Oracle® Retail Trade Management

Letters of Credit User Guide

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Preface

This document describes the Oracle Retail Trade Management user interface. It provides step-by-step instructions to complete most tasks that can be performed through the user interface.

Audience

This document is for users and administrators of Oracle Retail Trade Management. This includes merchandisers, buyers, business analysts, and administrative personnel.

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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 or the glossary.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1 Letter of Credit Overview

Letters of credit (LCs) are a widely used form of payment when dealing with imported goods. They provide importers with a secure method to pay for merchandise and vendors as well as a secure method to receive payment for merchandise. Letters of credit can be created and applied to purchase orders. Activities against the letter of credit can also be tracked.

Letter of Credit Types

The following types of letters of credit can be created:

- **Normal:** The letter of credit is applied to one purchase order.
- **Master:** The letter of credit is applied to multiple purchase orders.
- **Revolving:** Purchase orders may be added until the agreed upon term of the LC is reached. The term is typically one to two years, at which point the letter of credit is closed. Revolving LC is used to support multiple shipments and payments/drawdowns over a period of time, either from a single PO or multiple POs. Adding a PO to a letter of credit after confirmation is a change in the “terms" of the letter of credit, which will result in an amendment to the letter of credit.
- **Open:** An open account is a way to pay a vendor without restrictions. When the goods are shipped, payment will be drawn out of the buyer's account. Technically this is not a letter of credit, but the function is facilitated through the letter of credit dialog within Trade Management. This method of payment is not as secure as letters of credit. No details are added to this type of letter of credit in Trade Management, the amount to be paid is entered directly.

You can choose from two letter of credit formats.

- **Long:** The long form includes details at the purchase order and item level.
- **Short:** The short form includes details at the purchase order level.

Completed applications and amendments can be transmitted to bank partners. Confirmations, drawdowns, and charges can also be received from bank partners.

2

Create a Letter of Credit

To create a letter of credit, follow the steps listed below.

1. From the Tasks menu, select **Trade Management** > **Create Letter of Credit**. The Letter of Credit window appears.

   Note:

   An open letter of credit does not require the existence of a purchase order. It can be opened to a beneficiary for a monetary amount.

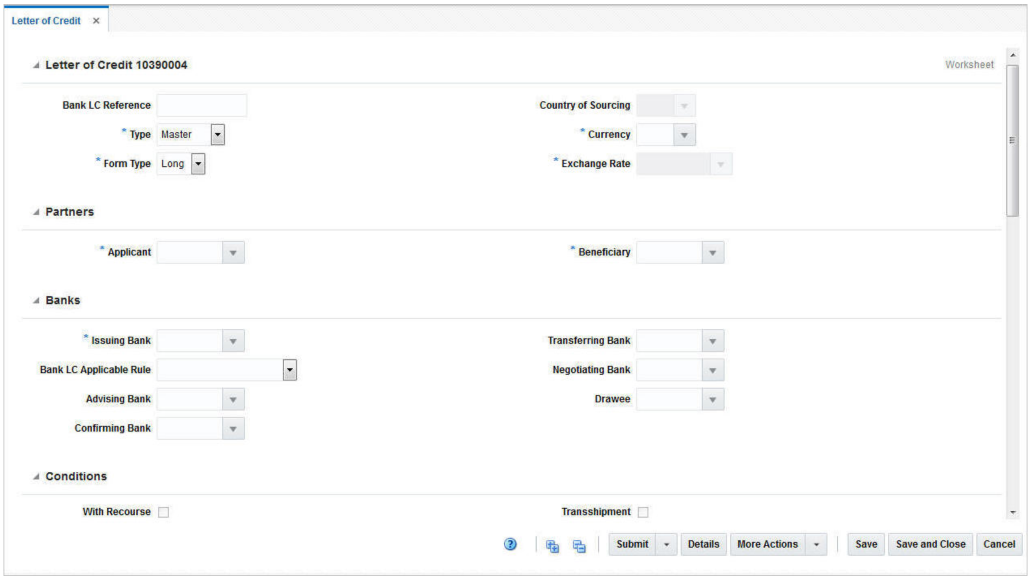
2. The Letter of Credit ID is populated automatically. The status of the letter of credit is displayed in the top right corner of the window. The default status is Worksheet.
3. Enter, select or search for LC data in the individual sections. For more information about the individual sections, see the Letter of Credit Window section.
4. After you have entered all necessary LC data, choose one of the following options.
   - Select **Save** to save the LC.
   - Select **Save and Close** to save the LC and close the Letter of Credit window.
   - Select **Cancel** to reject all entries and close the Letter of Credit window.

Letter of Credit Window

The Letter of Credit window allows you to view, create and edit a letter of credit. The window contains the following sections:

- Letter of Credit
- Partners
- Banks
- Conditions
- Dates
- LC Value
- Terms
- Comments
- Letter of Credit Toolbar

Figure 2-1 Letter of Credit Window



Letter of Credit

The Letter of Credit ID is populated automatically. The status of the letter of credit is displayed in the top right corner of the window, for example, Worksheet.

In the Letter of Credit section enter the following data.

Table 2-1 Letter of Credit - Fields and Description

Field	Description
Bank LC Reference	Enter the Bank LC Reference.
Type	Select the Letter of Credit type from the list. Possible types are: • **Normal:** LC applied to one PO. • **Master:** LC applied to multiple POs. • **Revolving:** POs may be added until the agreed upon term of the LC is reached. • **Open:** LC created without details, the amount to be paid is entered directly. For more detailed information about possible letter of credit types, see the Letter of Credit Types section. This field is a required field.

Table 2-1 (Cont.) Letter of Credit - Fields and Description

Field	Description
Form Type	Choose between the following two letter of credit formats. • **Long:** The long form includes details at the PO and item level. • **Short:** The short form includes details at the purchase order level. This field is a required field.
Country of Sourcing	Only available, if you select the LC Type Open. Enter, select or search for the appropriate country.
Currency	Enter, select or search for the currency of the LC. This field is a required field.
Exchange Rate	The exchange rate is populated automatically, based on the selected currency. By default the effective LC/bank rate is displayed in this field. If no LC/bank rate is found, the rate is either defaulted to the consolidation or operational exchange rate. If necessary, edit the displayed exchange rate with the Edit Exchange Rate icon. For more information about how to edit an exchange rate, see the Edit the Exchange Rate section. This field is a required field.

Partners

In the Partners section enter the following data.

Table 2-2 Partners - Fields and Description

Field	Description
Applicant	Enter, select or search for the applicant. This field is a required field.
Beneficiary	Enter, select or search for the beneficiary. This field is a required field.

Banks

In the Banks section select, enter or search for the banks that are involved with the letter of credit transaction.

Table 2-3 Banks - Fields and Description

Field	Description
Issuing Bank	The issuing bank opens the letter of credit when contacted by the retailer who intends to import goods. Enter, select or search for the corresponding bank. This field is a required field.
Bank LC Applicable Rule	The set of rules on the issuance and use of letters of credit. Select the set of rules from the list. If you select OTHER from the list, an entry field is displayed next to the **Bank LC Applicable Rule** field. Enter the used rule set.
Advising Bank	The foreign bank that advises the seller (vendor) that a letter of credit has been opened in their favor. Collects the documents required for compliance to the terms and conditions of the letter of credit so that payment can be made. Enter, select or search for the advising bank.
Confirming Bank	The bank that guarantees that funds are necessary to pay claims against a letter of credit. Enter, select or search for the confirming bank.
Transferring Bank	The bank which is asked by the beneficiary (first beneficiary) to transfer, in part or in full, its rights under the letter of credit to the second beneficiary. Enter, select or search for the transferring bank.
Negotiating Bank	The bank that is responsible for negotiating the letter of credit between the seller and the advising bank. Enter, select or search for the negotiating bank.
Drawee	The bank that is responsible for paying claims against a letter of credit. Enter, select or search for the drawee.

Conditions

In the Conditions section, select the conditions that apply to the letter of credit.

Table 2-4 Conditions - Fields and Description

Field	Description
With Recourse	The With recourse term defines the situation in which the paying bank will be able to claim refunds from the beneficiary in case the letter of credit documents are not paid by the issuing bank. Check the **With Recourse** checkbox.
Transferable	A letter of credit can be transferred to the second beneficiary at the request of the first beneficiary, only if it expressly states that the letter of credit is “transferable". Check the **Transferable** checkbox.

Table 2-4 (Cont.) Conditions - Fields and Description

Field	Description
Transshipment	Transshipment means unloading from one means of conveyance and reloading to another means of conveyance (whether or not in different modes of transport) during the carriage from the place of dispatch, taking in charge or shipment to the place of final destination stated in the credit. Check the **Transshipment** checkbox.
Partial Shipment	Partial shipment means shipping a lesser amount than what is stated in the letter of credit when only one set of transport documents presented; or making less amount of shipment than what is stated in the letter of credit or using multiple means of conveyance when more than one set of transport documents presented. Check the **Partial Shipment** checkbox.

Dates

In the Dates section, enter or select the relevant dates for the letter of credit as shown in the following table.

