

Import LC Issuance User Guide  
**Oracle Banking Trade Finance Process Management**  
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Oracle Banking Trade Finance Process Management  
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# Contents

<b>Oracle Banking Trade Finance Process Management</b> .....	<b>4</b>
Overview.....	4
Benefits.....	4
Key Features .....	4
<b>Import LC Issuance</b> .....	<b>5</b>
Registration .....	5
Application Details .....	7
LC Details .....	9
Miscellaneous.....	12
Scrutiny .....	13
Main Details .....	16
Availability.....	19
Payment Details .....	26
Additional Fields .....	30
Additional Details.....	31
Summary .....	39
Data Enrichment .....	41
Main Details.....	43
Availability.....	43
Payment Details .....	43
Documents & Conditions.....	44
Additional Fields .....	45
Additional Details.....	46
Summary .....	57
Customer Response - Draft Confirmation .....	58
Application .....	58
Customer Response.....	59
Exceptions.....	60
Exception - Amount Block .....	61
Exception - Know Your Customer (KYC).....	63
Exception - Limit Check/Credit .....	65
Multi Level Approval.....	67
Authorization Re-Key.....	68
Summary .....	69
Customer - Acknowledgement.....	71
Customer - Reject Advice .....	72
Reject Approval.....	72
Application Details .....	72
Summary .....	73
Action Buttons .....	73
<b>Reference and Feedback</b> .....	<b>76</b>
References.....	76
Documentation Accessibility.....	76
Feedback and Support.....	76

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# Oracle Banking Trade Finance Process Management

Welcome to the Oracle Banking Trade Finance Process Management (OBTFPM) 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.

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## Import LC Issuance

As part of Import LC Issuance the applicant (importer or customer) approaches a bank and requests the bank to issue a Letter of Credit on their behalf to the beneficiary (exporter). The Letter of Credit stipulates the required documents and the conditions to be met by the beneficiary while shipping under the said LC. On receipt of credit compliant documents, the issuing bank is obliged to make payment under the LC.

The various stages involved for issuance of an Import Letter of Credit are:

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

In the following sections, let's look at the details for Import LC issuance process.

This section contains the following topics:

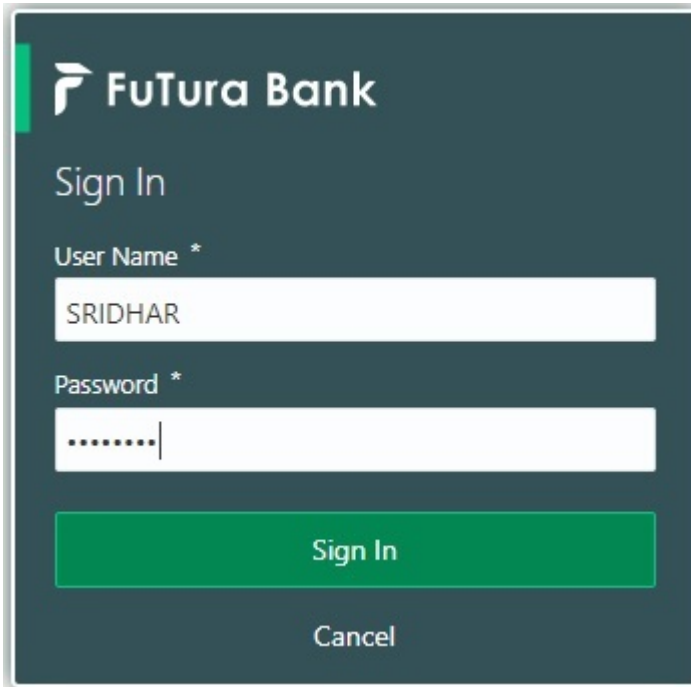
Registration	Scrutiny
Data Enrichment	Customer Response - Draft Confirmation
Exceptions	Multi Level Approval
Customer - Acknowledgement	Customer - Reject Advice
Reject Approval	

### Registration

The user initiates the transaction from Registration Stage, if the LC Issuance request is received from the Applicant at the branch counters either by fax, mail or physical application.

During Registration stage, user can capture the basic details of the application, check the signature of the applicant and upload the related documents submitted by the applicant. It also enables the user to capture some additional product related details as an option. On submit of the request, the customer will be notified with an acknowledgment and the request will be available for an LC Issuance expert to handle the request in the next stage.

1. Using the entitled login credentials for Registration stage, login to the OBTFPM application.



2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.

The screenshot displays the FuTura Bank dashboard for user SHUBHAM on 04/13/18. The dashboard is composed of several widgets:

- Draft Confirmation Pending:** A table with columns Customer Name, Application Date, and Status. Data includes EMR & CO (25-06-2018), NA (25-06-2018), and NA (21-06-2018).
- Hand-off Failure:** A table with columns Branch, Process Name, and Stage Name. Data includes Bank Futura, NA, and Retry HandOf.
- Priority Details:** A table with columns Branch, Process Name, and Stage Name. Data includes Bank Futura, NA, Amount Blo, and 004, NA, Loan Applic.
- High Value Transactions:** A bubble chart showing transaction values for GBP. The y-axis ranges from -20K to 140K, and the x-axis ranges from -2 to 12.
- SLA Breach Details:** A table with columns Customer Name, SLA Breached(mins), and Priority. Data includes NA (23474, H, KEERTIV01), HSBC BANK (26667, M, SHUBHAM), WALL MART (23495, SHUBHAM), and EMR & CO (26780, M, GOPINATH01).
- Priority Summary:** A table with columns Branch, Process Name, and Stage Name. Data includes 203, Cucumber Testing, and test descrip.
- Hold Transactions:** A table with columns Branch, Process Name, and Stage Name.
- SLA Status:** A widget showing Cucumber Testing.
- Tasks Detailed:** A widget showing Cucumber Testing.

### 3. Click Trade Finance> Import - Documentary Credit> Import LC Issuance.

The screenshot shows the FuTura Bank dashboard with the 'Import LC Issuance' menu item highlighted in red in the left sidebar. The main content area displays three summary tables:

- Priority Summary:** A table with columns: Branch, Process Name, Stage Name, No of High Priority Items, No of Medium Priority Items, No of Low Priority Items. It shows three rows for 'Export LC Amendment Beneficiary Consent' at various stages (Registration, Approval1, Approval2).
- High Priority Tasks:** A table with columns: Branch, Process Name, Stage Name, Process Reference Number, Customer Name, User ID. It shows three rows for 'NA' at 'Scrutiny' stage for 'Marks and Spencer'.
- Pending Exception Approval:** A table with columns: Customer Name, Stage Name, Process Reference Number, Process Name, Branch Name, Currency. It shows two rows: 'EMR & CO' for 'KYC Exception Approval' and 'NESTLE' for 'Amount Block Exception Approval'.

The Registration stage has two sections Application Details and LC Details. Let's look at the details of Registration screens below:

### Application Details

The screenshot shows the 'Import LC Issuance' application details form. It is divided into two main sections: 'Application Details' and 'LC Details'.


**Application Details:**

- Received From Applicant Bank:
- Priority: Medium
- Customer Reference Number: 12345
- Received From - Customer ID: 000263
- Submission Mode: Desk
- Application Date: Feb 1, 2019
- Received From - Customer Name: NESTLE
- 32B - Currency Code, Amount: GBP £15,000.00
- Branch: GS1-FBN UK
- Process Reference Number: GS1ILCI00005978


**LC Details:**

- Revolving:
- Advising Bank: 000261 HSBGGB11XX
- 31C - Date Of Issue: Feb 1, 2019
- 51A - Applicant Bank: 000263 NESTLE
- Limits Required:
- LC Type: Sight
- 40A - Form Of Documentary Credit: IRREVOCABLE
- 40E - Applicable Rules: UCP LATEST VERSION
- 50 - Applicant: 000263 NESTLE
- 39C - Additional Amounts Covered:
- Product Code: ILSN
- 20 - Documentary Credit Number: GS1ILSN19032BLHK
- 31D - Date Of Expiry: Nov 30, 2019
- 59 - Beneficiary: 000264 Marks and Sp
- Product Description: ILSN Import LC Sight Non Revolving
- 23 - Reference To Pre-Advice:
- 31D - Place Of Expiry:
- 39A - Percentage Credit Amount Tolerance: 10 / 10

Provide the Application Details based on the description in the following table:

Field	Description	Sample Values
Received From Applicant bank	<p>Import LC Issuance request can be received either from the applicant or the applicant's bank.</p> <p><b>Toggle on:</b> Switch on the toggle if Import LC Issuance request is received from applicant's bank.</p> <p><b>Toggle off:</b> Switch off the toggle if Import LC Issuance request is received from applicant.</p>	Toggle off
Received From - Customer ID	Select the customer id of the applicant or applicant's bank.	001344
Received From - Customer Name	Name of the customer or applicant. This field will be auto populated based on the selected customer ID.	EMR & CO
Branch	<p>Select the branch. Customer's home branch will be displayed based on the customer ID and it can be changed, if required.</p> <p> <b>Note</b> Once the request is submitted, Branch field is non-editable.</p>	203-Bank Futura -Branch FZ1
Priority	Set the priority of the Import LC issuance request as Low/Medium/High. If priority is not maintained for a customer, 'Medium' priority will be defaulted.	High
Submission Mode	<p>Select the submission mode of Import LC Issuance request. By default the submission mode will have the value as 'Desk'.</p> <p><b>Desk-</b> Request received through Desk</p> <p><b>Fax-</b> Request received through Fax</p> <p><b>Email-</b> Request received through Email</p> <p><b>Courier-</b> Request received through Courier</p>	Desk
Currency code	Select the currency code.	GBP
Amount	Provide the value of LC (with decimal places) as per currency type.	1,000.00
Process Reference Number	<p>Unique sequence number for the transaction.</p> <p>Process Reference Number is auto generated by the system based on process name and branch code.</p>	203ILCISS0000 00500



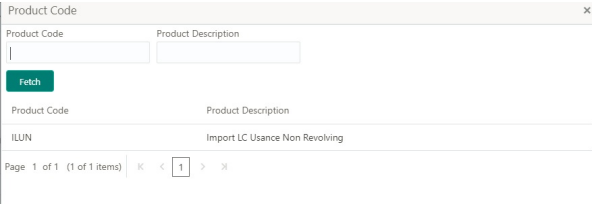
Field	Description	Sample Values
Application Date	By default, the application will display branch's current date and enables the user to change the date to any back date.   <b>Note</b> Future date selection is not allowed.	04/13/2018
Customer Reference Number	Enables the user to provide a unique Customer Reference Number which will be the User Reference of the LC.	

