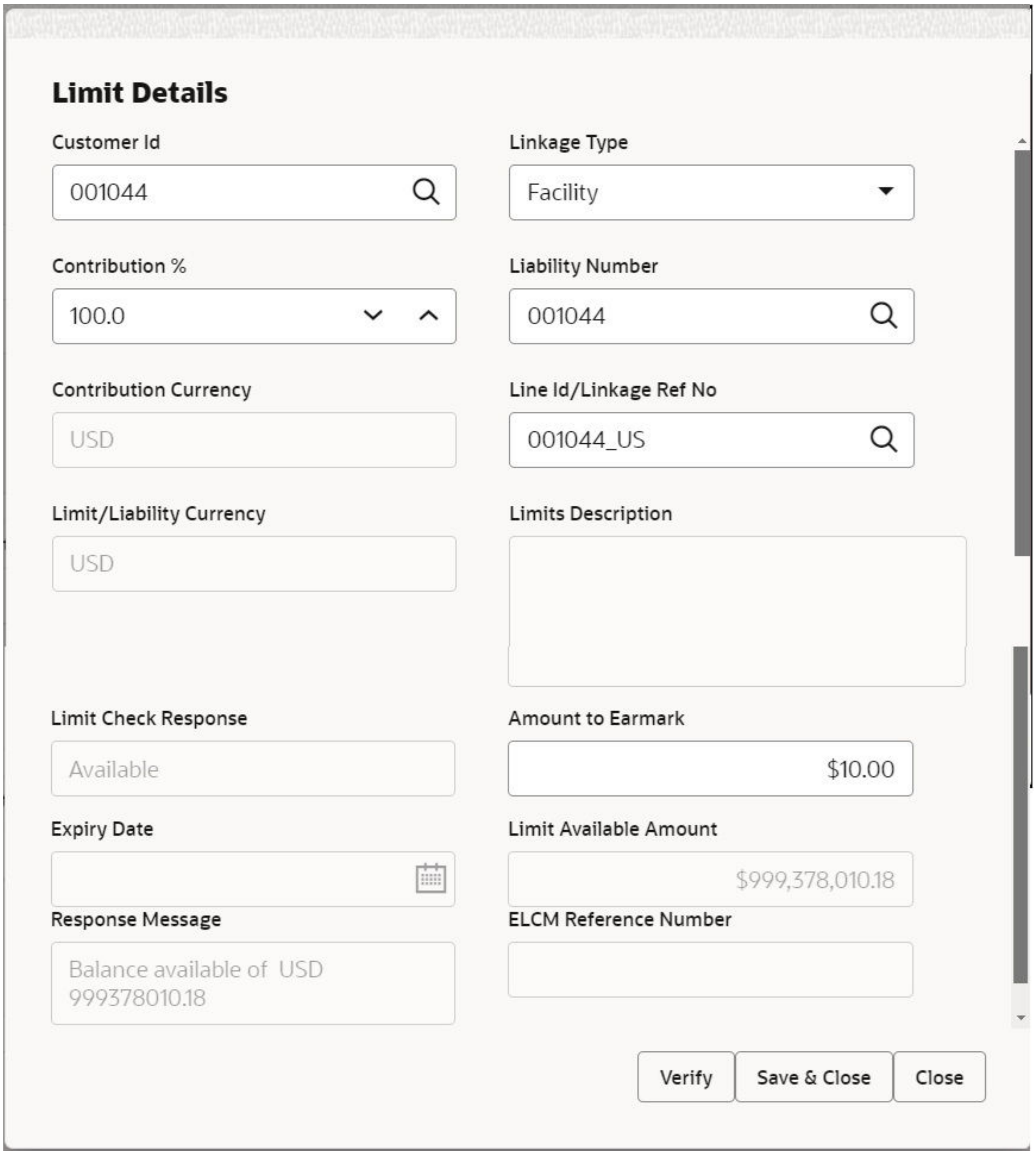


Figure 3-18 Collateral Details

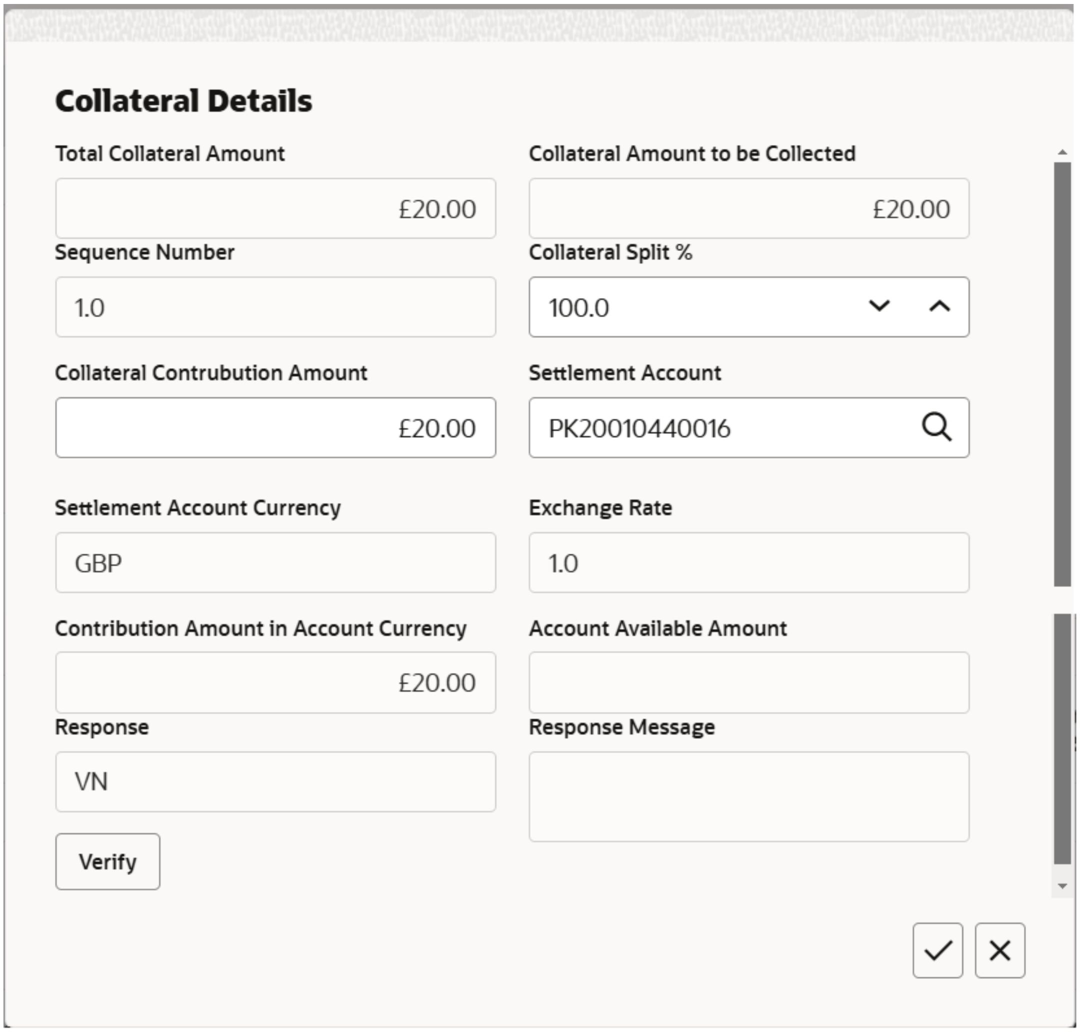
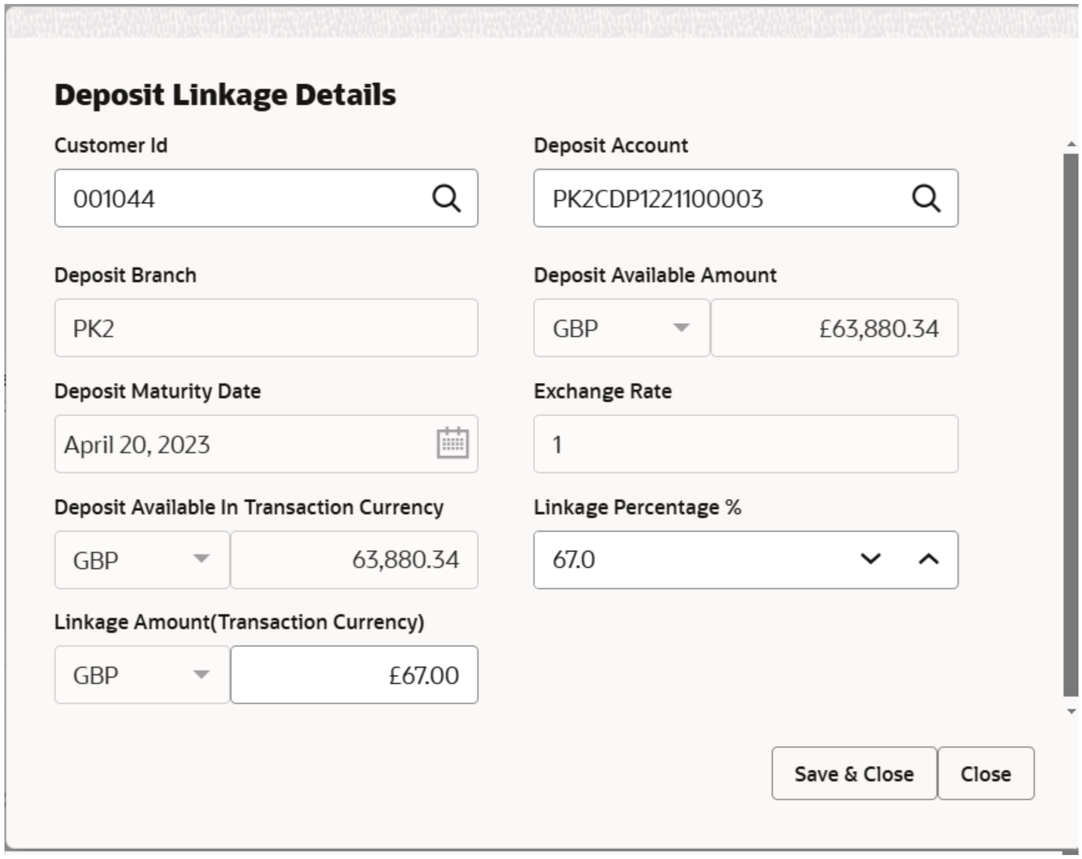


