



Branch maker User manual – Limit and Guarantee issuance
Guarantee Management System
Release V1.0.0

May 2024

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Introduction

This user manual is designed to help you quickly get acquainted with basic tasks of Guarantee Management System's branch maker.

Audience

This manual is intended for the following User Roles:

Role	Function
Branch Maker	Limit and guarantee issuance and management.

User

- After you have successfully logged into Guarantee Management System as a branch maker, the screen on (Figure 1) will be displayed.
- D1 shows logged in user role.
- D2 shows logged in user branch.
- D3 shows logged in user name.
- Click on the drop down arrow next to user name (B1) (Figure 1) which will drop a modal as shown in Figure 2.
- Click on “need help?” button (B1) (Figure 2) to get this user manual.
- Click on “sign out” button (B2) (Figure 2) to log out of this system.

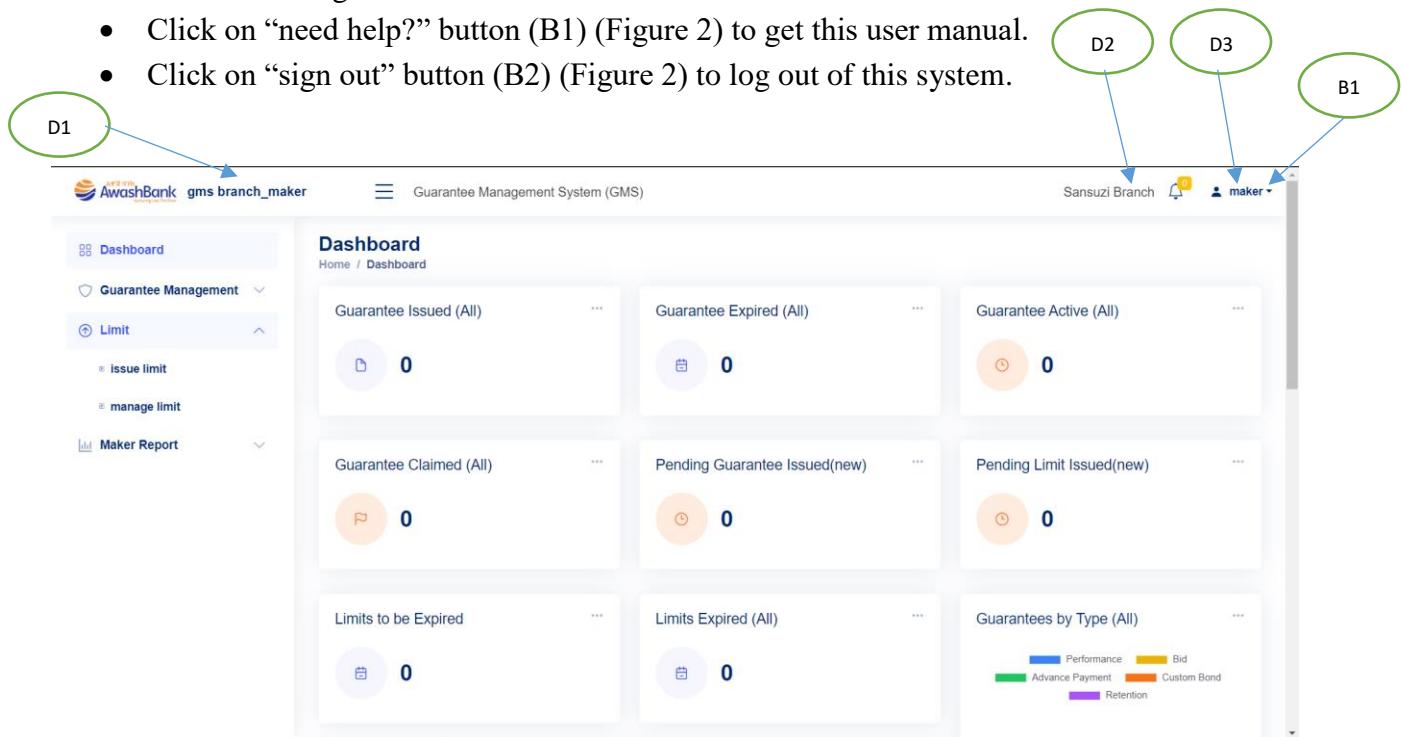


Figure 1: page after log in

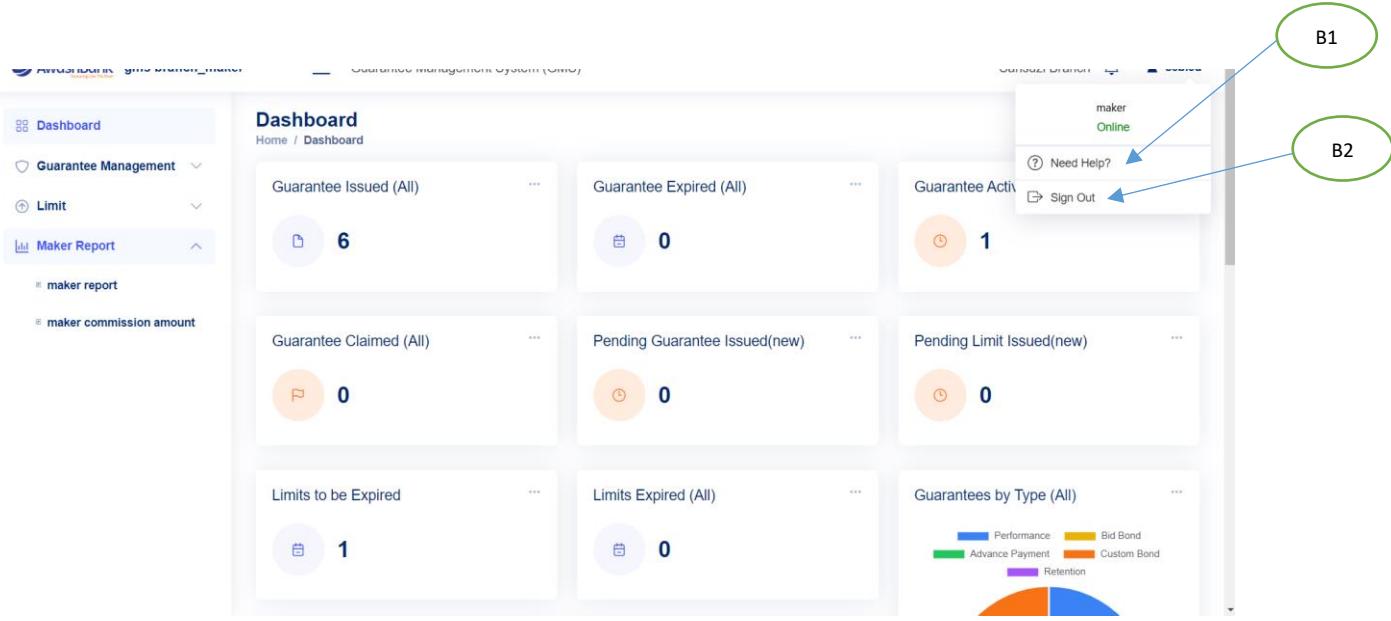


Figure 2: user actions

Dashboard

There are different charts on the dashboard page as shown in Figure 3. Scroll down to see other dashboard charts as shown in Figure 4, Figure 5 and Figure 6.

