Guarantee Advice Internal Amendment Islamic User Guide

Release 14.8.2.0.0
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Guarantee Advice Internal Amendment Islamic User Guide, Release 14.8.2.0.0

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Preface

Purpose

This manual is designed to help you quickly get acquainted with the **Guarantee Advise Internal Amendment** process.

Audience

This document is intended for the following audience:

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

Documentation Accessibility

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

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

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.

Diversity and Inclusion

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

Structure

This manual is organized into the following chapters:

- Preface: Preface gives information on the intended audience, structure, and related documents for this User Manual.
- Chapters: The subsequent chapters provide an overview to the module.
- Screen Shot Disclaimer - The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; information used in the interface or documents are dummy, it does not exist in real world, and its only for reference purpose.

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.

Related Documents

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

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

Screenshot Disclaimer

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

Acronyms and Abbreviations

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

Table 1 Acronyms and Abbreviations

Abbreviation	Description
OBTFPM	Oracle Banking Trade Finance Process Management
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

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 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.
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.

Symbols and Icons

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

Table 3 Symbols and Icons - Common

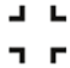
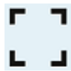
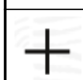
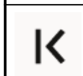
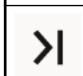
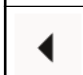
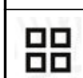
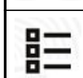
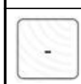
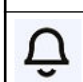
Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list
	Date Range
	Add a new record
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	Grid view
	List view
	Refresh
	Click this icon to add a new row.
	Click this icon to delete a row, which is already added.
	Calendar
	Alerts

Table 3 (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
	Unlock Option
	View Option
	Reopen Option

Table 4 Symbols and Icons - Widget

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

Basic Actions

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

Table 5 Common Action Buttons and its Definitions

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

1 Oracle Banking Trade Finance Process Management

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

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

This document will take you through following activities in OBTFPM :

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

Overview

OBTFPM is a Trade Finance middle office platform, which enables bank to streamline the Trade Finance operations.

OBTFPM enables the customers to send request for new Trade Finance transaction either by visiting the branch (offline channels) or through SWIFT/Trade Portal/other external systems (online channels).

Benefits

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

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

Key Features

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

- Flexibility in modifying processes.

2 Guarantee Advise Internal Amendment Islamic

Conventional Guarantee Advise Internal Amendment process enables the user to make the following amendments to the Guarantee which has been already issued.

The various stages involved in Internal Amendment of Guarantee Issued are:

- Receive and verify documents and input the basic details - Registration stage
- Input/Modify details - Data Enrichment stage
- Check for limit availability
- Check balance availability for amount block
- Earmark limits/Create amount block for cash margin/charges
- Capture remarks for other users to check and act Generate acknowledgements
- Hand off request to back office

The design, development and functionality of the Islamic Guarantee Advise Internal Amendment process flow is similar to that of conventional Guarantee Advise Internal Amendment process flow.

This topic contains following subtopics:

- Registration
  This topic provides the systematic instructions to initiate the **Registration** stage of **Guarantee Advise Internal Amendment Islamic** request.
- Data Enrichment
  This topic provides the systematic instructions to initiate the Data Enrichment stage of Guarantee Advise Internal Amendment Islamic request.
- Multi Level Approval
  This topic helps you quickly get acquainted with the Multi Level Approval process.
- Customer Acknowledgement
  This topic helps you quickly get acquainted with the Customer Acknowledgement process.
- Handoff
  This topic helps you quickly get acquainted with the Handoff process.

2.1 Registration

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

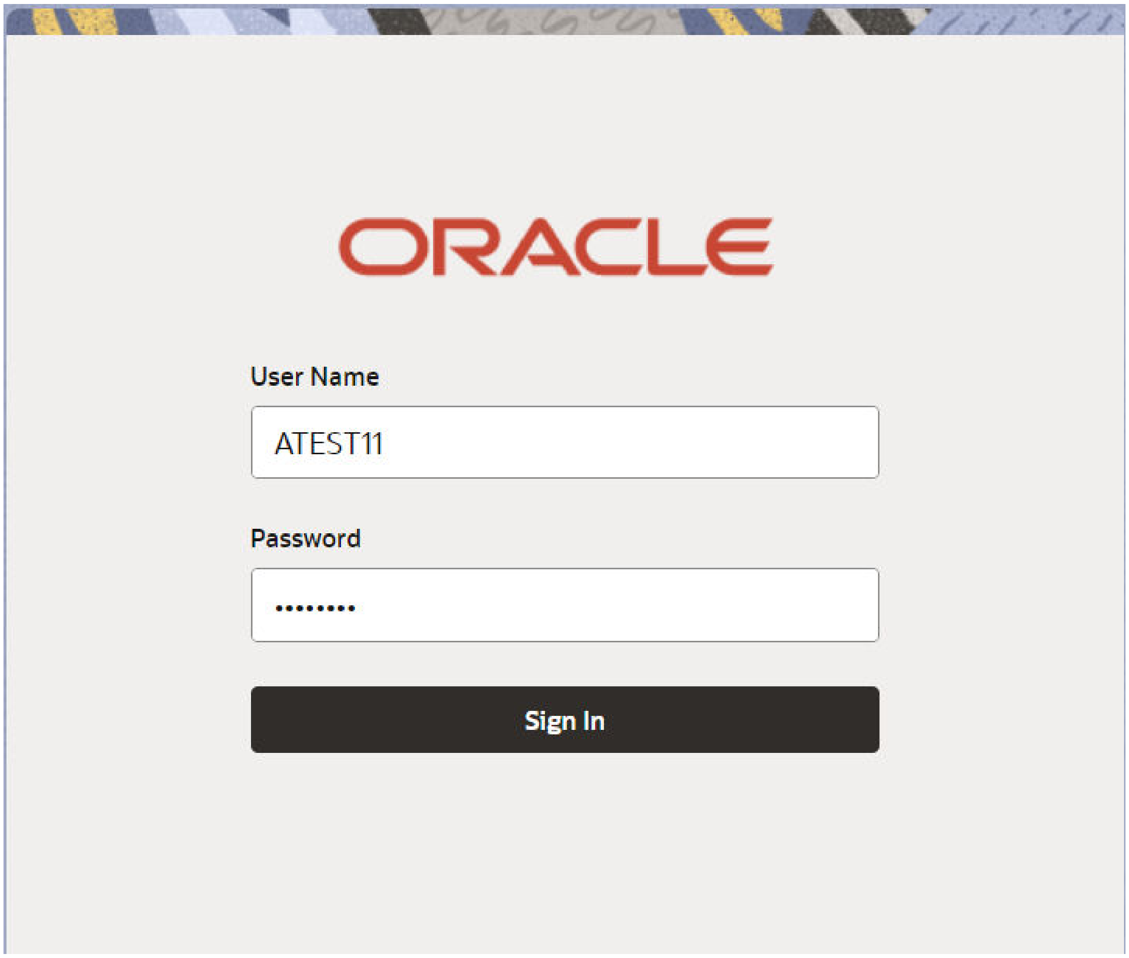
As a Registration user, you can register an Islamic internal amendment to a Guaranteed/SBLC Advised request at the front desk (as an application received physically/received by mail/fax). On submit of the amendment request, the customer should be notified with acknowledgment and the request should be available for an Guarantee Amendment expert to handle in the next stage.
The OBTFPM user can process MT798 with sub messages MT726-MT759 message received through SWIFT. The OBTFPM verifies the field 21 and 26E (of the MT759 and identifies the

Original Contract Reference Number and Amendment Number and invokes the process. The user can cancel the previously received MT798 referenced message which is under process.

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

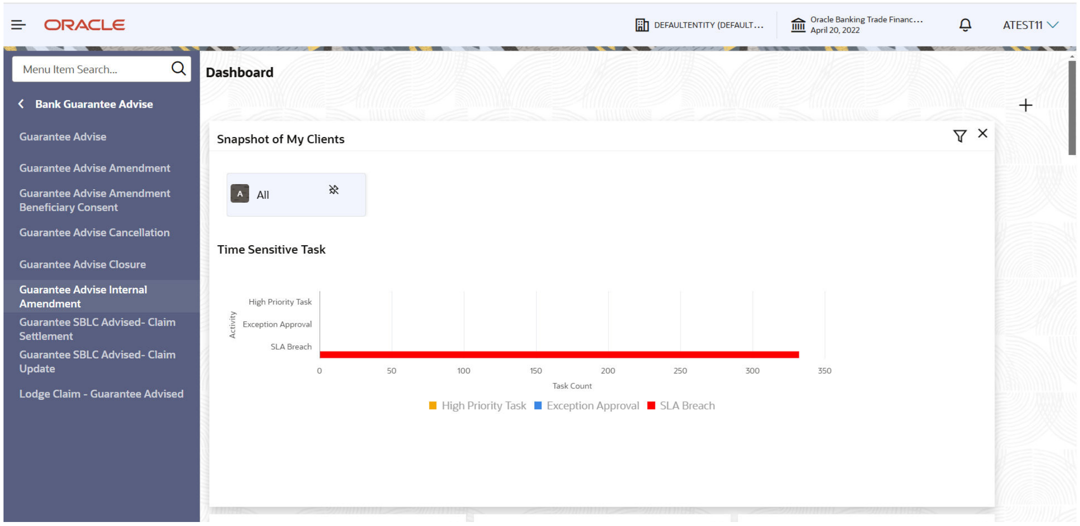
Specify **User ID** and **Password**, and login to **Home** screen.

Figure 2-1 LogIn Screen



1. On **Home** screen, click **Trade Finance - Islamic**. Under **Trade Finance**, click **Bank Guarantee Advise**.
2. Under **Bank Guarantee Advise**, click **Guarantee Advise Internal Amendment Islamic**.

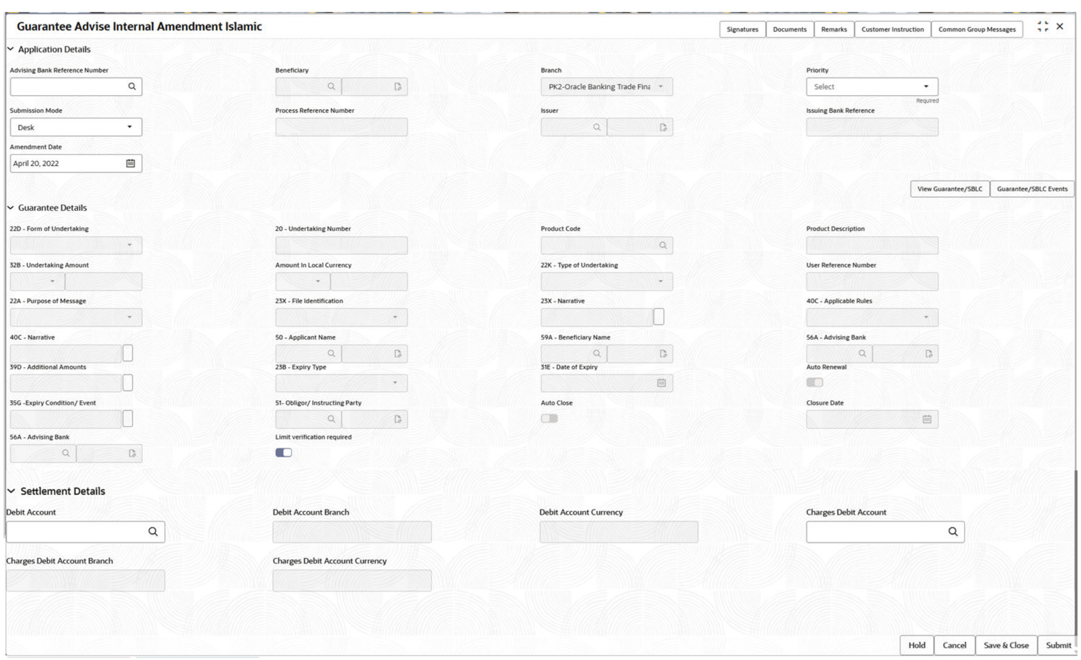
Figure 2-2 Guarantee Advise Internal Amendment Islamic



The **Guarantee Advise Internal Amendment Islamic** screen appears.
The Guarantee Advise Internal Amendment Islamic - Registration stage has two sections Application Details and Guarantee Details. Let’s look at the details of Registration screens below:

In case of STP of incoming SWIFT MT 768, a task should be directly created in Data Enrichment Stage after the required business validations and Registration stage is not applicable.

Figure 2-3 Guarantee Advise Internal Amendment Islamic - Registration - Application Details



3. On **Guarantee Advise Internal Amendment Islamic - 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 2-1 Guarantee Advise Internal Amendment Islamic - Registration - Application Details

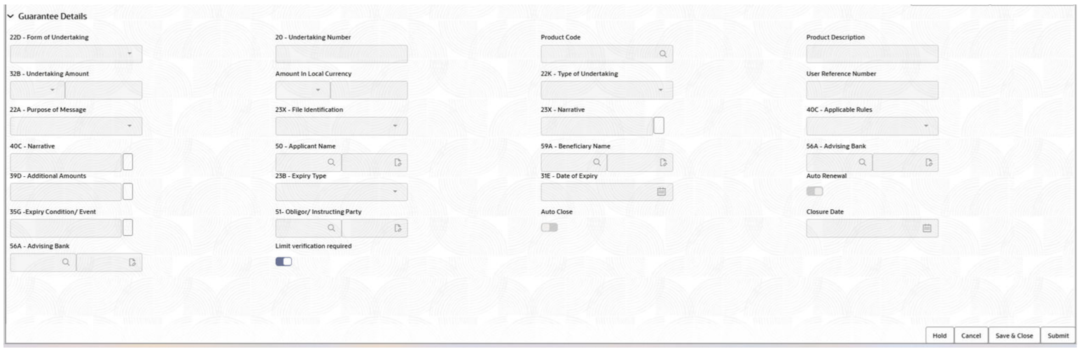
Field	Description
Advising Bank Reference Number	Specify the advising bank reference number. Alternatively, click **Search** to search and select the advising bank reference number from the look-up. As part of search criteria; user can input the Advising Bank Ref, Beneficiary, Currency, Amount and User Reference Number.
Beneficiary	Read only field. Beneficiary name is auto-populated from Guarantee /SBLC Advise.
Branch	Read only field. Branch name will be auto-populated from Guarantee /SBLC Advise details.
Priority	This field will be defaulted based on the priority maintained for the customer. Priority maintained will be populated as either 'Low or Medium or High or Essential or Critical'. If priority is not maintained for a customer, 'Medium' priority will be defaulted. User can change the priority populated any time before submit of Registration stage.
Submission Mode	System defaults the submission mode of Guarantee Advise Internal Amendment Islamic 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 sunmission mode.
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.
Issuer	Read only field. System defaults the Issuing Bank as per the Guarantee Advice details.
Issuing Bank Reference	Read only field. System defaults the Issuing Bank reference from Guarantee Advice details.