Figure 3-19 Deposit Linkage Details



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

Table 3-21 Limit Details - Field Description

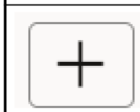
Field	Description
	Click plus icon to add new limit details.
Limit Details Click + plus icon to add new limit details. Below fields are displayed on the Limit Details pop-up screen, if the user clicks plus icon.	
Customer ID	This field displays the applicant's/applicant bank customer ID defaulted from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

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

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

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

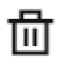
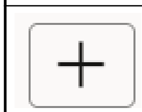
Field	Description
Limit Available Amount	This field displays the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount. The value in this field appears, if you click the **Verify** button.
Response Message	This field displays the detailed response message. The value in this field appears, if you click the **Verify** button.
ELCM Reference Number	This field displays the ELCM reference number.
Below fields appear in the **Limit Details** grid along with the above fields.	
Line Serial	Displays the serial of the various lines available and mapped under the customer id. This field appears on the Limits grid.
Edit	Click the link to edit the **Limit Details**.
	Click delete icon to delete the existing limit details.
Cash Collateral Details	
	Click plus icon to add new collateral details.
Click **+** plus icon to add new collateral details. Collateral availability needs to be checked if amendment involves increase in amount or tolerance. Provide the collateral details based on the description provided in the following table: Below fields are displayed on the **Collateral Details** pop-up screen, if the user clicks plus icon.	
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.

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

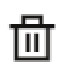
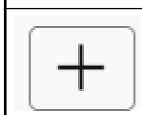
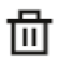
Field	Description
Contribution Amount in Account Currency	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.
Account Available Amount	Read only field. This field displays the account available amount which will be auto-populated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

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

Field	Description
Deposit Branch	This field displays the deposit branch which is auto-populated based on the deposit account selection.
Deposit Available Amount	This field displays the deposit available amount and currency which will be auto-populated based on the deposit account selection.
Deposit Maturity Date	This field displays the maturity date of deposit.
Exchange Rate	This field displays the latest exchange rate for deposit linkage. This will be picked up from the exchange rate maintenance from the common core.
Deposit Available In Transaction Currency	This field displays the deposit amount available, after exchange rate conversion, if applicable.
Linkage Percentage %	Specify the value for linkage percentage.
Linkage Amount (Transaction Currency)	This field displays the transaction amount, user can change the value.
Below fields appear in the **Deposit Linkage Details** grid along with the above fields.	
Deposit Currency	Deposit currency will get defaulted in this field.
Transaction Currency	Transaction currency will get defaulted in this field from the underlying task.
	Click delete icon to delete the existing deposit linkage details.
Edit	Click edit link to edit the deposit linkage details.

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

Commission, Charge and Tax Details

This section displays charge details.

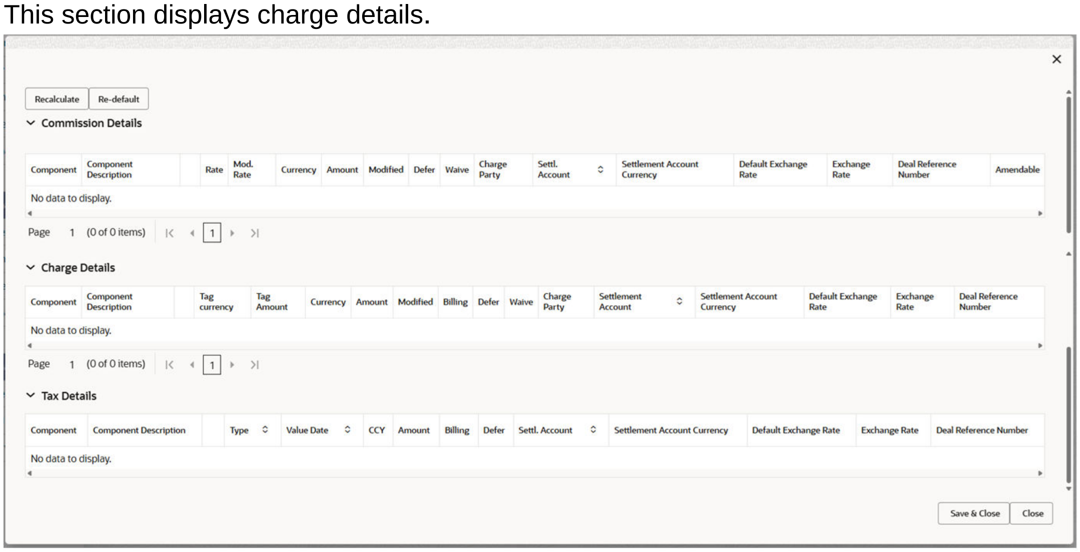


Figure 3-20 Commission, Charge and Tax Details

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

Table 3-22 Commission, Charge and Tax Details - Field Description

Field	Description
Commission Details	
Event	Read only field. This field displays the event name.
Event Description	Read only field. This field displays the description of the event.
Component	This field displays the commission component.
Rate	This field displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
Modified Rate	From the default value, if the rate is changed the value gets updated in this field.
Currency	This field displays the currency in which the commission have to be collected.
Amount	This field defaults the amount that is maintained under the product code. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate, but not the commission amount directly. The amount gets modified based on the rate changed and the new amount is calculated in back office based on the new rate and is populated in OBTFPM. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
Modified Amount	From the default value, if the amount is changed, the value gets updated in the modified amount field.
Defer	If enabled, charges/commissions has to be deferred and collected at any future step. 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 checked in OBTFPM. The user can not select/de-select the check box if it is de-selected by default.
Waive	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer. If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.
Charge Party	Charge party is 'Applicant' by default. User can change the value to Beneficiary.
Settlement Account	Select the settlement account.
Settlement Account Currency	Read only field. This field displays the settlement account currency defaulted by the system.
Default Exchange Rate	Read only field. This field displays the maintained exchange rate when the component currency differs from the settlement account currency.

Table 3-22 (Cont.) Commission, Charge and Tax Details - Field Description

Field	Description
Exchange Rate	Specify **Exchange Rate** upto 4 decimal places, if applicable. System rounds off values beyond 4 decimals. • Do not specify Exchange Rate for deferred charges, commission, and tax components under AR-AP. System restricts input for these components. • Specify Exchange Rate within the allowed range. System allows save without any message. • If Exchange Rate exceeds the allowed range but is within the override band. Click Save and Close. System displays the override message - "Exchange Rate has exceeded Override Limit" Proceed after accepting the override. • If Exchange Rate exceeds the stop limit. Click Save and Close. System displays the error message - "Exchange Rate has exceeded Stop Limit" System does not allow the transaction to proceed. **Note**: In Payment Details section, except for liquidation components (e.g., BILL_LIQ_AMTEQ and LCGCLM_LIQD), settlement account currency, exchange rate, default exchange rate, and deal reference number fields are not editable for all other components.
Deal Reference Number	**Deal Reference Number** allows up to **30 characters**. Entries longer than 30 characters aren not allowed. **Deal Reference Number** can be specified only when **Exchange Rate** has a value. If **Exchange Rate** is blank and a **Deal Reference Number** is specified, the system displays: “Cannot add Deal Reference without specifying the Exchange Rate value.”
Amendable	The value is auto-populated as the commission can be amended or not.
Charge Details	
Component	This field defaults the charge component type.
Tag Currency	This field defaults the tag currency in which the charges have to be collected.
Tag Amount	This field defaults the tag amount that is maintained under the product code.
Currency	This field defaults the currency in which the charges have to be collected.
Amount	This field defaults the amount that is maintained under the product code.
Modified	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, ‘Defer’ toggle for that component should be automatically checked in OBTFPM. The user can enable/disable the option the check box. On de-selection the user has to click on ‘Recalculate’ charges button for re-simulation.

Table 3-22 (Cont.) Commission, Charge and Tax Details - Field Description

Field	Description
Waive	Enble the toggle, if charges has to be waived. Based on the customer maintenance, the charges should be marked for Billing or for Defer.
Charge Party	Charge party is applicant by default. User can change the value to beneficiary.
Settlement Account	Indicates the settlement account.
Settlement Account Currency	Read only field. This field displays the settlement account currency defaulted by the system.
Default Exchange Rate	Read only field. This field displays the maintained exchange rate when the component currency differs from the settlement account currency.
Exchange Rate	Specify **Exchange Rate** upto 4 decimal places, if applicable. System rounds off values beyond 4 decimals. • Do not specify Exchange Rate for deferred charges, commission, and tax components under AR-AP. System restricts input for these components. • Specify Exchange Rate within the allowed range. System allows save without any message. • If Exchange Rate exceeds the allowed range but is within the override band. Click Save and Close. System displays the override message - "Exchange Rate has exceeded Override Limit" Proceed after accepting the override. • If Exchange Rate exceeds the stop limit. Click Save and Close. System displays the error message - "Exchange Rate has exceeded Stop Limit" System does not allow the transaction to proceed. **Note**: In Payment Details section, except for liquidation components (e.g., BILL_LIQ_AMTEQ and LCGCLM_LIQD), settlement account currency, exchange rate, default exchange rate, and deal reference number fields are not editable for all other components.
Deal Reference Number	**Deal Reference Number** allows up to **30 characters**. Entries longer than 30 characters aren not allowed. **Deal Reference Number** can be specified only when **Exchange Rate** has a value. If **Exchange Rate** is blank and a **Deal Reference Number** is specified, the system displays: “Cannot add Deal Reference without specifying the Exchange Rate value.”
Tax Details The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/ commission will be available on click of Re-Calculate button or on hand off to back-end system.	
Component	This field displays the tax component.
Type	This field displays the type of tax component.
Value Date	This field displays the value date of tax component.
Currency	This field displays the currency in which the tax have to be collected. The tax currency is the same as the commission.
Amount	This field displays the tax amount based on the percentage of commission maintained.