## LC Details

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

Provide the LC Details based on the description in the following table:

Field	Description	Sample Values
Revolving	<b>Toggle On:</b> LC type is Revolving. <b>Toggle Off:</b> LC is type Non Revolving.	
LC Type	Select the applicable LC Type from LOV: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> <li>• Mixed</li> </ul>	

Field	Description	Sample Values
Product Code	<p>Select the applicable product code.</p> <p>Click the look up icon to search the product code with code or product description.</p>  <p>Alternatively, enter the product code and on tab out system will validate and populate the selected product code.</p>	ILUN
Product Description	Product Description will be auto populated by the application based on the Product Code.	Import LC Usance Non Revolving
Advising Bank	<p>Select the advising bank.</p> <p>Click the look up icon to search the advising bank based on Party ID/Party Name. You can also input the party ID and on tab out system will validate and populate the 'Advising Bank' name.</p>	001342 -HSBC Bank
40A - Form of Documentary Credit	Select the type of LC (Documentary Credit) as per the requirement. Default LC type is <b>Irrevocable</b> .	Irrevocable
Documentary Credit Number	Simulated from the back office and displayed in the application. Number will be populated on the selection of <b>Product Code</b> .	203ILUN18103 ACCI
Contract Reference Number	Contract Reference Number will be auto populated by the system based on selection of <b>Product Code</b> .	
Reference to Pre-Advice	Provide details of Pre-Advice, if issued by the bank.	
Date Of Issue	<p>Application will default the branch's current date in date of issue. User cannot change the defaulted date.</p> <p>Application will populate the Date of Issue field with branch date on approval if date of approval is later than date of Registration.</p>	04/13/18
Application Rules	Select the applicable rules for the LC. Default rule as UCP Latest Version.	UCP Latest Version.
Date Of Expiry	<p>Provide the expiry date of the LC.</p> <p>The expiry date can be equal or greater than the issue date. If the Expiry Date is earlier than the issue date, system will provide an error and if the 'Expiry Date is equal to the Issue Date', system will provide a alert message.</p>	09/30/18

Field	Description	Sample Values
Place of Expiry	Provide the place of expiry of LC.	London
Applicant Bank	In application details, if <b>Received From Applicant Bank</b> toggle is on, the applicant bank details will be displayed here. If request is not received from applicant bank, this field must be blank.	001343 Bank of America
Applicant	Applicant details will be auto populated based on the details provided in <b>Application Details</b> section. If the request is received from Applicant bank, select the applicant from the List of Values.	001344 EMR & CO
Beneficiary	Select the beneficiary of the LC. Click the look up icon to search the beneficiary based on Party ID/Party Name.  If beneficiary is not a customer of the bank, then choose WALKIN customer id and provide the beneficiary details. If beneficiary is a customer and KYC status is not valid, then system will display alert message.	001346 Marks and Spencer
Percentage Credit Amount Tolerance	Enables the user to provide tolerance (+/-) on the total LC value. Tolerance value must be either one or two digit value.  If tolerance is more than 10%, alert message will be displayed.	8/2
Limits Required	Toggle On: Set the Toggle On to enable limit check during the process flow of this request. Toggle Off: Set the Toggle Off to disable limit check during the process flow of this request.	
Additional Amount Covered	Provide additional amount included in LC.	

## Miscellaneous

Dashboard

FBN UK (GS1)
Feb 1, 2019

SRIDHAR01
subham@gmail.com

Documents
Remarks

### Import LC Issuance

**Application Details**

Received From Applicant Bank <input type="checkbox"/>	Received From - Customer ID * 000262	Received From - Customer Name EMR & CO	Branch * GS1-FBN UK
Priority * Medium	Submission Mode * Desk	32B - Currency Code, Amount * GBP £20,000.00	Process Reference Number GS11ILSI0022499
Customer Reference Number	Application Date * Feb 1, 2019		

**LC Details**

Revolving <input type="checkbox"/>	LC Type Sight	Product Code * ILSN	Product Description ILSN Import LC Sight Non Revolving
Advising Bank 000265 CITIUS33	40A - Form Of Documentary Credit IRREVOCABLE	20 - Documentary Credit Number GS11ILSN190323001	23 - Reference To Pre-Advice
31C - Date Of Issue * Feb 1, 2019	40E - Applicable Rules UCP LATEST VERSION	31D - Date Of Expiry * Apr 30, 2019	31D - Place Of Expiry * NEGOTIATING BANK
51A - Applicant Bank	50 - Applicant	59 - Beneficiary * 000263 NESTLE	39A - Percentage Credit Amount Tolerance
Limits Required <input type="checkbox"/>	39C - Additional Amounts Covered		

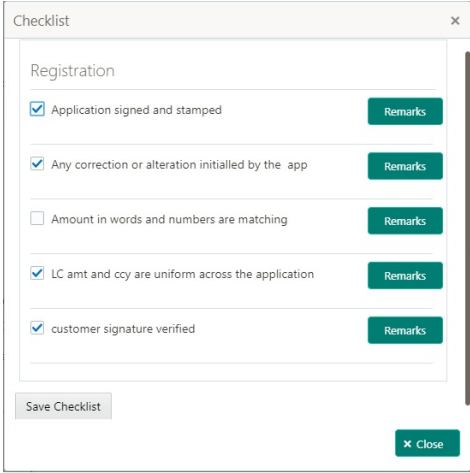
Hold
Cancel
Save & Close
Submit

Provide the Miscellaneous Details based on the description in the following table:

Field	Description	Sample Values
Documents	Upload the required documents.  Application displays mandatory documents to be uploaded for Import LC Issuance. Place holders are also available to upload additional documents submitted by the applicant.	
Remarks	Provide any additional information regarding the LC. This information can be viewed by other users processing the request.	

### Action Buttons

Submit	On submit, system will trigger acknowledgment to the customer and give confirmation message for successful submission. Task will get moved to next logical stage of Import LC Issuance.  If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later.  This option will not submit the request.	
Cancel	Cancels the Import LC Issuance Registration stage inputs.	

Field	Description	Sample Values
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	
Checklist	<p>Make sure that the details in the checklist are completed and acknowledge. If mandatory checklist items are not marked, system will display an error on submit.</p> 	

## Scrutiny

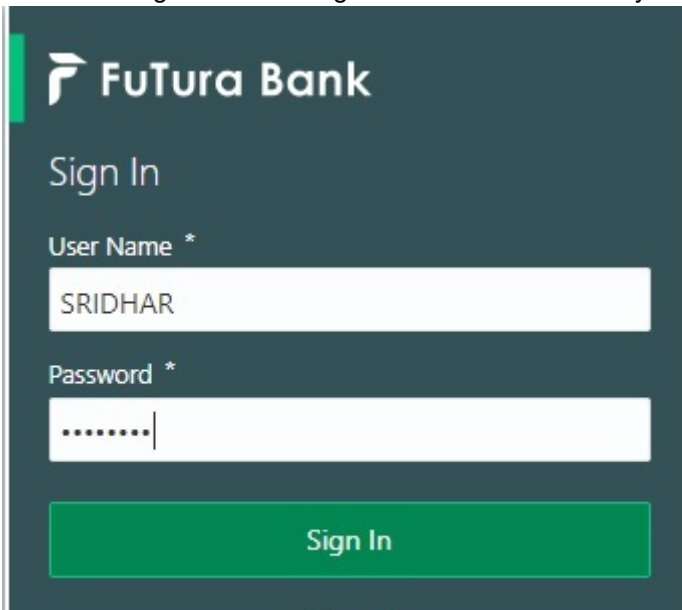
On successful completion of Registration of an Import LC issuance request, the request moves to Scrutiny stage. At this stage the gathered information during Registration are scrutinized.

**Non-Online Channel** - Import LC Issuance request that were received at the desk will move to Scrutiny stage post successful Registration. The requests will have the details entered during the Registration stage.

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

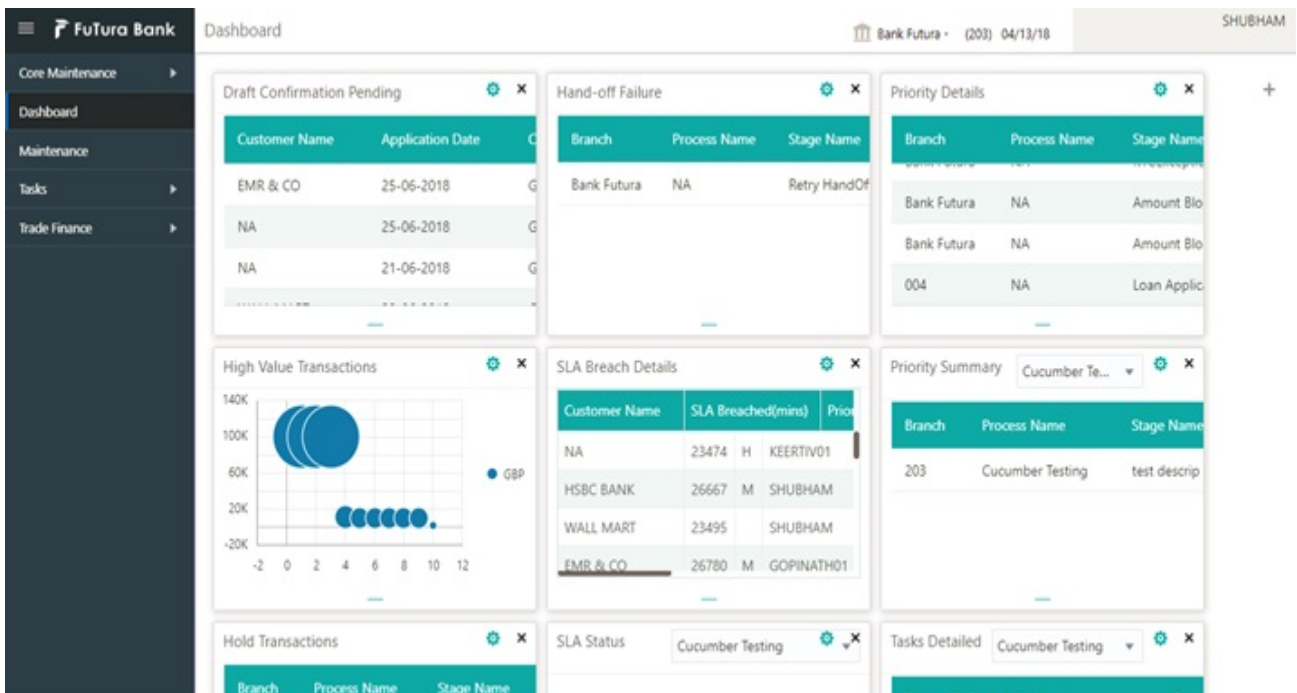
Do the following steps to acquire a task currently at Scrutiny stage:

1. Using the entitled login credentials for Scrutiny stage, login to the OBTFPM application.



The image shows the login interface for FuTura Bank. It features a dark blue header with the FuTura Bank logo and the text "Sign In". Below the header, there are two input fields: "User Name \*" with the value "SRIDHAR" and "Password \*" with masked characters. A green "Sign In" button is positioned at the bottom of the form.

2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.



The image displays the FuTura Bank dashboard. The left sidebar contains navigation options: Core Maintenance, Dashboard, Maintenance, Tasks, and Trade Finance. The main dashboard area is titled "Dashboard" and shows the user's name "SHUBHAM" and the date "04/13/18". The dashboard is populated with several widgets:

- Draft Confirmation Pending:** A table with columns "Customer Name", "Application Date", and "Status".
- Hand-off Failure:** A table with columns "Branch", "Process Name", and "Stage Name".
- Priority Details:** A table with columns "Branch", "Process Name", and "Stage Name".
- High Value Transactions:** A bubble chart showing transaction values for GBP.
- SLA Breach Details:** A table with columns "Customer Name", "SLA Breached(mins)", and "Priority".
- Priority Summary:** A table with columns "Branch", "Process Name", and "Stage Name".
- Hold Transactions:** A table with columns "Branch", "Process Name", and "Stage Name".
- SLA Status:** A widget showing "Cucumber Testing".
- Tasks Detailed:** A widget showing "Cucumber Testing".