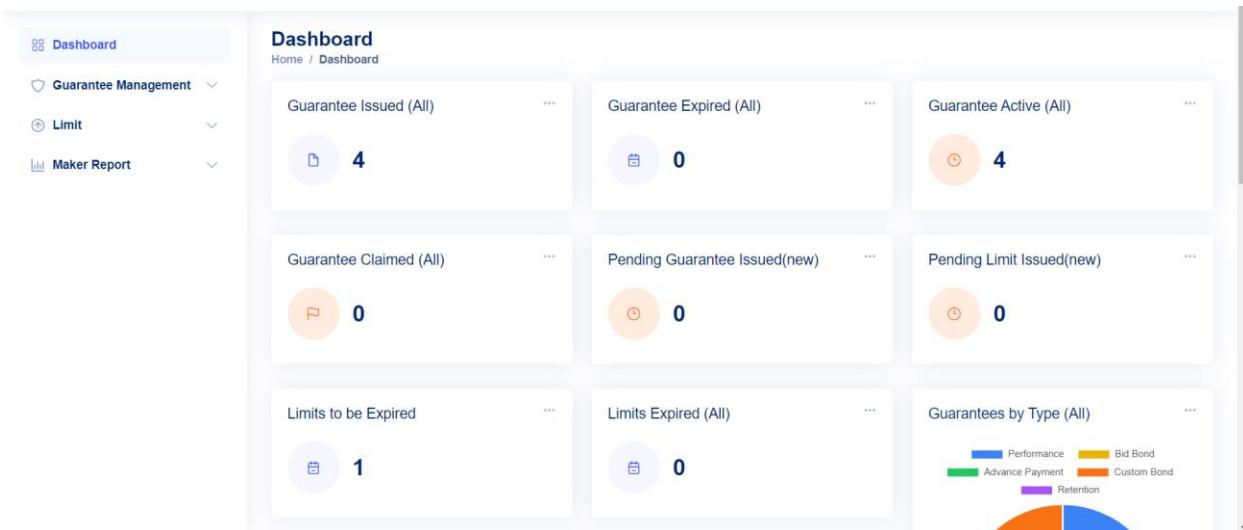


Figure 3: dashboard

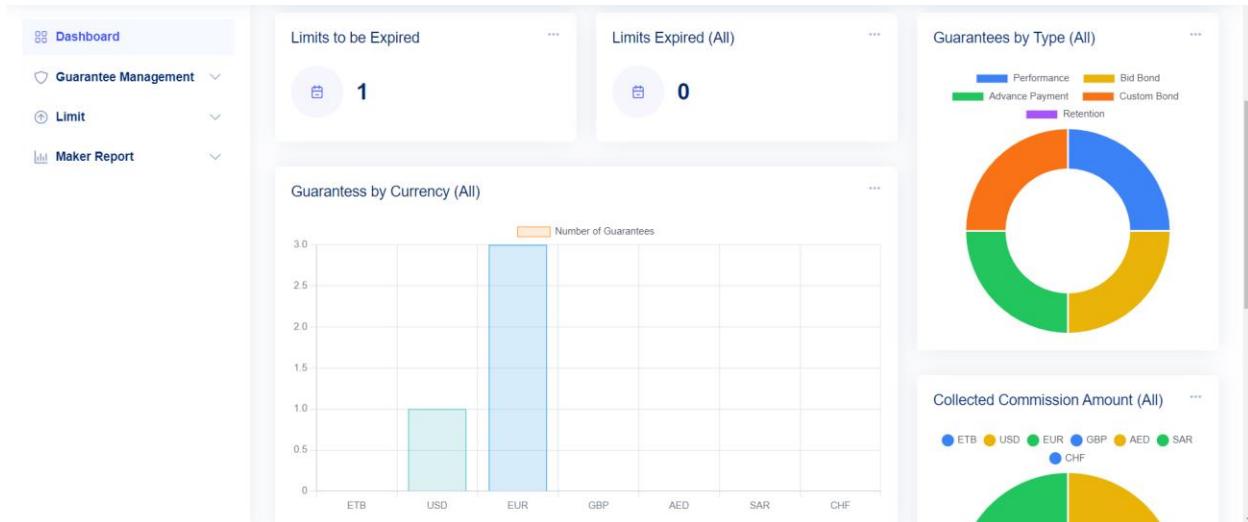


Figure 4: dashboard cont. 2



Figure 5: dashboard cont. 3

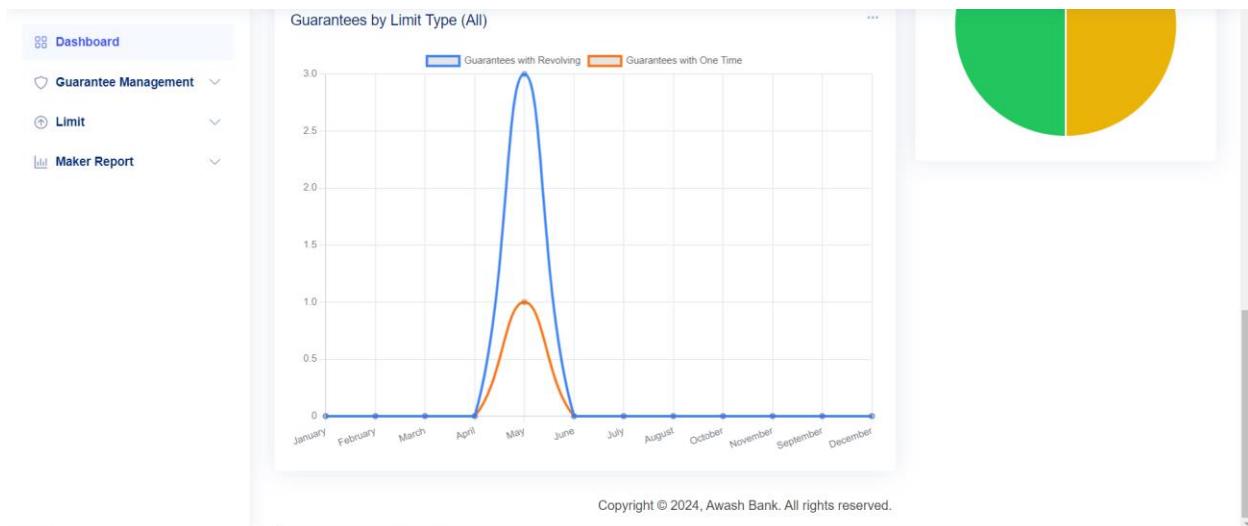


Figure 6: dashboard cont. 3

Limit

Before issuing guarantee, you need to issue limit first.