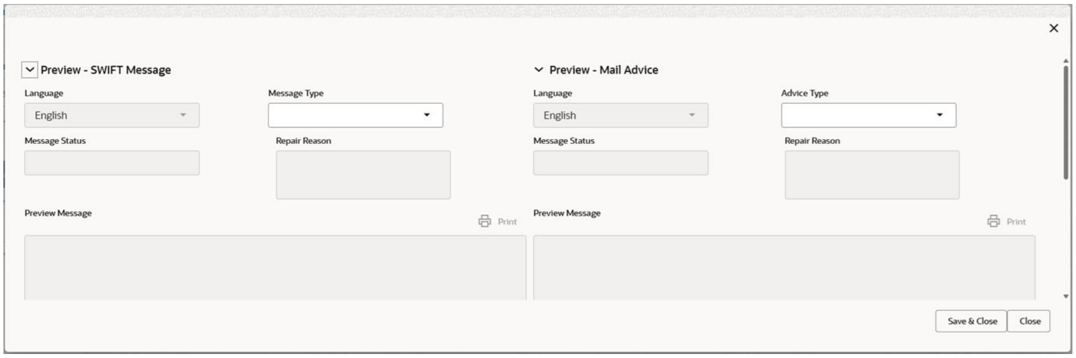
Table 3-22 (Cont.) Commission, Charge and Tax Details - Field Description

Field	Description
Billing	If taxes are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.
Defer	If taxes have to be deferred and collected at any future step, this option has to be enabled. The user can enable/disable the option the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.
Settlement Account	System defaults the settlement account. The user can modify the settlement account.
Settlement Account Currency	Read only field. This field displays the settlement account currency defaulted by the system.
Default Exchange Rate	Read only field. This field displays the maintained exchange rate when the component currency differs from the settlement account currency.
Exchange Rate	Specify **Exchange Rate** upto 4 decimal places, if applicable. System rounds off values beyond 4 decimals. • Do not specify Exchange Rate for deferred charges, commission, and tax components under AR-AP. System restricts input for these components. • Specify Exchange Rate within the allowed range. System allows save without any message. • If Exchange Rate exceeds the allowed range but is within the override band. Click Save and Close. System displays the override message - "Exchange Rate has exceeded Override Limit" Proceed after accepting the override. • If Exchange Rate exceeds the stop limit. Click Save and Close. System displays the error message - "Exchange Rate has exceeded Stop Limit" System does not allow the transaction to proceed. **Note**: In Payment Details section, except for liquidation components (e.g., BILL_LIQ_AMTEQ and LCGCLM_LIQD), settlement account currency, exchange rate, default exchange rate, and deal reference number fields are not editable for all other components.
Deal Reference Number	**Deal Reference Number** allows up to **30 characters**. Entries longer than 30 characters aren not allowed. **Deal Reference Number** can be specified only when **Exchange Rate** has a value. If **Exchange Rate** is blank and a **Deal Reference Number** is specified, the system displays: "Cannot add Deal Reference without specifying the Exchange Rate value."

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

Preview Message

The bank user can preview the message simulated for correspondence with Remitting Bank.



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

Table 3-23 Preview - Field Description

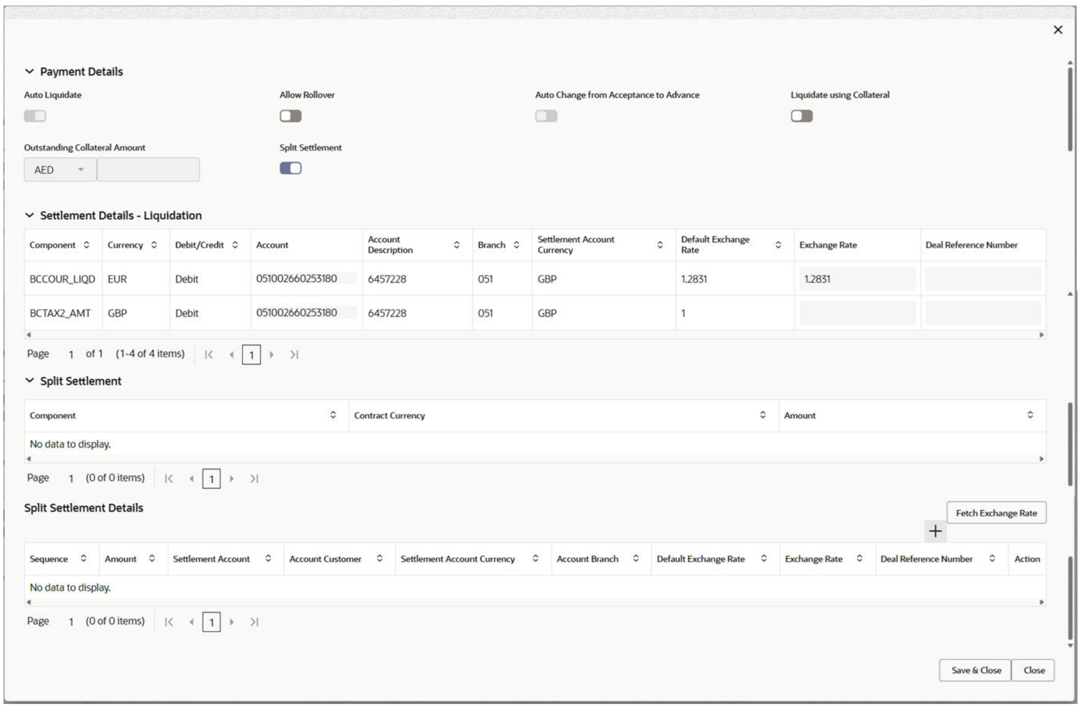
Field	Description
Preview SWIFT Message	
Language	Select the language for the SWIFT message.
Message Type	Select the message type.
Message Status	Read only field. Display the message status of draft message of liquidation details.
Repair Reason	Read only field. Display the message repair reason of draft message of liquidation details.
Preview Message	This field displays a preview of the draft message.
Preview Mail Device	
Language	Select the language for the advice message.
Advice Type	Select the advice type.
Message Status	Read only field. Display the message status of draft message of liquidation details.
Repair Reason	Read only field. Display the message repair reason of draft message of liquidation details.
Preview Message	This field displays a preview of the draft message.
Print (SWIFT messages)	If the required SMS rights are available, user can print SWIFT message previews and enquiry views, and Mail advice previews and enquiry views. Printed output matches the back-office format and includes a watermark based on context: **DRAFT MESSAGE/DRAFT ADVICE** for previews and midoffice enquiries, and **COPY MESSAGE/COPY ADVICE** for back-office enquiries. **Note**: If printing fails due to a technical issue (for example, printer, workstation, or connectivity issues), the system displays the error message: **“Unable to Print. Try again later !”**

Table 3-23 (Cont.) Preview - Field Description

Field	Description
Print (Mail advices)	If the required SMS rights are available, user can print Mail advice previews and enquiry views. Printed output matches the back-office format and includes a watermark based on context: **DRAFT MESSAGE/DRAFT ADVICE** for previews and midoffice enquiries, and **COPY MESSAGE/COPY ADVICE** for back-office enquiries. **Note**: If printing fails due to a technical issue (for example, printer, workstation, or connectivity issues), the system displays the error message: **“Unable to Print. Try again later !”**

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

Payment Details



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

Table 3-24 Payment Details - Field Description

Field	Description
Payment Details	
Auto Liquidate	Enable the option as ‘On’ if the auto liquidation is required. Disable the option as ‘Off’ if the auto liquidation is not required. Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system.
Allow Rollover	Read only field.

Table 3-24 (Cont.) Payment Details - Field Description

Field	Description
Auto Change from Acceptance to Advance	Read only field. This flag indicates whether an Acceptance type of bill should be automatically converted into an Advance type of bill on its liquidation date. **Note** This option is applicable only for the bills that are co-accepted by the bank.
Liquidate using Collateral	Read only field.
Outstanding Collateral Amount	Read only field. The outstanding collateral amount along with the currency.
Split Settlement	Enable the option as ‘On’ to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill. Disable the option as ‘Off’ Disables the user to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill.
Avalization	Enable the option as ‘On’ for availization.
Settlement Details - Liquidation	
Component	This field displays the component based on the product selected.
Currency	This field displays the currency for the component.
Debit/Credit	This field displays the debit/credit indicators for the components.
Account	This field displays the account details for the components.
Account Description	This field displays the description of the selected account.
Branch	This field displays the branch of the selected account.
Account Currency	This field displays the currency for all the items based on the account number.
Original Exchange Rate	System displays the Original Exchange Rate as simulated in settlement details section from OBTF.
Exchange Rate	The exchange rate for the settlement.
Settlement Account Currency	Read only field. This field displays the settlement account currency defaulted by the system.
Default Exchange Rate	Read only field. This field displays the maintained exchange rate when the component currency differs from the settlement account currency.

Table 3-24 (Cont.) Payment Details - Field Description

Field	Description
Exchange Rate	Specify **Exchange Rate** upto 4 decimal places, if applicable. System rounds off values beyond 4 decimals. • Do not specify Exchange Rate for deferred charges, commission, and tax components under AR-AP. System restricts input for these components. • Specify Exchange Rate within the allowed range. System allows save without any message. • If Exchange Rate exceeds the allowed range but is within the override band. Click Save and Close. System displays the override message - "Exchange Rate has exceeded Override Limit" Proceed after accepting the override. • If Exchange Rate exceeds the stop limit. Click Save and Close. System displays the error message - "Exchange Rate has exceeded Stop Limit" System does not allow the transaction to proceed. **Note**: In Payment Details section, except for liquidation components (e.g., BILL_LIQ_AMTEQ and LCGCLM_LIQD), settlement account currency, exchange rate, default exchange rate, and deal reference number fields are not editable for all other components.
Deal Reference Number	**Deal Reference Number** allows up to **30 characters**. Entries longer than 30 characters aren not allowed. **Deal Reference Number** can be specified only when **Exchange Rate** has a value. If **Exchange Rate** is blank and a **Deal Reference Number** is specified, the system displays: “Cannot add Deal Reference without specifying the Exchange Rate value.”
Split Settlement	
Component	This field displays the component based on the product selected.
Contract Currency	This field displays the default currency for the component.
Amount	This field displays the amount for each component. This is populated from the transaction details of the drawing.
Split Settlement Details The user can click + to add multiple **Split Settlement Details**.	
Sequence	Indicates the sequence of the settlement details.
Amount	Specify the amount for the split settlement.
Settlement Account	Click **Search** to search and select the settlement account.
Account Customer	This field displays customer account based on the selected settlement account.
Settlement Account Currency	Read only field. This field displays the settlement account currency defaulted by the system.
Account Branch	This field displays branch of the customer’s account
Default Exchange Rate	Read only field. This field displays the maintained exchange rate when the component currency differs from the settlement account currency.