Table 2-5 Dates - Fields and Description

Field	Description
Application Date	Enter the application date or click the Calendar icon to select the date. This field is a required field.
Confirmation Date	Enter the confirmation date or click the Calendar icon to select a date.
Expiration Date	Enter the expiration date or click the Calendar icon to select a date. This field is a required field.
Earliest Ship Date	Enter the earliest ship date or click the Calendar icon to select a date. This field is only available, if you select the LC Type Open in the Letter of Credit header. This field is a required field for an open letter of credit.
Latest Ship Date	Enter the latest ship date or click the Calendar icon to select a date. This field is only available, if you select the LC Type Open in the Letter of Credit header. This field is a required field for an open letter of credit.

LC Value

The LC Value section contains the following fields. Enter the variance percent or specification value, depending on your selection in the **Amount Type** field.

Table 2-6 LC Value - Fields and Description

Fields	Description
Amount Type	Select the amount type from the list. Possible types are: • Exact • Approximately This field is a required field.
Variance %	Enter the variance value in percent. If you select the Amount Type Exact, this field is disabled.
Specification	Select a specification, from the list. For example, select Maximum. If you select the Amount Type Approximately, this field is disabled.
Amount	Enter the amount. If you select the Amount Type Approximately, this field is disabled. This field is a required field
Amount Word	If you select the Amount Type Exact, this field is disabled.
Net Amount	This field displays the net value of the letter of credit, calculated as the total amount of the letter of credit plus or minus any amendments. You cannot edit this value.
Open Amount	This field displays the open amount of the letter of credit; calculated as the net amount minus any drawdowns issued against the letter of credit. You cannot edit this value.
Amendments	This field displays the total of all accepted amendments attached to the letter of credit. You cannot edit this value.
Drawdown	This field displays the total of all drawdowns executed against the letter of credit. You cannot edit this value.
Charges	This field displays the total of all charges incurred against the letter of credit. You cannot edit this value.

Terms

The Terms section contains the following fields.

Table 2-7 Terms - Fields and Description

Fields	Description
Title Pass Location Type	Select the location type from the list.
Title Pass Location	Enter the location.
Transport To	Enter, select or search for the transport to location.
Lading Port	Enter, select or search for the lading port.
Discharge Port	Enter, select or search for the discharge port.
Place of Expiry	Enter, select or search for the place of expiry. This field is a required field.

Table 2-7 (Cont.) Terms - Fields and Description

Fields	Description
Credit Available With	Enter, select or search for the bank at which credit is available.
Purchase Type	Select the purchase type from the list. For example, select Backhaul or Pick-up. This field is a required field.
Issuance	Select the issuance from the list.
Advice Method	Select the advice method from the list.
Drafts At	Select the draft at entry from the list. For example, select 60 Days.
Presentation Terms	Select the presentation terms from the list. For example, select By Payment. This field is a required field.
Negotiation Days	Enter the negotiation days.

Comments

The Comments section holds the comments field. You can enter any comments for the letter of credit.

Letter of Credit Toolbar

The Toolbar displays the icons and buttons for actions that can be performed for the letter of credit such as changing the status of the letter of credit or navigating to the LC Details window to view details of the letter of credit and the PO attached to it. The Toolbar contains the following icons and buttons.

Table 2-8 Letter of Credit Toolbar - Icons/Buttons and Description

Action Icons/Buttons	Description
Help icon	You can access the online help for a particular page by clicking the Help icon.
Expand and Collapse icons	You can expand all the sections and collapse all the sections in the Letter of credit window by clicking the Expand or Collapse icons.
Status	If you click the **Status** button, the status of the letter of credit changes to the status specified on the button. When there is more than one status to which the LC can be changed, click the arrow on the right side of the button to display the additional status options. Possible letter of credit status are: • Worksheet • Submit • Approved • Confirmed • Closed Letters of credit move to the Extracted status when you send them to banks from the Send Letters of Credit window. Therefore, the status Extracted does not appear in the status option list.

Table 2-8 (Cont.) Letter of Credit Toolbar - Icons/Buttons and Description

Action Icons/Buttons	Description
Details	Click **Details** to view the details of the letter of credit. The LC Details window appears. For more information about LC details, see the Details section.
More Actions	Click **More Actions** to see a list of additional actions that can be performed in the Letter of Credit window. For more information about the More Action Menu for LCs, see the Letter of Credit - More Actions Menu section.
Save	Click **Save** to save changes to the letter of credit.
Save and Close	Click **Save and Close** to save changes to the letter of credit and close the window.
Cancel	Click **Cancel** to reject all entries and close the window.
Done	Only available in view mode. Click **Done** to close the window.

Letter of Credit - More Actions Menu

Use the More Actions menu to navigate to the following windows. The More Actions menu contains the following options.

Table 2-9 More Actions Menu - Buttons and Description

Action Buttons	Description
Activities	Opens the LC Activities window. This window displays a list of all activities created against the LC, for example, purchase orders, amendments, bank charges and drawdowns. For more information about this function, see the Activity section.
Amendments	Opens the LC Amendments window. This window allows you to manage amendments to the LC. For more information about this function, see the Amendments section.
Required Documents	Opens the Required Documents window. This window displays all required documents for the LC. For more information, see “Required Documents" in the *Oracle Retail Merchandising Purchase Orders and Contracts User Guide*.
Letter of Credit Report	Opens the Letter of Credit Report. You can print the report, in case a hard copy is needed.
Currency	You can toggle between the letter of credit and the primary currency, to view the LC amounts in either the LC or the system's primary currency. The currency is set to LC by default.

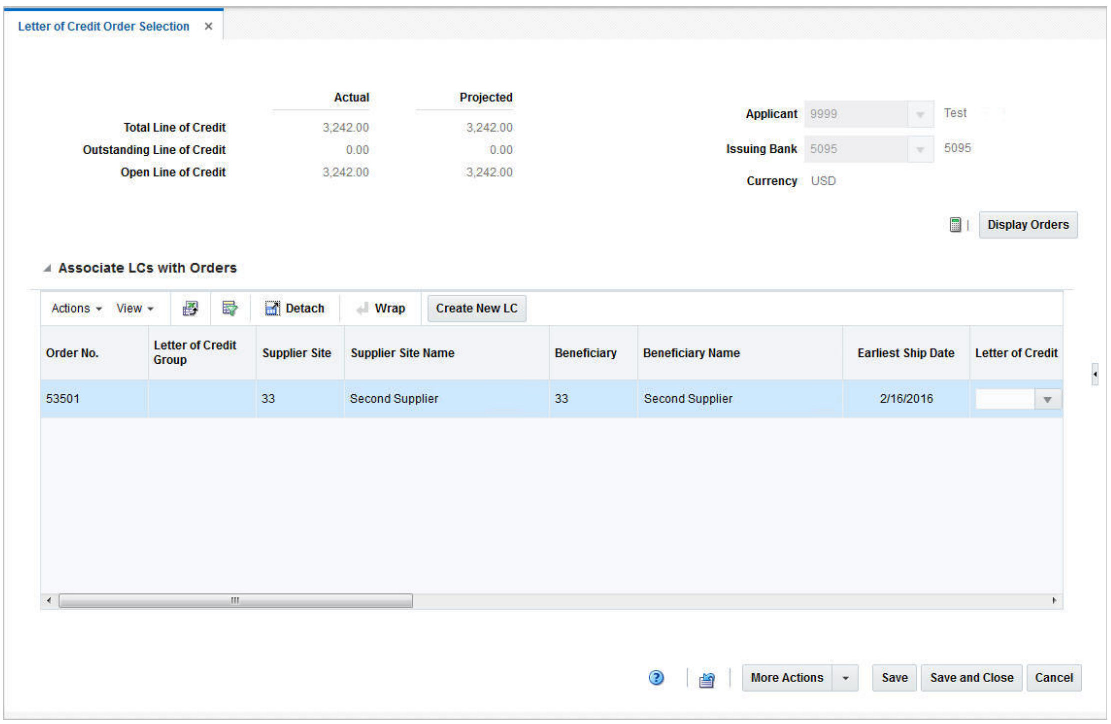
3
Add a Letter of Credit to a Purchase Order

The Letter of Credit Order Selection window allows you to associate purchase orders to letters of credit.

The Letter of Credit Order Selection window contains the following sections.

- LC Order Selection Header
- Associate LCs with Orders Table

Figure 3-1 Letter of Credit Order Selection Window



LC Order Selection Header

The LC Order Selection header displays the following information.

Table 3-1 LC Order Selection Header - Fields and Description

Fields	Description
Total Line of Credit	This field is auto-populated, after you have selected the issuing bank.
Outstanding Line of Credit	This field is auto-populated, after you have selected the issuing bank.

Table 3-1 (Cont.) LC Order Selection Header - Fields and Description

Fields	Description
Open Line of Credit	This field is auto-populated, after you have selected the issuing bank.
Applicant	Enter, select or search for the applicant.
Issuing Bank	Enter, select or search for the issuing bank.
Currency	This field is auto-populated, after you have selected the issuing bank.

Additionally, the LC Order Selection header contains the following icon and action button.