3. Click **Trade Finance> Tasks> Free Tasks**.

**FuTura Bank** Free Tasks FBN UK (GS1) Feb 1, 2019 SRIDHAR01 subham@gmail.com

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage	Back Office Ref No.
<input type="checkbox"/> Acquire & Edit	M	GS1ILCI000005978	GS1	000263	£15,000.00	Import LC Issuance	Scrutiny	GS1ILSN19032BLHK
<input type="checkbox"/> Acquire & Edit	H	GS1ELCA000005979	GS1	000263	£99,999.19	Export LC Advising	Data Enrichment	GS1ELAC19032BKQ0
<input type="checkbox"/> Acquire & Edit	H	GS1ELCA000005977	GS1	000263	£99,999.19	Export LC Advising	Scrutiny	GS1ELAC19032BKPZ
<input type="checkbox"/> Acquire & Edit	M	GS1ILCU000005976	GS1	000343	£11,000.00	Import LC Update Drawings	Scrutiny	NA
<input type="checkbox"/> Acquire & Edit	H	GS1ELCA000005972	GS1	000263	£99,999.19	Export LC Advising	Scrutiny	GS1ELAC19032BKPW
<input type="checkbox"/> Acquire & Edit	H	GS1ILCI000005971	GS1	000263	£99,999.19	Import LC Issuance	Scrutiny	GS1ILSN19032BL46

Page 1 of 1 (1-10 of 10 items)  1 - 10 of 2524 records

4. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.

**FuTura Bank** Free Tasks FBN UK (GS1) Feb 1, 2019 SRIDHAR01 subham@gmail.com

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage	Back Office Ref No.
<input checked="" type="checkbox"/> Acquire & Edit	M	GS1ILCI000005978	GS1	000263	£15,000.00	Import LC Issuance	Scrutiny	GS1ILSN19032BLHK
<input type="checkbox"/> Acquire & Edit	H	GS1ELCA000005979	GS1	000263	£99,999.19	Export LC Advising	Data Enrichment	GS1ELAC19032BKQ0
<input type="checkbox"/> Acquire & Edit	H	GS1ELCA000005977	GS1	000263	£99,999.19	Export LC Advising	Scrutiny	GS1ELAC19032BKPZ
<input type="checkbox"/> Acquire & Edit	M	GS1ILCU000005976	GS1	000343	£11,000.00	Import LC Update Drawings	Scrutiny	NA
<input type="checkbox"/> Acquire & Edit	H	GS1ELCA000005972	GS1	000263	£99,999.19	Export LC Advising	Scrutiny	GS1ELAC19032BKPW
<input type="checkbox"/> Acquire & Edit	H	GS1ILCI000005971	GS1	000263	£99,999.19	Import LC Issuance	Scrutiny	GS1ILSN19032BL46

Page 1 of 1 (1-10 of 10 items)  1 - 10 of 2524 records

5. The acquired task will be available in **My Tasks** tab. Click **Edit** to scrutinize the registered task.

**FuTura Bank** My Tasks FBN UK (GS1) Feb 1, 2019 SRIDHAR01 subham@gmail.com

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage	Back Office Ref No.
<input checked="" type="checkbox"/> Edit	M	GS1ILCI000005978	GS1	000263	£15,000.00	Import LC Issuance	Scrutiny	GS1ILSN19032BLHK
<input type="checkbox"/> Edit		GS1ELCL000005932	GS1	000262	£100,000.00	Export LC Liquidation	Registration	GS1ELAC19032B9WV
<input type="checkbox"/> Edit		GS1ELCL000005931	GS1	000262	£20,000.00	Export LC Liquidation	Registration	GS1ELAC190322006
<input type="checkbox"/> Edit		GS1ELCL000005930	GS1	000262	£100,000.00	Export LC Liquidation	Registration	GS1ELAC19032B9X1
<input type="checkbox"/> Edit		GS1ELCL000005929	GS1	000263	£100,000.00	Export LC Liquidation	Registration	GS1ELAC19032BDDW
<input type="checkbox"/> Edit		GS1ELCL000005928	GS1	000263	£100,000.00	Export LC Liquidation	Registration	GS1ELAC19032BDDW

Page 1 of 1 (1-10 of 10 items)  1 - 10 of 14 records

The Scrutiny stage has five sections as follows:

- Main Details
- Availability

- Payment
- Additional Details
- Summary

Let's look at the details for Scrutiny stage. User can enter/update the following fields. User cannot edit the fields that are already having value from Registration/online channels.

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

Task Audit Trail Details x

---

Application No.       Branch Code       Initiated Date       Initiated By

Process Name

S.No	Stage Name	Pickup Time	Completed Time	Completed By	Outcome
1	Registration	2019-11-28 10:50:06	2019-11-28 11:09:56	SRIDHAR01	PROCEED

## Main Details

Main details section has three sub section as follows:

- Application
- Application Details
- LC Details

## Application

This section provides a quick snapshot of details of LC. This Application section will be available in all the sections of Scrutiny stage and the fields will be read only. This section is collapsible.

Application :- 2031LCISS000009484

Priority <input type="text" value="Medium"/>	Branch <input type="text" value="203 - Bank Futura"/>	Applicant <input type="text" value="001346 - Marks and Spencer"/>	Beneficiary <input type="text" value="001344 - EMR &amp; CO"/>
Amount <input type="text" value="£20,000.00"/>	Issue Date <input type="text" value="04/13/18"/>	Expiry Date <input type="text" value="10/31/18"/>	Advising/Issuing Bank <input type="text" value="001603 - CITIBANK NY"/>

## Application Details

All fields displayed under Application details section are read only except for the **Priority** and **Customer Reference Number**. Refer to [Application Details](#) for more information of the fields.



**FuTura Bank** My Tasks FBN UK (GS1) Feb 1, 2019 SRIDHAR01 subham@gmail.com

Import LC Issuance - Scrutiny :: Application No: GS1ILCI000005978 Documents Remarks Audit

Main Screen (1 / 6)

**Application Details**

Received From Applicant Bank	Received From - Customer ID 000263	Received From - Customer Name NESTLE	Branch GS1-FBN UK
Priority Medium	Submission Mode Desk	32B - Currency Code, Amount GBP £15,000.00	Process Reference Number GS1ILCI000005978
Customer Reference Number 12345	Application Date Feb 1, 2019		

**LC Details**

Revolving	LC Type Sight	Product Code * ILSN	Product Description ILSN Import LC Sight Non Revolving
Template Code	View/Use Template View Use	Advising Bank 000261 HSB/CGB11XXC	40A - Form Of Documentary Credit IRREVOCABLE
20 - Documentary Credit Number GS1ILSN19032BLHK	23 - Reference To Pre-Advice	31C - Date Of Issue * Feb 1, 2019	40E - Applicable Rules UCP LATEST VERSION
31D - Date Of Expiry * Nov 30, 2019	31D - Place Of Expiry * LONDON	51A - Applicant Bank	50 - Applicant 000263 NESTLE
59 - Beneficiary * 000264 Marks and Sp	39A - Percentage Credit Amount Tolerance 10 / 10	Limits Required	39C - Additional Amounts Covered

Reject Hold Cancel Save & Close Back Next

## LC Details

The fields listed under this section are same as the fields listed under the [LC Details](#) section in [Registration](#). Refer to [LC Details](#) for more information of the fields. During Registration, if user has not captured input, then user can capture the details in this section.

**FuTura Bank** My Tasks FBN UK (GS1) Feb 1, 2019 SRIDHAR01 subham@gmail.com

Import LC Issuance - Scrutiny :: Application No: GS1ILCI000005978 Documents Remarks Audit

Main Screen (1 / 6)

**Application Details**

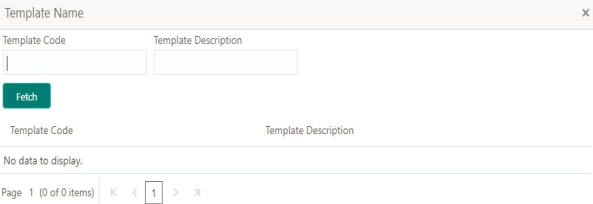
Received From Applicant Bank	Received From - Customer ID 000263	Received From - Customer Name NESTLE	Branch GS1-FBN UK
Priority Medium	Submission Mode Desk	32B - Currency Code, Amount GBP £15,000.00	Process Reference Number GS1ILCI000005978
Customer Reference Number 12345	Application Date Feb 1, 2019		

**LC Details**

Revolving	LC Type Sight	Product Code * ILSN	Product Description ILSN Import LC Sight Non Revolving
Template Code	View/Use Template View Use	Advising Bank 000261 HSB/CGB11XXC	40A - Form Of Documentary Credit IRREVOCABLE
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31D - Date Of Expiry * Nov 30, 2019	31D - Place Of Expiry * LONDON	51A - Applicant Bank	50 - Applicant 000263 NESTLE
59 - Beneficiary * 000264 Marks and Sp	39A - Percentage Credit Amount Tolerance 10 / 10	Limits Required	39C - Additional Amounts Covered

Reject Hold Cancel Save & Close Back Next

Following fields are the additional new fields apart from the fields carried over from [LC Details](#) of [Registration](#). Provide the details for the two additional fields based on the description in the following table:

Field	Description	Sample Values
Template Code	<p>This is applicable only for the non-online Import LC Issuance request.</p> <p>This option allows user to select a template if the applicant details are already captured and the data can be reused with the template to reduce the effort. The details pertaining to the subsequent screens in Scrutiny and Data Enrichment screens will be persisted and populated when you move to the relevant screens.</p> <p>Before populating the screens, application will check if there are any existing values and will display an alert message ' Value exist already in few fields - Do you want to use the template - Yes/No'. If the you click on Yes the existing details will be over-written with the template values.</p> <p>Click the look up icon to search the Template code with Template Code or Template Description.</p> 	
View	Click <b>View</b> to view the details of the selected template in Template Name.	
Use	Click <b>Use</b> to use the selected template in Template Name.	

## Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Submit	<p>Task will get moved to next logical stage of Import LC Issuance.</p> <p>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.</p>	
Save & Close	<p>Save the information provided and holds the task in you queue for working later.</p> <p>This option will not submit the request.</p>	
Cancel	Cancel the LC Issuance Scrutiny stage inputs and the task gets landed in My Task menu.	

Field	Description	Sample Values
Hold	<p>The details provided will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process. On reject, a reject notification gets generated to the applicant.</p>	
Next	Click Next to move to next logical step in Scrutiny stage.	

## Availability

User must Input/Update Availability, Shipment and Goods details of an Import LC request for the different fields under the respective data segments.

## Application

Refer to [Application](#).