Table 3-24 (Cont.) Payment Details - Field Description

Field	Description
Exchange Rate	Specify **Exchange Rate** upto 4 decimal places, if applicable. System rounds off values beyond 4 decimals. • Do not specify Exchange Rate for deferred charges, commission, and tax components under AR-AP. System restricts input for these components. • Specify Exchange Rate within the allowed range. System allows save without any message. • If Exchange Rate exceeds the allowed range but is within the override band. Click Save and Close. System displays the override message - "Exchange Rate has exceeded Override Limit" Proceed after accepting the override. • If Exchange Rate exceeds the stop limit. Click Save and Close. System displays the error message - "Exchange Rate has exceeded Stop Limit" System does not allow the transaction to proceed. **Note**: In Payment Details section, except for liquidation components (e.g., BILL_LIQ_AMTEQ and LCGCLM_LIQD), settlement account currency, exchange rate, default exchange rate, and deal reference number fields are not editable for all other components.
Deal Reference Number	**Deal Reference Number** allows up to **30 characters**. Entries longer than 30 characters aren not allowed. **Deal Reference Number** can be specified only when **Exchange Rate** has a value. If **Exchange Rate** is blank and a **Deal Reference Number** is specified, the system displays: “Cannot add Deal Reference without specifying the Exchange Rate value.”
Action	Click Edit icon to edit the Split Settlement. Click Delete icon to delete the Split Settlement.

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.

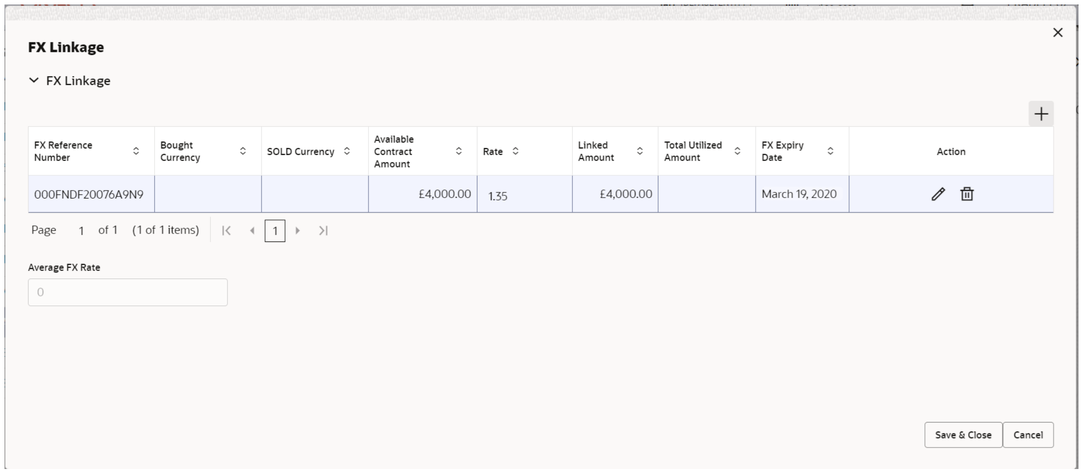
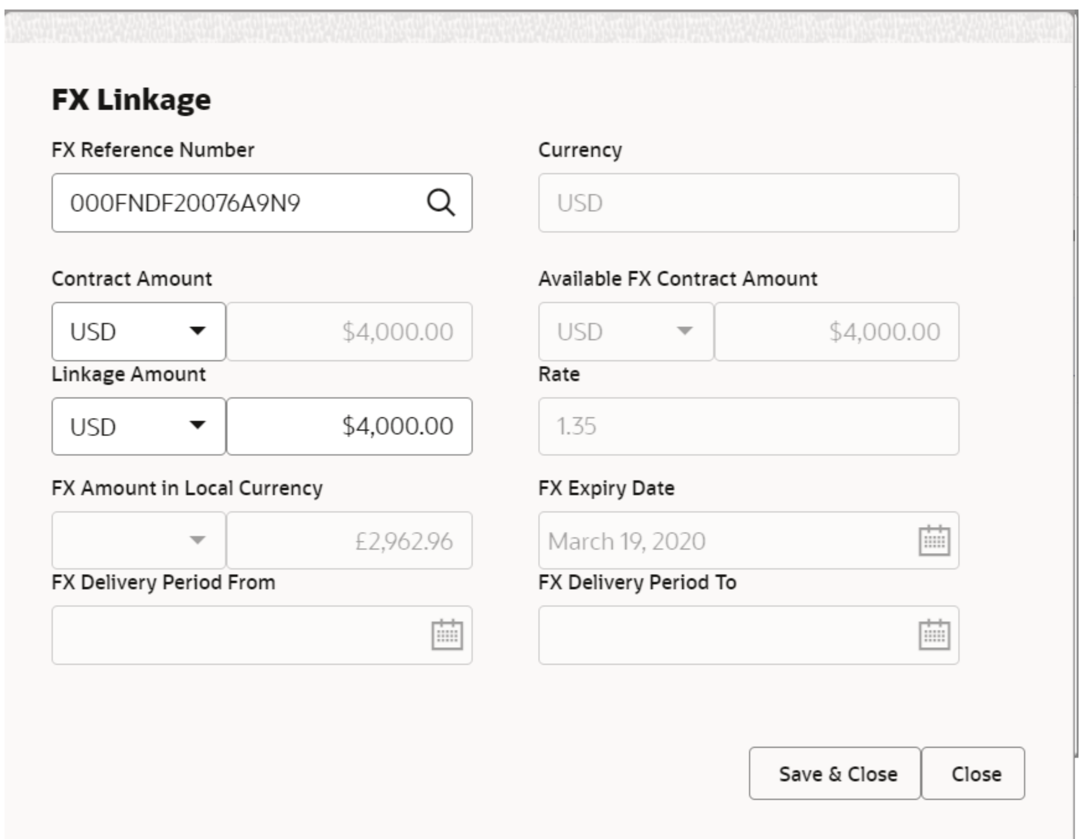


Figure 3-21 FX Linkage Details



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

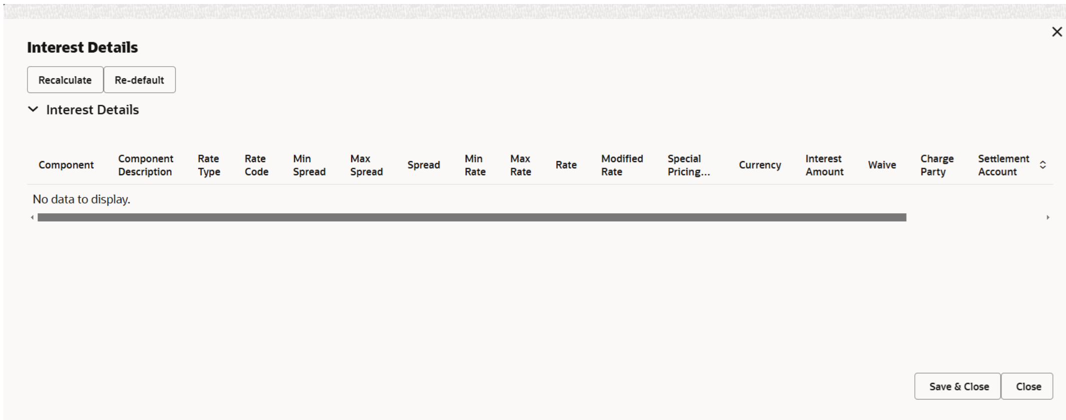
Table 3-25 FX Linkage - Field Description

Field	Description
The user can click + to add multiple **FX Details**.	
FX Reference Number	Click **Search** to search and select the FX contract reference number. On select and save and close, system defaults the available amount, bot currency, sold currency and rate. Forward FX Linkage available for selection at bill would be as follows, • Counterparty of the FX contract should be the counterparty of the Bill contract. • Active Forward FX transactions authorized not marked for auto liquidation. Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill.
The user can click + to add multiple **FX Details**.	
Bought Currency	This field displays the currency from the linked FX contract.
Sold Currency	This field displays the currency from the linked FX contract.
Available Contract Amount	Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.
Rate	This field displays the rate at which the contract is booked.
Linked Amount	Sum of Linked amount will not be greater than LC contract amount. Linked amount will not be greater than the available amount for linkage.
Current Utilized amount	This field displays the liquidated /purchased /discounted /negotiated amount of BC contract. It cannot go beyond the linked FX amount.
Total Utilized Amount	This field displays the total amount utilized against the corresponding linked FX. On query, both Utilized and Total Utilized amount holds the amount of latest version.
Amount in Contract Currency	This field displays the amount in contract currency converted from FX currency.
FX Expiry Date	This field displays the expiry date from the linked FX contract.
FX Delivery Period - From	This field displays the date from which the contract is valid for utilization.
FX Delivery Period - To	This field displays the date to which the contract is valid for utilization.
Action	Click Edit icon to edit the FX details. Click Delete icon to delete the FX details.
Average FX Rate	Multiple forward FX contract could be linked,and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. This will be populated in the Average FX Rate.

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

Interest Details
The user can view and modify the Interest details simulated from the back office system. On update of the Interest rate user has to click on Recalculate button. System will trigger a simulation call to the back office and the updated Interest details will be reflected in this

section.



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

Table 3-26 Interest Details - Field Description

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

Table 3-26 (Cont.) Interest Details - Field Description

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

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

   This section displays the account receivable and account payable (AR/AP) records for the contract, using the data elements defined for the tile.