Table 2-1 (Cont.) Guarantee Advise Internal Amendment Islamic - Registration - Application Details

Field	Description
Amendment Date	By default, the application will display branch's current date.

Guarantee Details

Registration user can view the latest LC values defaulted in the respective fields in the Guarantee Details in this section.



4. On **Guarantee Advise Internal Amendment Islamic - Registration - Guarantee Details** screen, specify the fields.

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

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

Table 2-2 Guarantee Advise Internal Amendment Islamic - Registration - SBLC/ Guarantee Details - Field Description

Field	Description
Form of Undertaking	Read only field. Form of Undertaking defaults from Guarantee Advice details.
Undertaking Number	Read only field. Undertaking number defaults from Guarantee/ Standby Advise details.
Product Code	Read only field. Product code defaults from Guarantee/ Standby Advise details.
Product Description	Read only field. This field displays the description of the product as per the product code defaulted from Guarantee/ Standby Advise.

Table 2-2 (Cont.) Guarantee Advise Internal Amendment Islamic - Registration - SBLC/Guarantee Details - Field Description

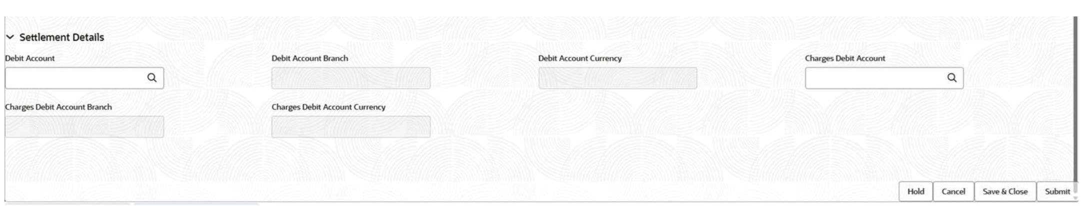
Field	Description
Undertaking Amount	Read only field. System defaults the outstanding value available from Guarantee Advise details.
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the transaction amount from back office (with decimal places).
Type of Undertaking	Read only field. System defaults the type of undertaking value available from Guarantee Advise details.
User Reference Number	Read only field. System defaults the user reference number available from Guarantee Advise details.
Purpose of Message	Read only field. System defaults the purpose of message from Guarantee/ Standby Advise.
File Identification	Read only field. The type of delivery channel and its associated file name or reference. System defaults the value from Guarantee Advise details.
Narrative	Read only field. System defaults the value from Guarantee Advise details.
Applicable Rules	Read only field. This field displays the rules of the Guarantee/ Standby Advise. System defaults the value from Guarantee Advise details.
Narrative	Read only field. System defaults the value from Guarantee Advise details.
Applicant Name	Read only field. This field displays the details of the applicant from Guarantee Advise details.
Beneficiary Name	Read only field. System defaults the beneficiary from Guarantee/ SBLC Advise details.
Advising Bank	Read only field. System defaults the details of the advising bank from Guarantee/ SBLC Advise.
Additional Amount	Read only field. This field indicates the additional amounts covered as per the latest LC details is displayed in Guarantee Advise details.
Expiry Type	Read only field. Indicates the validity of the guarantee. System defaults the expiry type from Guarantee/ SBLC Advise.

Table 2-2 (Cont.) Guarantee Advise Internal Amendment Islamic - Registration - SBLC/Guarantee Details - Field Description

Field	Description
Date of Expiry	Read only field. Expiry date of the Guarantee Advise. System defaults the expiry date from Guarantee/ SBLC Advise.
Auto Renewal	Enable the option for auto renewal. This field is enabled if **Applicable Rules** is 'URDG - Uniform rules for demand guarantees' and **Expiry Type** is 'OPEN'.
Expiry Condition/Event	Read only field. The documentary condition/event that indicates when the local undertaking will cease to be available. System defaults the value from Guarantee Advise details.
Obligor/ Instructor Party	Read only field. The party obligated to reimburse the issuer.
Auto Close	Toggle On: Displays that auto close is required for that transactions. Toggle Off: Displays that auto close is not required for that transactions. The user can enable or disbale the option.
Closure Date	System default the “Closure Date” value, if any, from the contract. If the system defaulted value for Auto Close is Yes, then Closure Date field will be a display only field and user is not allowed to edit the same. If the system defaulted value for Auto Close is No, then user can edit the Closure Date field by enabling the “Auto Close” toggle as “Yes”. User can provide the value in this field, if Auto Close is enabled as a part of this internal amendment.
Limit verification required	Switch to  to enables for limit verification. Switch to  , and provide the **Finance Amount**, the system prompts an override message on Submit.

5. On **Guarantee Advise Internal Amendment Islamic - Registration - LC Details** screen, specify the fields.

Figure 2-4 Guarantee Advise Internal Amendment Islamic - 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 2-3 Guarantee Advise Internal Amendment Islamic - Registration - Settlement Details - Field Description

Field	Description
Settlement Details	Specify the following settlement details:
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 Charges Debit 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.

7. Click **Submit**.

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

Table 2-4 Guarantee Advise Internal Amendment Islamic - Registration - Action Buttons - Field Description

Field	Description
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Documents	Upload the documents received. Application displays mandatory documents to be uploaded for Guarantee Advise.Place holders are also available to upload additional documents submitted by the applicant
Remarks	Specify any additional information regarding the Guarantee Advise Internal amendment Islamic. This information can be viewed by other users processing the request.
Customer Instruction	Click to view/ input the following: • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task. A walk-in customer of the receiving bank can be sent a common group message by the BIC.
View Guarantee/SBLC	Click View Guarantee/SBLC button to view the snapshot of latest Guarantee Advise Internal Amendment Islamic details.
Guarantee/SBLC Events	Click Guarantee/SBLC Events button to view the snapshot of various events under the Guarantee Advise Internal Amendment Islamic.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancels the Guarantee Advise Internal amendment Islamic task. Details entered will not be saved and the task will be removed.
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.
Submit	Click Submit, system will trigger acknowledgment to the customer and give confirmation message for successful submission. The task will move to next logical stage of Guarantee Advise Internal Amendment Islamic. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

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

2.1.1 Document Linkage

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

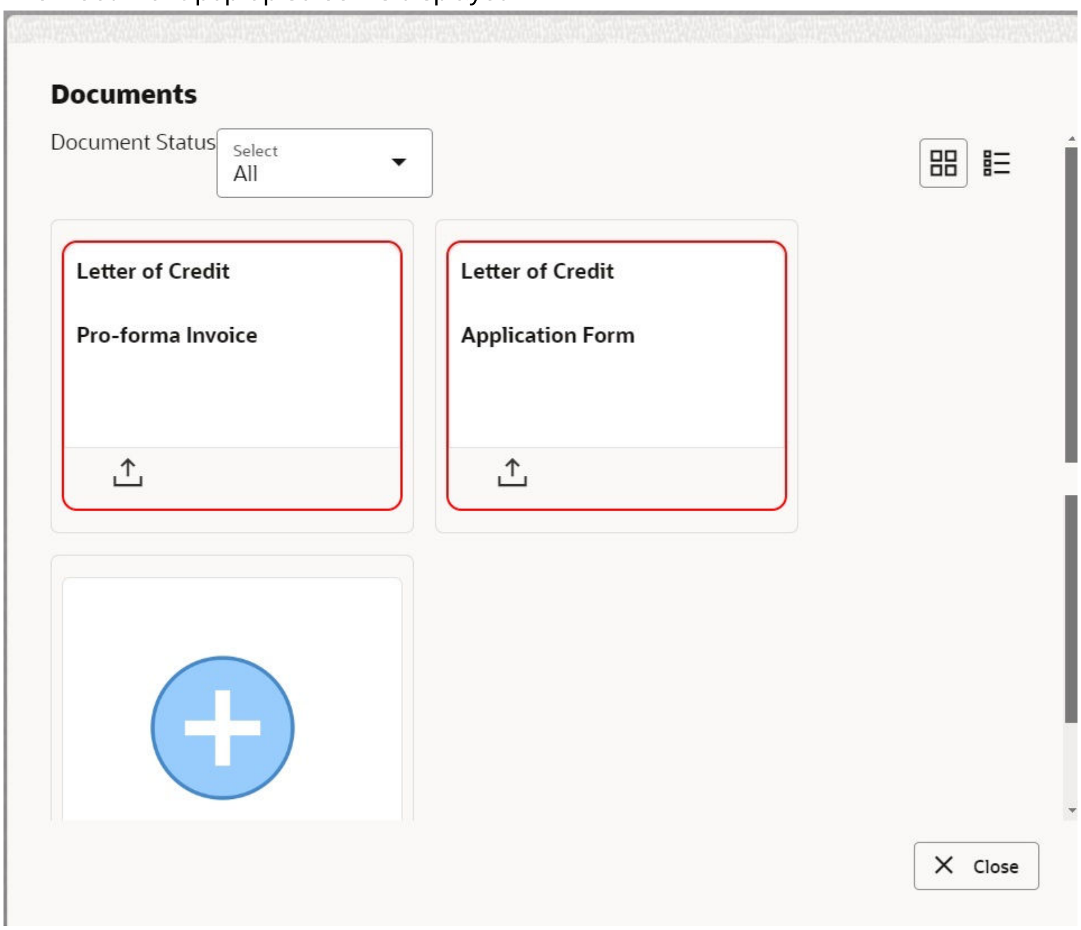
In , system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried in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

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

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

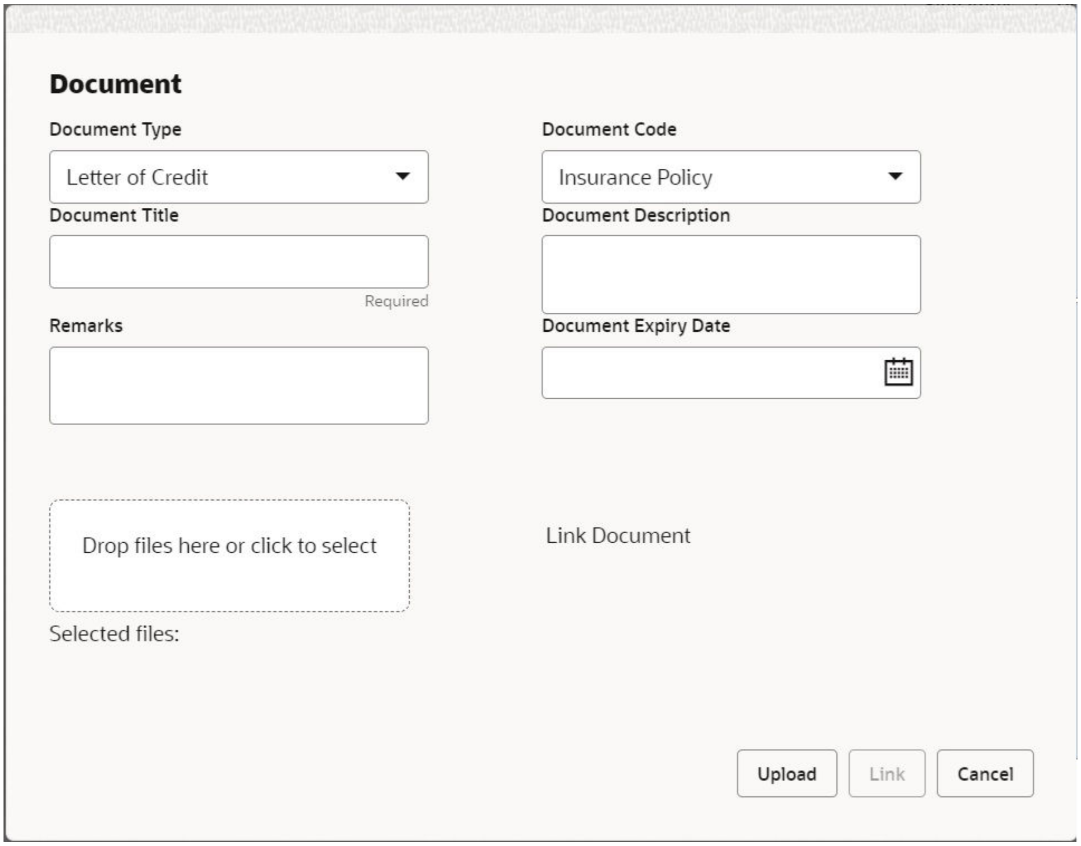
1. On the header of **Registration** screen, click, **Documents**.