Table 3-2 LC Order Selection Header - Icons/Action Buttons and Description

Icons/Action Buttons	Description
Recalculate icon	If you create a new letter of credit, use the Recalculate icon to update the displayed credit values such as Total Line of Credit, Outstanding of Credit and Open Line of Credit.
Display Orders	Starts the order search. For more information about the how to search for orders and associate LCs with them, see the Associate LCs with Purchase Orders section.

Associate LCs with Orders Table

In this table you can associate LCs with orders. The table displays the following columns by default.

- Order No.
- Letter of Credit Group
- Supplier Site and Supplier Site Name
- Beneficiary and Beneficiary Name
- Earliest Ship Date
- Letter of Credit

  In the Letter of Credit column you can search for the corresponding letter of credit, by Letter of Credit ID, Bank LC Reference and LC Type.
- Errors

  The Errors column displays a checkbox, if checked the purchase order contains an error. To view the individual error message, add the Error Message column to the table and view the message.

Associate LCs with Orders Table - Actions Menu, Icons and Buttons

Use the Actions Menu, icons and button to apply actions to the table. You can perform the actions listed below, as well as actions described in “Screen Level Action - Icons and Buttons" in the *Oracle Retail Trade Management Do the Basics User Guide*.

Table 3-3 Associate LCs with Orders Table - Actions Menu/Icons/Button and Description

Actions Menu/Icon/Button	Description
Create New LC and **Create New LC** button	Select **Actions > Create New LC**, or use the **Create New LC** button to create a new letter of credit. The Letter of Credit window appears. For more details about how to create an LC, see Create a Letter of Credit.

Associate LCs with Purchase Orders

To associate an LC with a purchase order, follow the steps below.

1. From the Tasks Menu select, **Trade Management > Letter of Credit Order Selection**. The Letter of Credit Order Selection window appears.
2. In the **Applicant** field, enter, select or search for the corresponding applicant.
3. In the **Issuing Bank** field, enter, select or search for the bank.
4. Click **Display Orders**. The results are shown in the Purchase Order table.

> **Note:**
>
> Only POs created for the selected applicant, with the status Approved and payment method LC are displayed. All shown POs are also not yet associated to a letter of credit.

5. In the **Letter of Credit** column, enter select or search for the corresponding LC.
6. The Letter of Credit ID is shown in the Purchase Order table.
7. Then choose one of the following options.
   - Select **Save** to save your changes.
   - Select **Save and Close** to save your changes and close the Letter of Credit Orders Selection window.
   - Select **Cancel** to reject all entries and close the Letter of Credit Orders Selection window.

Create a New LC and Associate LC with Purchase Order

To create a new LC and associate it with a purchase order follow the steps below.

1. From the Tasks Menu select, **Trade Management > Letter of Credit Order Selection**. The Letter of Credit Order Selection window appears.
2. In the **Applicant** field, enter, select or search for the corresponding applicant.
3. In the **Issuing Bank** field, enter, select or search for the bank.
4. Click **Display Orders**. The results are shown in the Associate LCs with Orders table below.

5. Select a record in the table.
6. Then select **Actions > Create New LC**, or use the **Create New LC** button.
7. The system generates a letter of credit ID and populates the **Letter of Credit** field for the selected purchase order. Additionally, the system defaults the **Type** and **Form Type** column.

> **Note:**
>
> You can change the values of the **Type** and **Form Type** columns. You can also associate additional POs to the newly created LC by selecting the created LC from the list in the Letter of Credit column.

8. Use the Recalculate icon, to recalculate the Actual and Projected Credit values.
9. After you have associated the LCs with the purchase orders, choose one of the following options.
   - Select **Save** to save your changes.
   - Select **Save and Close** to save your changes and exit the Letter of Credit Orders Selection window.
   - Select **Cancel** to reject all entries and close the Letter of Credit Orders Selection window.

Add a Letter of Credit from a Purchase Order

For information about adding an LC to purchase order from within a purchase order, see "Letter of Credit" in the *Oracle Retail Merchandising Purchase Orders and Contracts User Guide*

4

Manage Letters of Credit

The Manage Letter of Credit option opens the Letter of Credit Search window. In the Letter of Credit Search window you can search for, maintain and view letters of credit.

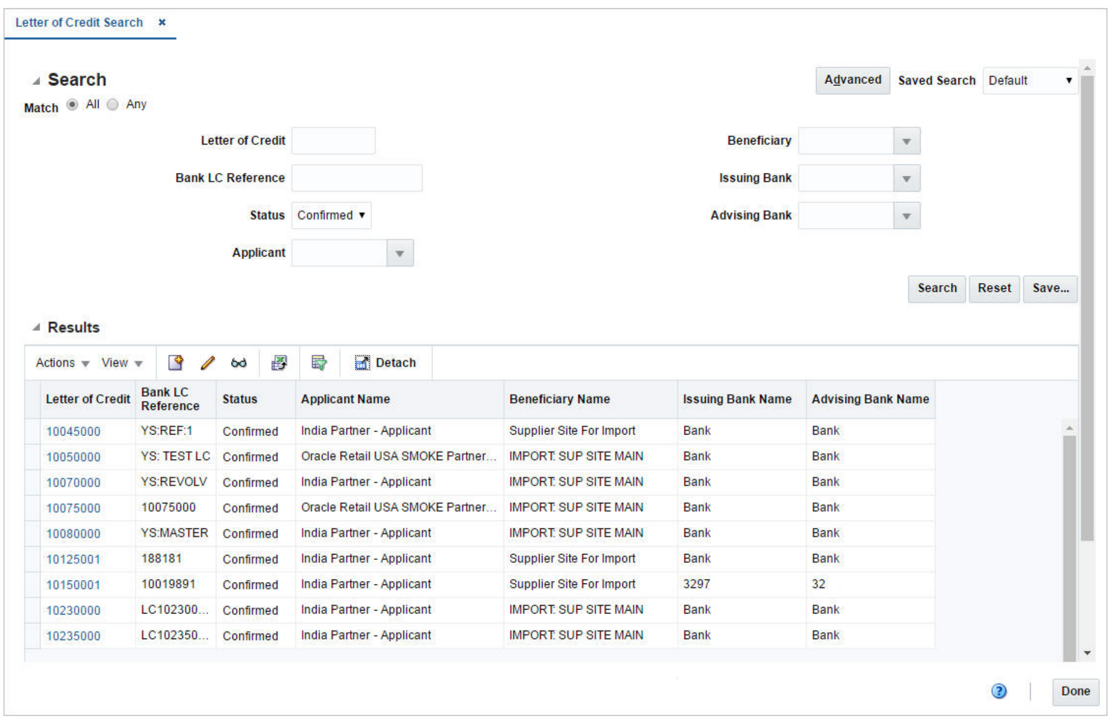
You can access Letter of Credit search window form the Task menu, **Trade Management > Manage Letter of Credit**. The Letter of Credit Search window appears

The Letter of Credit Search window contains the following two sections.

- Search

  For more information about how to search for an LC, see the Search for an LC section.
- Results

Figure 4-1 Letter of Credit Search Window



Search for an LC

To search for an LC:

1. From the Task menu, select **Trade Management > Manage Letter of Credit**. The Letter of Credit Search window appears.
2. You can search for an LC using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.

- Click **Advanced** to access the search section in advanced mode.
- Click **Basic** to return to the basic mode.

Search for an LC Through the Basic Search Criteria

To search for an LC using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

Table 4-1 Letter of Credit Search - Basic Search Criteria and Description

Fields	Description
Match option	Check radio button All or Any. All - only LCs matching all entered search criteria are shown. Any - LCs matching any of the entered search criteria are shown.
Letter of Credit	Enter the Letter of Credit ID.
Bank LC Reference	Enter the bank LC reference.
Status	Select the LC status. Possible statuses are: • Worksheet • Submitted • Approved • Extracted • Confirmed • Closed
Applicant	Enter, select or search for the applicant.
Beneficiary	Enter, select or search for the beneficiary.
Issuing Bank	Enter, select or search for the issuing bank.
Advising Bank	Enter, select or search for the advising bank.

2. Click **Search**. The LCs that match the search criteria are displayed in the Results section.
3. Click **Reset** to clear the search section and results.
4. Click **Done** to close the window.

Search for an LC Through Advanced Search Criteria

To search for an LC using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should be equal or not equal the search result.
3. Click **Search**. The LCs that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.

6. Click **Done** to close the window.

Results

The Results section lists the retrieved letters of credit. The Results table shows the following columns by default.

- Letter of Credit
- Bank LC Reference
- Status
- Applicant Name
- Beneficiary Name
- Department Name
- Issuing Bank Name
- Advising Bank Name

Edit a Letter of Credit

To edit an already existing LC, follow the steps below.