Figure 3-22 AR-AP Outstanding Details

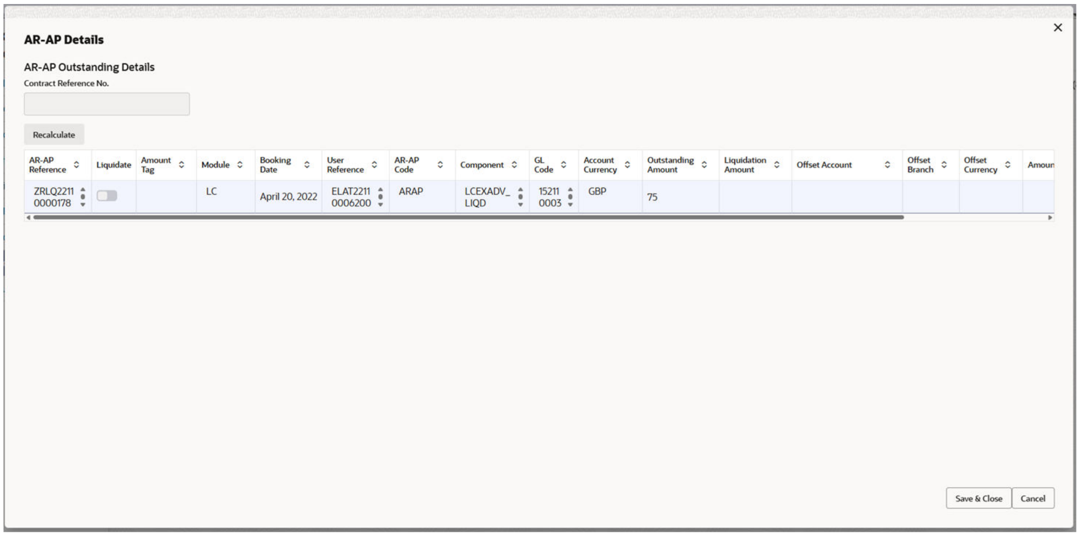


Table 3-27 AR-AP Outstanding Details - Field Description

Field	Description
Contract Reference	System displays the **Contract Reference**.
Recalculate	Click **Recalculate** to apply updated values such as Negotiated Rate or charge changes. System recalculates all amounts and refreshes the Settlement and related details accordingly.
AR-AP Reference	System displays the reference number of the Account Receivable.
Liquidate	Select the toggle to mark the Account Receivable component for liquidation.
Amount Tag	System displays the **Amount Tag** associated with the receivable component.
Module	System displays the **Module** from which the Account Receivable is generated.
Booking Date	System displays the date on which the Account Receivable was created.
User Reference	System displays the **User Reference** number associated with the receivable entry.
AR-AP Code	System displays the **AR-AP Code** defined for the receivable component.
Component	System displays the charge or **Component** component for which the receivable is generated.
GL Code	System displays the General Ledger account associated with the receivable component.
Account Currency	System displays the currency of the receivable component..
Outstanding Amount	System displays the **Outstanding Amount** available for liquidation.
Liquidation Amount	Specify the amount to be liquidated for the selected receivable component.
Offset Account	Specify the account to be debited for liquidation of the receivable amount.
Offset Branch	System displays the branch associated with the selected offset account.

Table 3-27 (Cont.) AR-AP Outstanding Details - Field Description

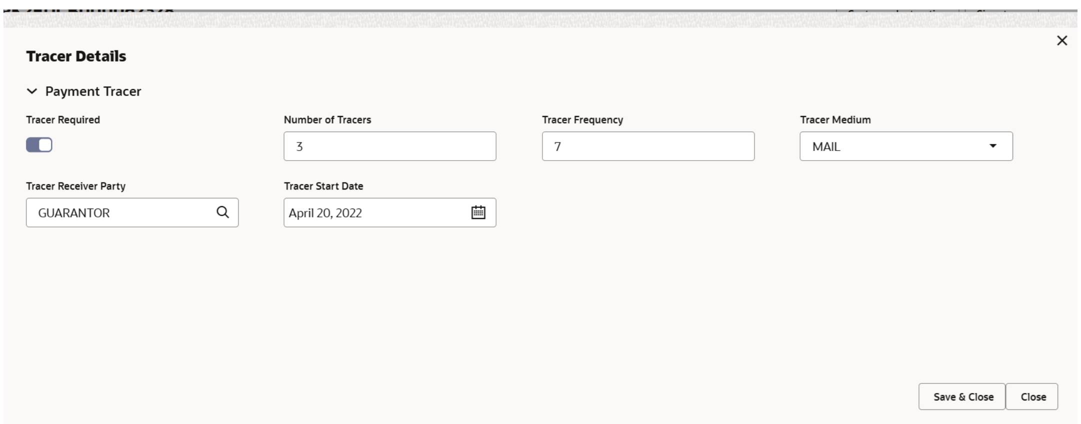
Field	Description
Offset Currency	System displays the currency of the selected offset account.
Amount	System displays the debit amount calculated based on the liquidation amount and exchange rate.
Exchange Rate	System displays the system derived exchange rate between receivable currency and offset account currency.
Negotiated Rate	Specify a negotiated exchange rate to override the system derived rate for the transaction.

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

Tracer Details

This section enables the user to view the default Tracer details from back end application. It also allows the user to add new Tracer details. Add new Tracer details based on the description in the following table:

Acknowledgement Tracer, Acceptance Tracer and Payment Tracer are applicable for this process.



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

Table 3-28 Tracer Details - Field Description

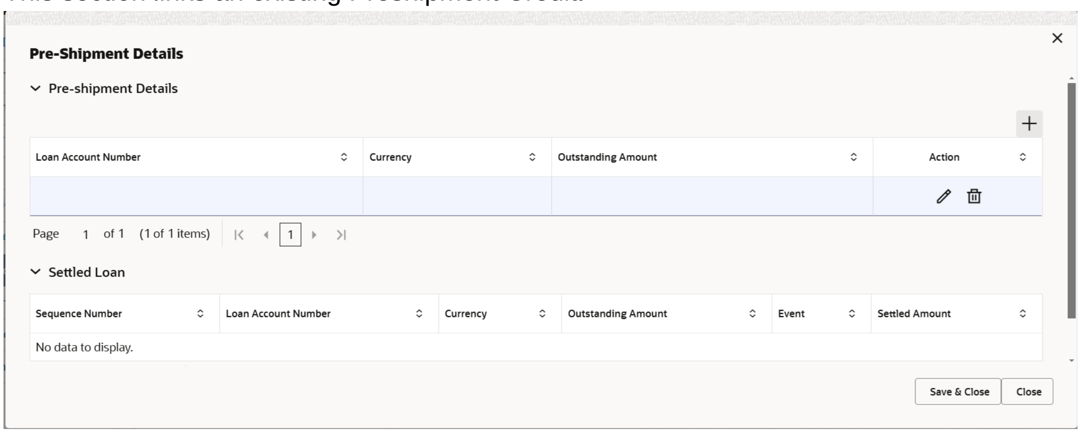
Field	Description
Payment Tracer/ Acceptance Tracer	
Tracer Required	Enable the option, if tracer is required. • Toggle On: Required • Toggle Off: Not required.
Number of Tracers	Specify the number of tracers required.
Tracer Frequency	Select the frequency for generation of the Tracer. The options are: • Daily • Weekly • Fortnightly

Table 3-28 (Cont.) Tracer Details - Field Description

Field	Description
Tracer Medium	Select the tracer medium from the drop-down list. The options are: • MAIL • EMAIL • SWIFT
Tracer Receiver Party	Click **Search** to search and select the tracer receiver party.
Tracer Start Date	Select the tracer start date. Start date cannot be earlier than the branch date.
Template ID	Click **Search** to search and select the template ID. **Note** This field is enabled if **Tracer Medium** has value as **SWIFT**.

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

Pre-Shipment Details
This section links an existing Preshipment Credit.



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

Table 3-29 Pre-Shipment Details - Field Description

Field	Description
Pre Shipment Details The user can click + to add multiple Pre Shipment Details.	
Loan Account Number	Click **Search** to search and select the loan account number. **Note** If there are any pre-shipment credits available for the selected pre-shipment credit number, application will display message: There are earlier pre-shipment credit/s. Do you want to continue?

Table 3-29 (Cont.) Pre-Shipment Details - Field Description

Field	Description
Currency	This field displays the currency of the pre-shipment loan account number. The user can change the currency.
Outstanding Amount	Specify the pre-shipment credit outstanding amount. The user can change the outstanding amount.
Action	Click Edit icon to edit the pre-shipment details. Click Delete icon to delete the pre-shipment details.
Setteled Loan	
Sequence Number	This field displays the sequence of the settled loan.
Loan Account Number	This field displays the settled loan account number.
Currency	This field displays the currency of the settled loan account number.
Outstanding Amount	This field displays the outstanding amount.
Event	This field displays the event.
Setteled Amount	This field displays the settled amount.

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

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

Table 3-30 Additional Details - Action Buttons - Field Description

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

Table 3-30 (Cont.) Additional Details - Action Buttons - Field Description

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

Table 3-30 (Cont.) Additional Details - Action Buttons - Field Description

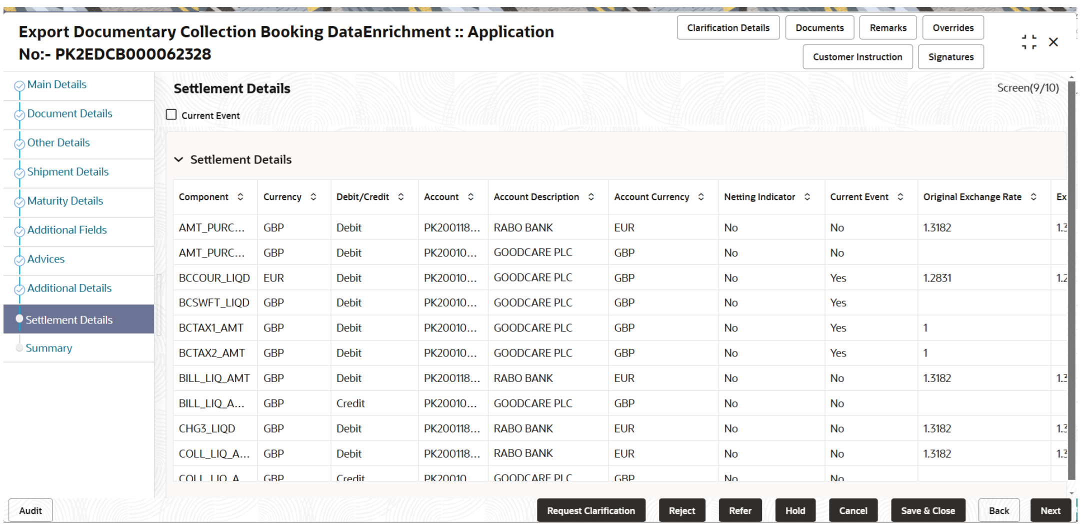
Field	Description
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

3.3.9 Settlement Details

This topic provides the systematic instructions to capture the settlement details of export documentary collection booking request.