Issue Limit:

- To issue a new limit, click on the sub menu “issue limit” (M1) as shown in Figure 7.
- After that you will be directed to a page as shown in Figure 8.
- Region and branch will be automatically populated based on your data and they are read only.
- All fields are required other than currency as shown in Figure 9. (ETB is the default currency)
- In expired date field, you cannot select a date before the date selected date as shown in Figure 10.
- Click on “add additional collateral” button (B1) to add additional collateral and “remove” (B2) to remove added collateral as shown in Figure 11.
- Click on “submit” (B3) (Figure 11) after filling all the required fields.
- On success you will be redirected to manage limits page as shown in Figure 12.

NB: required error is the same for other fields throughout the system as shown in Figure 9.

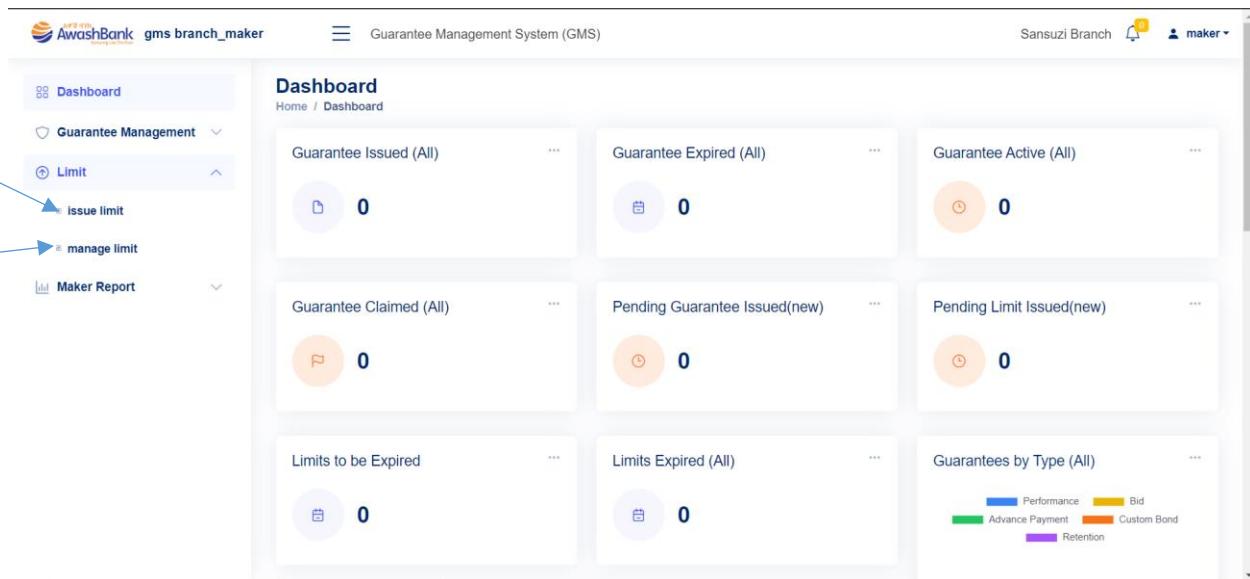


Figure 7: limit sub-menu

The screenshot shows the 'Issue Limit' form. The left sidebar has 'issue limit' circled as M1. The form fields are as follows:

- Region:** West Addis Ababa Region
- Branch:** Sansuzi Branch
- Limit Type***: Select limit type
- Client Id***: (empty input field)
- Client Name***: (empty input field)
- Currency**: ETB
- Amount Granted***: (empty input field)
- Date Approved***: (empty input field)
- Expiry Date***: (empty input field)
- LAF Number***: (empty input field)
- LAF Approver Organ***: Select laf approver
- LAF File***: + Choose File
- Collateral Type***: (empty input field)
- Collateral Value***: (empty input field)
- Collateral Serial Number***: (empty input field)

Figure 8: issue limit

The screenshot shows the 'Issue Limit' form in the AwashBank GMS branch_maker application. The form includes the following fields:

- Limit Type***: Select limit type (dropdown, required)
- Client Id***: Client Id (text input, required)
- Client Name***: Client Name (text input, required)
- Currency**: ETB (dropdown)
- Amount Granted***: Amount Granted (text input, required)
- Date Approved***: Date Approved (text input, required)
- Expiry Date***: Expiry date (text input, required)
- LAF Number***: LAF Number (text input, required)
- LAF Approver Organ***: LAF Approver Organ (dropdown, required)
- LAF File***: + Choose File (button)
- Collateral Type***: Select collateral type (dropdown, required)
- Collateral Value***: Collateral value (text input, required)
- Collateral Serial Number***: Collateral number (text input, required)
- Add additional collateral**: + Add additional collateral (button)

Figure 9: required fields in issue limit

The screenshot shows the 'Issue Limit' form with an expired date validation. The calendar for May 2024 is displayed, and the 15th is highlighted. The form fields are:

- Branch**: Sansuzi Branch (dropdown)
- Client Id***: 1990 (text input, required)
- Client Name***: test name (text input, required)
- Amount Granted***: 1,000,000.00 (text input, required)
- Date Approved***: 05/15/2024 (text input, required)
- LAF Approver Organ***: Select laf approver (dropdown, required)
- Expiry Date***: (empty text input, required)

Figure 10: expired date validation

LAF File*

Guarantee work Flow.pdf

Collateral Type*

Buildings completed

Collateral Value*

\$500,000.00

Collateral Serial Number*

1234

Remove

Collateral Type*

Select collateral type

Collateral Value*

Collateral Serial Number*

Remove

+ Add additional collateral

✓ Submit

Figure 11: add collaterals

Limit Type	Client Id	Client Name	Limit Amount	Available Amount	Outst
One time	123456	test name	\$1,000,000.00	\$0.00	

Figure 12: manage limits

Manage Limit:

- To manage issued limits, click on the sub menu “manage limit” (M2) as shown in Figure 7.
- To see details of the limit click on B1 as shown in Figure 12.
- To see more details of the limit click on B2 as shown in Figure 13.
- When a limit is first issued its system status is “captured” as shown in Figure 13 as D1.
- Click on “view” (B1) to view collateral details as shown in Figure 14.

- After scrolling the table to the right you can see other details. To preview or download a file click on B1 as shown in Figure 15.
- Click on “preview” (B1) to preview the file and “download” (B2) to download the file as shown in Figure 16.
- If you clicked on preview a modal will pop up that shown preview of the file as shown in Figure 17.
- Click on B1 (Figure 17) to download file after previewing.

NB: preview and download works the same for all files that are captured by the system.

The screenshot shows the 'Guarantee Management System (GMS)' interface. On the left, there's a sidebar with 'Dashboard', 'Guarantee Management' (selected), 'Limit' (selected), 'Issue limit', 'Manage limit', and 'Maker Report'. A green circle labeled 'B2' highlights the 'Limit' menu item. A blue arrow points from this menu to a table row. The table has columns: Limit Type, Client Id, Client Name, Limit Amount, Available Amount, and Outstanding Amount. The first row shows 'One time', '123456', 'test name', '\$1,000,000.00', '\$0.00', and '\$0.00'. A green circle labeled 'D1' highlights the 'One time' entry. A blue arrow points from this entry to the 'Captured' status in the table. Another blue arrow points from the 'Captured' status to the 'View' button in the 'Collateral Details' section. A green circle labeled 'B1' highlights the 'View' button.

Limit Type	Client Id	Client Name	Limit Amount	Available Amount	Outstanding Amount
One time	123456	test name	\$1,000,000.00	\$0.00	\$0.00

Below the table, there's a section for 'System Status' and 'LAF Number' (123456). At the bottom, there's a 'Collateral Details' section with a 'View' button. The footer shows 'Showing 1 to 1 of 1 entries' and navigation buttons.

Figure 13: limit details

Collateral Details

Collateral Type	Collateral Value	Collateral Number
Buildings completed	\$500,000.00	1234
Motor Vehicles & Machineries	\$500,000.00	5678

maker May 15, 2024, 9:13:58 AM

Figure 14: collateral details

Region **Segment** **LAF** **Status** **Days left for Expiry** **Actions**

West Addis Ababa Region	Guarantee work Flow.pdf	Active	26	<button>Update</button>
-------------------------	-------------------------	--------	----	-------------------------

Date Approved **Expiry Date**

RCC)	May 15, 2024	Jun 10, 2024
------	--------------	--------------

Modified Approver **Modified Approved Date** **Creation Remark** **Modify Remark**

Figure 15: limit detail cont.