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



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

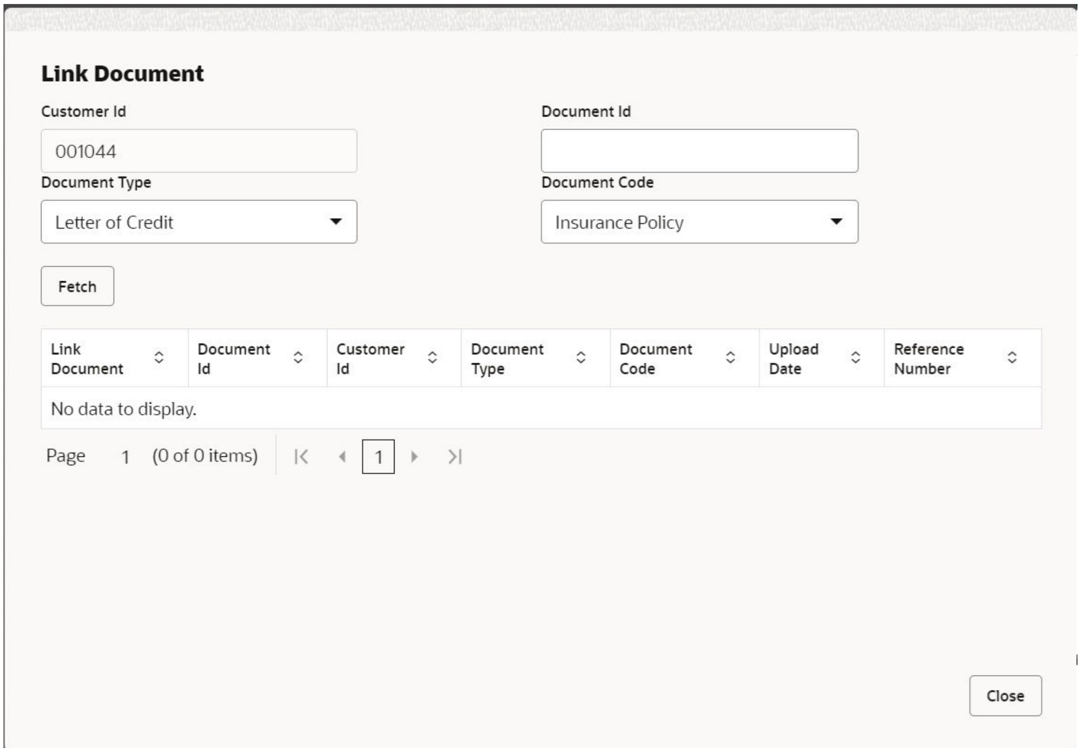
The **Document** screen is displayed.



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

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

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

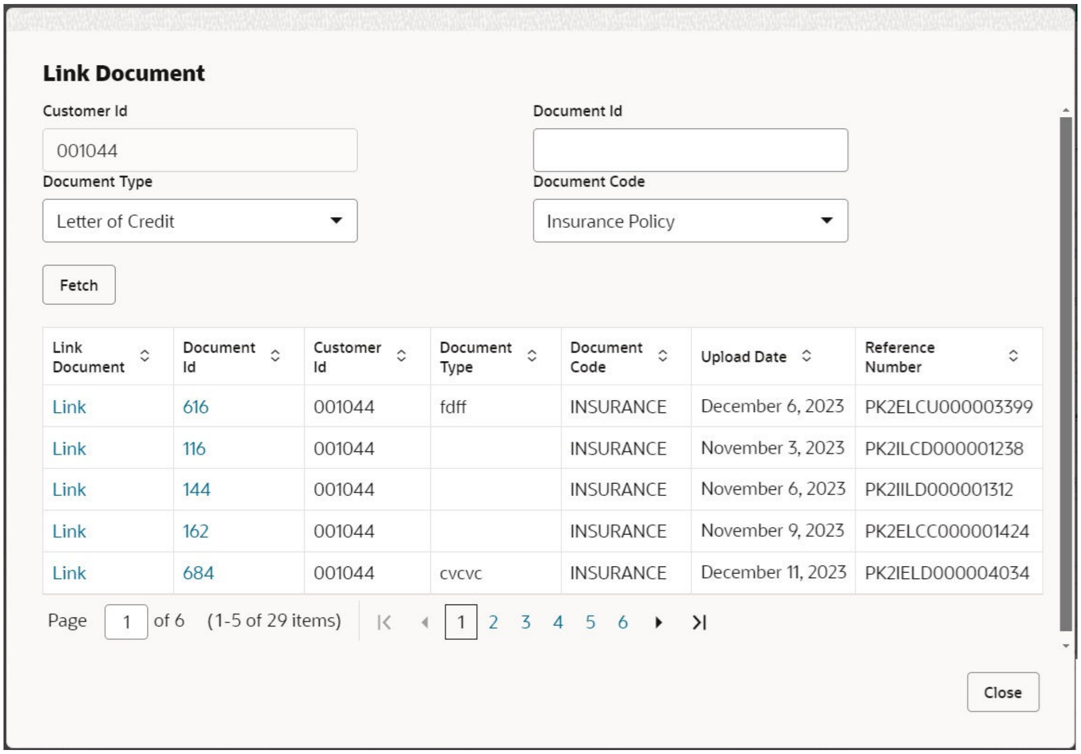


4. Click **Fetch** to retrieve the details from DMS.

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

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

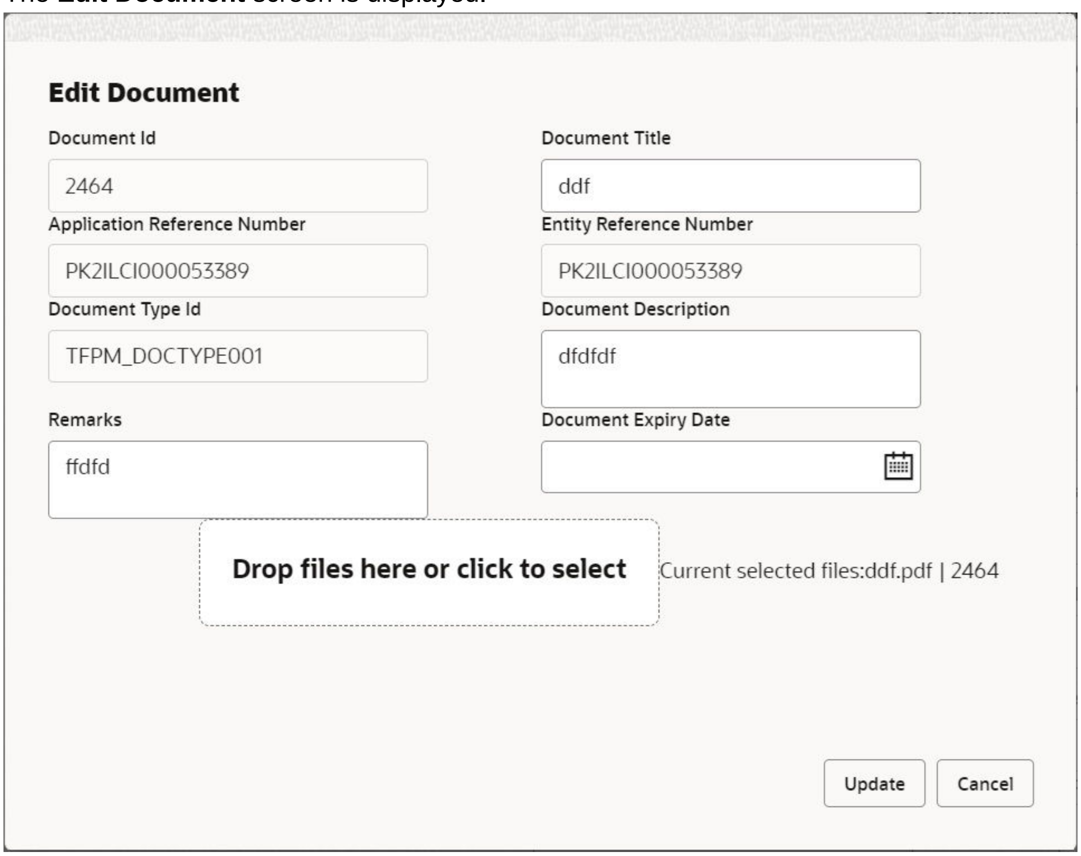
5. Click **Link** to link the particular document required for the current transaction.



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

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

   The **Edit Document** screen is displayed.



2.2 Data Enrichment

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

At this stage the user can register a request for Internal Amendment of Guarantee/SBLC Advised Islamic.
As part of Data Enrichment, user can update the details already captured in Registration stage. If details are not captured in DE stage, user can input the details.

If the request is received by mail/Courier, the user can update the request. The request will have the details entered during the Registration stage.

If the request is received by SWIFT, then the Internal Amendment task needs to be auto created and available for the user in the Dara Enrichment stage to handle.

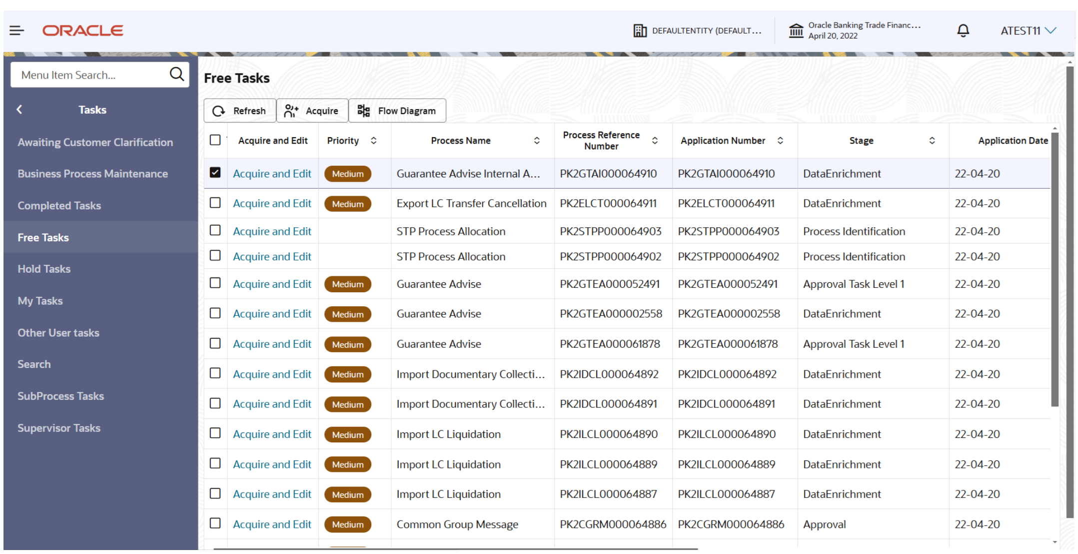
> **Note**
>
> For expired line of limits, the task moves to “Limit Exception” stage under Free Tasks, on ‘Submit’ of DE Stage with the reason for exception as “Limit Expired”.

Do the following steps to acquire a task which completed the registration and currently at Data enrichment stage.

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

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

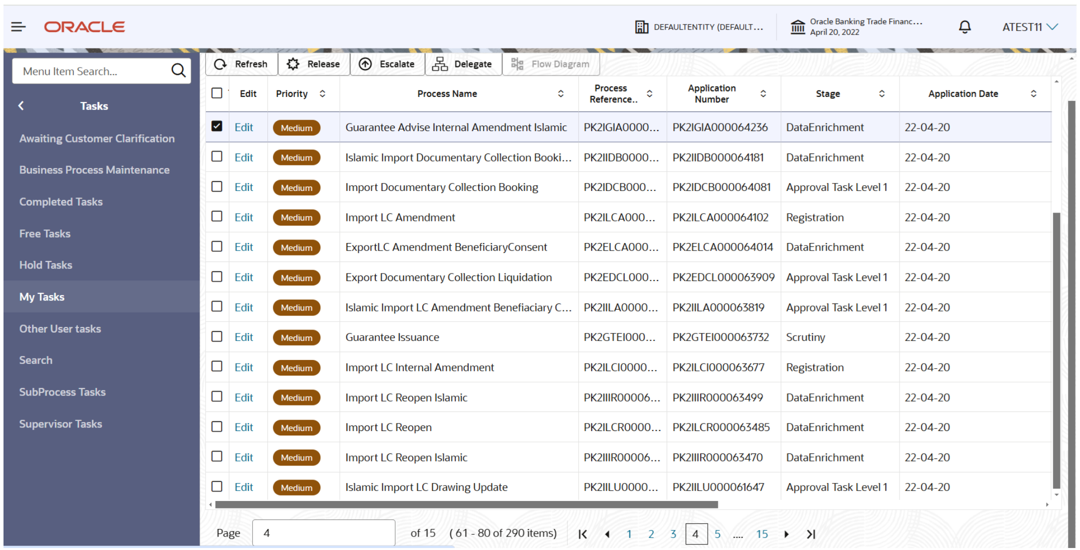
Figure 2-5 Free Task



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 provide input for Data Enrichment stage.

Figure 2-6 My Task



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

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

- Main Details
  This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Guarantee Advise Internal Amendment Islamic request.
- Additional Fields
  This topic provides the systematic instructions to capture the additional fields.
- Advices
  This topic provides the systematic instructions to capture the advices details of Guarantee Advise Internal Amendment Islamic process.
- Additional Details
  This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Guarantee Advise Internal Amendment Islamic process.
- Settlement Details
  This topic provides the systematic instructions to capture the settlement details of Guarantee Advise Internal Amendment Islamic request.
- Confirmation Details
  This topic provides the systematic instructions to capture the confirmation details of Guarantee Advise Internal Amendment Islamic request.
- Summary
  This topic provides the systematic instructions to view the summary of Guarantee Advise Internal Amendment Islamic request.

2.2.1 Main Details

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

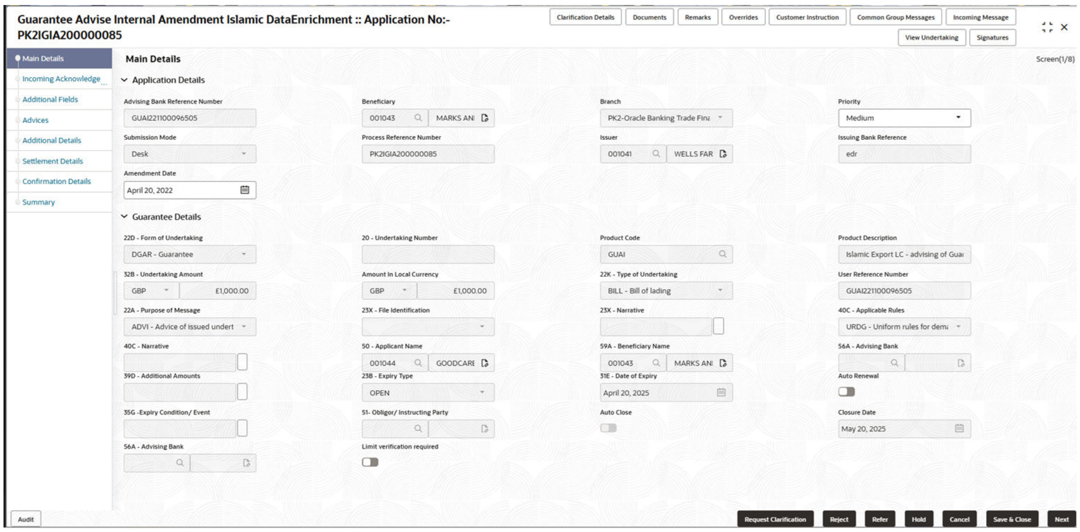
Main details section has two sub section as follows:

- Application Details
- Guarantee Details.