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

Figure 3-23 Settlement Details



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

Table 3-31 Settlement Details – Field Description

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

Table 3-31 (Cont.) Settlement Details – Field Description

Field	Description
Current Event	This field displays the current event.
Original Exchange Rate	System displays the Original Exchange Rate as simulated in settlement details section from OBTF.
Exchange Rate	This field displays the exchange rate.
Deal Reference Number	This field displays the exchange deal reference number.

2. Click **Next**.

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

Table 3-32 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	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.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.

Table 3-32 (Cont.) Settlement Details - Action Buttons - Field Description

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

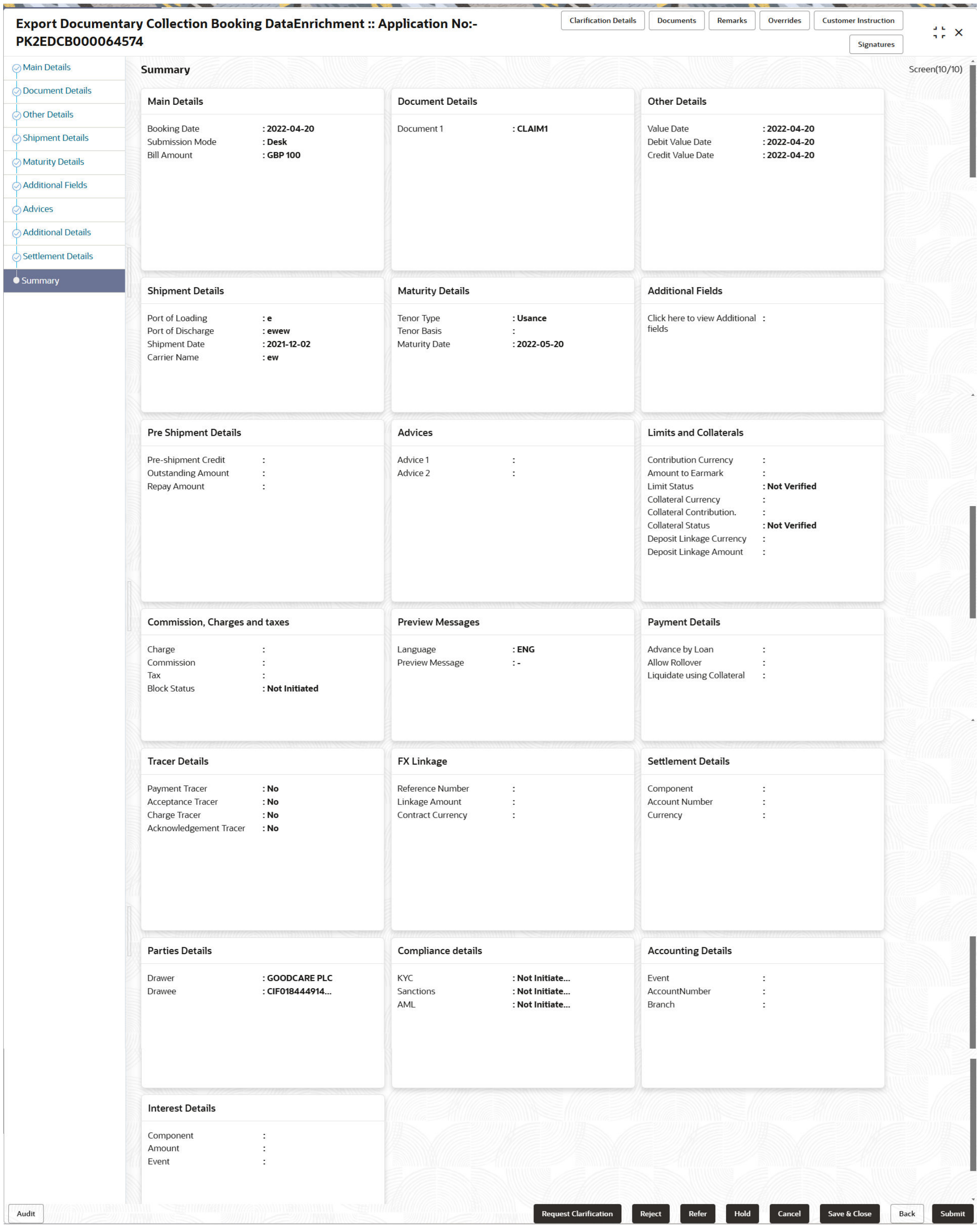
3.3.10 Summary

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

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

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

Figure 3-24 Summary



Tiles Displayed in Summary

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

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

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

- Interest Details - User can view the interest details.

2. Click **Submit**.

   The task will move to next logical stage.

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

Field	Description
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Request Clarification	Clicking this button allows the user to submit the request for clarification to the “Trade Finance Portal” for the transactions that are initiated offline.
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 3-33 (Cont.) Summary - Action Buttons - Field Description

Field	Description
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Back	On click of Back, system moves the task back to previous data segment.
Submit	Task will get moved to next logical stage of Export Documentary Collection Booking. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit..

3.4 Exceptions

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

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

Exception - Amount Block

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

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

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

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

Approve:

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

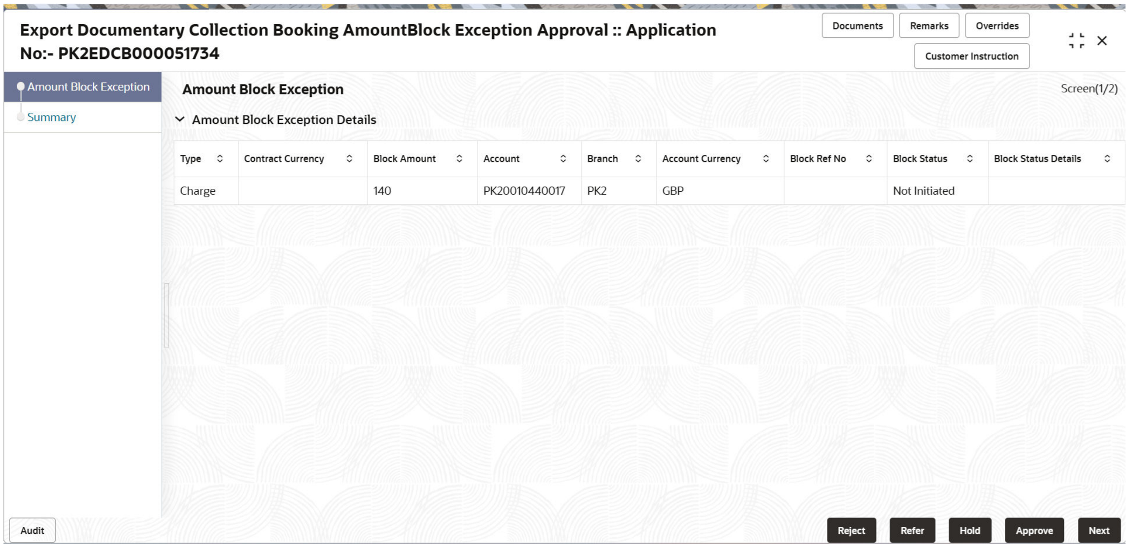
Refer:

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

Reject:

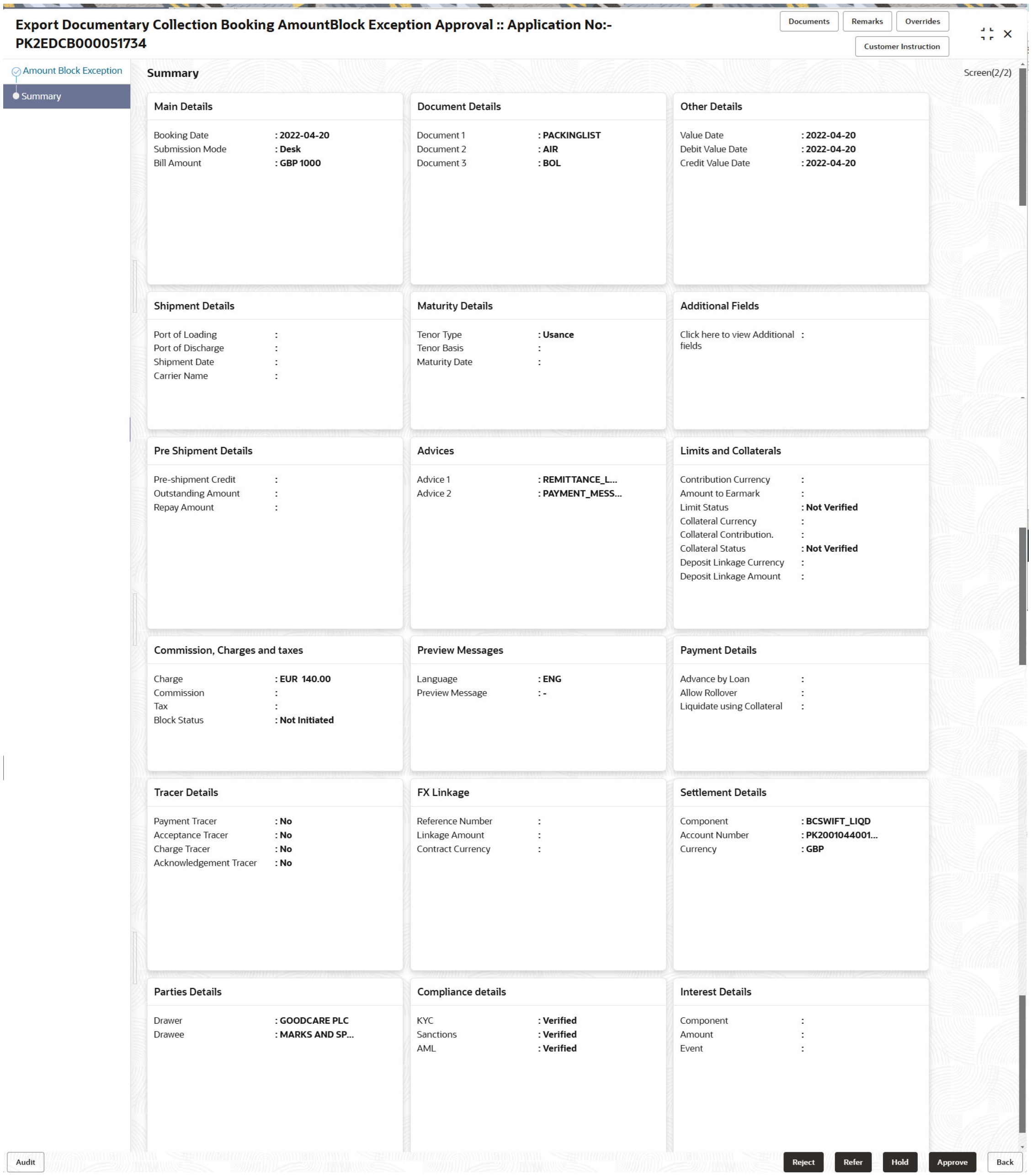
Reject the transaction due to non-availability of sufficient balance in settlement account

Amount Bock Exception



This section will display the amount block exception details.