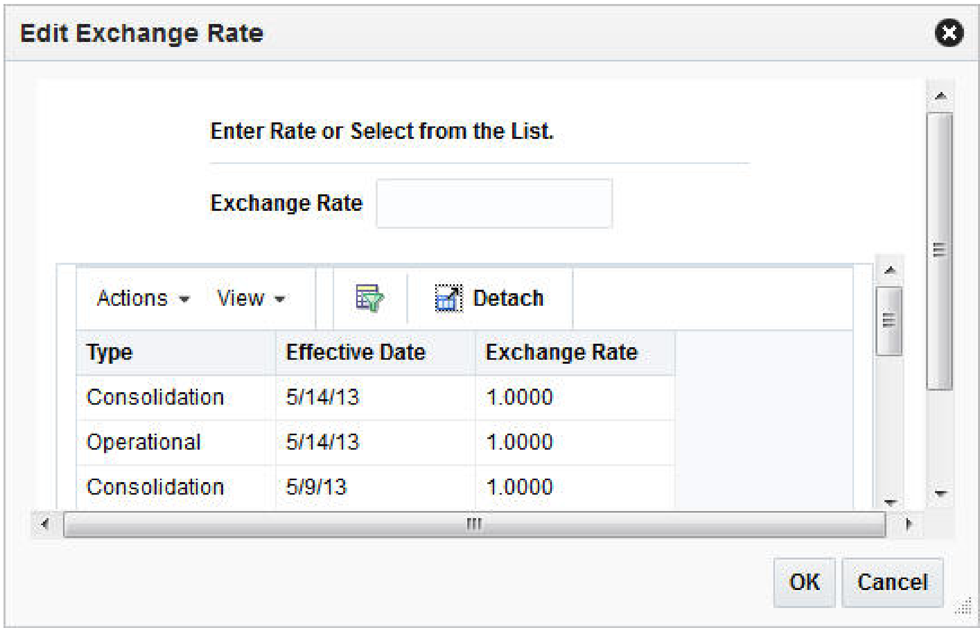
1. From the Tasks menu, select **Trade Management > Manage Letter of Credit**. The Letter of Credit Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The letters of credit that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Letter of Credit column, click on the LC link, or mark a record and select **Actions > Edit** or use the Edit icon. The Letter of Credit window appears. The data of the selected LC is shown.
6. Edit the data as necessary.
7. After you have entered the necessary information, choose one of the following options.
   - Select **Save** to save your changes.
   - Select **Save and Close** to save your changes and close the Letter of Credit window.
   - Select **Cancel** to reject all entries and close the Letter of Credit window.

Edit the Exchange Rate

To edit the displayed exchange rate, follow the steps listed below.

1. Click on the Edit Exchange Rate icon.
2. The Edit Exchange Rate window appears.

Figure 4-2 Edit Exchange Rate Window



3. In the **Exchange Rate** field, enter the exchange rate manually or select a record in the Exchange Rate table.

> **Note:**
>
> The Exchange Rate table lists the following exchange rates types - LC/ bank, consolidation or operational. The consolidation exchange rate is only shown, if enabled.

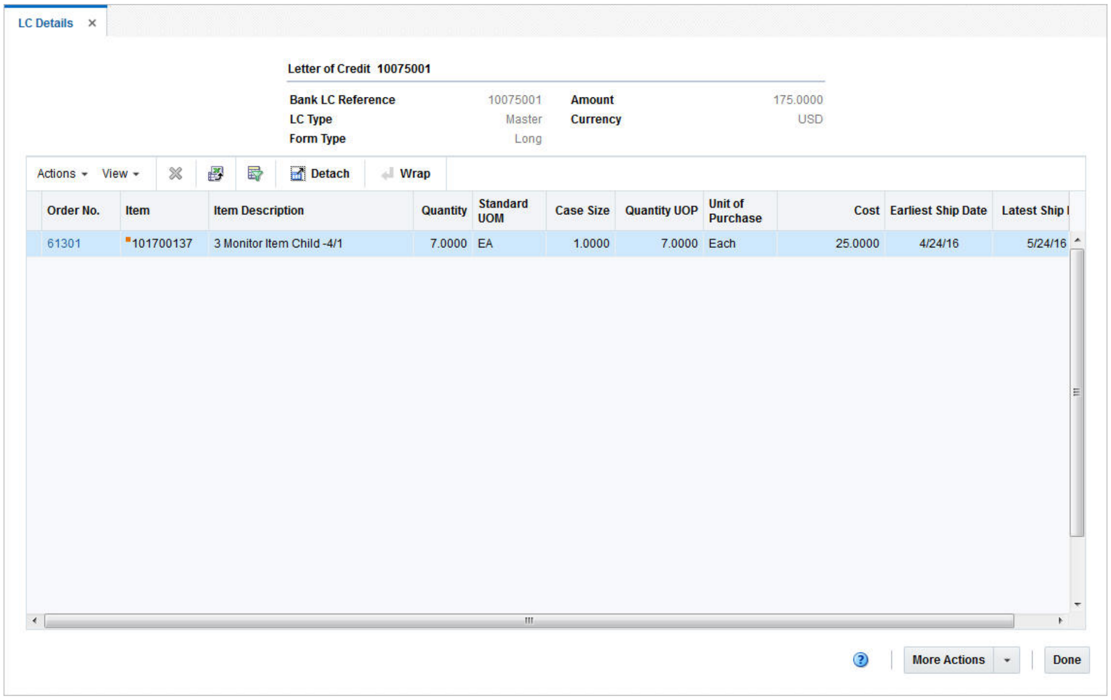
4. Then choose one of the following options.
   - Click **OK**. The system overwrites the current value.
   - Click **Cancel** to reject all entries and close the Edit Exchange Rate window.

Details

The LC Details window allows you to view details of a letter of credit and delete attached purchase orders. The window contains the following sections:

- LC Details Header
- LC Details Table
- LC Details Toolbar

Figure 4-3 LC Details Window



LC Details Header

The LC Details Header section contains the following fields:

- Letter of Credit ID
- Bank LC Reference
- LC Type
- Form Type
- LC Amount

  When you delete a PO from the LC, the value of the **Amount** field is recalculated.
- LC Currency

LC Details Table

Depending on the selected LC Form Type, the LC Details table has two views.

If you select the LC Form Type Long, the table displays the following columns by default:

- Order No.
- Item
- Item Description
- Quantity
- Standard UOM
- Case Size

- Quantity UOP
- Unit of Purchase
- Cost
- Earliest Ship Date
- Latest Ship Date

If you select the LC Form Type Short, the table displays the following columns by default:

- Order No.
- Merchandise Description
- Cost
- Earliest Ship Date
- Latest Ship Date

LC Details Table - Actions Menu and Icons

Use the Actions Menu and Icons to apply actions to the table. You can perform the actions listed below.

Table 4-2 LC Details Table - Actions Menu/Icons and Description

Actions Menu/Icons	Description
Delete and Delete icon	You can delete POs from an LC by selecting **Actions > Delete**, or by using the Delete icon. For more information about hod to delete POs from an LC, see the Delete a PO from a Letter of Credit section.
Export to Excel and Export to Excel icon	You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon.
View Order	You can view the attached PO by selecting **Actions > View Order**. The Order window appears. For more information, about how to view the attached PO of an LC, see the View PO attached to a Letter of Credit section.
Wrap icon	You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then use the Wrap icon.

LC Details Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

Table 4-3 LC Details Table - View Menu and Description

View Menu	Description
Columns	You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options.

Table 4-3 (Cont.) LC Details Table - View Menu and Description

View Menu	Description
Detach or Detach icon	You can view the tables in the application in a separate window by clicking the Detach or by using the Detach icon.
Sort	You can sort columns by the following options: • Ascending • Descending • Advanced
Reorder Columns	You can reorder columns by clicking the Reorder Columns option.
Query by Example or Query by Example icon	You can filter the records by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon.

LC Details Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the LC Details window. The Toolbar contains the following icons and buttons.

Table 4-4 LC Details Toolbar - Icons/Buttons and Description

Action Icons/Buttons	Description
Help icon	You can access the online help for a particular page by clicking the Help icon.
More Actions	Click **More Actions** to see additional actions that can be performed in the LC Details window. The following action is available: • Currency You can toggle between the letter of credit and the primary currency, to view the LC amounts in either the LC or the system's primary currency. The currency is set to LC by default.
Save	Click **Save** to save your changes to the letter of credit.
Save and Close	Click **Save and Close** to save your changes and close window.
Cancel	Click **Cancel** to reject all entries and close the window.
Done	Only available in view mode. Click **Done** to close the window.

Delete a PO from a Letter of Credit

To delete a purchase order from a letter of credit, follow the steps listed below.

1. From the Tasks menu, select **Trade Management** > **Manage Letter of Credit**. The Letter of Credit Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The letters of credit that match the search criteria are displayed in the Results section.

4. Select a record in the Results section.
5. In the Letter of Credit column, click on the LC link, or mark a record and select **Actions > Edit** or use the Edit icon. The Letter of Credit window appears.
6. In the LC Toolbar select **Details**. The LC Details window appears.
7. In the LC Details table, select a purchase order.
8. Then click **Actions > Delete** or use the Delete icon to delete the selected purchase order.

> **Note:**
>
> If the LC is in Confirmed status, the Delete option is still available, however, you receive a message that an amendment is created, if you confirm the prompt with **Yes**. The selected PO remains in the LC Details table.
>
> You need to accept the amendment and generate an amendment number for the change in the LC Amendments screen. For more information about amendments, see the Amendments section.