# Availability Details

Futura Bank My Tasks FBN UK (GS1) Feb 1, 2019 SRIDHAR01  
subham@gmail.com

Import LC Issuance - Scrutiny :: Application No: GS1ILCI000005978
 Documents Remarks Info Audit

Main | **Availability** | Payment | Additional Fields | Additional Details | Summary

**Availability** Screen (2 / 6)

**Availability Details**

41a-Available with \*  
 41a-Available By \* 
 42C-Drafts At 
 DraweeType

42a-Drawee   
 42 P/M - Payment Details

**Shipment Details**

43P-Partial Shipments 
 43T-Transshipment 
 44A-Place of Taking in Charge 
 44E-Port of Loading

44F-Port of Discharge 
 44B-Place of Final Destination 
 44C-Latest Date of Shipment 
 44D-Shipment Period

**45A Description of Goods and/or Services**

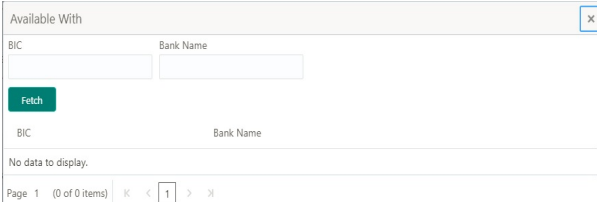

INCO Terms \*

Goods Code	Goods Type	Goods Description	Actions
<input type="checkbox"/> COTTON	Allowed Freely	Import of POLO T-Shirts as per purchase order dated 1stAug	<input type="button" value="Search"/> <input type="button" value="Add"/> <input type="button" value="Remove"/>

Audit Reject Hold Cancel Save & Close Back Next

Provide the Availability Details based on the description in the following table:

Field	Description	Sample Values
Available With	<p>This field identifies the bank with which the credit is available.</p> <p>Online Channel - Read only</p> <p>Non Online Channel - User must capture the bank details or any free text.</p> <ul style="list-style-type: none"> <li>If the LC is restricted to any particular bank,, search the bank with SWIFT code (BIC) or Bank Name.</li> </ul> <div data-bbox="566 1294 1173 1512" data-label="Form"> <p>Available With <input type="button" value="X"/></p> <p>BIC <input type="text"/> Bank Name <input type="text"/></p> <p><input type="button" value="Fetch"/></p> <p>BIC <input type="text"/> Bank Name <input type="text"/></p> <p>No data to display.</p> <p>Page 1 (0 of 0 items) <input type="button" value="X"/> &lt; 1 &gt; <input type="button" value="X"/></p> </div> <p>On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address gets defaulted.</p> <ul style="list-style-type: none"> <li>If the LC is not restricted to any bank, provide free text - (YOURSELVES, WITH ANY BANK etc.).</li> </ul>	




Field	Description	Sample Values
Available By	<p>Online Channel – Read-only</p> <p>Non Online Channel – Choose one of the following values from drop down.</p> <ul style="list-style-type: none"> <li>• BY ACCEPTANCE</li> <li>• BY DEF PAYMENT</li> <li>• BY MIXED PAYMENT</li> <li>• BY NEGOTIATION</li> <li>• BY PAYMENT</li> </ul> <p>Validation:</p> <p>1) If <b>By Mixed Payment</b> option is selected, there must be a value in tag 42M- Mixed payment</p> <p>2) If <b>By deferred payment</b> is selected, there must be a value in tag 42P- Deferred payment</p> <p>3) If <b>By payment</b> is selected, payment at sight is applicable. It is applicable for Sight Type of product only.</p>	
Drafts At	<p>This field specifies the tenor of drafts to be drawn under the documentary credit.</p> <p>Provide the draft details.</p>	
Drawee	<p>This field will have value only if 'Drafts at' field has values.</p> <p>Select the Drawee bank (Advising bank or Confirming bank).</p> <ul style="list-style-type: none"> <li>• Search the bank with SWIFT code (BIC) or Bank Name.</li> </ul>  <p>On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.</p> <p> <b>Note</b></p> <p>This field is mandatory if value is provided at <b>Drafts At</b> field.</p>	
Drawee Type	<p>This field holds the value of Drawee Type as per the issued LC and can be modified if required.</p>	
Tenor	<p>Capture the tenor details. If Available by is Negotiation/Acceptance/Payment and can be modified if required.</p>	




Field	Description	Sample Values
Payment Details	This field is applicable if, <b>Available By</b> filed has <b>Mixed Payment</b> or <b>Deferred Payment</b> .	

## Shipment Details

Provide the Shipment Details based on the description in the following table:

Field	Description	Sample Values
Partial Shipments	<p>This field specifies whether or not partial shipments are allowed under the documentary credit.</p> <p>Online Channel – Read only</p> <p>Non Online Channel - Select the appropriate value from the drop down. Available values are:</p> <ul style="list-style-type: none"> <li>• ALLOWED</li> <li>• CONDITIONAL</li> <li>• NOT ALLOWED</li> </ul>	
Transshipment	<p>This field specifies whether or not transshipment is allowed under the documentary credit.</p> <p>Online Channel – Read only</p> <p>Non Online Channel - Select the appropriate value from the drop down. Available values are:</p> <ul style="list-style-type: none"> <li>• ALLOWED</li> <li>• CONDITIONAL</li> <li>• NOT ALLOWED</li> </ul>	

Field	Description	Sample Values
Place Of Taking In Charge	<p>This field specifies the place of taking in charge (in case of a multi-modal transport document), the place of receipt (in case of a road, rail or inland waterway transport document or a courier or expedited delivery service document), the place of dispatch or the place of shipment to be indicated on the transport document.</p> <p>Online Channel – Read only</p> <p>Non Online Channel - Provide the details of place of taking in charge.</p>  <p><b>Note</b></p> <p>This field is alternate to <b>Port Of Loading</b>. Any of these fields must have value and if both the fields has values, application will display an error message.</p>	
Port Of Loading	<p>This field specifies the port of discharge or airport of destination to be indicated on the transport document.</p> <p>Online Channel – Read only</p> <p>Non Online Channel - Provide the details of Port/ Airport of Loading.</p>  <p><b>Note</b></p> <p>This field is alternate to <b>Place Of Taking In Charge</b>. Any of these fields must have value and if both the fields has values, application will display an error message.</p>	
Port Of Discharge	<p>This field specifies the port of discharge or airport of destination to be indicated on the transport document.</p> <p>Online Channel – Read only</p> <p>Non Online Channel - Provide the details of Port/ Airport of Discharge.</p>  <p><b>Note</b></p> <p>This field is alternate to <b>Place Of Final Destination</b>. Any of these fields must have value and if both the fields has values, application will display an error message.</p>	

Field	Description	Sample Values
Place Of Final Destination	<p>This field specifies the final destination or place of delivery to be indicated on the transport document.</p> <p>Online Channel – Read only</p> <p>Non Online Channel - Provide the details of Place Of Final Destination.</p>  <p><b>Note</b></p> <p>This field is alternate to <b>Port Of Discharge</b>. Any of these fields must have value and if both the fields has values, application will display an error message.</p>	
Latest Date Of Shipment	<p>Provide the latest date for loading on board/ dispatch/taking in charge.</p>  <p><b>Note</b></p> <p>This field is alternate to <b>Shipment Period</b>. Latest date of shipment or shipment period must have value and if both the fields has values, application will display an error message.</p>	
Shipment Period	<p>Online Channel – Read- only</p> <p>Non Online Channel - Provide the details of Shipment.</p>  <p><b>Note</b></p> <p>This field is alternate to <b>Latest Date Of Shipment</b>. Latest date of shipment or shipment period must have value and if both the fields has values, application will display an error message.</p>	



## Description Of Goods And Or Services

The screenshot shows the 'Import LC Issuance - Scrutiny' application. The '45A Description of Goods and/or Services' section is highlighted with a red box. It contains the following table:

Goods Code	Goods Type	Goods Description	Actions
COTTON	Allowed Freely	Import of POLO T-Shirts as per purchase order dated 1stAug	+ -

This field contains a description of the goods and/or services. Provide the Shipment Details based on the description in the following table:

Field	Description	Sample Values
INCO Terms	Online Channel - Read only.  Non Online Channel - Select the appropriate INCO terms.	
+ Icon	Click + icon to add goods details.	
- Icon	Click - icon to remove goods details.	
Goods Code	Click look up icon to select the goods code. Once you select goods code, value will populate in Goods Type and Goods Description.	

### Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Submit	On successful submission, task moves to next logical stage of Import LC Issuance.  If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in you queue for working later.  This option will not submit the request.	

Field	Description	Sample Values
Cancel	Cancel the scrutiny stage inputs and the task gets landed in My Task menu.	
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process. On reject, a reject notification gets generated to the applicant.	
Next	Click Next to move to next logical step in Scrutiny stage.	

## Payment Details


### Application

Refer to [Application](#).

# Payment Details

Provide the Payment Details based on the description in the following table:

Field	Description	Sample Values
Spl Paymt Condn - Beneficiary	Online and Non Online Channels – If any special payment condition has to be provided to beneficiary, the details for the same must be captured in this field.	
Spl Paymt Condn - Rec Bank	Online and Non-online channels –If any special payment condition has to be provided to receiving bank, the details for the same must be captured in this field. This field specifies special payment conditions applicable to the receiving bank without disclosure to the beneficiary, for example, post-financing request/conditions for receiving bank only.	
Period for Presentation	Online Channel – Read only. Non Online Channel – If the period of presentation is based on any event other than shipment, then you can capture the event name in text along with the number of days in number.	

Field	Description	Sample Values
Confirmation Instructions	<p>Online Channel – Read only.</p> <p>Non Online Channel - Select the confirmation instruction for the LC from the available LOV values – CONFIRM, MAY ADD, WITHOUT.</p> <p>Applicable only if field 49 - confirmation instruction is 'confirm' or 'may add'. You can search through LOV, Party type with banks should only be displayed in LOV. The system must display the following:</p> <p>a) SWIFT code (if available),</p> <p>b) Name and address of the bank</p> <p>On selection of the record, if SWIFT code is available then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.</p>	
Requested Confirmation Party	<p>Online and Non-Online Channels – Provide requested confirmation party details. If the <b>Requested Confirmation Party</b> has the value as <b>Others</b> then appropriate value must be selected from the LOV.</p> <div style="text-align: center;">  <p><b>Note</b></p> </div> <p>This field is applicable if the <b>Confirmation Instructions</b> is <b>Confirm</b> or <b>May Add</b>.</p>	
Reimbursing Bank	<p>If reimbursing bank is applicable user must update the field.</p> <p>Online Channel - Update the details received.</p> <p>Non Online Channel - Search through LOV. Party type with banks will be displayed in LOV.</p> <ul style="list-style-type: none"> <li>• SWIFT code (if available),</li> <li>• Name and address of the bank</li> </ul> <p>On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.</p>	

Field	Description	Sample Values
Advise Through Bank	<p>Online Channel – User can update the details received.</p> <p>Non-Online Channel - Search through LOV. Party type with banks must be displayed in LOV.</p> <ul style="list-style-type: none"> <li>• SWIFT code (if available)</li> <li>• Name and address of the bank</li> </ul> <p>On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.</p>	
Instructions to P/A/N Bank	<p>Online Channel- User can update details received.</p> <p>Non Online Channel – Provide the details in this field.</p>	
Sender to Receiver Information	<p>Online Channel – User can update details received.</p> <p>Non Online Channel – Provide details (FFT).</p>	
Charges	<p>Online Channel – User can update details received.</p> <p>Non Online Channel – Provide details (FFT).</p>	

## Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Submit	<p>Task will get moved to next logical stage of Import LC Issuance.</p> <p>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.</p>	
Save & Close	<p>Save the information provided and holds the task in you queue for working later.</p> <p>This option will not submit the request</p>	
Cancel	<p>Cancel the Scrutiny stage inputs and the task gets landed in My Task menu.</p>	
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	

Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a reject reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> <p>Select a reject code and give a reject description.</p> <p>This reject reason will be available in the remarks window throughout the process. On reject, a reject notification gets generated to the applicant.</p>	
Next	Click Next to move to next logical step in Scrutiny stage.	

## Additional Fields

Banks can configure these additional fields during implementation.