Summary



Tiles Displayed in Summary:

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

- Commission, Charges and taxes - User can view Commission, Charges and taxes details.
- Preview message - User can view the preview message.
- Payment Details - User can view the payment details.
- Tracer Details - User can view the tracer details.
- FX Linkage - User can view the details of FX Linkage.
- Loan Preference - User can view the loan preference details.
- Settlement Details - User can view settlement details.
- Compliance Details - User can view the compliance details.
- Interest Details - User can view the interest details.

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

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

Table 3-34 Amount Bock Exception - Action Buttons - Field Description

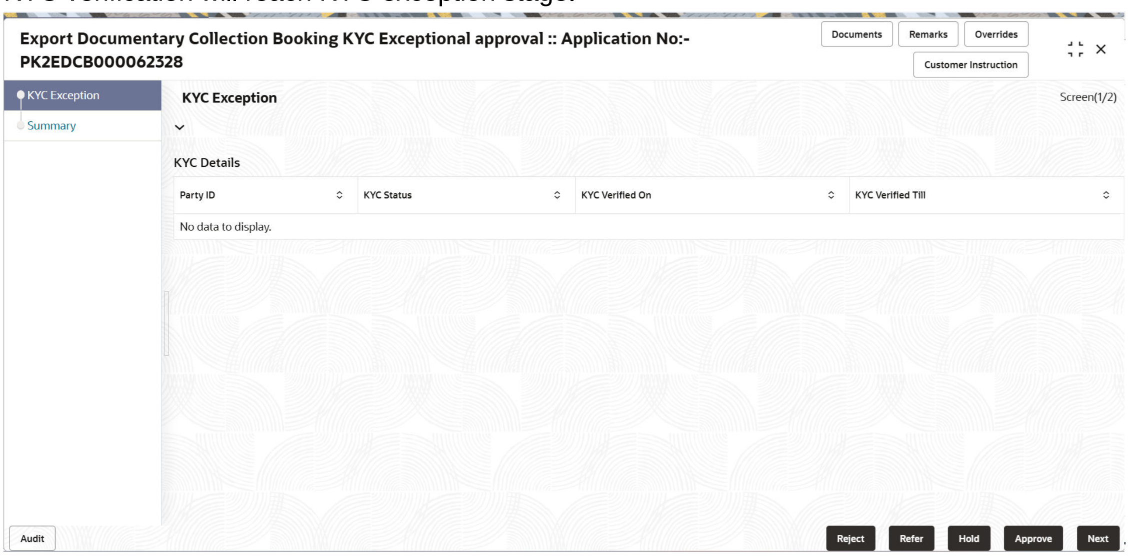
Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

Table 3-34 (Cont.) Amount Bock Exception - Action Buttons - Field Description

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

Exception - Know Your Customer (KYC)

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



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

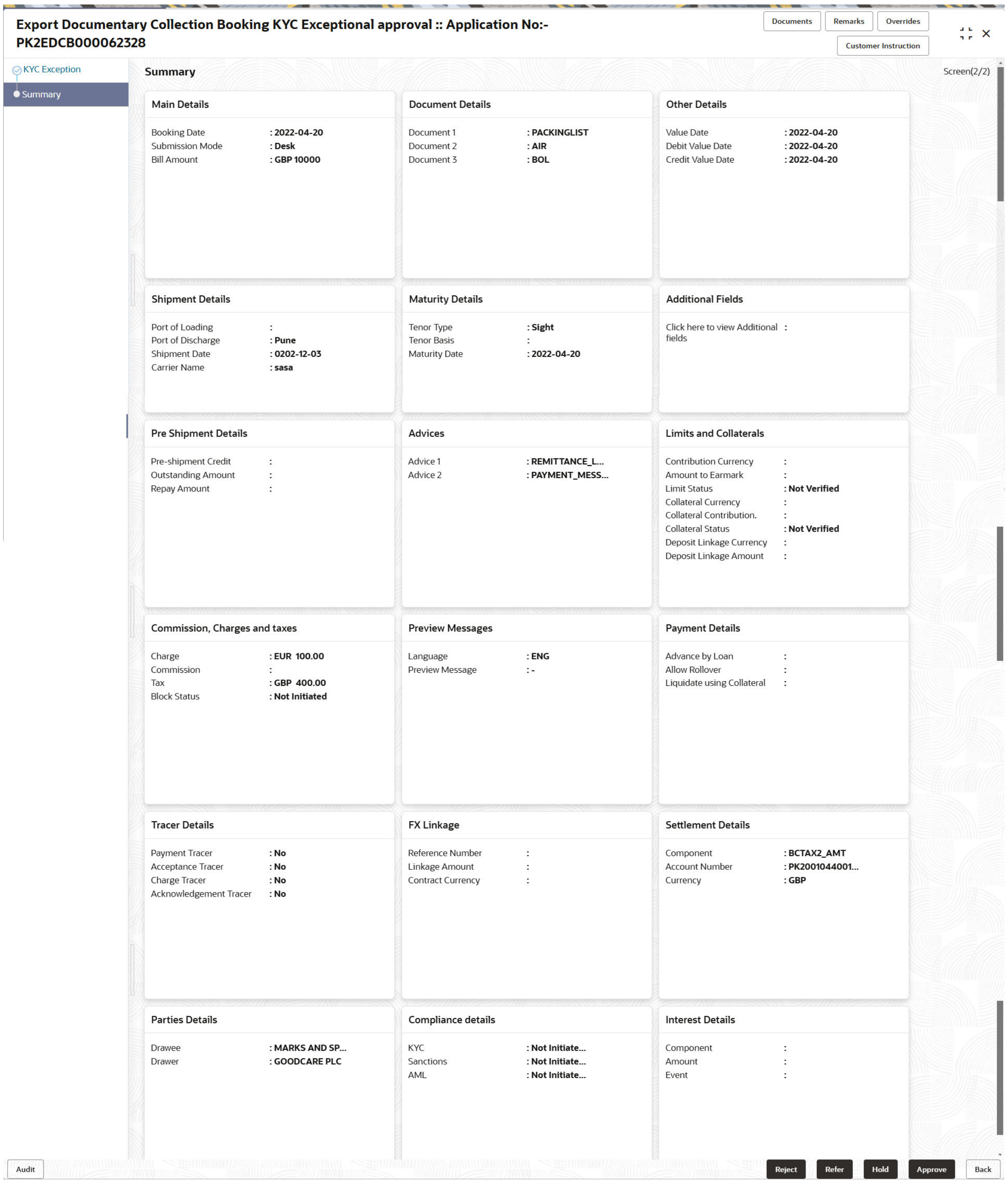
   Approve

   - After changing the KYC status in the back end application (outside this process).

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

Summary

Figure 3-25 Exception - Know Your Customer (KYC) Summary



Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Document Details - User can view the document details.

- Other Details - User can view the other details.
- Shipment Details - User can view the shipment details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view the details of additional fields.
- Pre Shipment Details - User can view the pre shipment details.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details.
- Commission, Charges and taxes - User can view Commission, Charges and taxes details.
- Preview message - User can view the preview message.
- Payment Details - User can view the payment details.
- Tracer Details - User can view the tracer details.
- FX Linkage - User can view the details of FX Linkage.
- Loan Preference - User can view the loan preference details.
- Settlement Details - User can view settlement details.
- Compliance Details - User can view the compliance details.
- Interest Details - User can view the interest details.
-

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

Table 3-35 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 collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.

Table 3-35 (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description

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

Exception - Limit Check/Credit

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

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

Limit check Exception approver can do the following actions:

Approve

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

Refer

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

Reject

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

Limit/Credit Check

This section will display the amount block exception details.

Summary

Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Document Details - User can view the document details.
- Other Details - User can view the other details.
- Shipment Details - User can view the shipment details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view the details of additional fields.
- Pre Shipment Details - User can view the pre shipment details.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details.
- Commission, Charges and taxes - User can view Commission, Charges and taxes details.
- Preview message - User can view the preview message.
- Payment Details - User can view the payment details.
- Tracer Details - User can view the tracer details.
- FX Linkage - User can view the details of FX Linkage.
- Loan Preference - User can view the loan preference details.
- Settlement Details - User can view settlement details.
- Compliance Details - User can view the compliance details.
- Interest Details - User can view the interest details.
-

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

Table 3-36 Exception - Limit Check/Credit - Action Buttons – Field Description

Field	Description
Documents	View/Upload the required document.
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.

Table 3-36 (Cont.) Exception - Limit Check/Credit - 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.
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.