Application Details

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

Figure 2-7 Data Enrichment - Main Details



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

Table 2-5 Guarantee Advise Internal Amendment Islamic - Registration - Application Details - Field Description

Field	Description
Advising Bank Reference Number	Read only field. This field displays the advising bank reference number, as selected in Registration stage.
Beneficiary	Read only field. Name of the customer or applicant will be auto populated from Guarantee /SBLC Advise.
Branch	Read only field. Customer's home branch will be defaulted from Guarantee / SBLC Advise.

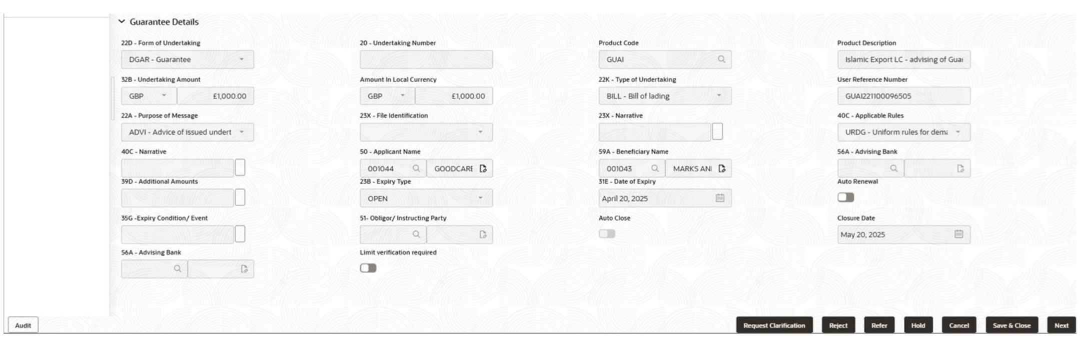
Table 2-5 (Cont.) Guarantee Advise Internal Amendment Islamic - Registration - Application Details - Field Description

Field	Description
Priority	This field will be defaulted based on the priority maintained for the customer. Priority maintained will be populated as either 'Low or Medium or Highor Essential or Critical'. If priority is not maintained for a customer, 'Medium' priority will be defaulted. User can change the priority populated any time before submit of Registration stage.
Submission Mode	Read only field. This field displays the submission mode of Guarantee Advise Internal Amendment Islamic request. By default the submission mode will have the value as 'Desk'. • **Desk** - Request received through Desk • **Courier** - Request received through Courier
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.
Issuer	Read only field. System defaults the Issuing Bank as per the Guarantee Advice details.
Issuing Bank Reference	Read only field. System defaults the Issuing Bank reference from Guarantee Advice details.
Amendment Date	The application displays the branch's current date by default.

Undertaking Details

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

Figure 2-8 Guarantee Details



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

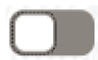
Table 2-6 Guarantee Advise Internal Amendment Islamic - Registration - Guarantee Details - Field Description

Field	Description
Form of Undertaking	Read only field. This field displays the value for form of undertaking from Guarantee/ Standby Advise.
Undertaking Number	Read only field. Undertaking number defaults from Guarantee/ Standby Advise details.
Product Code	Read only field. This field displays the product code defaulted from Guarantee/ Standby Advise.
Product Description	Read only field. This field displays the description of the product as per the product code defaulted from Guarantee/ Standby Advise.
Undertaking Amount	Read only field. System defaults undertaking amount from Guarantee/ Standby Advise.
Amount In Local Currency	Read only field. This field displays the Local currency and amount value. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
Type of Undertaking	Read only field. System defaults the type of undertaking value available from Guarantee Advise details.
User Reference Number	Read only field. System defaults the user reference number available from Guarantee Advise details.
Purpose of Message	Read only field. System dafaults the purpose of message from Guarantee/ Standby Advise. The values are: • **ISSU - Issue of Undertaking:** • **ICCO - Issuance of counter-counter-undertaking:** • **ISCO - Issuance of counter undertaking:**
File Identification	Read only field. The type of delivery channel and its associated file name or reference. System defaults the value from Guarantee Advise details.
Narrative	Read only field. System defaults the value from Guarantee Advise details.

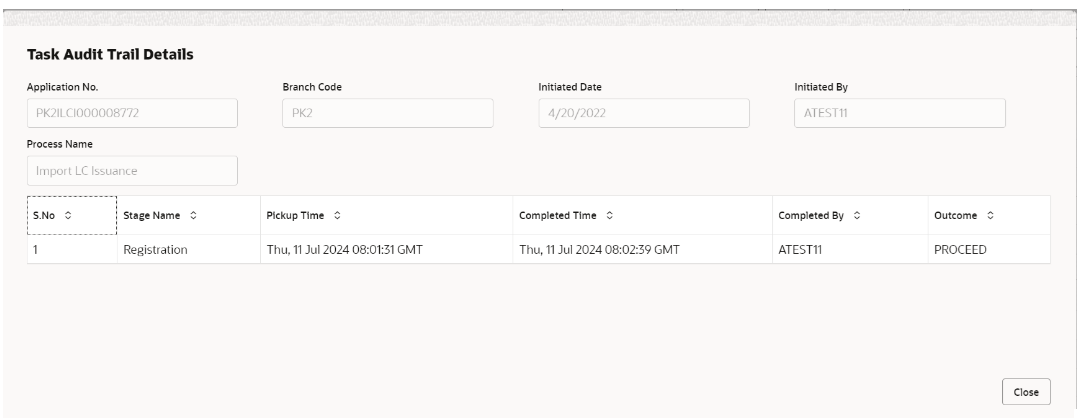
Table 2-6 (Cont.) Guarantee Advise Internal Amendment Islamic - Registration - Guarantee Details - Field Description

Field	Description
Applicable Rules	Read only field. System defaults the value from Guarantee Advise details. The value can be: • **URDG - Uniform rules for demand guarantees** • **UCPR - Uniform customs and Practices** • **ISPR - International standby Practices** • **NONE - Not subject to any rules** • **OTHR**
Narrative	Read only field. System defaults the value from Guarantee Advise details.
Applicant Name	Read only field. This field displays the details of the applicant of the selected SBLC/Guarantee Number in **Registration** stage.
Beneficiary Name	Read only field. This field displays the beneficiary details of the selected Guarantee/ Standby Advise.
Advising Bank	Read only field. This field displays the details of the advising bank.
Additional Amount	Read only field. This field indicates the additional amounts covered as per the latest LC details is displayed in Guarantee Advise details.
Expiry Type	Read only field. System dafaults the expiry type from guarantee Advise. This field indicates whether undertaking has specified expiry date or is open-ended.
Date of Expiry	Read only field. Expiry date of the Guarantee Advise. System defaults the expiry date from Guarantee/ SBLC Advise.
Auto Renewal	Enable the option for auto renewal. This field is enabled if **Applicable Rules** is 'URDG - Uniform rules for demand guarantees' and **Expiry Type** is 'OPEN'.
Expiry Condition/Event	Read only field. The documentary condition/event that indicates when the local undertaking will cease to be available. System defaults the value from Guarantee Advise details.
Obligor/ Instructor Party	Read only field. The party obligated to reimburse the issuer.
Auto Close	Toggle On: Displays that auto close is required for that transactions. Toggle Off: Displays that auto close is not required for that transactions.

Table 2-6 (Cont.) Guarantee Advise Internal Amendment Islamic - Registration - Guarantee Details - Field Description

Field	Description
Closure Date	Read only field. This field displays the “Closure Date”defaulted by the system from the previous version of the contract. If the system defaulted value for Auto Close is Yes, then Closure Date field will be a display only field and user is not allowed to edit the same. If the system defaulted value for Auto Close is No, then user can edit the Closure Date field by enabling the “Auto Close” toggle as “Yes”. User can provide the value in this field, if Auto Close is enabled as a part of this internal amendment.
Limit verification required	Switch to  to enables for limit verification. Switch to  , and provide the **Finance Amount**, the system prompts an override message on Submit.

Audit



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

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

Table 2-7 Audit - Field Description

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

Table 2-7 (Cont.) Audit - Field Description

Field	Description
Completed Time	This field displays the time on which the audit of the current stage is completed.
Completed By	This field displays the user ID of the user who had completed the audit.
Outcome	This field displays the outcome of the audit.

2. Click **Next**.

   The task will move to next data segment.

Table 2-8 Main Details - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the Guarantee Advise internal amendment Islamic. 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.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task. A walk-in customer of the receiving bank can be sent a common group message by the BIC.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.

Table 2-8 (Cont.) Main Details - Action Buttons - Field Description

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

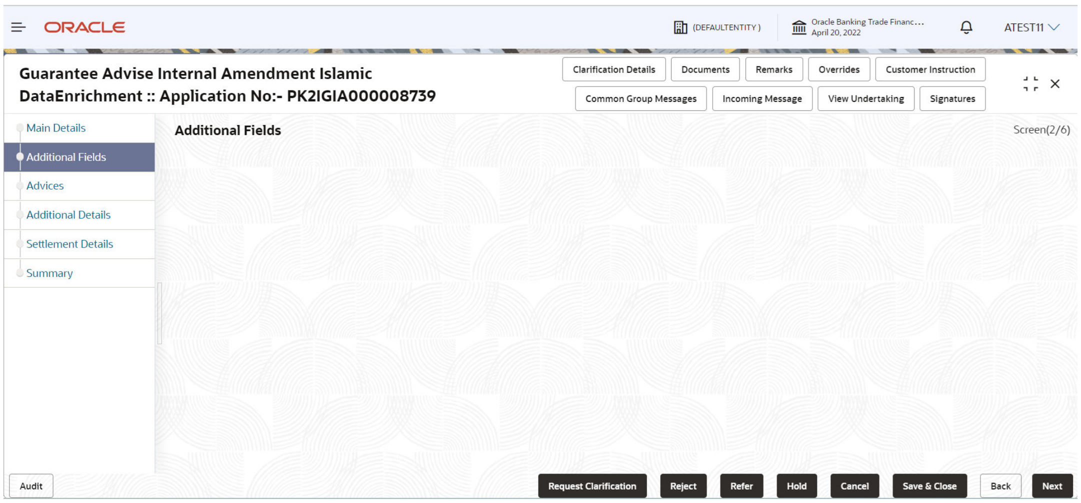
2.2.2 Additional Fields

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

This section displays the additional fields based on the User defined fields maintained in the system.

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

Figure 2-9 Additional Fields



2. Click **Next**.

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

Table 2-9 Additional Fields - Action Buttons - Field Description

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

Table 2-9 (Cont.) Additional Fields - Action Buttons - Field Description

Field	Description
Remarks	Specify any additional information regarding the guarantee issuance internal amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task. A walk-in customer of the receiving bank can be sent a common group message by the BIC.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View Undertaking	Clicking this button allows the user to view the undertaking details.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	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.

Table 2-9 (Cont.) Additional Fields - Action Buttons - Field Description

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

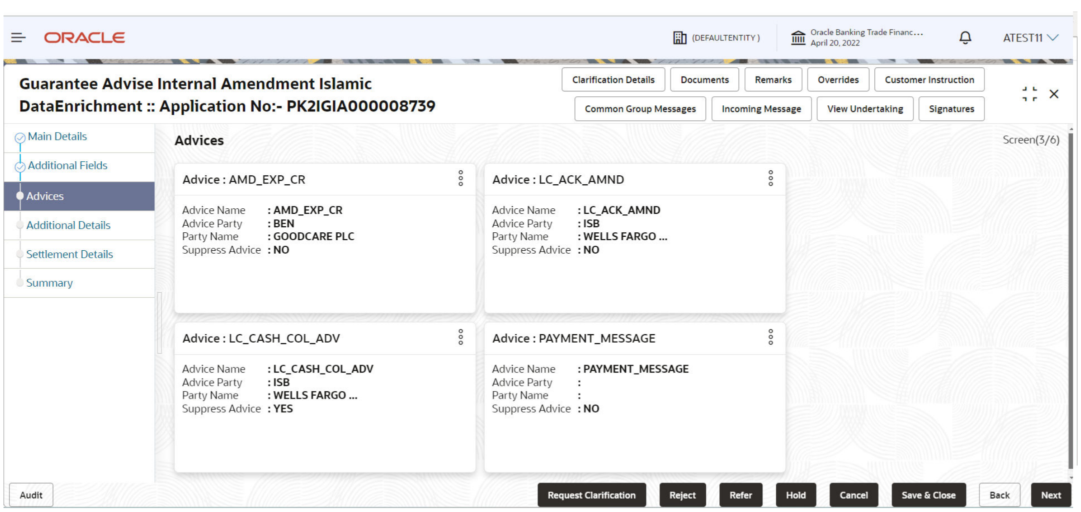
2.2.3 Advices

This topic provides the systematic instructions to capture the advices details of Guarantee Advise Internal Amendment Islamic process.