The screenshot shows the 'FuTura Bank' interface for 'My Tasks'. The current task is 'Import LC Issuance - Scrutiny :: Application No: GS11LCI000005978'. The user is logged in as 'SRIDHAR01' (subham@gmail.com) on 'Feb 1, 2019'. The interface has a top navigation bar with 'Documents', 'Remarks', and 'Audit' buttons. A left sidebar contains a menu with 'Main', 'Availability', 'Payment', 'Additional Fields' (selected), 'Additional Details', and 'Summary'. The main content area is titled 'Additional Fields' and shows a message: 'No Additional fields configured!'. At the bottom of the screen, there is a row of buttons: 'Audit', 'Reject', 'Hold', 'Cancel', 'Save & Close', 'Back', and 'Next'.

## Additional Details

FuTura Bank My Tasks FBN UK (GS1) Feb 1, 2019 SRIDHAR01  
subham@gmail.com

Import LC Issuance - Scrutiny :: Application No: GS1ILC000005978

Documents Remarks Audit

Screen ( 5 / 6 )

Main  
Availability  
Payment  
Additional Fields  
**Additional Details**  
Summary

**Revolving**

Revolving : **No**

Revolving In :

Revolving Units :

**Limit & Collateral**

Limit Currency : **GBP**

Limit Contribution : **14850**

Limit Status : **Not Available**

Collateral Currency : **GBP**

Collateral Contribution : **1650**

Collateral Status : **Not Available**

**Charge Details**

Charge : **GBP 150.00**

Commission : **GBP 2000.00**

Tax : **GBP 1420.00**

Block Status : **Not Initiated**

Audit Reject Hold Cancel Save & Close Back Next

## Revolving Details

Revolving

Revolving: 
 Revolving In: 
 Revolving Frequency: 
 Revolve Units:

Next Reinstatement Date: 
 Cumulative: 
 Automatic Reinstatement:

Provide the Revolving Details based on the description in the following table:

Field	Description	Sample Values
Revolving	Read only field. This field displays the revolving details of the LC.	
Revolving In	Select the mode of revolving in this field. The LC can revolve with Time or Units.	
Revolving Frequency	In case the LC revolves with time, then this field should be updated. This field captures the frequency in days and months by which the LC revolves.	
Revolving Units	You can capture the units by which the LC revolves.	

Field	Description	Sample Values
Next Reinstatement Date	This field defaults the date of next reinstatement for the LC based on the revolving frequency selected.	
Cumulative	This field is a toggle to indicate if the LC value has to be cumulative or not on reinstatement.	
Automatic Reinstatement	This field enables you to have automatic reinstatement on the reinstatement day without manual intervention.	

## Limits & Collateral

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

Limit & Collateral ×

Limit Details 📄 + -

Customer ID	Line ID	Contribution %	Contribution Currency	Contribution Amount	Limit Check Response	Response Message
<input type="checkbox"/> 001346	001346	100	GBP	£20,000.00	Available	The Earmark can be performed as the fa

Collateral Details 📄 + -

Collateral Type	Collateral %	Currency	Contribution Amount	Settlement Account	Account Balance Check Response	Response Message
<input type="checkbox"/> Cash Collateral	20	GBP	£4,000.00	20300134600000000017	Available	The amount block can be perf

✔ Save & Close
✖ Cancel



Limit Details
✕

Customer ID  
001346

Contribution % \*  
100

Contribution Currency  
GBP

Limit Currency  
GBP

Limit Check Response  
Available




Line ID \*  
001346

Limits Description

Contribution Amount \*

Limit Available Amount

Response Message  
The Earmark can be performed as the f

Field	Description	Sample Values
Edit Icon 	Click edit icon to edit any existing Limit Details.	
Plus Icon 	Click plus icon to add new Limit Details.	
Minus Icon 	Click minus icon to remove any existing Limit Details.	
Limit Details	Customer ID: Applicant's/Applicant Bank customer ID will get defaulted.	
Line ID	User can choose 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.	

Field	Description	Sample Values
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.	
Contribution Currency	The LC currency will be defaulted in this field.	
Contribution Amount	Contribution amount will default based on the contribution %.	
Limit Currency	Limit Currency will be defaulted in this field.	
Limit Available Amount	This field will display the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount.	
Limit Check Response	Response can be 'Success' or 'Limit not Available' based on the limit service call response.	
Response Message	Detailed Response message.	

Provide the collateral details based on the description provided in the following table:

**Limit & Collateral** ✕

▲ Limit Details 📄 + -

Customer ID	Line ID	Contribution %	Contribution Currency	Contribution Amount	Limit Check Response	Response Message	
<input checked="" type="checkbox"/>	001346	001346	100	GBP	£20,000.00	Available	The Earmark can be performed as the fa

▲ Collateral Details 📄 + -

Collateral Type	Collateral %	Currency	Contribution Amount	Settlement Account	Account Balance Check Response	Response Message	
<input type="checkbox"/>	Cash Collateral	20	GBP	£4,000.00	2030013460000000017	Available	The amount block can be perfo

✔ Save & Close
✕ Cancel

Collateral Details
✕

Collateral Type \*

Currency

Settlement Account \*

Settlement Account Currency

Response




Collateral % \*

Contribution Amount \*

Settlement Account Branch

Account Available Amount

Response Message

Field	Description	Sample Values
Edit Icon 	Click edit icon to edit any existing Collateral Details.	
Plus Icon 	Click plus icon to add new Collateral Details.	
Minus Icon 	Click minus icon to remove any existing Collateral Details.	
Collateral Type	Cash Collateral (CASA) will be the default value available as collateral type. User can select either Cash Collateral or Deposits.	
Collateral %	User must enter the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message.	
Currency	The LC currency will get defaulted in this field.	
Contribution Amount	Collateral contribution amount will get defaulted in this field.	
Settlement Account	Select the settlement account for the collateral.	

Field	Description	Sample Values
Settlement Account Branch	Settlement Account Branch will be auto-populated based on the Settlement Account selection.	
Settlement Account Currency	Select the Settlement Account Currency.	
Account Available Amount	Account Available Amount will be auto-populated based on the Settlement Account selection.	
Response	Response can be 'Success' or 'Amount not Available'.	
Response Message	Detailed Response message.	

## Charge Details

After payment, click on **Default Charges** button to the default commission, charges and tax if any will get populated.

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.

Provide the Charge Details based on the description provided in the following table:

Charge Details >

Recalculate
Redefault

▲ Charge Details

Component	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party	Settlement Account
LCCOURISS	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant	20300134600000000017 <input type="text" value=""/>
LCSWIFTIS	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant	20300134600000000017 <input type="text" value=""/>
OTHBNKCHG	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant	20300134600000000017 <input type="text" value=""/>

▲ Commission Details

Component	Rate	Currency	Amount	Modified	Defer	Waive

✓ Save & Close
✕ Cancel

Field	Description	Sample Values
Component	Charge Component type.	
Currency	Defaults the currency in which the charges have to be collected.	
Amount	An amount that is maintained under the product code gets defaulted in this field. User can edit the value, if required.	
Modified Amount	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.	

Field	Description	Sample Values
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected.	
Waive	If charges have to be waived, this check box has to be selected.  Based on the customer maintenance, the charges should be marked for Billing or for Defer.	
Charge Party	Charge party will be applicant by default. You can change the value to beneficiary	
Settlement Account	Details of the settlement account.	

Provide the Commission Details based on the description provided in the following table:

Charge Details

▲ Commission Details

Component	Rate	Currency	Amount	Modified	Defer	Waive
AILSN_COMM	1.5	GBP	\$1,900.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

▲ Tax Details

Component	Currency	Amount	Settlement Account
LCTAX2	GBP	95	20300134600000000017
LCTAX	GBP	1600	20300134600000000017
LCTAX1	GBP	0	20300134600000000017

Field	Description	Sample Values
Component	Select the commission component	
Rate	Defaults from product. User can change the rate, if required.	
Currency	Defaults the currency in which the commission needs to be collected	
Amount	An amount that is maintained under the product code defaults in this field. User can modify the value, if required.	
Modified Amount	From the default value, if the rate or amount is changed, the modified value gets updated in the modified amount field.	

Field	Description	Sample Values
Billing	If charges/commission is handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
Defer	Select the check box, if charges/commissions has to be deferred and collected at any future step.	
Waive	Select the check box to waive charges/ commission.  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 will be 'Applicant' by Default. You can change the value to Beneficiary	
Settlement Account	Details of the Settlement Account.	

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.

Provide the Tax Details based on the information in the following table:

Charge Details

▲ Commission Details

Component	Rate	Currency	Amount	Modified	Defer	Waive
AILS_N_COMM	1.5	GBP	\$1,900.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

▲ Tax Details

Component	Currency	Amount	Settlement Account
LCTAX2	GBP	95	20300134600000000017
LCTAX	GBP	1600	20300134600000000017
LCTAX1	GBP	0	20300134600000000017

Field	Description	Sample Values
Component	Tax Component type	
Currency	The tax currency is the same as the commission.	

Field	Description	Sample Values
Amount	The tax amount defaults based on the percentage of commission maintained. User can edit the tax amount, if required.	
Settlement Account	Details of the settlement account.	

## Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Submit	Task will get moved to next logical stage of Import LC Issuance.  If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in you queue for working later.  This option will not submit the request	
Cancel	Cancel the Scrutiny stage inputs and the task gets landed in My Task menu.	
Hold	The details provided will be registered and status will be on hold.  This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes: <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process. On reject, a reject notification gets generated to the applicant.	
Next	Click Next to move to next logical step in Scrutiny stage.	

## Summary

User can review the summary of details updated in Scrutiny Import LC Issuance request.

Log in to Oracle Banking Trade Finance Process Management (OBTFFPM) system to see the summary tiles. The tiles must display a list of important fields with values. User can drill down from summary Tiles into respective data segments.

### Tiles Displayed in Summary

- Main Details - User can view and modify details about application details and LC details, if required.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required.
- Availability - User can view and modify availability and shipment details, if required.
- Payment - User can view and modify all details related to payments, if required.
- Additional Fields - User can view and modify the details of additional fields, if required.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Commission and Charges and Taxes- User can view and modify commission, charge and tax details, if required.
- Revolving Details - User can view and modify revolving details on revolving LC, if applicable.

### Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Submit	Task will get moved to next logical stage of Import LC Issuance. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request	
Cancel	Cancel the Scrutiny stage inputs and the task gets landed in My Task menu.	



Field	Description	Sample Values
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process. On reject, a reject notification gets generated to the applicant.</p>	

## Data Enrichment

As part of Data Enrichment, user can enter/update basic details of the incoming request.

Do the following steps to acquire a task at Data Enrichment stage:

1. Using the entitled login credentials for Scrutiny stage, login to the OBTFPM application.

2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.

The dashboard displays several key performance indicators and data points:

- Draft Confirmation Pending:** A table listing customer names and application dates.
- Hand-off Failure:** A table showing branch, process name, and stage name.
- Priority Details:** A table with branch, process name, and stage name.
- High Value Transactions:** A bubble chart showing transaction values for GBP.
- SLA Breach Details:** A table listing customer names, SLA breached in minutes, and priority.
- Priority Summary:** A table showing branch, process name, and stage name.
- Hold Transactions:** A table with branch, process name, and stage name.
- SLA Status:** A dropdown menu currently set to 'Cucumber Testing'.