9. You are prompted if you want to delete the selected purchase order from the LC Details table. Confirm the displayed prompt with **Yes**.
10. The purchase order is removed from the LC Details table and the amount in the LC Details Header is recalculated.
11. After you have deleted all necessary POs, choose one of the following options.
    - Click **Save** to save your changes.
    - Click **Save and Close** to save your changes and close the LC Details window.
    - Click **Cancel** to reject all entries and close the LC Details window.

View PO attached to a Letter of Credit

To view a particular purchase order attached to the selected LC, follow the steps below.

1. From the Tasks menu, select **Trade Management** > **Manage Letter of Credit**. The Letter of Credit Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Letters of Credit that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Letter of Credit column, click on the LC link, or mark a record and select **Actions > Edit** or use the Edit icon. The Letter of Credit window appears.
6. In the LC Toolbar select **Details**. The LC Details window appears.
7. In the LC Details table, select a purchase order.
8. Then select **Actions > View Order**. The Order window appears. You can view the details of the attached purchase order.

9. Click **Done** to close the Order window.

Activity

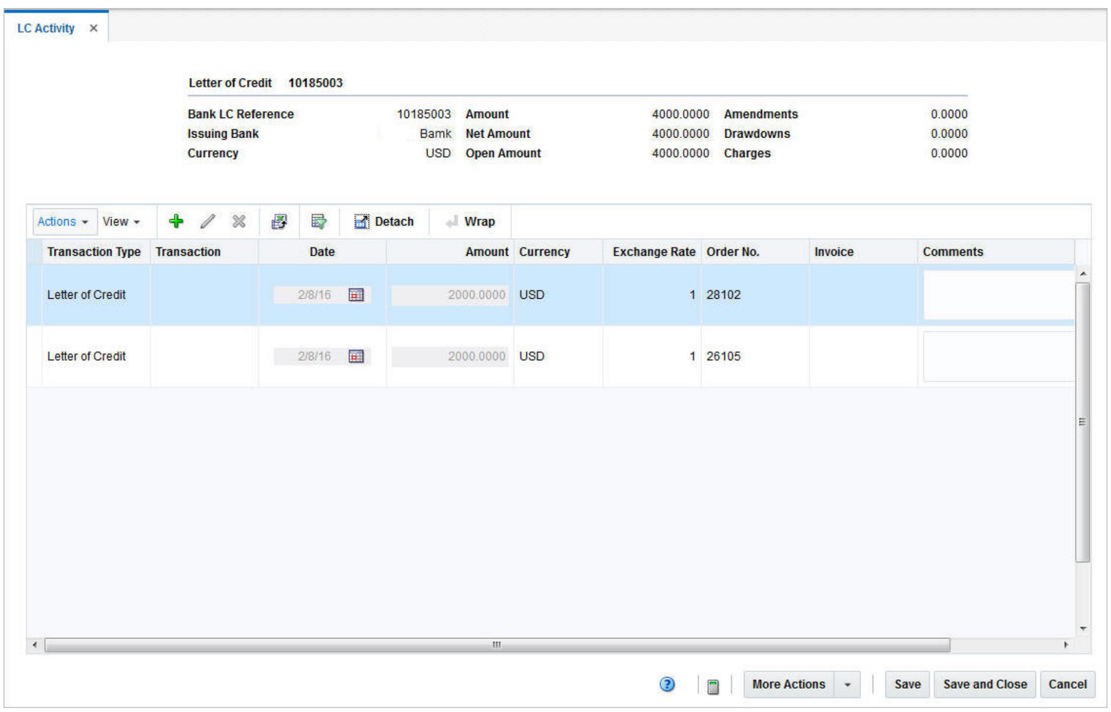
The LC Activities window allows you to view, add, edit and delete activities that have occurred against a letter of credit. Activities include purchase orders, amendments, bank charges and drawdowns.

> **Note:**
>
> The LC Activity function is only available, if the LC is in the status Confirmed.

The LC Activity window contains the following sections:

- LC Activity Header
- LC Activity Table

Figure 4-4 LC Activity Window



LC Activity Header

The LC Activity header contains LC information such as the LC ID, bank LC reference, issuing bank, LC currency and amounts (open and net) as well as amendments, drawdowns and charges.

LC Activity Table

The LC Activity Table shows the following columns by default:

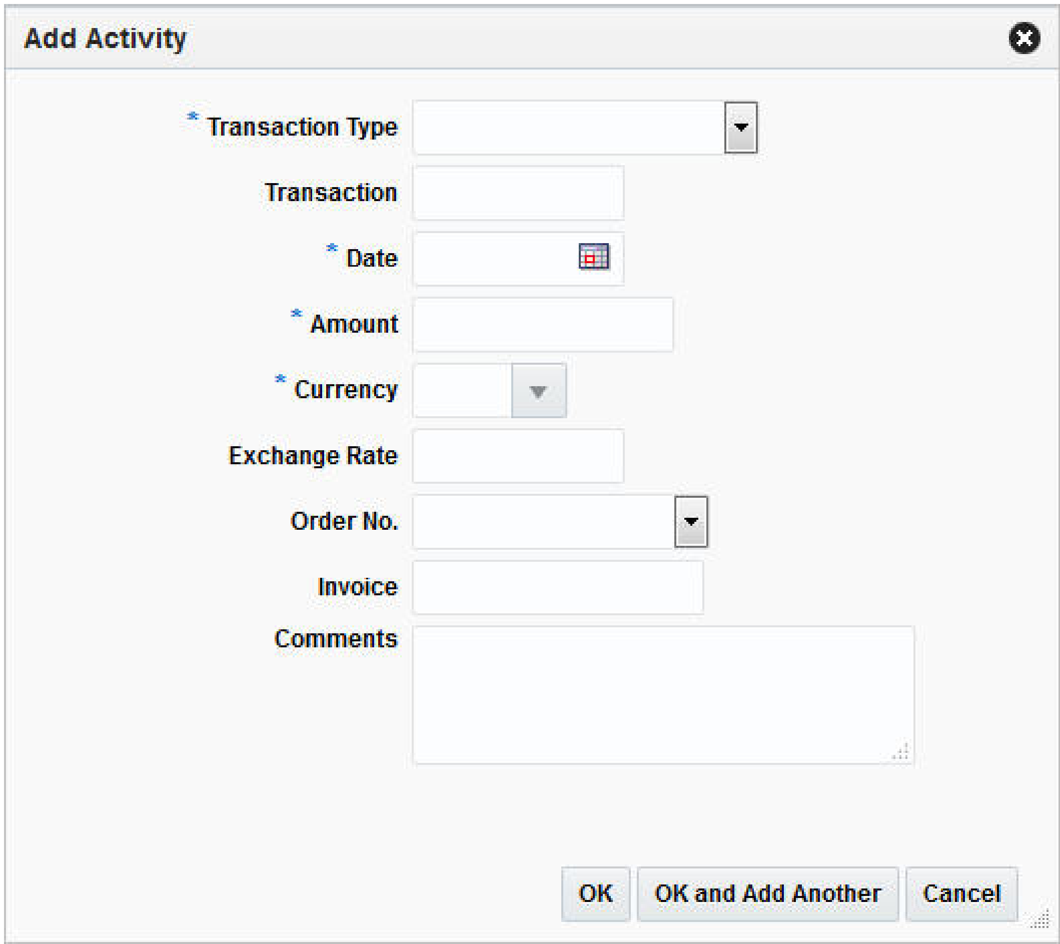
- Transaction Type
- Transaction
- Date
- Amount
- Currency
- Exchange Rate
- Order No.
- Invoice
- Comments

Add an LC Activity

To add an activity to the LC, follow the steps listed below.

1. From the Tasks menu, select **Trade Management** > **Manage Letter of Credit**. The Letter of Credit Search window appears.
2. Restrict your search to LCs with the status Confirmed.
3. Click **Search**. The Letters of Credit that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Letter of Credit column, click on the LC link, or mark a record and select **Actions > Edit** or use the Edit icon. The Letter of Credit window appears.
6. In the LC Toolbar, select **More Actions > Activities**. The LC Activity window appears.
7. In the LC Activity table, select **Actions > Add** or use the Add icon. The Add Activity window appears.

Figure 4-5 Add Activity Window



a. In the **Transaction Type** field, select the transaction type from the list. For example, select Bank Charges. This is a required field
b. In the **Transaction** field, enter the transaction number.
c. In the **Date** field, enter a date or use the Calendar icon to select a date. This field is a required field.
d. In the **Amount** field, enter the amount of the activity. This field is a required field.
e. In the **Currency** field, enter, select or search for the currency. This field is a required field.
f. The **Exchange Rate** field is populated automatically, depending on your selected currency. If you need to change the exchange rate, see the Edit the Exchange Rate section.
g. In the **Order No.** field, select the PO number from the list.
h. In the **Invoice** field, enter the invoice number.
i. In the **Comments** field, enter comments for the current activity, if necessary.
j. Then choose one of the following options.