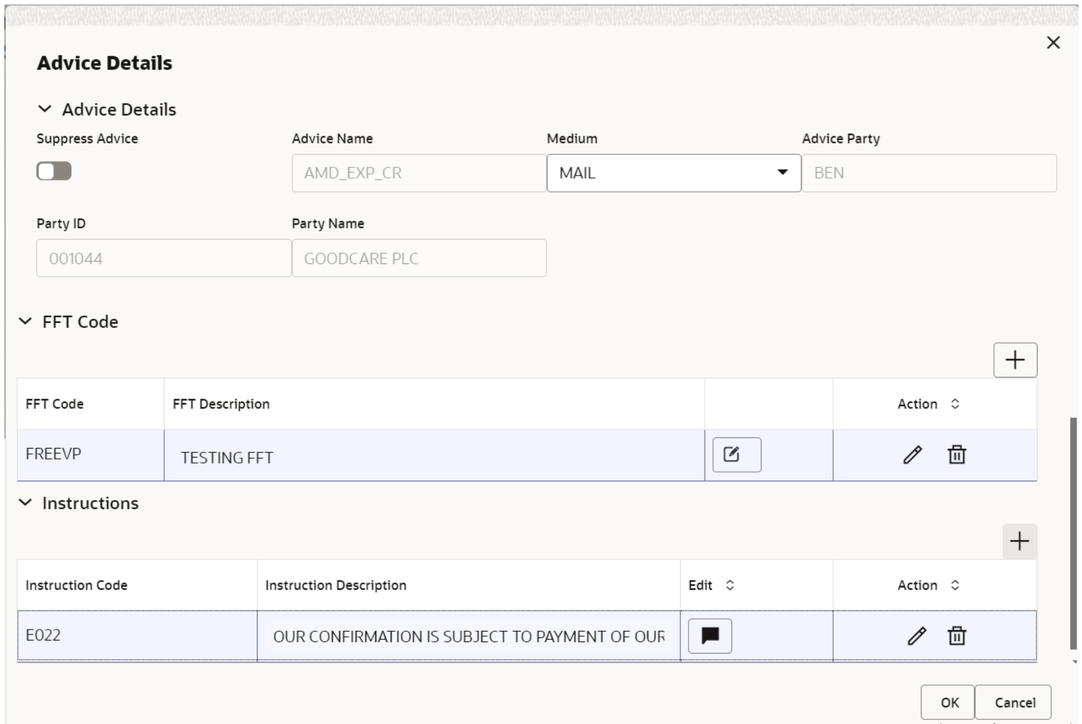
This section defaults the advices maintained for the product based on the advices maintained at the Product level.

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

Figure 2-10 Advices



Advice Details

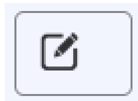


For more information on fields, refer to the field description table below.

Table 2-10 Advice Details

Field	Description
Suppress Advice	Enable this option to suppress the advice. Disable this option if suppress advice is not required.
Advice Name	Select the advice name.
Medium	The medium of advices is defaulted from the system.
Advice Party	The medium of advices is defaulted from the system. User can update, if required.
Party ID	Value be defaulted from Guarantee Advise. User can update, if required.
Party Name	Read only field. Value be defaulted from Guarantee Advise.
FTT Code	Specify the free format text based on the following table. Click plus icon to add new FFT code.
FTT Code	Click **Search** to search and select the FFT Code.
FFT Description	FFT description is populated based on the FFT code selected. User can edit the FFT description.

Table 2-10 (Cont.) Advice Details

Field	Description
	Click edit icon to edit the existing FFT description.
Action	Click delete icon to remove any existing FFT code. Click edit icon to edit the existing FFT code.
Instructions	Specify the instruction details based on the following table. Click plus icon to add new instruction code.
Instruction Code	Click **Search** to search and select the instruction Code.
Instruction Description	Instruction description is populated based on the instruction code selected. User can edit the instruction description.
	Click edit icon to edit the existing instruction description.

2. Click **Next**.

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

Table 2-11 Advices - Action Buttons - Field Description

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

Table 2-11 (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.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task. A walk-in customer of the receiving bank can be sent a common group message by the BIC.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View Undertaking	Clicking this button allows the user to view the undertaking details.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	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 2-11 (Cont.) Advices - Action Buttons - Field Description

Field	Description
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
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	Clicking on Back button, takes the user 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.

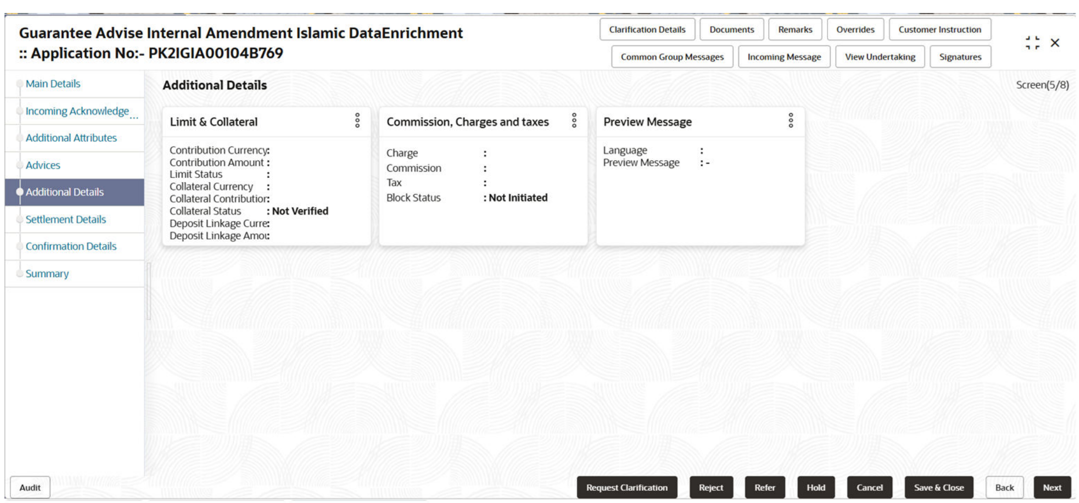
2.2.4 Additional Details

This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Guarantee Advise Internal Amendment Islamic process.

In the Additional details section, user can enter, update and verify the additional details Data Segment of Internal Amendment of Guarantee/ SBLC Advised request.
User can change the values in ‘Limits and Collateral’ section and ‘Charges Details’ section. Change to existing Line or cash collateral is applicable when the advising bank has also confirmed the SBLC and changes the details Issuing bank Line/ Cash Collateral.

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

Figure 2-11 Additional Details



Limits and Collaterals

In this section user can to attach more than one line.

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

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

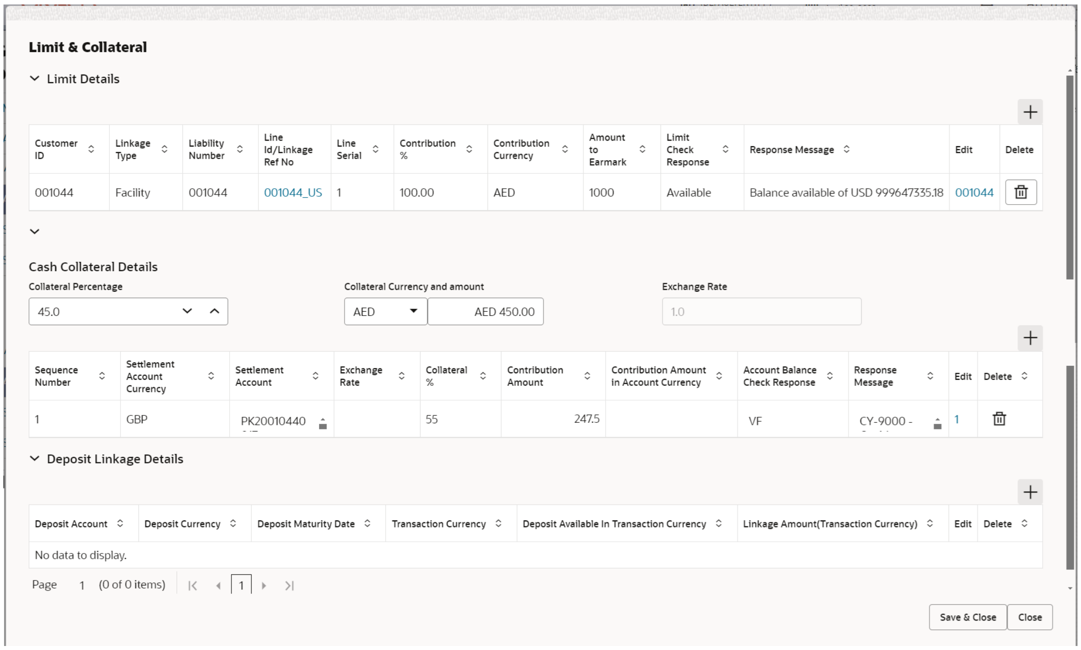
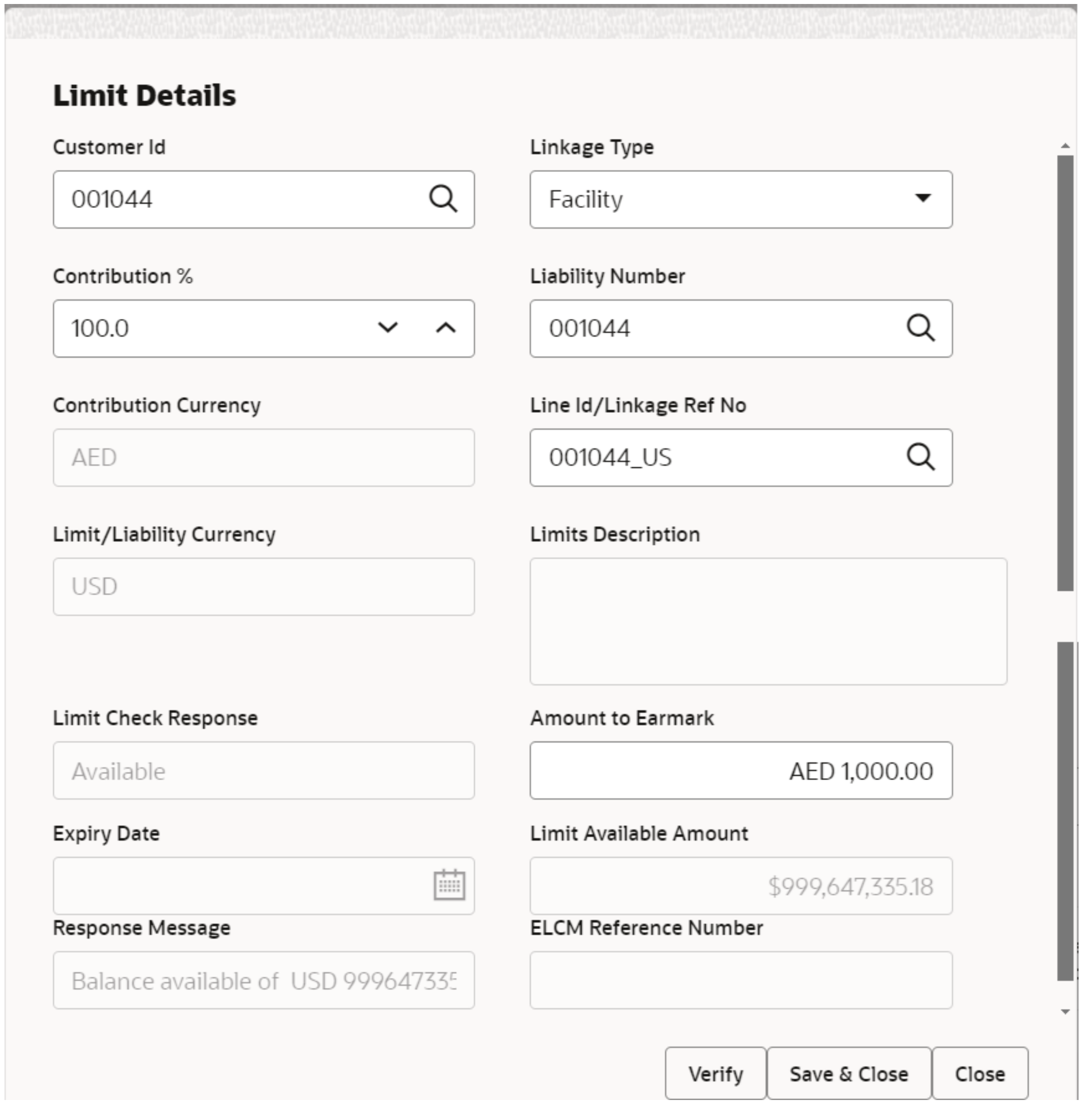


Figure 2-12 Limit Details



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

Table 2-12 Limit Details - Field Description

Field	Description
Limit Details	Specify the 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. The user can change the customer ID.
Linkage Type	Select the linkage type. Linkage type can be: • **Facility** • **Liability** By default Linkage Type is **Facility**.

Table 2-12 (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.
Liability Number	Click **Search** icon to search and select the Liability Number from the look-up. The list has all the Liabilities mapped to the customer.
Contribution Currency	Read only field. The LC currency will be defaulted in this field.
Line ID/ Linkage Ref No	Click **Search** icon 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. **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. Limit Currency will be defaulted in this field, when you select the **Liability Number**.
Limits Description	Read only field. This field displays the limits description.
Limit Check Response	Read only field. This field displays the limit check response. Response can be ‘Success’ or ‘Limit not Available’ based on the limit service call response. The value in this field appears, if you click the Verify button.
Amount to Earmark	Amount to earmark will default based on the contribution %. User can change the value.
Expiry Date	Read only field. This field displays the date up to which the Line is valid.
Limit Available Amount	Read only field. This field displays the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount. The value in this field appears, if you click the Verify button.

Table 2-12 (Cont.) Limit Details - Field Description

Field	Description
Response Message	Read only field. This field displays the detailed response message. The value in this field appears, if you click the Verify button.
ELCM Reference Number	Read only field. This field displays the ELCM reference number.
Limit Details - Grid	Below fields appear in the Limit Details grid along with the above fields.
Line Serial	Read only field. Displays the serial of the various lines available and mapped under the customer id. This field appears on the Limits grid.
Edit	Click the edit link to edit the limit details.