3. Click Trade Finance > Tasks > Free Tasks.

The Free Tasks page shows a list of tasks with the following data:

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage	Back Office Ref No.
Acquire & Edit	M	GS1ILCA000006057	GS1	000263	£15,000.00	Import LC Issuance	Data Enrichment	GS1ILSN19032BLVF
Acquire & Edit	H	GS1ELCA000006056	GS1	000263	£99,999.19	Export LC Advising	Scrutiny	GS1ELAC19032BL3R
Acquire & Edit	H	GS1ELCA000006055	GS1	000263	£99,999.19	Export LC Advising	Scrutiny	GS1ELAC19032BL3O
Acquire & Edit	H	GS1ELCA000006053	GS1	000263	£99,999.19	Export LC Advising	Scrutiny	GS1ELAC19032BL3N
Acquire & Edit	H	GS1ELCA000006052	GS1	000263	£9.01	Export LC Advising	Scrutiny	GS1ELAC19032BL3M
Acquire & Edit	H	GS1ELCA000006050	GS1	000263	£99,999.19	Export LC Advising	Scrutiny	GS1ELAC19032BL3L

4. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks** tab.

The 'Acquire & Edit' button for the first task is highlighted in red, indicating the user's selection.

5. The acquired task will be available in **My Tasks** tab. Click **Edit** to provide input for Data Enrichment stage.

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage	Back Office Ref No.
<a href="#">Edit</a>	M	GS11LCI000006057	GS1	000263	£15,000.00	Import LC Issuance	Data Enrichment	GS11LSN190328LVF

The Data Enrichment stage has six sections as follows:

- Main Details
- Availability
- Payment
- Documents & Conditions
- Additional Fields
- Additional Details
- Summary

Let's look at the details for Data Enrichment stage. User must be able to enter/update the following fields. Some of the fields that are already having value from Scrutiny/Online channels may not be editable.

## Main Details

Refer to [Main Details](#).

## Availability

Refer to [Availability](#).

## Payment Details

Refer to [Payment Details](#).

## Documents & Conditions

User must provide the required documents and additional conditions (if applicable) in this section.

Import LC Issuance - Data Enrichment :: Application No: GS11LCI000006057

Documents and Conditions

Screen ( 4 / 7)

Documents Required

Select	Code	Name	Copy	Original	Description	Action
<input type="checkbox"/>	MARDOC	Bill Of Lading	2	3/3	CLEAN AIR WAYBILLS CONSIGNED TO APPLICANT, NOTIFY .	
<input type="checkbox"/>	AIRDOC	Air Way	3	3/3	CERTIFICATE OF ORIGIN FROM TRADE AGENCY STATING TH	
<input type="checkbox"/>	INSDOC	Insurance	2	1/2	INSURANCE POLICY/CERTIFICATE ISSUED FOR 110 PERCENT	
<input type="checkbox"/>	INVDOC	Invoice	2	2/6	COMMERCIAL INVOICE, DULY SIGNED AND STAMPED INDI	

Additional Conditions

Select	FFT Code	FFT Description	Action
<input type="checkbox"/>	FFT4	FFT4	

Audit

Reject Hold Cancel Save & Close Back Next

### Application

Refer to [Application](#).

### Documents Required

Documents Required

Select	Code	Name	Copy	Original	Description
<input type="checkbox"/>	OTHDOC	Inspection Certif		N	Inspection Certif
<input type="checkbox"/>	MARDOC	Bill Of Lading		Y	CLEAN SEA WAY
<input type="checkbox"/>	INVDOC	Invoice		Y	Commercial invo
<input type="checkbox"/>	INSDOC	Insurance		Y	Insurance Policy/
<input type="checkbox"/>	AIRDOC	Airway Bill		Y	+CLEAN AIR WA

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

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

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

## Additional Conditions

Select	FFT Code	FFT Description
<input type="checkbox"/>	FFTLCAC	DISCREPANCY FEE FOR USD 75.- (OR EQUIVALENT IN L/C CURRENCY)PLUS ALL RELATIVE SWIFT CHARGES WILL BE DEDUCTED FROM DOCUM

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

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

## Additional Fields

Refer to [Additional Fields](#).

## Additional Details

FuTuro Bank My Tasks FBN UK (GS1) Feb 1, 2019 SRIDHAR01  
subham@gmail.com

Import LC Issuance - Data Enrichment :: Application No: GS11LCI000006057

Documents Remarks Audit

Screen ( 6 / 7 )

- Main
- Availability
- Payment
- Documents and Conditions
- Additional Fields
- Additional Details**
- Summary

**Revolving**

Revolving : **No**

Revolving In :

Revolving Units :

**Limit & Collateral**

Limit Currency : **GBP**

Limit Contribution : **31350**

Limit Status : **Not Available**

Collateral Currency : **GBP**

Collateral Contribution : **1650**

Collateral Status : **Not Available**

**Charge Details**

Charge :

Commission :

Tax :

Block Status :

**Preview**

Confirmation Required : **No**

Customer Response :

Response Date :

**Preview Messages**

Confirmation Required : **No**

Customer Response :

Response Date :

**Tracer Details**

Confirmation Tracer :

Charges Tracer :

Acknowledgement :

Tracer :

Audit Reject Hold Cancel Save & Close Back Next

## Revolving Details

Revolving

Revolving

No

Revolving In

Cummulative

Revolving Frequency

Automatic Reinstatement

Revolve Units

Next Reinstatement Date

mm/dd/yy

Save & Close Cancel

Provide the Revolving Details based on the description in the following table:

Field	Description	Sample Values
Revolving	Select if the LC is revolving or not using the drop down.	
Revolving In	Select the mode of revolving in this field. The LC can revolve with Time or Units.	
Revolving Frequency	In case the LC revolves with time, then this field should be updated. This field captures the frequency in days and months by which the LC revolves.	
Revolving Units	You can capture the units by which the LC revolves.	

Field	Description	Sample Values
Next Reinstatement Date	This field defaults the date of next reinstatement for the LC based on the revolving frequency selected.	
Cumulative	This field is a toggle to indicate if the LC value has to be cumulative or not on reinstatement.	
Automatic Reinstatement	This field enables you to have automatic reinstatement on the reinstatement day without manual intervention.	

## Limits & Collateral

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

Limit & Collateral

---

Limit Details 📄 + -

	Customer ID	Line ID	Contribution %	Contribution Currency	Contribution Amount	Limit Check Response	Response Message
<input type="checkbox"/>	001346	001346	100	GBP	£20,000.00	Available	The Earmark can be performed as the fa

---

Collateral Details 📄 + -

	Collateral Type	Collateral %	Currency	Contribution Amount	Settlement Account	Account Balance Check Response	Response Message
<input type="checkbox"/>	Cash Collateral	20	GBP	£4,000.00	20300134600000000017	Available	The amount block can be perfo

Limit Details
✕

Customer ID  
001346

Contribution % \*  
100

Contribution Currency  
GBP

Limit Currency  
GBP

Limit Check Response  
Available




Line ID \*  
001346

Limits Description

Contribution Amount \*

Limit Available Amount

Response Message  
The Earmark can be performed as the f

Field	Description	Sample Values
Edit Icon 	Click edit icon to edit any existing Limit Details.	
Plus Icon 	Click plus icon to add new Limit Details.	
Minus Icon 	Click minus icon to remove any existing Limit Details.	
Limit Details	Customer ID: Applicant's/Applicant Bank customer ID will get defaulted.	
Line ID	User can choose 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.	



Field	Description	Sample Values
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.	
Contribution Currency	The LC currency will be defaulted in this field.	
Contribution Amount	Contribution amount will default based on the contribution %.	
Limit Currency	Limit Currency will be defaulted in this field.	
Limit Available Amount	This field will display the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount.	
Limit Check Response	Response can be 'Success' or 'Limit not Available'.	
Response Message	Detailed Response message.	

Provide the collateral details based on the description provided in the following table:

Limit & Collateral x

▲ Limit Details 📄 + -

Customer ID	Line ID	Contribution %	Contribution Currency	Contribution Amount	Limit Check Response	Response Message
<input checked="" type="checkbox"/>	001346	001346	100	GBP	£20,000.00	Available
The Earmark can be performed as the fa						

▲ Collateral Details 📄 + -

Collateral Type	Collateral %	Currency	Contribution Amount	Settlement Account	Account Balance Check Response	Response Message
<input type="checkbox"/>	Cash Collateral	20	GBP	£4,000.00	2030013460000000017	Available
The amount block can be perfi						

Collateral Details
✕

Collateral Type \*

Currency

Settlement Account \*

Settlement Account Currency

Response




Collateral % \*

Contribution Amount \*

Settlement Account Branch

Account Available Amount

Response Message

Field	Description	Sample Values
Edit Icon 	Click edit icon to edit any existing Collateral Details.	
Plus Icon 	Click plus icon to add new Collateral Details.	
Minus Icon 	Click minus icon to remove any existing Collateral Details.	
Collateral Type	Cash Collateral (CASA) will be the default value available as collateral type. User can select either Cash Collateral or Deposits.	
Collateral %	User must enter the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message.	
Currency	The LC currency will get defaulted in this field.	
Contribution Amount	Collateral contribution amount will get defaulted in this field.	
Settlement Account	Select the settlement account for then collateral.	

Field	Description	Sample Values
Settlement Account Branch	Settlement Account Branch will be auto-populated based on the Settlement Account selection.	
Settlement Account Currency	Settlement Account Currency will be auto-populated based on the Settlement Account selection.	
Account Available Amount	Account Available Amount will be auto-populated based on the Settlement Account selection.	
Response	Response can be 'Success' or 'Amount not Available'.	
Response Message	Detailed Response message.	

## Charge Details

After payment, click on **Default Charges** button to the default commission, charges and tax if any will get populated.

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.

Provide the Charge Details based on the description provided in the following table:

Charge Details >

Recalculate
Redefault

▲ Charge Details

Component	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party	Settlement Account
LCCOURISS	GBP	<input type="text" value="£50.00"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant	<input type="text" value="20300134600000000017"/> <input type="button" value="🔍"/>
LCSWIFTIS	GBP	<input type="text" value="£50.00"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant	<input type="text" value="20300134600000000017"/> <input type="button" value="🔍"/>
OTHBNKCHG	GBP	<input type="text" value="£50.00"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant	<input type="text" value="20300134600000000017"/> <input type="button" value="🔍"/>

▲ Commission Details

Component	Rate	Currency	Amount	Modified	Defer	Waive

✔ Save & Close
✖ Cancel

Field	Description	Sample Values
Component	Charge Component type.	
Currency	Defaults the currency in which the charges have to be collected.	
Amount	An amount that is maintained under the product code gets defaulted in this field. User can edit the value, if required.	

Field	Description	Sample Values
Modified Amount	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.	
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected.	
Waive	If charges have to be waived, this check box has to be selected.  Based on the customer maintenance, the charges should be marked for Billing or for Defer.	
Charge Party	Charge party will be applicant by default. You can change the value to beneficiary	
Settlement Account	Details of the settlement account.	

Provide the Commission Details based on the description provided in the following table:

Charge Details

---

▲ Commission Details

Component	Rate	Currency	Amount	Modified	Defer	Waive
AILS_N_COMM	1.5	GBP	\$1,900.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

---

▲ Tax Details

Component	Currency	Amount	Settlement Account
LCTAX2	GBP	95	20300134600000000017
LCTAX	GBP	1600	20300134600000000017
LCTAX1	GBP	0	20300134600000000017

Field	Description	Sample Values
Component	Select the commission component	
Rate	Defaults from product. User can change the rate, if required.	
Currency	Defaults the currency in which the commission needs to be collected	
Amount	An amount that is maintained under the product code defaults in this field. User can modify the value, if required.	