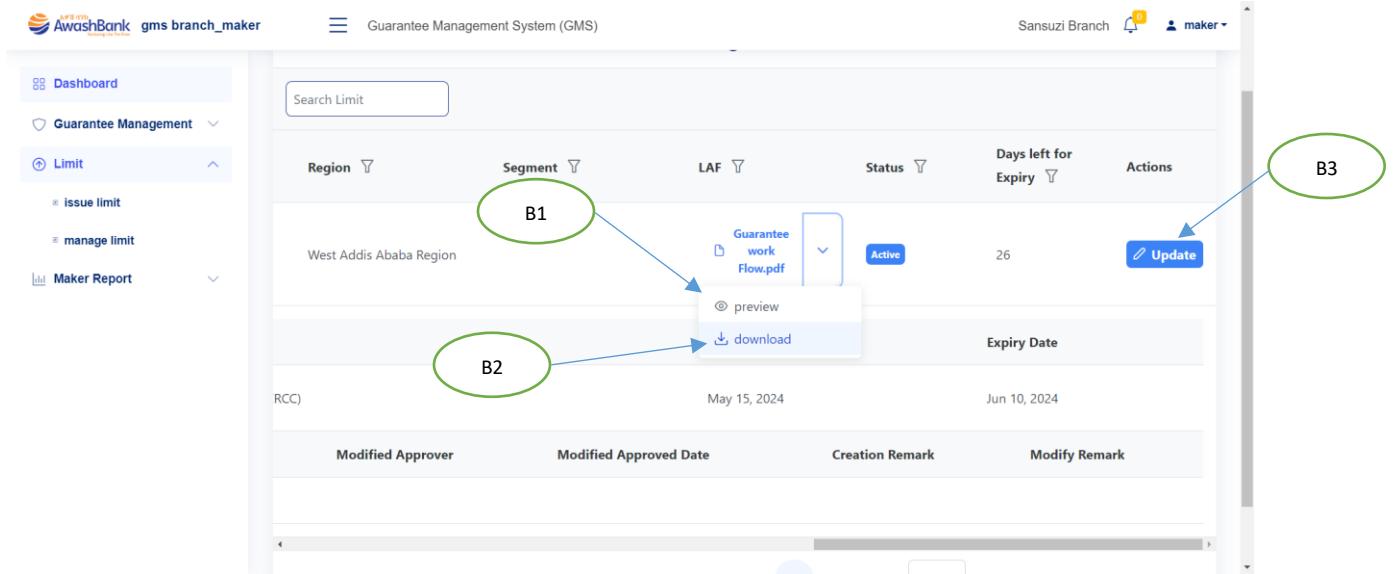


Figure 16: LAF file preview, download

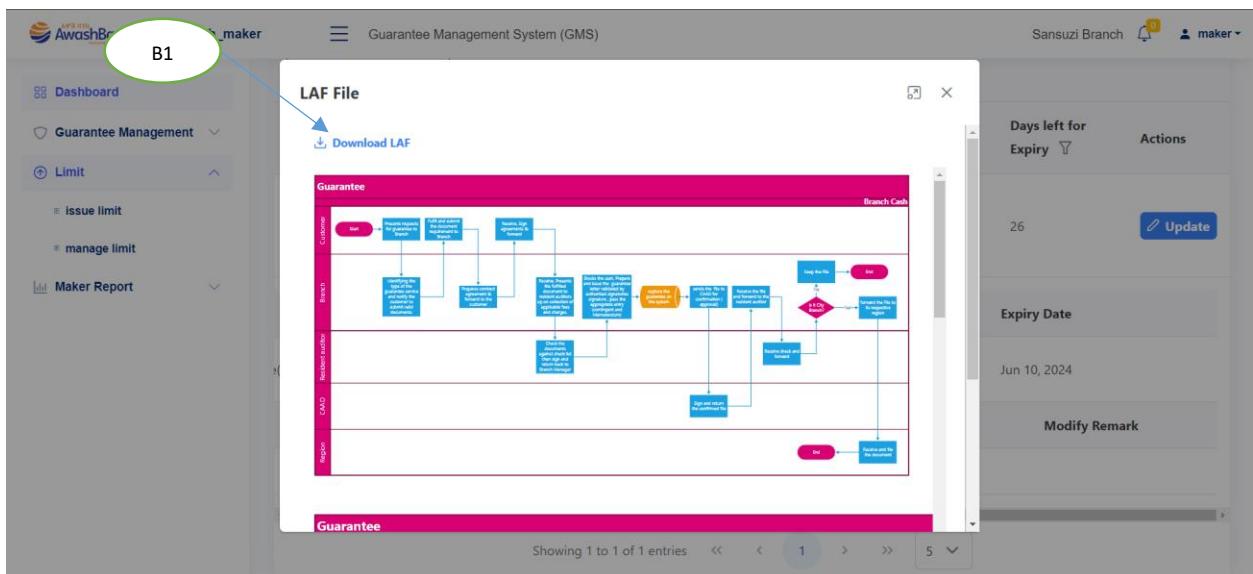


Figure 17: file preview

Update Limit before Approval:

- To update limit click on “update” button (B3) as shown in Figure 16, which will direct to the update limit page as shown in Figure 18.
- Click on “update” button (B1) as shown in Figure 19.
- Changes will take effect immediately if the limit is not yet approved.

AwashBank gms branch_maker

Guarantee Management System (GMS)

Sansuzi Branch maker

Update Limit

Region	Branch*	
West Addis Ababa Region	Sansuzi Branch	
Limit Type*	Client Id*	Client Name*
One time	123456	test name
Currency	Amount Granted*	Date Approved*
USD	ETB 1,000,000.00	05/15/2024
Expiry Date*	LAF Number*	LAF Approver Organ*
06/10/2024	123456	Credit management credit committee(...)
LAF File*		
<input type="button" value="Guarantee work Flow.pdf"/>		<input type="button" value="+ Update LAF"/>
Collateral Type*	Collateral Value*	Collateral Serial Number*
Buildings completed	ETB 500,000.00	1234
<input type="button" value="Remove"/> <input type="button" value="Add additional collateral"/>		

Figure 18: update limit

AwashBank gms branch_maker

Guarantee Management System (GMS)

Sansuzi Branch maker

Update Limit

LAF File*		
<input type="button" value="Guarantee work Flow.pdf"/>	<input type="button" value="+ Update LAF"/>	
Collateral Type*	Collateral Value*	Collateral Serial Number*
Buildings completed	ETB 500,000.00	1234
<input type="button" value="Remove"/>		
Collateral Type*	Collateral Value*	Collateral Serial Number*
Motor Vehicles & Machineries	ETB 500,000.00	5678
<input type="button" value="Remove"/>		
<input type="button" value="Add additional collateral"/>		
<input type="button" value="✓ Update"/>		

Figure 19: update limit cont.

Limit Approval:

- If limit is approved, system status will change to “Approved” (D1) as shown in Figure 20.
- If limit is returned, system status will change to “Rejected” (D1) as shown in Figure 22.
- When limit is returned, a notification will be sent (D1) as shown in Figure 21.

- Update the returned limit with the corrected data and on success you will see a message that says to wait for approval (M1) as shown in Figure 23.

Client Id	Client Name	Limit Amount	Available Amount	Outstanding Balance	Branch	Region
123456	test name updated	\$1,000,000.00	\$0.00	Sansuzi Branch	West	

System Status		LAF Number	Collateral Details	LAF Approver Organ
Approved	123456	View	Credit management credit committee(CRCC)	

Created By	Created Date	Modified By	Modified Date	Created Approver	Created Approved Date
maker	May 15, 2024, 9:13:58 AM	maker	May 15, 2024, 9:24:35 AM	checker	May 15, 2024, 9:34:08 AM

Showing 1 to 1 of 1 entries << < 1 > >> 5 ▾

Figure 20: limit approved

Limit Type	Client Id	Client Name	Limit Amount	Available Amount	Outstanding Balance
One time	123456	test name updated	\$1,000,000.00	\$0.00	
Revolving	2222	revolving test corrected	€2,000,000.00	€2,000,000.00	€0.00

Showing 1 to 2 of 2 entries << < 1 > >> 5 ▾

Figure 21: limit returned notification

The screenshot shows the GMS branch_maker application interface. On the left, there's a sidebar with navigation items: Dashboard, Guarantee Management (with Limit and Maker Report sub-items), and a search bar labeled 'Search Limit'. The main content area displays a table of limit records. One record is highlighted with a green oval and labeled 'D1'. This record has a 'System Status' of 'Rejected'. Below the table, there's a section for 'Created By' (maker) and 'Created Date' (May 15, 2024, 9:37:38 AM). The top right corner shows the branch name 'Sansuzi Branch' and user 'maker'.