- Click **OK** to save the current activity to the LC and close the Add Activity window. The activity is shown in the LC Activity table.
- Click **OK and Add Another** to add additional activities to the LC.
- Click **Cancel** to reject all entries and close the Add Activity window.

> **Note:**
>
> If want to see the impact of the added activity, use the Recalculate icon to recalculate the values of the LC Activity header.

Edit an LC Activity

To update LC activities, follow the steps listed below.

1. From the Tasks menu, select **Trade Management** > **Manage Letter of Credit**. The Letter of Credit Search window appears.
2. Restrict your search to LCs with the status Confirmed.
3. Click **Search**. The Letters of Credit that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Letter of Credit column, click on the LC link, or mark a record and select **Actions > Edit** or use the Edit icon. The Letter of Credit window appears.
6. In the LC Toolbar, select **More Actions > Activities**. The LC Activity window appears.
7. In the LC Activity table, you can edit the following fields.
   - **Date**: Enter the date or use the Calendar icon to change the date.
   - **Amount**: Edit the amount.

   > **Note:**
   >
   > If you edit the amount of an activity, you need to use the Recalculation icon to update the values shown in the LC Activity header.

   - **Comments**: Edit the Comment column for the selected activity, if necessary.
8. To update any other values of an activity, select an activity in the LC Activity table.
9. Select **Actions > Edit** or use the Edit icon. The Edit Activity window appears.
   a. Edit the fields, if necessary.

> **Note:**
>
> You cannot edit the **Transaction Type** field. The field is disabled once an activity has been saved.

b. Then choose one of the following options.
   - Click **OK** to save your changes and close the Edit Activity window. The system returns to the LC Activity window.
   - Click **Cancel** to reject all entries and close the Edit Activity window.

10. After you have made all necessary changes, choose one of the following options.
    - Click **Save** to save your changes.
    - Click **Save and Close** to save your changes and close the LC Activity window.
    - Click **Cancel** to reject all entries and close the LC Activity window.

Amendments

The LC Amendments window allows you to manage amendments to letters of credit. Amendments are any changes made to letters of credit after they have been confirmed.

You can carry out the following actions in the LC Amendments window:

- Add
- View
- Delete
- Update the status

Amendments are either created manually in this window, or are system-generated when any of the following changes are made to a purchase order:

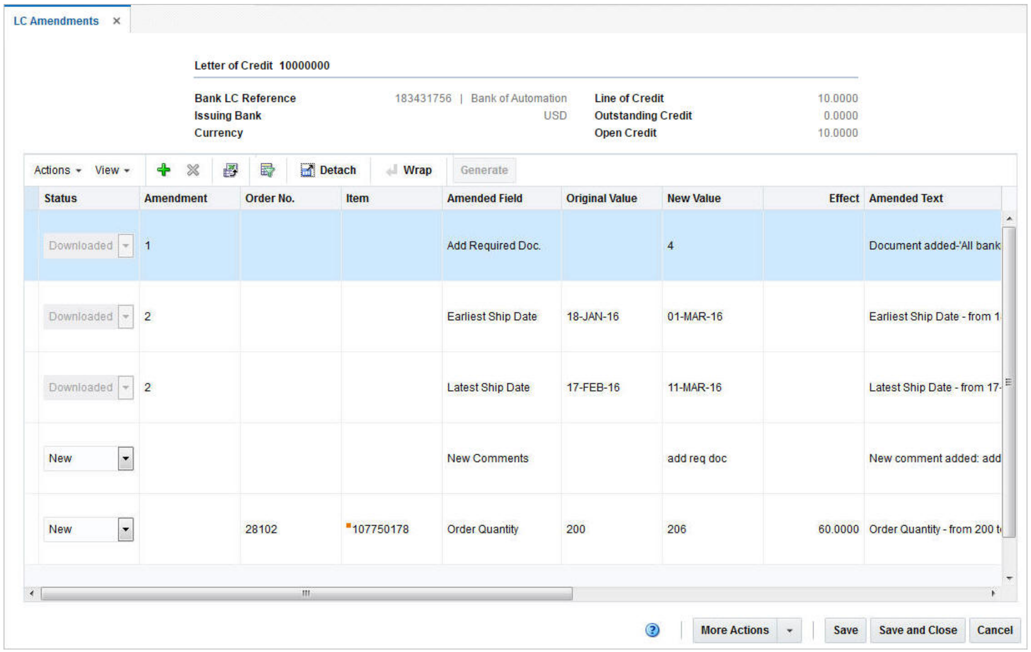
- Another order is added to a confirmed letter of credit.
- An item is added to a PO.
- An item is deleted from a PO.
- Earliest and latest ship dates are changed.
- POs are cancelled.
- Transshipment or partial shipment options are changed.
- Unit cost or order quantity are updated.
- Required documents are updated.

> **Note:**
>
> You cannot change the content of the document, only whether the documents is included or not.

The LC Amendments window contains the following sections.

- LC Amendments Header
- LC Amendments Table

Figure 4-6 LC Amendments Window



LC Amendments Header

The LC Amendments header displays LC information such as LC ID, bank LC reference, issuing bank, currency as well as line of credit information.

LC Amendments Table

The LC Amendments table contains all amendments created against the LC. The table contains the following columns by default:

- Status

  In the Status field you can select the status of the amendment from the list. Possible status are:

  - New
  - Accept
  - Hold
  - Download
- Amendment
- Order No.
- Item
- Amended Field

- Original Value
- New Value
- Effect
- Amended Text

LC Amendments Table - Actions Menu/Icons and Button

Use the Actions Menu, icons and button to apply actions to the table. You can perform the actions listed below, as well as actions described in “Screen Level Action - Icons and Buttons" in the *Oracle Retail Trade Management Do the Basics User Guide*.

Table 4-5 LC Amendments Table - Actions Menu/Icons/Button and Description

Actions Menu/Icons/Button	Description
Generate and **Generate** button	Select **Actions > Generate** or use the **Generate** button to generate an Amendment ID. If you click **Generate**, the system generates the next sequential Amendment ID and populates the ID in the Amendment column for all line(s) in Accept status. For more information about how to generate amendment IDs, see the Generate Amendment IDs section. When you select the Send Amendments link in the Tasks menu and search for letters of credit to send, only amendments that have been generated in the LC Amendments window are transmitted.

LC Amendments - More Actions Menu

Use the More Actions menu to navigate to the following windows.

Table 4-6 LC Amendments - More Actions Menu and Description

Actions Menu	Description
Required Documents	Opens the Required Documents window. This window displays all required documents for the LC. For more information, see “Required Documents" in the *Oracle Retail Merchandising Purchase Orders and Contracts User Guide*.
Amendments Report	Opens the Amendments Report. You can print the report, in case a hard copy is needed.
Currency	You can toggle between the letter of credit and the primary currency, to view the LC amounts in either the LC or the system's primary currency. The currency is set to LC by default.

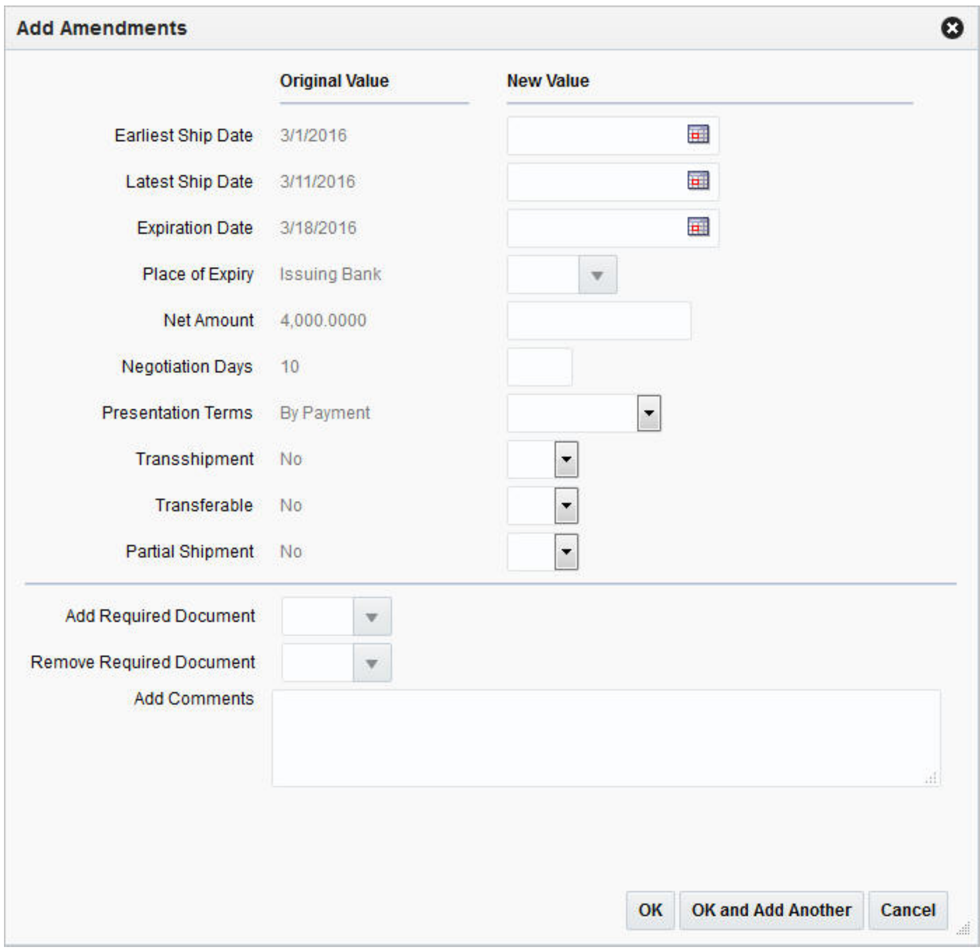
Add Amendments

To add amendments to an LC follow the steps below.