Field	Description	Sample Values
Modified Amount	From the default value, if the rate or amount is changed, the modified value gets updated in the modified amount field.	
Billing	If charges/commission is handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
Defer	Select the check box, if charges/commissions has to be deferred and collected at any future step.	
Waive	Select the check box to waive charges/ commission.  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 will be 'Applicant' by Default. You can change the value to Beneficiary	
Settlement Account	Details of the Settlement Account.	

The tax component is calculated based on the commission. The tax component defaults if maintained in the product level. Tax detail cannot be updated by you 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.

Provide the Tax Details based on the information in the following table:

Charge Details

Commission Details

Component	Rate	Currency	Amount	Modified	Defer	Waive
AILSN_COMM	1.5	GBP	\$1,900.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tax Details

Component	Currency	Amount	Settlement Account
LCTAX2	GBP	95	20300134600000000017
LCTAX	GBP	1600	20300134600000000017
LCTAX1	GBP	0	20300134600000000017

Field	Description	Sample Values
Component	Tax Component type	

Field	Description	Sample Values
Currency	The tax currency is the same as the commission.	
Amount	The tax amount defaults based on the percentage of commission maintained. User can edit the tax amount, if required.	
Settlement Account	Details of the settlement account.	

## Preview

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

The screenshot shows a 'Preview Messages' window with two side-by-side preview panes. The left pane is titled 'Preview - SWIFT Message' and contains a 'Language' dropdown set to 'English' and a 'Message Type' dropdown set to 'Select'. Below these is a large greyed-out area labeled 'Preview Advice'. The right pane is titled 'Preview - Mail Advice' and contains a 'Language' dropdown set to 'English' and an 'Advice Type' dropdown set to 'LC\_INSTRUMENT'. Below these are fields for 'DATE : 01-FEB-19' and 'PAGE : 1', followed by a large greyed-out area containing the text 'LC INSTRUMENT - BANK'S COPY', 'NESTLE NESGG82SXXX', 'DOCUMENTARY CREDIT', and 'LETTER OF CREDIT INSTRUMENT'. At the bottom right of the window are 'Save & Close' and 'Cancel' buttons.

Provide the Preview details based on the description in the following table:

Field	Description	Sample Values
<b>Preview - Swift Message</b>		
Language	Read only field. English is set as default language for the preview.	
Message type	Select the message type from the drop down. User can choose to see preview of different message like MT 700, MT 740 and MT 701.	
<b>Preview - Mail Advice</b>		
Language	Read only field. English is set as default language for the preview.	
Advice type	Select the advice type.	

## Tracer Details

User can trace the response for the discrepancies identified.

### Acknowledgement Tracer

Provide the acknowledgement tracer details based on the description in the following table:

Field	Description	Sample Values
Tracer Required	<p>Toggle on - Switch on the toggle to capture the tracer details.</p> <p>Toggle off - Switch of the toggle, if user does not require to capture tracer details.</p>	
Number of Tracers	Provide the number of tracers required.	
Tracer Frequency	System will default the days set up at the product level. Value can be 1, 2 etc. which represents daily, once in 2 days etc.	
Tracer Medium	<p>Select the tracer medium from the LOV:</p> <ul style="list-style-type: none"> <li>• Mail</li> <li>• Email</li> <li>• Swift</li> </ul>	
Tracer Receiver Party	Read only field. 'Applicant' will be defaulted as tracer receiver party.	
Tracer Start Date	Capture the tracer start date. If the date is earlier than system date, system to display an error message.	

## Confirmation Tracer

Provide the confirmation tracer details based on the description in the following table:

Field	Description	Sample Values
Tracer Required	Toggle on - Switch on the toggle to capture the tracer details. Toggle off - Switch of the toggle, if user does not require to capture tracer details.	
Number of Tracers	Provide the number of tracers required.	
Tracer Frequency	System will default the days set up at the product level. Value can be 1, 2 etc. which represents daily, once in 2 days etc.	
Tracer Medium	Select the tracer medium from the LOV: <ul style="list-style-type: none"><li>• Mail</li><li>• Email</li><li>• Swift</li></ul>	
Tracer Receiver Party	Read only field. 'Applicant' will be defaulted as tracer receiver party.	
Tracer Start Date	Capture the tracer start date. If the date is earlier than system date, system to display an error message.	

## Charges Tracer

Provide the charges tracer details based on the description in the following table:

Field	Description	Sample Values
Tracer Required	Toggle on - Switch on the toggle to capture the tracer details. Toggle off - Switch of the toggle, if user does not require to capture tracer details.	
Number of Tracers	Provide the number of tracers required.	
Tracer Frequency	System will default the days set up at the product level. Value can be 1, 2 etc. which represents daily, once in 2 days etc.	
Tracer Medium	Select the tracer medium from the LOV: <ul style="list-style-type: none"><li>• Mail</li><li>• Email</li><li>• Swift</li></ul>	
Tracer Receiver Party	Read only field. 'Applicant' will be defaulted as tracer receiver party.	
Tracer Start Date	Capture the tracer start date. If the date is earlier than system date, system to display an error message.	



## Summary

User can review the summary of details updated in Data Enrichment stage Import LC Issuance request.

The screenshot shows the 'Summary' page for an Import LC Issuance request in the FuTura Bank system. The page is titled 'Import LC Issuance - Data Enrichment :: Application No: GS11LCI00006057'. The left sidebar contains a navigation menu with options: Main, Availability, Payment, Documents and Conditions, Additional Fields, Additional Details, and Summary (selected). The main content area displays a grid of summary tiles:

- Main:** Form Of LC : IRREVOCABLE, Submission Mode : Desk, Date Of Issue : 2019-02-01
- Availability:** Available With : ALLAINBKHHA, Available By : NEGOTIATION, Port of Loading : , Port of Discharge : NEW YORK
- Payment:** Period Of Present : 21, Confirmation Instr. : WITHOUT
- Documents and Conditions:** Document 1 : AIRDOC, Document 2 : INSDOC, Document 3 : INVDOC, Document 4 : MARDOC
- Additional Fields:** Click here to view additional fields
- Limits and Collaterals:** Limit Currency : GBP, Limit Contribution : 31350, Limit Status : Not Availa..., Collateral Currency : GBP, Collateral Contr. : 1650, Collateral Status : Not Availa...
- Revolving Details:** Revolving : NO, Revolving In : , Revolving Frequency :
- Commission, Charges and Taxes:** Charge : , Commission : , Tax : , Block Status : Not Initia...
- Preview Details:** Confirm. Required : No, Confirm. Response : , Response Date :
- Draft Details:** Confirm. Required : No, Confirm. Response : , Response Date :
- Preview Messages:** Language : ENG, Preview Message : -
- Compliance:** KYC : Verified, Sanctions : Not Initia..., AML : Not Initia...
- Party Details:** Applicant : NESTLE, Advising Bank : HSBC BANK, Beneficiary : EMR & CO

At the bottom of the page, there is a 'Create Template' button and a navigation bar with buttons: Reject, Hold, Cancel, Save & Close, Back, Next, Submit.

### Tiles Displayed in Summary

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

## Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Submit	Task will get moved to next logical stage of Import LC Issuance. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request	
Cancel	Cancel the Data Enrichment stage inputs and the task gets landed in My Task menu.	
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: <ul style="list-style-type: none"><li>• R1- Documents missing</li><li>• R2- Signature Missing</li><li>• R3- Input Error</li><li>• R4- Insufficient Balance/Limits</li><li>• R5 - Others.</li></ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process. On reject, a reject notification gets generated to the applicant.	

## Customer Response - Draft Confirmation

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

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

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

Log in into OBTFPM application, and open the task to see customer response screen.

## Application

Refer to [Application](#).

## Customer Response

Language - Read only field

Draft Message - Read only field

## Draft Confirmation

Draft Confirmation required - Read only field

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

- Accepted
- Changes Required - Change and proceed

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

For Online response – Read only

Customer Remarks - Capture the remarks of the customer.

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

Online Channel – Read only

## Summary

Tiles Displayed in Summary

- Main Details - User can view and modify details about application details and LC details, if required.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required
- Availability and Shipment - User can view and modify availability and shipment details, if required.
- Payments - User can view and modify all details related to payments, if required.
- Documents & Condition - User can view and modify the documents required grid and the additional conditions grid, if required.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Charges - User can view and modify charge details, if required.
- Revolving Details - User can view and modify revolving details on revolving LC, if applicable.
- Preview Messages - User can view and modify preview details, if required.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

Documents – User must be able to view the documents uploaded in the system and upload documents if customer response has been received through non- online channel.

Remark - Capture remarks if required and must be able to view the remarks captured during earlier stages.

## Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Submit	<p>Task will get moved to next logical stage of Import LC Issuance.</p> <p>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.</p>	
Cancel	Cancel the Draft Confirmation.	
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process. On reject, a reject notification gets generated to the applicant.</p>	
Refer	<p>User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance- Limits</li> <li>● R5 - Others</li> </ul>	

## Exceptions

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

## Exception - Amount Block

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

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

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

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

Approve:

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

Refer:

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

Reject:

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

## Application

Refer to [Application](#).

## Amount Bock Exception

This section will display the amount block exception details.

Import LC Issuance - Amount Block Exception

Amount Block Exception

Application :- 2031LCISS000000888

Amount Block Exception Details

Type	Contract Currency	Block Amount	Branch	Account	Account Currency	Block Ref No	Block Status	Block Status Details
No data to display.								

Reject Hold Refer Cancel Approve Back Next

## Summary

Import LC Issuance - Amount Block Exception

Application :- 2031LCISS000000888

Main Details	
Form Of LC	: IRREVOCABLE
Submission Mode	: Desk
Date Of Issue	: 2018-07-17
Date Of Expiry	: 2018-08-17
Place Of Expiry	: NEGOTIATING BANK

Party Details	
Applicant	: XXX
Beneficiary	: XXX
Advising Bank	: XXX
Confirming Bank	:

Limits & Collaterals	
Limit Currency	: GBP
Limit Contribution	: 15000
Limit Status	: Earmarked
Collateral Currency	: GBP
Collateral Contribution	: 3000
Collateral Status	: Available

Charge Details	
Charge	:
Commission	:
Tax	:
Block Status	: Not Initiated

Reject Hold Refer Cancel Approve Back Next

Tiles Displayed in Summary:

- Main Details - User can view and modify details about application details and LC details, if required.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Charge Details - User can view and modify details provided for charges, if required.

## Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Reject	<p>On click of reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process. On reject, a reject notification gets generated to the applicant.</p>	
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	

Field	Description	Sample Values
Refer	User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes: <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance- Limits</li> <li>● R5 - Others</li> </ul>	
Cancel	Cancel the Import LC issuance Amount Block Exception check and the task gets landed in My Task menu.	
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.	
Back	Task moves to previous logical step.	

### Exception - Know Your Customer (KYC)

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

Log in into OBTFPM application, KYC exception queue. KYC exception failed tasks for Trade Finance transactions must be listed in your queue. Open the task, to see summary tiles that display a summary of important fields with values.

User can pick up a transaction and do the following actions:

#### Approve

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

#### Application

Refer to [Application](#).