3.5 Multi Level Approval

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

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

Authorization Re-Key (Non-Online Channel)

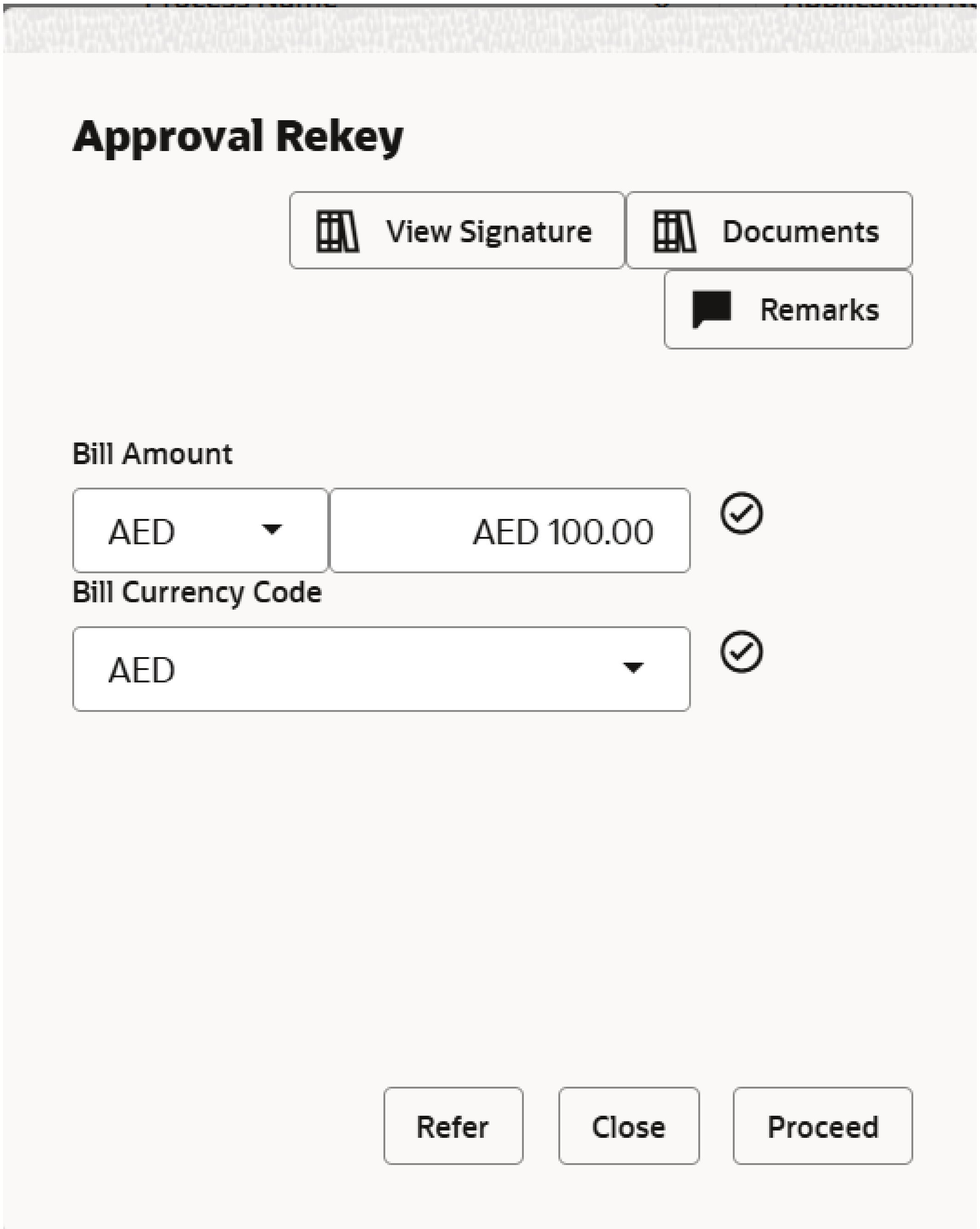
For non online channel, application will request approver for few critical field values as an authorization step. If the values captured match with the values available in the screen, system will allow user to open the transaction screens for further verification. If the re-key values are different from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

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

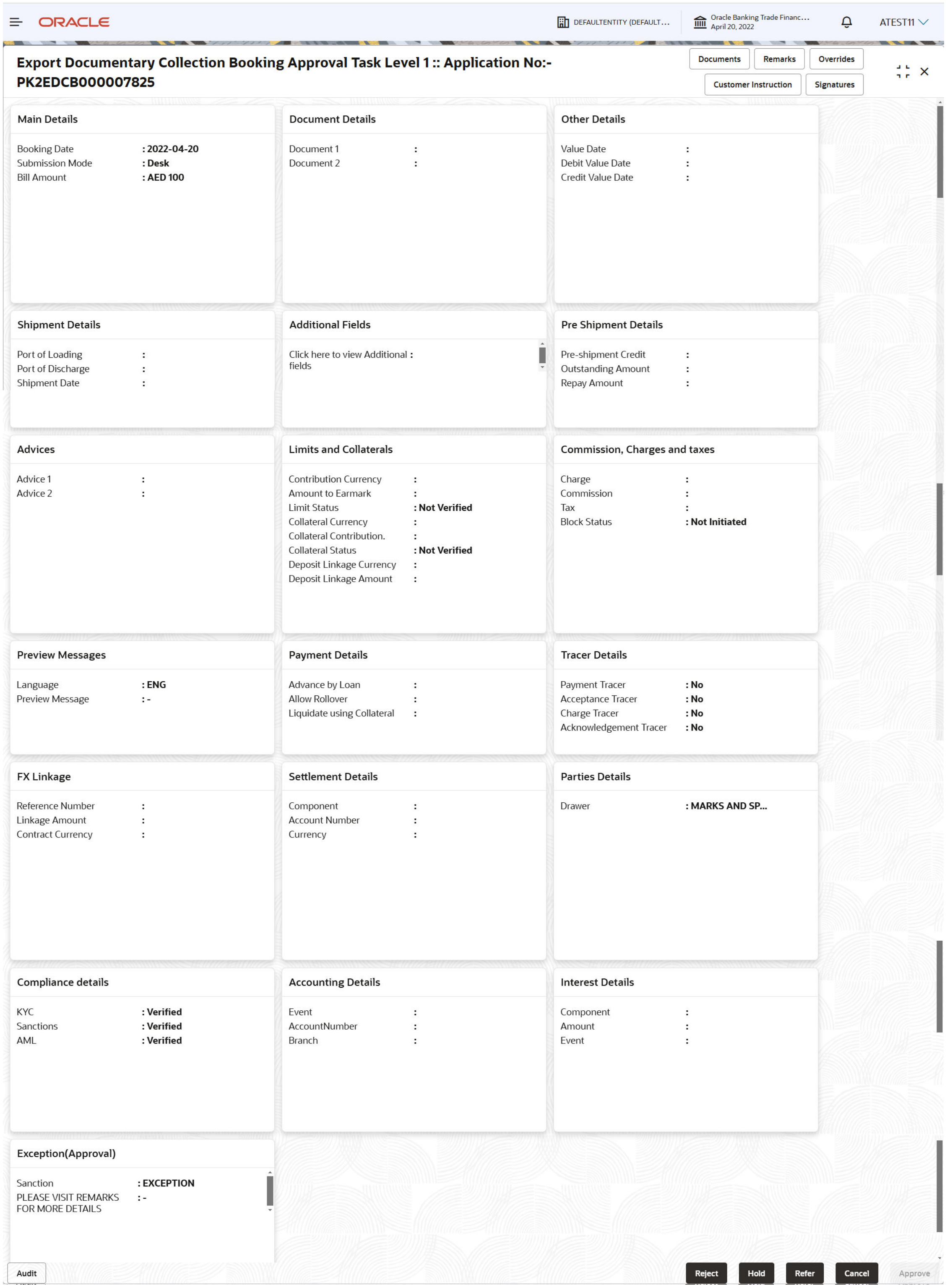
- Bill Currency Code
- Bill Amount

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

Figure 3-26 Authorization Re-Key



Approval Summary



Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Document Details - User can view the document details.
- Other Details - User can view the other details.
- Shipment Details - User can view the shipment details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view the details of additional fields.
- Pre Shipment Details - User can view the pre shipment details.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details.
- Commission, Charges & Taxes - User can view charge details.
- Preview message - User can view the preview message.
- Payment Details - User can view the payment details.
- Tracer Details - User can view the tracer details.
- FX Linkage - User can view the details of FX Linkage.
- Settlement Details - User can view settlement details.
- Compliance Details - User can view the compliance details.
- Accounting Details - User can view the accounting entries generated by back office system.

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

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

1. Click **Approve**.

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

Table 3-37 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

Table 3-37 (Cont.) Approval Summary - Action Buttons - Field Description

Field	Description
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
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.

Table 3-37 (Cont.) Approval Summary - Action Buttons - Field Description

Field	Description
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

3.6 Reject Approval

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

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

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

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

Summary

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

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

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

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

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

Table 3-38 Action Buttons - Field Description

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

Index

A

Additional Details, 39
Additional Details - Action Buttons - Field Description, 39
Additional Fields, 33
Additional Fields - Action Buttons - Field Description, 33
Advices, 35
Advices - Action Buttons - Field Description, 35
Amount Bock Exception - Action Buttons - Field Description, 72
Application Details, 12
Approval Summary, 81
Approval Summary - Action Buttons - Field Description, 81
Authorization Re-Key (Non-Online Channel, 81

B

Benefits, 1

C

Charge Details, 39
Collection Details, 2, 12
Commission Details, 39

D

Data Enrichment, 10
Data Enrichment - Document Details - Action Buttons - Field Description, 18
Document Details, 18

E

Exception - Amount Block, 72
Exception - Limit Check/Credit - Action Buttons – Field Description, 72
Exceptions, 72

F

FX Linkage, 39

I

Interest Details, 39

K

Key Features, 1

L

Limits and Collaterals, 39

M

Main Details, 12
Main Details - Action Buttons - Field Description, 12
Maturity Details, 30
Maturity Details - Action Buttons - Field Description, 30
Multi Level Approval, 81

O

Other Details, 22
Other Details - Action Buttons - Field Description, 22
Overview, 1

P

Payment Details, 39
Pre-Shipment Details, 39
Preview Message, 39

R

Registration, 2
Registration - Application Details, 2
Reject Approval, 87

S

Settlement Details, 66

Settlement Details - Action Buttons - Field Description, *66*
Shipment Details, *25*
Shipment Details - Action Buttons - Field Description, *25*
Summary, *68*
Summary - Action Buttons - Field Description, *68*

T

Tax Details, *39*
Tracer Details, *39*