1. From the Tasks menu, select **Trade Management > Manage Letter of Credit**. The Letter of Credit Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.

3. Click **Search**. The Letters of Credit that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Letter of Credit column, click on the LC link, or mark a record and select **Actions > Edit** or use the Edit icon. The Letter of Credit window appears.
6. In the **More Actions** menu select **Amendments**. The LC Amendments window appears.
7. In the LC Amendments table, select **Actions > Add** or use the Add icon. The Add Amendments window appears.

Figure 4-7 Add Amendments Window



a. The following two columns are displayed:
   - Original Value, containing the current values
   - New Value
b. Enter new values, if necessary.
c. In the **Add Required Documents** field, use the list to add documents to the LC.

d. In the **Remove Required Document** field, use the list to delete documents from the LC.

e. In the **Add Comments** field, enter your remarks for the amendments, if necessary.

f. Then choose one of the following options.

   - Click **OK** to add your changes and close the Add Amendments window. The system returns to the LC Amendments window. All changes are shown in the LC Amendment table with the status New. The Amendment column is blank.
   - Click **OK and Add Another** to add additional amendments.
   - Click **Cancel** to reject all entries and close the Add Amendments window.

Delete Amendments

To delete amendments from an LC follow the steps below:

1. From the Tasks menu, select **Trade Management > Manage Letter of Credit** The Letter of Credit Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Letters of Credit that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Letter of Credit column, click on the LC link, or mark a record and select **Actions > Edit** or use the Edit icon. The Letter of Credit window appears.
6. In the **More Actions** menu select **Amendments**. The LC Amendments window appears.
7. In the LC Amendments table select a record. Choose **Actions > Delete** or use the Delete icon.
8. You are prompted if you want to delete the record. Confirm the displayed prompt with **Yes**.

> **Note:**
>
> Amendments can only be deleted up until the time they are generated and an amendment ID is created. Additionally, you can only delete manually created amendments. System-generated amendments cannot be deleted. Therefore, the Delete option is only enabled for manually created amendments.

9. The record is deleted from the LC Amendments table.
10. Then choose one of the following options.
    - Click **Save** to save your changes to the letter of credit.
    - Click **Save and Close** to save your changes to the letter of credit and close the LC Amendments window.
    - Click **Cancel** to reject all entries and close the LC Amendments window.

Generate Amendment IDs

To generate Amendment IDs follow the steps below.

1. In the LC Amendments window, go to the LC Amendments table.
2. In the Status column, select the status Accept from the list, for all amendments you want to create an ID for.
3. Select **Actions > Generate** or use the **Generate** button to create Amendment IDs for all records with a status Accept. The system generates the next sequential Amendment ID and populates the Amendment column.
4. Then choose one of the following options.
   - Click **Save** to save your changes to the letter of credit.
   - Click **Save and Close** to save your changes to the letter of credit and close the LC Amendments window.
   - Click **Cancel** to reject all entries and close the LC Amendments window.

Approve a Letter of Credit

When a letter of credit is added to the system, it must go through a series of checks before it is accessible in the system. Depending on your user role, you may not be able to move the letter of credit to the next status. A letter of credit may be in any of the following statuses.

Status	Definition
Worksheet	The letter of credit has been started, but not completed.
Submitted	The letter of credit has been completed and is pending review.
Approved	The letter of credit has been reviewed and approved.
Extracted	The details of the letter of credit were sent to the external entity affected by the letter of credit.
Confirmed	The letter of credit has been confirmed by the bank and a reference number has been assigned to the letter of credit.
Closed	The letter of credit is complete.

Submit a Letter of Credit for Approval

To submit a letter of credit for approval follow the steps below.

1. From the Tasks Menu, select **Trade Management > Manage Letter of Credit**. The Letter of Credit Search window appears.
2. Restrict your search to letters of credit in the status Worksheet.
3. Click **Search**. The LCs that match the search criteria are displayed in the Results section.
4. In the Letter of Credit column, click on the LC ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Letter of Credit window appears.
5. In the LC Toolbar, select **Submit**.
6. When prompted to submit the letter of credit, click **Yes**.
7. After you have submitted the LC, choose one of the following options.
   - Select **Save** to save your changes.

- Select **Save and Close** to save your changes and exit the Letter of Credit window.
- Select **Cancel** to reject all entries and exit the Letter of Credit window.

Approve a Letter of Credit

To approve a letter of credit follow the steps below.

1. From the Tasks Menu, select **Trade Management > Manage Letter of Credit**. The Letter of Credit Search window appears.
2. Restrict your search to letters of credit in the status Submit.
3. Click **Search**. The LCs that match the search criteria are displayed in the Results section.
4. In the Letter of Credit column, click on the LC ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Letter of Credit window appears.
5. In the LC Toolbar, select **Approve**.
6. When prompted to approve the letter of credit, click **Yes**.
7. After you have approved the LC, choose one of the following options.
   - Select **Save** to save your changes.
   - Select **Save and Close** to save your changes and exit the Letter of Credit window.
   - Select **Cancel** to reject all entries and exit the Letter of Credit window.

Send Letters of Credit for Confirmation

The Send Letter of Credit option opens the Send Letters of Credit window. The Send Letters of Credit window allows you to search for letter(s) of credit and send them to the bank.

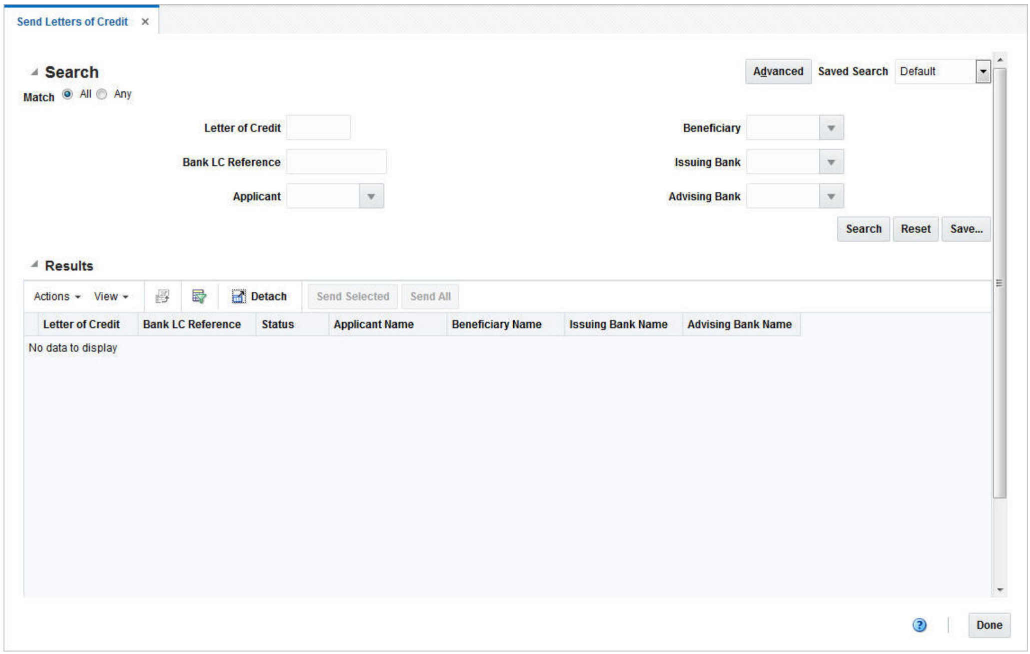
You can access Send Letter of Credit window form the Task menu, select **Trade Management > Send Letter of Credit**. The Supplier Search window appears.

The Send Letters of Credit window contains the following sections:

- Search

  For more information about how to search for send letters of credit, see the Search for a Letter of Credit to Send section.
- Results

Figure 4-8 Send Letters of Credit Window



Search for a Letter of Credit to Send

To search for an LC to send to the bank:

1. From the Task menu, select **Trade Management > Send Letter of Credit**. The Send Letters of Credit window appears.
2. You can search for an LC using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

Search for an LC Through the Basic Search Criteria

To search for an LC using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

Table 4-7 Send Letters of Credit - Basic Search Criteria and Description

Fields	Description
Match option	Check radio button All or Any. All - only LCs matching all entered search criteria are shown. Any - LCs matching any of the entered search criteria are shown.
Letter of Credit	Enter the Letter of Credit ID.
Bank LC Reference	Enter the bank LC reference.