## Summary

**Summary**

Application :- 203ILCISS000000011

Main Details	Party Details	Limits & Collaterals
Form Of LC : <b>IRREVOCABLE</b> Submission Mode : <b>Desk</b> Date Of Issue : <b>2018-04-13</b> Date Of Expiry : <b>2018-07-31</b> Place Of Expiry : <b>ny</b>	Applicant : <b>NESTLE</b> Beneficiary : <b>EMR &amp; CO</b> Advising Bank : <b>BANK OF AMERICA</b> Confirming Bank :	Limit Currency : Limit Contribution : Limit Status : Collateral Currency : Collateral Contribution : Collateral Status : <b>Not Verified</b>
Compliance		
KYC : <b>Not Verified</b> Sanctions : <b>Not Initiated</b> AML : <b>Not Initiated</b>		

Buttons: Reject, Hold, Refer, Cancel, Approve, Back, Next, Submit

Tiles Displayed in Summary:

- Main Details - User can view and modify details about application details and LC details, if required.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

## Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process. On reject, a reject notification gets generated to the applicant.</p>	
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	



Field	Description	Sample Values
Refer	User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance- Limits</li> <li>• R5 - Others</li> </ul>	
Cancel	Cancel the Import LC issuance KYC exception check and the task gets landed in My Task menu.	
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.	
Back	Task moves to previous logical step.	

### Exception - Limit Check/Credit

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

Log in into OBTFPM application, limit check exception queue. Limit check exception failed tasks for Trade Finance transactions must be listed in your queue. Open the task, to see summary tiles that display a summary of important fields with values.

Limit check Exception approver can do the following actions:

#### Approve

- Limit enhanced in the Back End (outside this process).
- Without enhancing limit in the Back End.

#### Refer

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

#### Reject

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

### Application

Refer to [Application](#).

# Summary

Free Tasks FBN UK (GS1) Feb 1, 2019 SRIDHAR01 subham@gmail.com

Import LC Issuance - Limit Earmarking Exception Approval :: Application No: GS1ILCI000006057 Documents Remarks Audit

Summary Screen (1 / 1)

<b>Main Details</b> Form Of LC : <b>IRREVOCABLE</b> Submission Mode : <b>Desk</b> Date Of Issue : <b>2019-02-01</b>	<b>Availability</b> Available With : <b>ALLAINBBKHA</b> Available By : <b>NEGOTIATION</b> Port of Loading : Port of Discharge : <b>NEW YORK</b>	<b>Payment</b> Period Of Present. : <b>21</b> Confirmation Instr. : <b>WITHOUT</b>	<b>Documents &amp; Conditions</b> Document 1 : <b>AIRDOC</b> Document 2 : <b>INSDOC</b> Document 3 : <b>INVDOC</b> Document 4 : <b>MARDOC</b>
<b>Preview Message Details</b> Confirm. Required : <b>No</b> Confirm. Response : Response Date :	<b>Preview Messages</b> Confirm. Required : <b>No</b> Confirm. Response : Response Date :	<b>Revolving Details</b> Revolving : <b>NO</b> Revolving In : Revolving Frequency :	<b>Limits Details</b> Limit Currency : <b>GBP</b> Limit Contribution : <b>31350</b> Limit Status : <b>Earmark Fa...</b> Collateral Currency : <b>GBP</b> Collateral Contr. : <b>1650</b> Collateral Status : <b>Success</b>
<b>Party Details</b> Applicant : <b>NESTLE</b> Advising Bank : <b>HSBC BANK</b> Beneficiary : <b>EMR &amp; CO</b>	<b>Charge</b> Charge : Commission : Tax : Block Status : <b>Not Initia...</b>	<b>Compliance</b> KYC : <b>Verified</b> Sanctions : <b>Verified</b> AML : <b>Verified</b>	

Reject Hold Refer Cancel Approve Back Next

## Tiles Displayed in Summary:

- Main Details - User can view and modify details about application details and LC details, if required.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required
- Availability - User can view and modify availability and shipment details, if required.
- Payment - User can view and modify all details related to payments, if required.
- Documents & Condition - User can view and modify the documents required grid and the additional conditions grid, if required.
- Limits Details - User can view and modify limits details, if required.
- Charges - User can view and modify charge details, if required.
- Revolving Details - User can view and modify revolving details on revolving LC, if applicable.
- Preview Messages - User can view and modify preview details, if required.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

## Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process. On reject, a reject notification gets generated to the applicant.</p>	
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	
Refer	<p>User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance- Limits</li> <li>● R5 - Others</li> </ul>	
Cancel	<p>Cancel the Import LC Issuance Limit exception check and the task gets landed in My Task menu.</p>	
Approve	<p>On approve, application must validate for all mandatory field values, and task must move to the next logical stage.</p>	
Back	<p>Task moves to previous logical step.</p>	

## Multi Level Approval

Log in into OBTFPM application and open the task to see the summary tiles. The tiles should display a list of important fields with values. User must be able to drill down from summary Tiles into respective data segments to verify the details of all fields under the data segment.

## Authorization Re-Key

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

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

- Currency
- Amount

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

## Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Documents	Upload the required documents. Application displays mandatory documents to be uploaded for Import LC Issuance. Place holders are also available to upload additional documents submitted by the applicant.	
Remarks	Provide any additional information regarding the LC. This information can be viewed by other users processing the request.	
Incoming Message	Displays the incoming message, if any.	
<b>Action Buttons</b>		
Proceed	On proceed, the screen navigates to approval summary screen.	

Field	Description	Sample Values
Refer	User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes: <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R5 - Others</li> </ul>	
Cancel	Cancel the Import LC Issuance Approval Rekey.	

## Summary

**Summary**

Import LC Issuance - Approval1 :: Application No: GS1ILCI000006057

Screen (1 / 1)

Tile	Field	Value
Main Details	Form Of LC	IRREVOCABLE
	Submission Mode	Desk
	Date Of Issue	2019-02-01
Availability	Available With	ALLAINBBKHA
	Available By	NEGOTIATION
	Port of Loading	
	Port of Discharge	NEW YORK
Payment	Period Of Present	21
	Confirmation Instr.	WITHOUT
Documents & Conditions	Document 1	AIRDOC
	Document 2	INSDOC
	Document 3	INVDOC
	Document 4	MARDOC
Preview Message Details	Confirm. Required	No
	Confirm. Response	
	Response Date	
Preview Messages	Confirm. Required	No
	Confirm. Response	
	Response Date	
Revolving Details	Revolving	NO
	Revolving In	
	Revolving Frequency	
Limits Details	Limit Currency	GBP
	Limit Contribution	31350
	Limit Status	Earmark Fa...
	Collateral Currency	GBP
Party Details	Applicant	NESTLE
	Advising Bank	HSBC BANK
Charge	Charge	
	Block Status	Not Initia...
Compliance	KYC	Verified
	Sanctions	Verified
	AML	Verified

Buttons: Audit, Reject, Hold, Refer, Cancel, Approve

### Tiles Displayed in Summary:

- Main Details - User can view and modify details about application details and LC details, if required.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required
- Availability - User can view and modify availability and shipment details, if required.
- Payment - User can view and modify all details related to payments, if required.
- Documents & Condition - User can view and modify the documents required grid and the additional conditions grid, if required.
- Limits Details - User can view and modify limits and collateral details, if required.
- Charges - User can view and modify charge details, if required.
- Preview Message details - User can view and modify preview details, if required.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

## Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process. On reject, a reject notification gets generated to the applicant.</p>	
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	
Refer	<p>User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance- Limits</li> <li>● R5 - Others</li> </ul>	
Cancel	<p>Cancel the approval and the task gets landed in My Task menu.</p>	
Approve	<p>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.</p>	

## Customer - Acknowledgement

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

To:

<CUSTOMER NAME>

DATE: DD-MM-YYYY

<CUSTOMER ADDRESS>

Dear Sir,

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

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

CUSTOMER NAME: <CUSTOMER NAME>

CURRENCY/AMOUNT: <LC CCY/AMT>

YOUR REFERENCE NO: <CUSTOMER REFERENCE NUMBER>

OUR REF NUMBER: <PROCESS REFERENCE NUMBER>

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

Document Name 1

Document Name 2

Document Name n

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

This acknowledgement does not constitute issuance of LC.

Thank you for banking with us.

Regards,

<DEMO BANK>

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

Thank you

## Customer - Reject Advice

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

FROM:

<BANK NAME>

<BANK ADDRESS>

TO:

DATE <DD/MM/YYYY>

<CUSTOMER NAME>

<CUSTOMER ADDRESS>

<CUSTOMER ID>

Dear Sir,

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

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

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

<Reject Reason >

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

For any further queries about details of your Import LC application review, please contact us at our bank customer support ph.no xxxxxxxxxxxx

Yours Truly

Authorized Signatory

## Reject Approval

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

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

The tile containing the screen from where the reject was triggered will be highlighted in red.

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

## Application Details

The application details data segment have values for requests received from both non-online and online channels.



## Summary

The data captured during handling of the transaction until the stage when reject is given will be available in the summary tile. Other fields will be blank when verified from summary tile.

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

- Main Details - User can view and modify details about application details and LC details, if required.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required
- Availability and Shipment - User can view and modify availability and shipment details, if required.
- Payments - User can view and modify all details related to payments, if required.
- Documents & Condition - User can view and modify the documents required grid and the additional conditions grid, if required.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Charges - User can view and modify charge details, if required.
- Revolving Details - User can view and modify revolving details on revolving LC, if applicable.
- Preview Messages - User can view and modify preview details, if required.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

## Action Buttons

Use action buttons based on the description in the following table:

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

<b>A</b>	
Additional Details	
Action Buttons .....	39
Charge Details .....	36, 51
Limits & Collateral .....	32
Preview .....	54
Revolving Details .....	31
Tracer Details .....	55
Availability	
Action Buttons .....	25
Application .....	19
Availability Details .....	20
Description Of Goods And Or Services .....	25
Shipment Details .....	22
<b>B</b>	
Benefits .....	4
<b>C</b>	
Customer - Acknowledgement .....	71
Customer - Reject Letter .....	72
Customer Response - Draft Confirmation	
Application .....	58
Customer Response .....	59
Action Buttons .....	60
Draft Confirmation .....	59
Summary .....	59
<b>D</b>	
Data Enrichment .....	41
Additional Details .....	46
Availability .....	43
Documents & Conditions .....	44
Main Details .....	43
Payment Details .....	43
Summary .....	55
Documents & Conditions	
Additional Conditions .....	45
Application .....	44
Documents Required .....	44
<b>E</b>	
Exceptions	
Exception - Amount Block .....	61
Exception - Know Your Customer (KYC) .....	63
Exception - Limit Check/Credit .....	65
<b>I</b>	
Import LC Issuance .....	5
Customer Response - Draft Confirmation ....	58
Data Enrichment .....	41
Exceptions .....	60
Multi Level Approval .....	67
Registration .....	5
Scrutiny .....	13
<b>K</b>	
Key Features .....	4
<b>M</b>	
Main Details	
Action Buttons .....	18
Application .....	16
Application Details .....	16
LC Details .....	17
Multi Level Approval	
Authorization Re-Key .....	68
<b>O</b>	
Overview .....	4
<b>P</b>	
Payment Details	
Action Buttons .....	29
Application .....	26
Payment Details .....	27
<b>R</b>	
Registration .....	5
Application Details .....	7
LC Details .....	9
Miscellaneous .....	12
Reject Approval .....	72
Action Buttons .....	73
Application Details .....	72
Summary .....	73
<b>S</b>	
Scrutiny .....	13
Additional Details .....	31
Availability .....	19
Main Details .....	16
Payment Details .....	26
Summary .....	39
<b>T</b>	
Tracer Details	
Acknowledgement Tracer .....	55
Charges Tracer .....	56

Confirmation Tracer ..... 56

### References

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

- Getting Started User Guide
- Common Core User Guide

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