Figure 2-13 Collateral Details

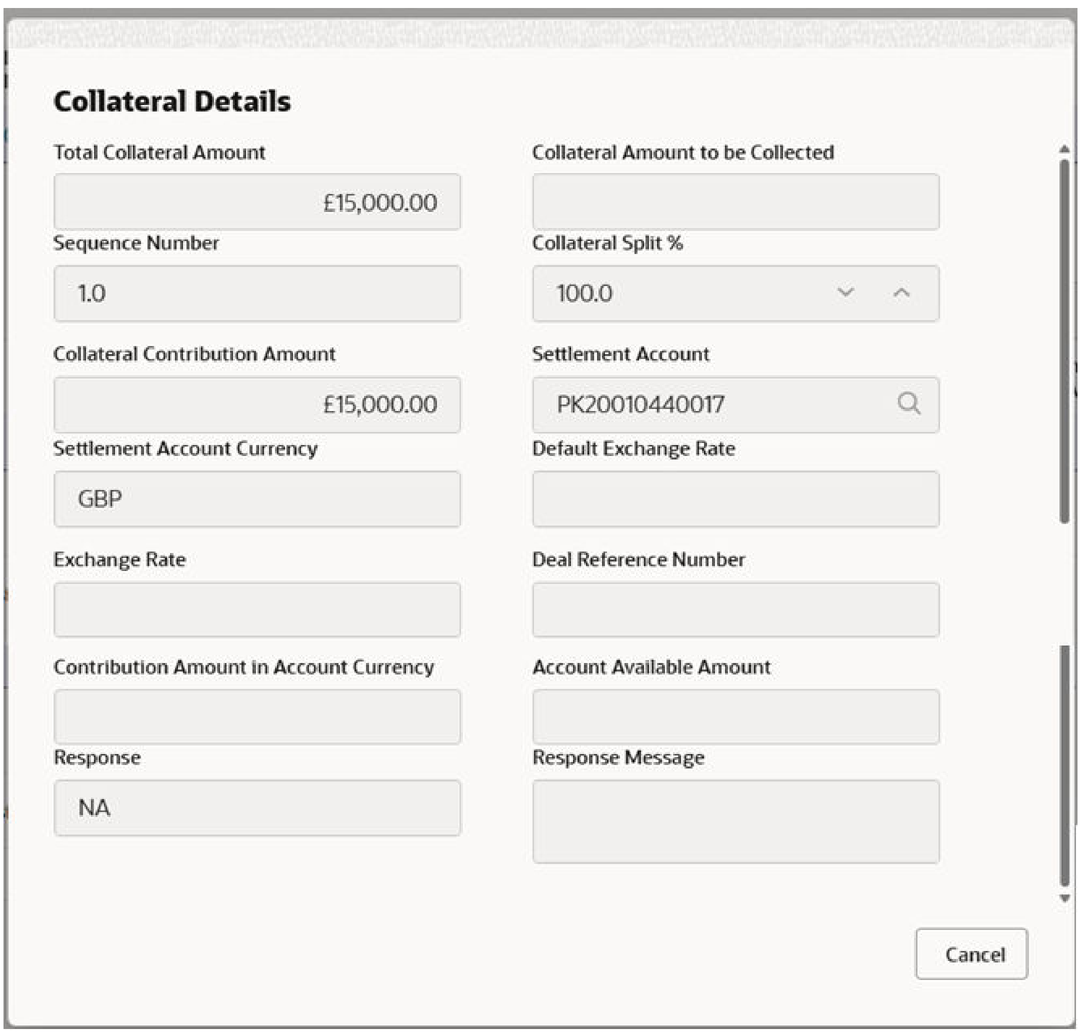


Table 2-13 Cash Collateral Details - Field Description

Field	Description
Collateral Percentage	System populates the Collateral % maintained in the Customer / Product for the counter party of the contract. User can modify the collateral percentage.
Collateral Currency and amount	System populates the contract currency as collateral currency by default. User can modify the collateral Currency and amount.
Exchange Rate	System populates the exchange rate maintained. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.
Cash Collateral Details pop-up screen	Click plus icon to add new collateral details. Below fields are displayed on the **Cash Collateral Details** pop-up screen, if the user clicks plus icon.
Total Collateral Amount	Read only field. This field displays the total collateral amount provided by the user.
Collateral Amount to be Collected	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.
Sequence Number	Read only field. The sequence number is auto populated with the value, generated by the system.
Collateral Split %	Specify the collateral split% to be collected against the selected settlement account.
Collateral Contribution Amount	Collateral contribution amount will get defaulted in this field. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message “Defaulted Collateral Percentage modified.
Settlement Account	Click **Search** to search and select the settlement account for the collateral.
Settlement Account Currency	Read only field. This field displays the settlement account currency defaulted by the system.
Default Exchange Rate	Read only field. This field displays the maintained exchange rate when the component currency differs from the settlement account currency.

Table 2-13 (Cont.) Cash Collateral 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.
Deal Reference Number	**Deal Reference Number** allows up to **30 characters**. Entries longer than 30 characters are 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."
Contribution Amount in Account Currency	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.
Account Available Amount	Read only field. System populates the account available amount on clicking the **Verify** button.
Response	Read only field. System populates the response on clicking the **Verify** button.
Response Message	Read only field. System populates the response message on clicking the **Verify** button.
Verify	Click to verify the account balance of the Settlement Account.
Save & Close	Click to to save and close the record.
Cancel	Click to cancel the entry.
Cash Collateral Details - Grid	Below fields appear in the **Cash Collateral Details** grid along with the above fields.
Collateral %	Specify the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.

Table 2-13 (Cont.) Cash Collateral Details - Field Description

Field	Description
Contribution Amount	This field displays the collateral contribution amount. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message “Defaulted Collateral Percentage modified.
Account Balance Check Response	This field displays the account balance check response.
Edit	Click edit link to edit the collateral details.

Deposit Linkage Details
In this section which the deposit linkage details is captured.

System should allow the user to Link one or more existing Deposits as a contribution to secure underlying transactions. On Submit of DE stage, system will create Linkage of the Deposit/modification of existing Linkage by calling Back-office system (DDA) system directly.

Figure 2-14 Deposit Linkage Details

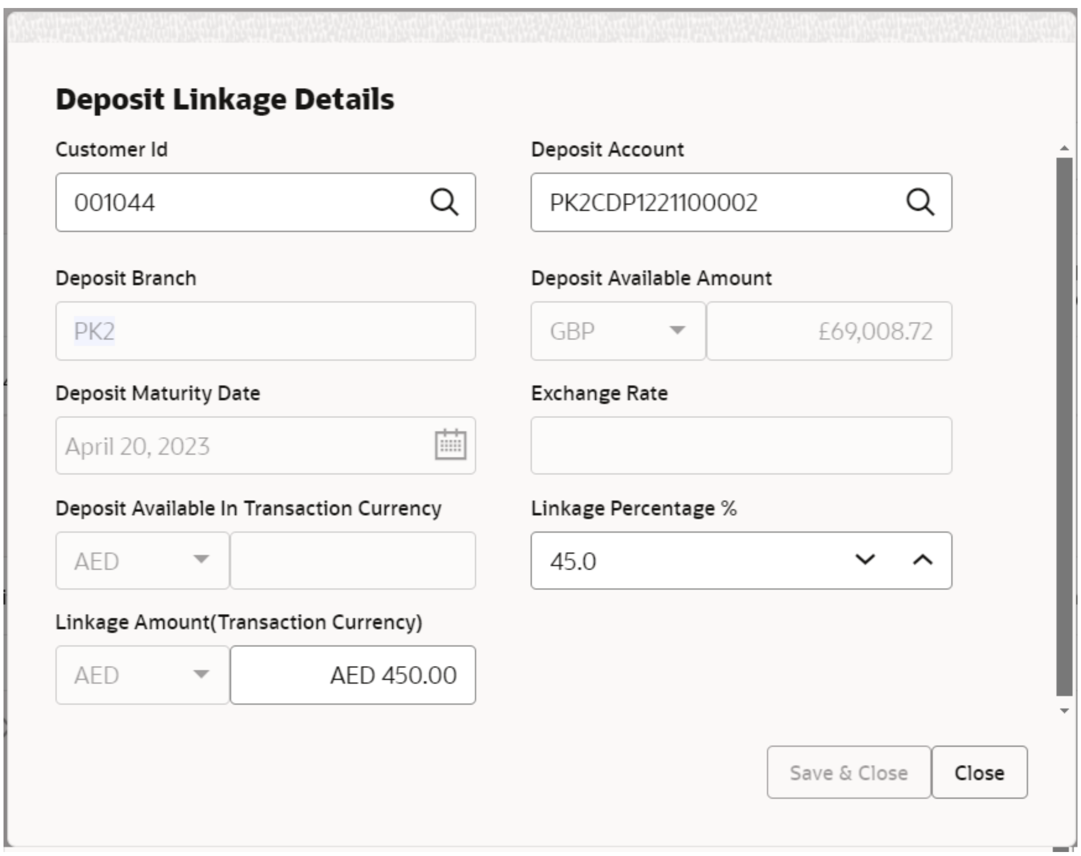


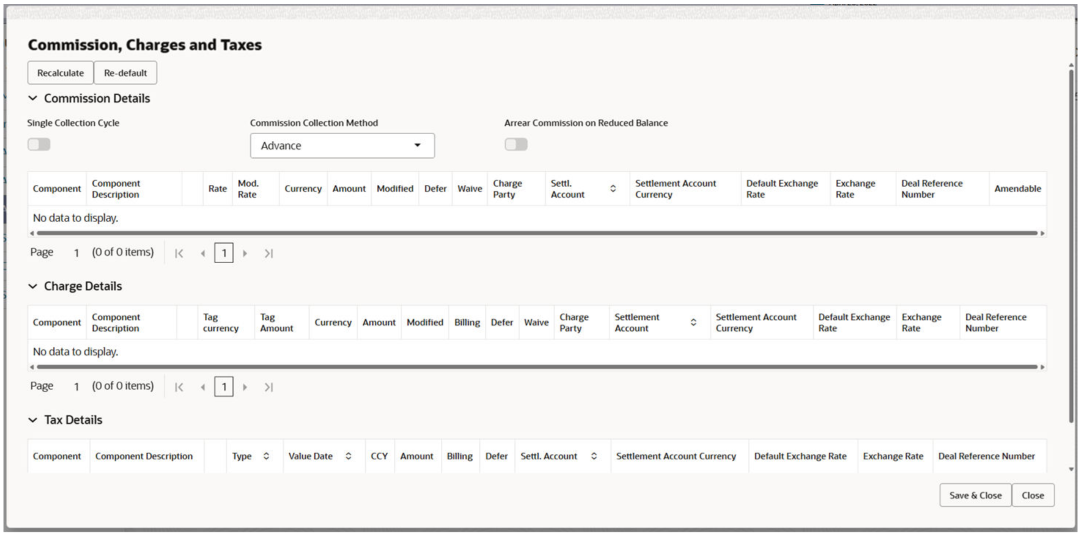
Table 2-14 Deposit Linkage Details

Field	Description
Deposit Linkage Details	Click plus icon to add new deposit linkage details.
Customer ID	This field displays the applicant's/applicant bank customer ID defaulted from the application. The user can change the customer ID.
Deposit Account	Click **Search** to search and select deposit for linkage from the look-up. All the Deposits of the customer should be listed in the look-up search. User should be able to select the deposit for linkage.
Deposit Branch	This field displays the deposit branch which will be auto-populated based on the deposit account selection.
Deposit Available Amount	Amount will be auto-populated based on the Deposit Account selection.
Deposit Maturity Date	Maturity Date of deposit is displayed based on the Deposit Account selection.
Exchange Rate	This field displays the latest exchange rate for deposit linkage. This will be picked up from the exchange rate maintenance from the common core.
Deposit Available In Transaction Currency	This field displays the deposit amount available, after exchange rate conversion, if applicable.
Linkage Percentage %	Specify the value for linkage percentage.
Linkage Amount (Transaction Currency)	System to default the transaction amount user can change the value. System validates the linking amount with available Deposit balance and should not allow to link more than the available amount.
Deposit Details - grid	Below fields appear in the **Deposit Details** grid along with the above fields.
Deposit Currency	The currency will get defaulted in this field.
Transaction Currency	The currency will get defaulted in this field from the underlying task.
Edit	Click edit link to edit the deposit linkage details.

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

   Charge Details

   This section displays charge details. On landing the additional tab, charges and tax if any will get defaulted from Back end simulation. If default charges are available under the product, they should be defaulted here with values. If customer or customer group specific charges are maintained, then the same will be defaulted from back end system.



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

Table 2-15 Charge Details - Field Description

Field	Description
Commission Details	Specify the commission details. All charges, commission and margin are collected from the counter-party by default.
Single Collection Cycle for Commission	This field is display only. The value displays as available in Bank Parameter at Back office When Single Cycle toggle is on, back office system follows single cycle for collecting commission as per the issuance commission cycle period for periodic commission.
Commission Collection Method	This field displays the commission Collection method available for contract. If for a contract confirmation not added and confirmation commission not available, user can change collection method for collecting commission for adding confirmation.
Component	This field displays the commission component.
Rate	This field displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
Mod. Rate	From the default value, if the rate is changed the value gets updated in this field.
Currency	This field displays the currency in which the commission have to be collected.

Table 2-15 (Cont.) Charge Details - Field Description

Field	Description
Amount	This field displays the amount that is maintained under the product code. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate, but not the commission amount directly. The amount gets modified based on the rate changed and the new amount is calculated in back office based on the new rate and is populated in OBTFPM. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
Modified	From the default value, if the amount is changed, the value gets updated in the modified amount field.
Defer	If enabled, charges/commissions has to be deferred and collected at any future step.
Waive	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer. If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.
Charge Party	Charge party is 'Applicant' by default. User can change the value to Beneficiary.
Settl. 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.
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.
Deal Reference Number	**Deal Reference Number** allows up to **30 characters**. Entries longer than 30 characters are 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	Displays if the field is amendable or not.
Charge Details	This section displays the charge details.