Table 4-7 (Cont.) Send Letters of Credit - Basic Search Criteria and Description

Fields	Description
Applicant	Enter, select or search for the applicant.
Beneficiary	Enter, select or search for the beneficiary.
Issuing Bank	Enter, select or search for the issuing bank.
Advising Bank	Enter, select or search for the advising bank.

2. Click **Search**. The LCs that match the search criteria are displayed in the Results section.
3. Click **Reset** to clear the search section and results.
4. Click **Done** to close the window.

Search for an LC Through Advanced Search Criteria

To search for an LC using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should be equal or not equal the search result.
3. Click **Search**. The LCs that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
6. Click **Done** to close the window.

Results

The Results section lists the retrieved letters of credit. The Results table shows the following columns by default.

- Letter of Credit
- Bank LC Reference
- Status
- Applicant Name
- Beneficiary Name
- Department Name
- Issuing Bank Name
- Advising Bank Name

Results - Actions Menu, Icons and Buttons

Use the Actions Menu, icons and buttons to apply actions to the Results table.You can perform the actions listed below, as well as actions described in “Screen Level Action - Icons and Buttons" in the *Oracle Retail Trade Management Do the Basics User Guide*.

Table 4-8 Results - Actions Menu/Icons/Buttons and Description

Actions Menu/Icons/ Buttons	Description
Send Selected and **Send Selected** button	Select **Actions > Send Selected** or use the **Send Selected** button to send the selected LCs to the bank. For more details about how to send selected LCs to the bank, see the Send Selected LCs section.
Send All and **Send All** button	Select **Actions > Send All** or use the **Send All** button to send all LCs shown in the Results table to the bank. For more information about how to send all LCs to the bank, see the Send All LCs section.

Send Selected LCs

To send the selected LCs shown in the Results table to the bank, follow the steps below.

1. From the Tasks menu, select **Trade Management > Send Letters of Credit**. The Send Letters of Credit window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The LCs that match the search criteria are displayed in the Results section.

   Note:

   Only LCs with status Approved are displayed.

4. Select the LCs you want to send to the bank.
5. Then select **Actions > Send Selected**, or use the **Send Selected** button.
6. You are prompted to download the LC(s). Confirm the prompt with **Yes**.
7. You are informed that the selected LCs will be sent during the next batch process. Confirm the prompt with **OK.**

   Note:

   Once the LCs are sent, the status changes to Extracted.

8. After you have send all LCs, click **Done**.

Send All LCs

To send all LCs shown in the Results table to the bank, follow the steps below.

1. From the Tasks menu, select **Trade Management > Send Letters of Credit**. The Send Letters of Credit window appears.

2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The LCs that match the search criteria are displayed in the Results section.

> **Note:**
>
> Only LCs with status Approved are displayed.

4. Select **Actions > Send All**, or use the **Send All** button.
5. You are prompted to download the LCs. Confirm the prompt with **Yes**.
6. You are informed that the LCs will be sent during the next batch process. Confirm the prompt with **OK.**

> **Note:**
>
> Once the LCs are sent, the status changes to Extracted.

7. After you have sent all LCs, click **Done**.

Send Amendments

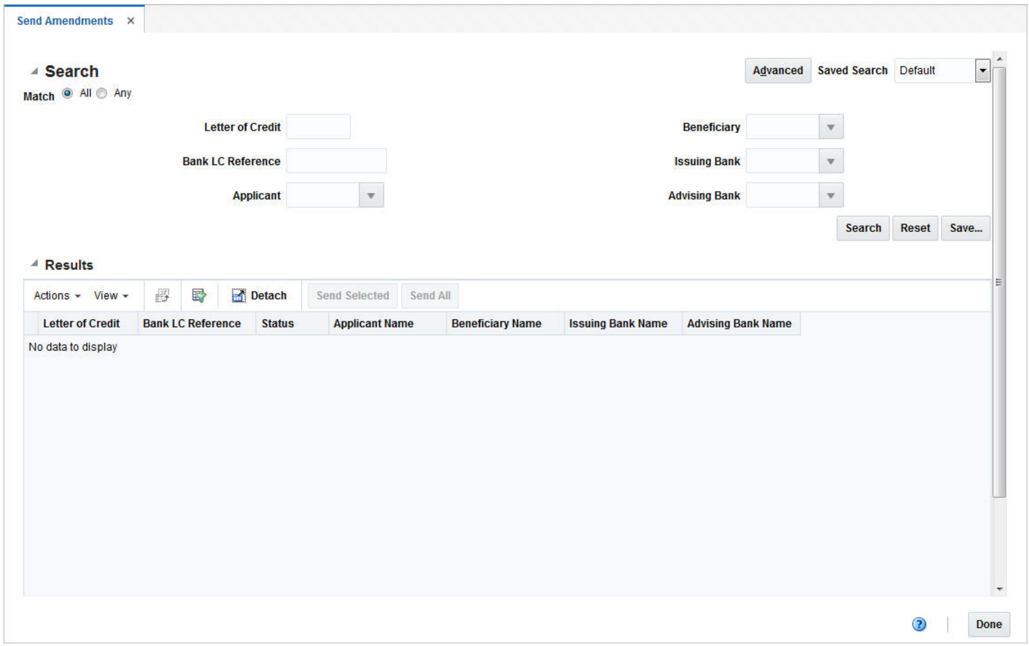
The Send Amendments option opens the Send Amendments window. The Send Amendments window allows you to search for amended Letters of Credit and send them to the bank.

The Send Amendments window contains the following sections.

- Search

  For more information about how to search for amended LCs, see the Search for an Amended LC section.
- Results

Figure 4-9 Send Amendments Window



Search for an Amended LC

To search for amended LCs:

1. From the Task menu, select **Trade Management > Send Amendments**. The Send Amendments window appears.
2. You can search for amended LCs using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

Search for an Amended LC Through the Basic Search Criteria

To search for an amended LC using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

Table 4-9 Send Amendments - Basic Search Criteria and Description

Fields	Description
Match option	Check radio button All or Any. All - only LCs matching all entered search criteria are shown. Any -LCs matching each entered search criteria are shown.
Letter of Credit	Enter the Letter of Credit ID.
Bank LC Reference	Enter the bank LC reference.
Applicant	Enter, select or search for the applicant.

Table 4-9 (Cont.) Send Amendments - Basic Search Criteria and Description

Fields	Description
Beneficiary	Enter, select or search for the beneficiary.
Issuing Bank	Enter, select or search for the issuing bank.
Advising Bank	Enter, select or search for the advising bank.

2. Click **Search**. The amended LCs that match the search criteria are displayed in the Results section.
3. Click **Reset** to clear the search section and results.
4. Click **Done** to close the window.

Search for an Amended LC Through Advanced Search Criteria

To search for an amended LC using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should be equal or not equal the search result.
3. Click **Search**. The LCs that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
6. Click **Done** to close the window.

Results

The Results section lists the amended letters of credit. The Results table shows the following columns by default.

- Letter of Credit
- Bank LC Reference
- Status
- Applicant Name
- Beneficiary Name
- Department Name
- Issuing Bank Name
- Advising Bank Name

Results - Actions Menu, Icons and Buttons

Use the Actions Menu, icons and buttons to apply actions to the Results table. You can perform the actions listed below, as well as actions described in “Screen Level Action - Icons and Buttons" in the *Oracle Retail Trade Management Do the Basics User Guide*.

Table 4-10 Results - Actions Menu/Icons /Buttons and Description

Actions Menu/Icons/ Buttons	Description
Send Selected and **Send Selected** button	Select **Actions > Send Selected** or use the **Send Selected** button to send the selected amended LCs to the bank. For more details about how to send an LC, see the Send Selected Amended LCs section.
Sent All and **Send All** button	Select **Actions > Send All** or use the **Send All** button to send all amended LCs shown in the Results table to the bank. For more information about how to send all LCs to the bank, see the Send All Amended LCs section.

Send Selected Amended LCs

To send the selected amended LCs shown in the Results table to the bank, follow the steps below.

1. From the Tasks menu, select **Trade Management > Send Amendments**. The Send Amendments window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The LCs that match the search criteria are displayed in the Results section.
4. Select the LCs you want to send to the bank.
5. Then select **Actions > Send Selected**, or use the **Send Selected** button.
6. You are prompted to download the LC(s). Confirm the prompt with **Yes**.
7. You are informed that the selected LC amendments will be sent during the next batch process. Confirm with **OK.**

> **Note:**
>
> Once the LCs are sent, the status changes to Download.

8. Click **Done** to close the window.

Send All Amended LCs

To send all amended LCs shown in the Results table to the bank, follow the steps below.

1. From the Tasks menu, select **Trade Management > Send Amendments**. The Send Letters of Credit window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The LCs that match the search criteria are displayed in the Results section.
4. Select **Actions > Send All**, or use the **Send All** button.

5. You are prompted to download the LCs. Confirm the prompt with **Yes**.
6. You are informed that the LC amendments will be sent during the next batch process. Confirm with **OK.**

> **Note:**
>
> Once the LCs are sent, the status changes to Download.

7. Click **Done** to close the window.