Table 2-15 (Cont.) Charge Details - Field Description

Field	Description
Component	This field displays the charge component type.
Tag Currency	This field displays the tag currency in which the charges have to be collected.
Tag Amount	This field displays the tag amount that is maintained under the product code.
Currency	This field displays the currency in which the charges have to be collected.
Amount	This field displays the amount that is maintained under the product code.
Modified	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is ‘Billing’ enabled, ‘Billing’ toggle for that component should be automatically enabled in OBTFPM. The user can not enable/disable the option, if it is de-selected by default. This field is disabled, if ‘Defer’ toggle is enabled.
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, ‘Defer’ toggle for that component should be automatically checked in OBTFPM. The user can enable/disable the option the check box. On de-selection the user has to click on ‘Recalculate’ charges button for re-simulation.
Waive	Enble the toggle, if charges has to be waived. Based on the customer maintenance, the charges should be marked for Billing or for Defer. This field is disabled, if **Defer** toggle is enabled.
Charge Party	Charge party is applicant by default. User can change the value to beneficiary.
Settlement Account	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 2-15 (Cont.) Charge Details - Field Description

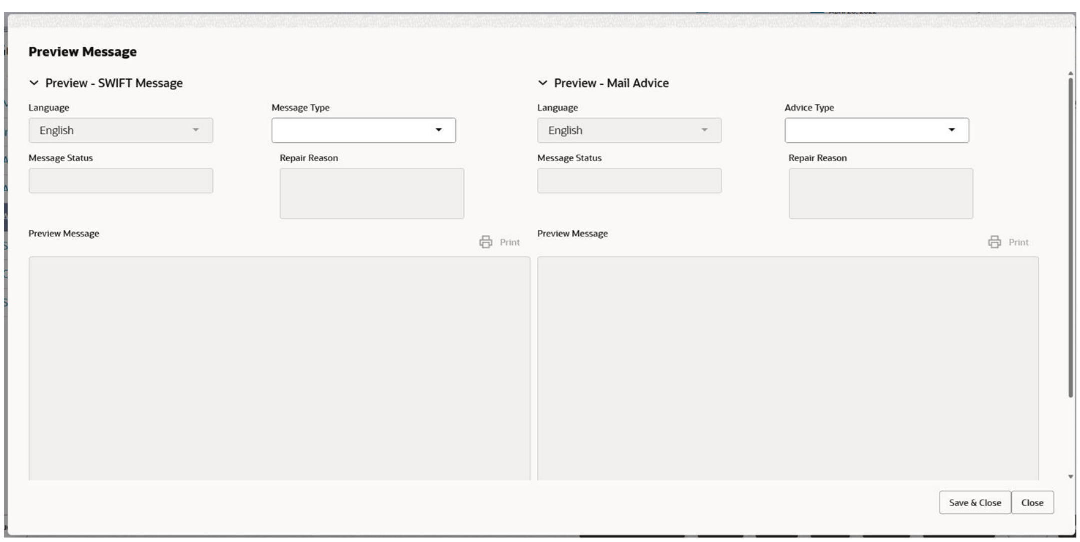
Field	Description
Exchange Rate	Specify **Exchange Rate** upto 4 decimal places, if applicable. System rounds off values beyond 4 decimals. • Do not specify Exchange Rate for deferred charges, commission, and tax components under AR-AP. System restricts input for these components. • Specify Exchange 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.
Deal Reference Number	**Deal Reference Number** allows up to **30 characters**. Entries longer than 30 characters are 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	This section displays the tax details. The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/ commission will be available on click of Re-Calculate button or on hand off to back-end system.
Component	This field displays the tax component.
Type	This field displays the type of tax component.
Value Date	This field displays the value date of tax component.
Ccy	This field displays the currency in which the tax have to be collected. The tax currency is the same as the commission.
Amount	This field displays the tax amount based on the percentage of commission maintained. You can edit the tax amount, if applicable.
Billing	If taxes are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. This field is disabled, if ‘Defer’ toggle is enabled.
Defer	If taxes have to be deferred and collected at any future step, this option has to be enabled. The user can enable/disable the option the check box. On de-selection the user has to click on ‘Recalculate’ charges button for re-simulation.
Settl. 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.

Table 2-15 (Cont.) Charge Details - Field Description

Field	Description
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.
Deal Reference Number	**Deal Reference Number** allows up to **30 characters**. Entries longer than 30 characters are 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 Mesage
   The bank user can view a preview of the outgoing SWIFT message and advise simulated from back office. The preview message simulated from the back office and the user can view the message.



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

Table 2-16 Preview Message - Field Description

Field	Description
Preview SWIFT Message	Displays the preview of SWIFT Messages.
Language	Read only field. The language to preview the draft guarantee details. English is set as default language for the preview.
Message Type	Select the message type from the drop-down.
Message Status	Read only field. Displays the message status of the draft message.
Repair Reason	Read only field. Displays the reason of repair.
Preview Message	This field displays a preview of the draft message. Based on the guarantee text captured in the previous screen, guarantee draft is generated in the back office and is displayed in this screen.
Preview Mail Advice	Based on the guarantee amendment captured in the previous screen, the preview message-mail advice is simulated from the back office and the user can view the message.
Language	Read only field. The language for the advice message. English is set as default language for the preview.
Advice Type	Select the advice type.
Message Status	Read only field. Displays the message status of the mail advice.
Repair Reason	Read only field. Displays the reason of repair.
Preview Message	This field displays a preview of advice.
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 !”**
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.
5. Click **Next**.

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

Table 2-17 Additional Details - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be ‘Clarification Requested’.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the guarantee advise internal amendment Islamic. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task. A walk-in customer of the receiving bank can be sent a common group message by the BIC.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761. Click to allow parsing of MT 760 along with MT761(up to 7) messages together to create a Guarantee Advise. In case of MT798, the User can click and view the MT798 message(784,760/761). In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View Undertaking	Clicking this button allows the user to view the undertaking details.

Table 2-17 (Cont.) Additional Details - Action Buttons - Field Description

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

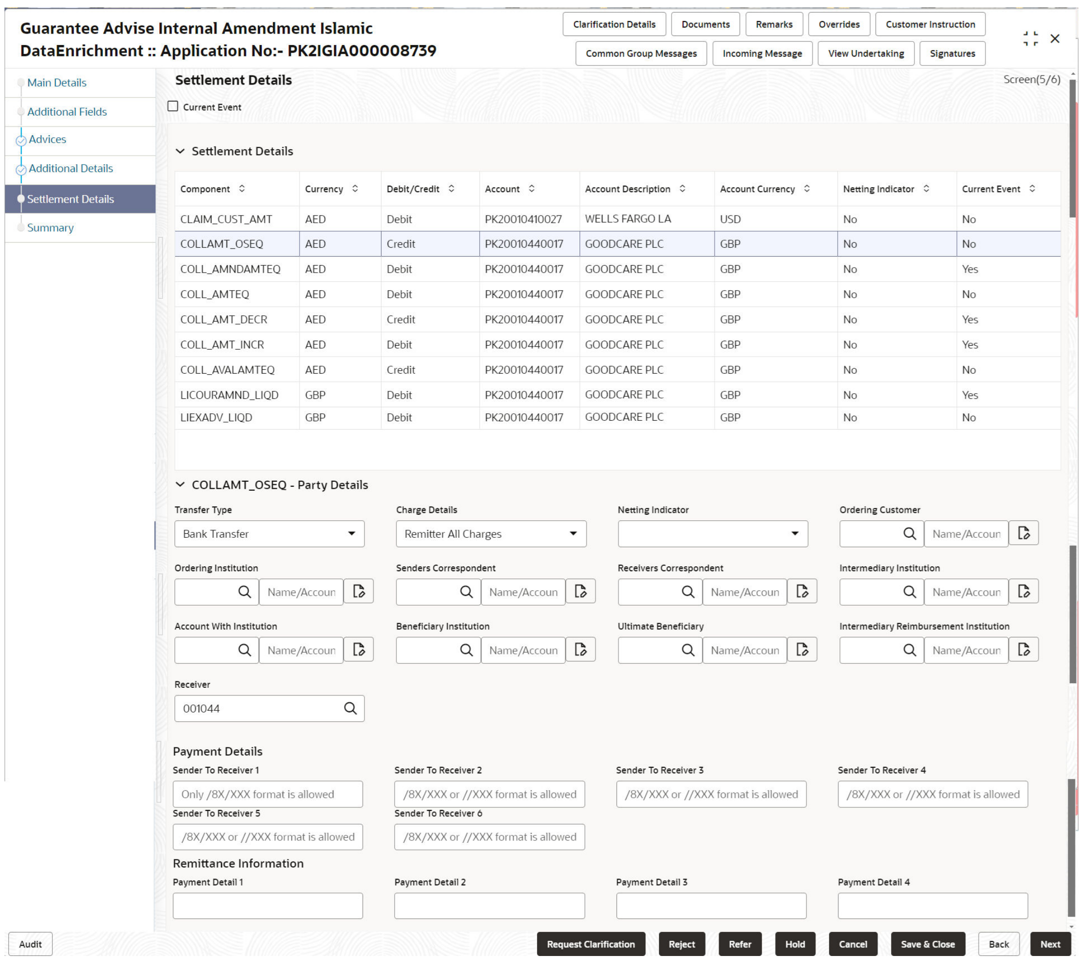
2.2.5 Settlement Details

This topic provides the systematic instructions to capture the settlement details of Guarantee Advise Internal Amendment Islamic request.

The user can view the settlement details during internal amendment of Guarantee/SBLC Advised request.

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

Figure 2-15 Settlement Details



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

Table 2-18 Settlement Details – Field Description

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

2. Click any component in the grid.

Party Details

Table 2-19 Party Details – Field Description

Field	Description
Transfer Type	Select the transfer type from the drop-down list. The options are: • **Customer Transfer** • **Bank Transfer for own account** • **Direct Debit Advice** • **Managers Check** • **Customer Transfer with Cover** • **Bank Transfer**
Charge Details	Select the charge details for the transaction. The options are: • **Beneficiary All Charges** • **Remitter Our Charges** • **Remitter All Charges**
Netting Indicator	Select the netting indicator for the component. The options are: • **Yes** • **No**
Ordering Customer	Click search icon to search and select the ordering customer from the look up.
Ordering Institution	Click search icon to search and select the ordering institution from the look up.
Senders Correspondent	Click search icon to search and select the senders correspondent from the look up.
Receivers Correspondent	Click search icon to search and select the receivers correspondent from the look up.
Intermediary Institution	Click search icon to search and select the intermediary institution from the look up.
Account with Institution	Click search icon to search and select the account with institution from the look up.

Table 2-19 (Cont.) Party Details – Field Description

Field	Description
Beneficiary Institution	Click search icon to search and select the beneficiary institution from the look up.
Ultimate Beneficiary	Click search icon to search and select the ultimate beneficiary from the look up.
Intermediary Reimbursement Institution	Click search icon to search and select the intermediary reimbursement institution from the look up.
Receiver	Click search icon to search and select the Receiver from the look up.

Payment Details

Table 2-20 Payment Details - Field Description

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

Remittance Information

Table 2-21 Remittance Information – Field Description

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

3. Click **Next**.

   The task will move to next data segment.

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

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

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

Field	Description
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the guarantee advise internal amendment Islamic. 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.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task. A walk-in customer of the receiving bank can be sent a common group message by the BIC.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View Undertaking	Clicking this button allows the user to view the undertaking details.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Clicking this button allows the user to submit the request for clarification to the "Trade Finance Portal" for the transactions that are initiated offline.

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

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

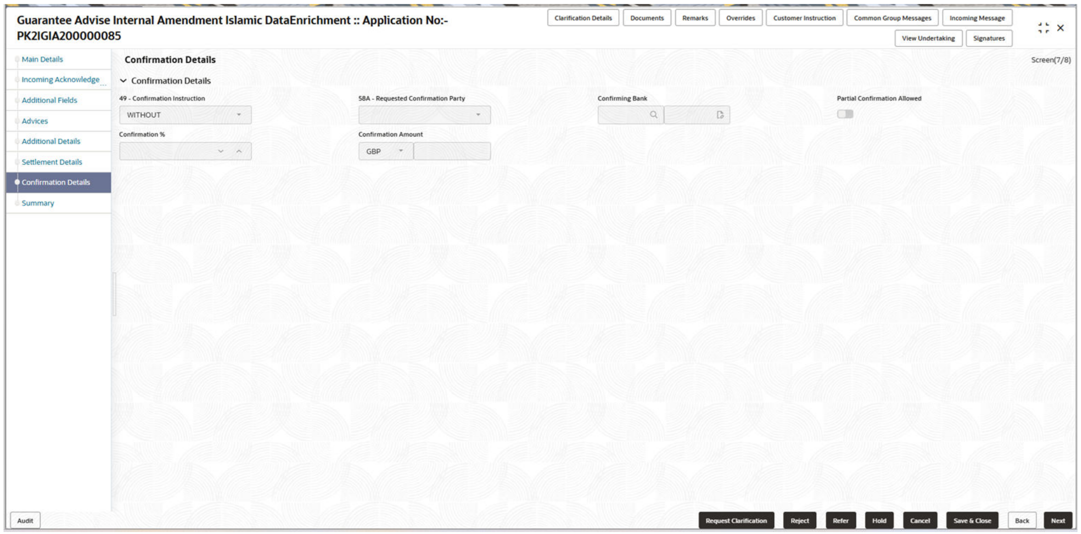
2.2.6 Confirmation Details

This topic provides the systematic instructions to capture the confirmation details of Guarantee Advise Internal Amendment Islamic request.

The user can view the confirmation details during internal amendment of Guarantee/SBLC Advised request.

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

Figure 2-16 Confirmation Details



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

Table 2-23 Confirmation Details – Field Description

Field	Description
Confirmation Details	Specify the following confirmation details:
Confirmation Instructions	Select the confirmation instruction from the available values. The options are: • CONFIRM • MAY ADD • WITHOUT This field is not enabled, if **Form of Undertaking** field value is **STBY - Standby LC**. For Guarantee Advising MT760, the value is read only and populated from Incoming MT 760.
Requested Confirmation Party	Select the requested confirmation party from the available options. The options are: • Advising Bank • Advise Through Bank • Others This field is enabled, if **Confirmation Instructions** field value is **Confirm** or **May Add**. For Guarantee Advising MT760, the value is read only and populated from Incoming MT 760.
Confirming Bank	Specify or click **Search** to search and select the the name of confirming bank from the look-up. This field is not enabled, if **Requested Confirmation Party** field value is **Others**.
Partial Confirmation Allowed	The **Partial Confirmation Allowed** field indicates whether the Standby Letter of Credit (SBLC) is confirmed partially or in full. The default value is **No**.
Confirmation %	Specifies the percentage of confirmation for the SBLC. The field accepts values from **1 to 100** and activates only when confirmation is requested.

Table 2-23 (Cont.) Confirmation Details – Field Description

Field	Description
Confirmation Amount	Specifies the confirmation amount for the SBLC. The field activates only when confirmation is requested and accepts any numeric value.

2. Click **Next**.

   The task will move to next data segment.

Table 2-24 Settlement Details - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the guarantee advise internal amendment Islamic. 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.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task. A walk-in customer of the receiving bank can be sent a common group message by the BIC.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View Undertaking	Clicking this button allows the user to view the undertaking details.

Table 2-24 (Cont.) Settlement Details - Action Buttons - Field Description

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

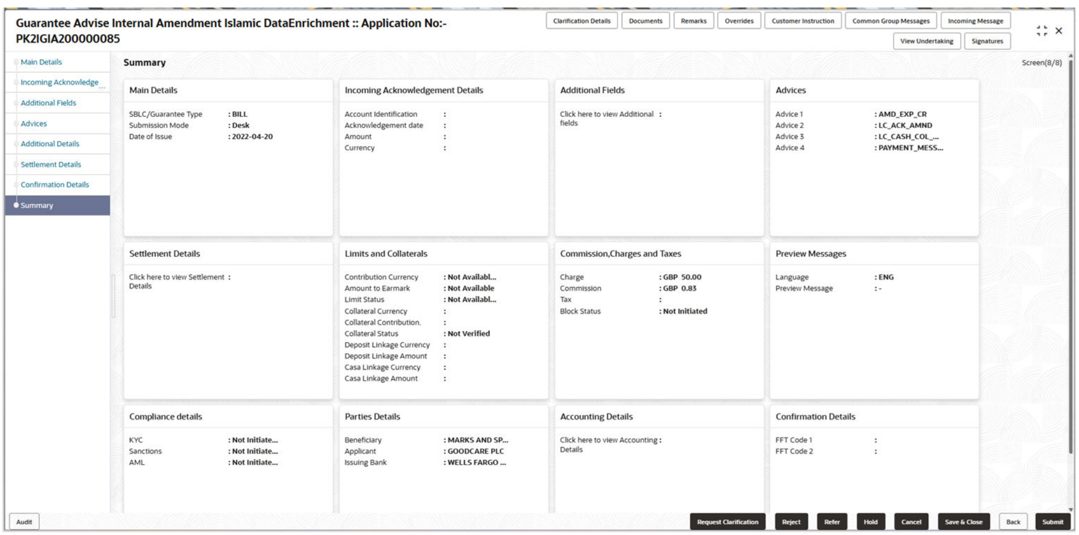
2.2.7 Summary

This topic provides the systematic instructions to view the summary of Guarantee Advise Internal Amendment Islamic request.

User can review the summary of details updated in Data Enrichment stage of Guarantee Advise Internal Amendment Islamic request.
The Summary tiles must display a list of important fields with values. The tiles where fields have been amended is highlighted in different color, User can drill down from Summary Tiles into respective data segments.

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

Figure 2-17 Summary



Tiles Displayed in Summary

- Main Details - User can view the application and Guarantee details. User can only view but cannot modify the details.
- Additional Fields - User can view the UDF maintained.
- Advices - User can view the advice details.
- Settlement Details - User can view the settlement details.
- Limits and Collaterals - User can view limits and collateral details. User can only view but cannot modify the details.
- Commission, Charges and Taxes - User can view the charge details. User can only view but cannot modify the details.
- Preview Messages - User can have the preview of message.
- Compliance details - User can view the compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Parties Details - User can view party details like beneficiary, advising bank etc. User can only view but cannot modify the 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.

2. Click **Submit**.

   The task will move to next logical stage.

Table 2-25 Summary - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be ‘Clarification Requested’.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the guarantee advise internal amendment Islamic. 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.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task. A walk-in customer of the receiving bank can be sent a common group message by the BIC.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.

Table 2-25 (Cont.) Summary - Action Buttons - Field Description

Field	Description
View Undertaking	Clicking this button allows the user to view the undertaking details.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	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
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	Clicking on Back button, takes the user 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.

2.3 Multi Level Approval

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

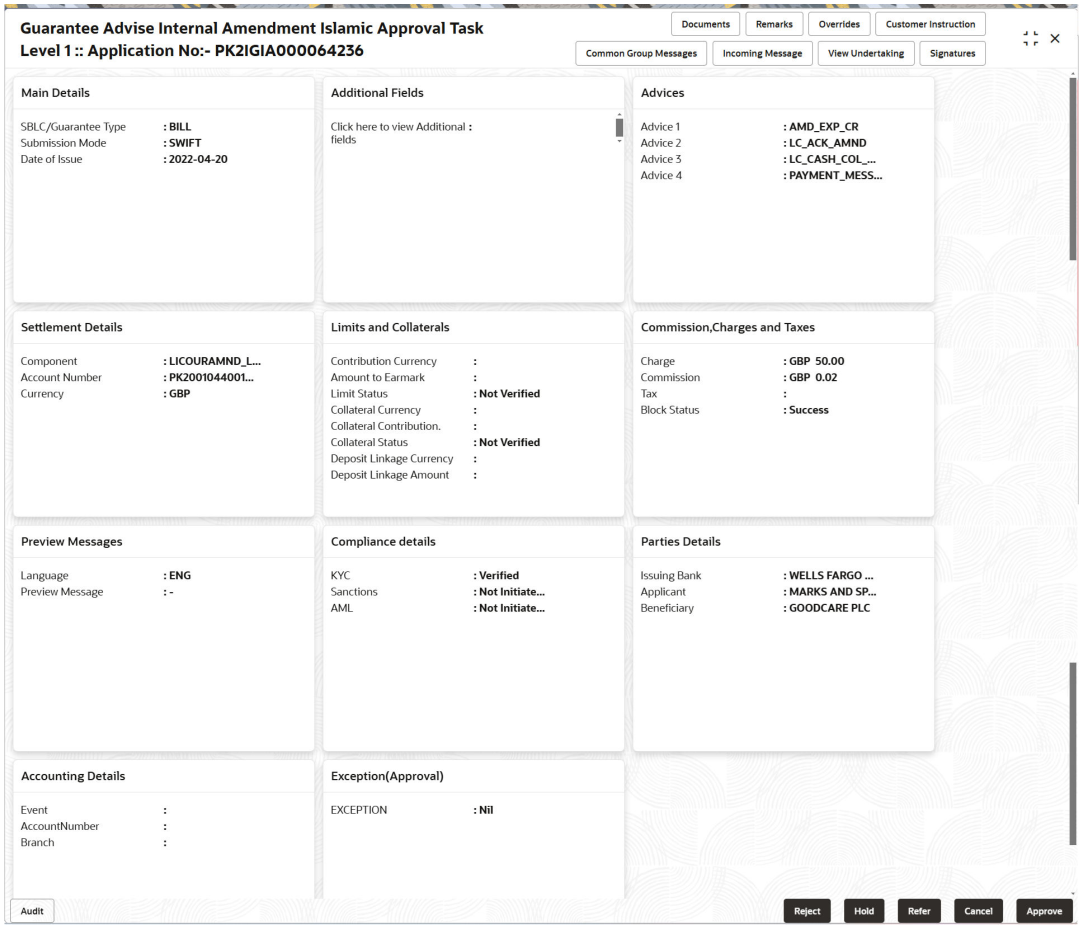
The Approval user can view the summary of details updated in multilevel approval stage and can approve a Guarantee Advise Internal Amendment Islamic request.

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

   The **Approval Summary** screen appears. The user can view the Summary tiles which displays list of important fields with values.
5. Click each tile to drill down from summary tiles into respective data segments to verify the details of all fields under the data segment.

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

Approval Summary



Tiles Displayed in Summary:

- Main Details - User can view the application details and Guarantee details. User can only view but cannot modify the details.
- Additional Fields - User can view the additional fields details, if any.
- Advices - User can view the advice details.
- Settlement Details - User can view the Settlement details.
- Limits and Collaterals - User can view the limits and collateral details. User can only view but cannot modify the details.
- Commission, Charges and Taxes - User can view the details provided for charges. User can only view but cannot modify the details.
- Preview Messages - User can have the preview of message.
- Compliance details - User can view the compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Parties Details - User can view the party details like beneficiary, advising bank etc. User can only view but cannot modify the 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.

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

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

Table 2-26 Approval Summary - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the guarantee Advise internal amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View Undertaking	Clicking this button allows the user to view the undertaking details.

Table 2-26 (Cont.) Approval Summary - Action Buttons - Field Description

Field	Description
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Cancel	Cancel the Guarantee Advise Internal Amendment approval. 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.

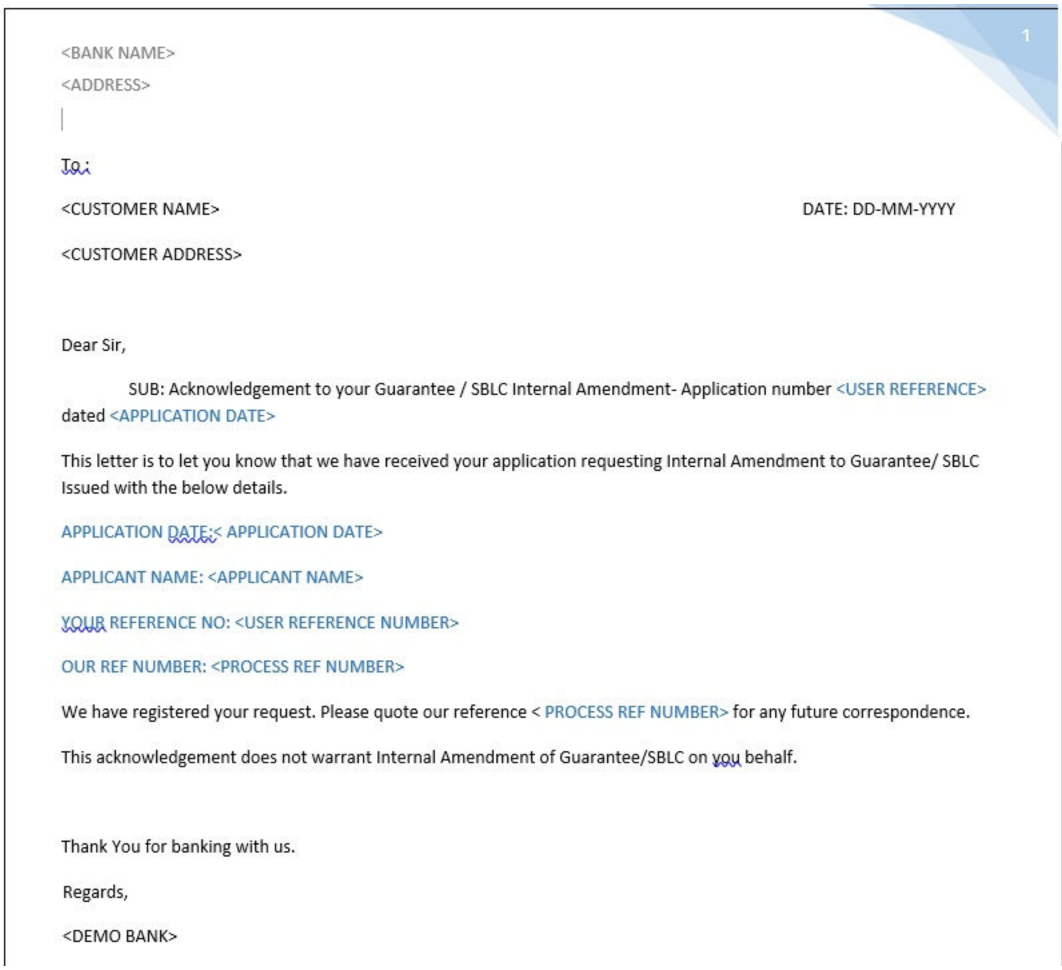
6. Click **Approve**.

2.4 Customer Acknowledgement

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

Customer Acknowledgment is generated every time a new Guarantee Issuance Internal Amendment is requested from the customer. The acknowledgment letter format is as follows. The Transaction Reference Number is masked before sending the Draft Guarantee Issuance for Customer approval.

Figure 2-18 Customer Acknowledgment



<BANK NAME>
<ADDRESS>

To:

<CUSTOMER NAME> DATE: DD-MM-YYYY

<CUSTOMER ADDRESS>

Dear Sir,

SUB: Acknowledgement to your Guarantee / SBLC Internal Amendment- Application number <USER REFERENCE> dated <APPLICATION DATE>

This letter is to let you know that we have received your application requesting Internal Amendment to Guarantee/ SBLC Issued with the below details.

APPLICATION DATE:< APPLICATION DATE>

APPLICANT NAME: <APPLICANT NAME>

YOUR REFERENCE NO: <USER REFERENCE NUMBER>

OUR REF NUMBER: <PROCESS REF NUMBER>

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

This acknowledgement does not warrant Internal Amendment of Guarantee/SBLC on you behalf.

Thank You for banking with us.

Regards,

<DEMO BANK>

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

2.4.1 Customer Response

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

In this section, the user can review and handle the customer's response received for the draft confirmation for Guarantee Issuance Internal Amendment transactions, which is sent to the customer for their verification and confirmation.

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

In non-online mode, user receives the response in the branch. Log in into OBTFPM application, and open the task to see customer response pending tasks for trade transactions listed in queue. On opening the task, the user views and update the customer response.

In online mode, the customer would receive a mail notification from the bank with a draft of the Guarantee Issuance Internal Amendment. The customer can ‘Approve’ or ‘Reject’ post reviewing the draft through mail. The customer response will automatically be updated in OBTFPM.

Based on the customer response; the task will move to the next stage or are referred to the previous stage for further update. The draft mail will be addressed to a primary contact and a secondary contact. On approval or reject, an acknowledgement will be sent to the primary and secondary contacts confirming receipt of response.

Format of Response from Customer

FROM:

<BANK NAME>

<BANK ADDRESS>

TO: DATE <dd/mm/yyyy>

<CUSTOMER NAME>

<CUSTOMER ADDRESS>

<CUSTOMER ID>

Dear Sir,

SUB: Your Guarantee Internal Amendment Application <User Ref> under our Process Ref <Process Ref No> - Rejected

Further to your recent Guarantee/SBLC cancellation application request dated <Application Date -dd/mm/yy>, under our process ref no <process ref no>, this is to advise you that we will not be able to process Internal Amendment of the undertaking.

After a thorough review of your application and the supporting documents submitted, we have concluded we will not be able to process Internal amendment of the undertaking due to the below reasons

1. XXXXXXXXX

2. XXXXXXXXXX

3. XXXXXXXXX

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

For any further queries about details of your Internal Amendment of the undertaking, please contact us at <bank customer support ph.no>

Yours Truly

<Authorized Signatory>

2.5 Handoff

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

Once the task is Approved, the task is handed off to the back office for postings. In the back office, the relevant accounting entries are posted, advises are generated, charges and tax to be collected are posted.

In case there is a failure in Handoff, the task goes to retry handoff queue. The user can manually try to initiate handoff.

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