Figure 22: limit returned

This screenshot shows the 'Manage Limits' page. The sidebar includes 'issue limit' and 'manage limit' under the 'Limit' menu. The main area shows a table of limits. A specific row is highlighted with a green oval and labeled 'M1'. To the right of the table, a green success toast message is displayed: 'Data Successfully Saved. Please wait for approval!'. The bottom of the screen shows a pagination bar with page number '1'.

Figure 23: success message on limit update

Guarantee

Issue Guarantee:

- To issue a new guarantee, click on the sub menu “issue guarantee” (M1) as shown in Figure 24.
- After that you will be redirected to a page as shown in Figure 25.
- If you input “issued amount” that is more than the limit available amount, the system will show a warning message (W1). If you select a date for the “expiry date” that is past the

expiry date of the limit, the system will show a warning message (W2) and an exception remark field for either of the above cases that is required as shown in Figure 26.

- If you select “No” (B1) for the commission and charge collected option, a commission and remark input is required (C1) as shown in Figure 27.
- If you select “Yes” (B1) for the commission and charge collected option, a commission amount and advice file is required (C1) as shown in Figure 27.
- After filling all the required fields, click on “submit” (B2) as shown in Figure 27.
- If successful, you will be redirected to manage guarantee page (Figure 28).

The screenshot shows the AwashBank GMS branch_maker interface. At the top left is the bank logo and the title 'gms branch_maker'. In the top right, it says 'Sansuzi Branch' and 'maker'. The main area is titled 'Dashboard' and shows various statistics: 'Guarantee Issued (All)' (0), 'Guarantee Expired (All)' (0), 'Guarantee Active (All)' (0), 'Guarantee Claimed (All)' (0), 'Pending Guarantee Issued(new)' (0), 'Pending Limit Issued(new)' (0), 'Limits to be Expired' (1), 'Limits Expired (All)' (0), and 'Guarantees by Type (All)' (Performance: 0, Bid: 0, Advance Payment: 0, Custom Bond: 0, Retention: 0). On the left, there is a sidebar with a green oval labeled 'M1' pointing to the 'issue guarantee' link under 'Guarantee Management'. Another green oval labeled 'M2' points to the 'manage guarantee' link under 'Guarantee Management'. Other links in the sidebar include 'Dashboard', 'Limit', and 'Maker Report'.

Figure 24: guarantee sub-menu

AwashBank gms branch_maker

Guarantee Management System (GMS)

Sansuzi Branch maker

Issue New Guarantee

Guarantee Type* Select guarantee type

Laf number* Select laf number

Issued Amount* enter granted amount

Date Issued* pick date issued

Expiry Date* pick expiry date

Reference Number* enter reference number

Guaranteee Serial Number* enter serial number

In Favor of* enter in favor of

commission and charge collected* Yes No

Guarantee Letter* + Choose

Figure 25: issue guarantee

W1

W2

Issue New Guarantee

Guarantee Type* Select guarantee type

Laf number* 2222

Issued Amount* €300,000,000.00

Issued amount exceeded available balance 2,000,000

Date Issued* pick date issued

Expiry Date* 07/24/2024

Expiry date of guarantee should not exceed Jun 25, 2024

Exception remark*

Reference Number* enter reference number

Guaranteee Serial Number* enter serial number

In Favor of* enter in favor of

Figure 24: guarantee warning messages

Figure 26: commission and charge remark

Figure 27: commission and charge collected

Manage Guarantee:

- When you click on “manage guarantee” (M2) in Figure 24, you will be redirected to a page as shown in Figure 28.
- Click on the drop down arrow (B1) in Figure 29 to take action on guarantee.
- When you click on “details” button (B2) as shown in Figure 29, a modal will pop up as shown in Figure 30.

- When you click on “update” button (B3) as shown in Figure 29, you will be redirected to a page as shown in Figure 31.
- If issued limit is returned by approver, you will get a notification (D1) as shown in Figure 32.
- You will also get a notification when an active guarantee is about to expired (D1) as shown in Figure 33.

NB: certain action can only be done on active guarantees as shown in Figure 34, Figure 35, Figure 36, Figure 37 and Figure 38.

The screenshot shows the 'Manage Guarantee Details' page of the AwashBank gms branch_maker system. The top navigation bar includes the bank logo, the system name 'gms branch_maker', the title 'Guarantee Management System (GMS)', and the user information 'Sansuzi Branch' with a notification badge (0) and a profile icon. The left sidebar has a 'Dashboard' link and three collapsed sections: 'Guarantee Management', 'Limit', and 'Maker Report'. The main content area is titled 'Manage Guarantee Details' and features a search bar labeled 'Search guarantee'. Below the search bar is a table with five columns: 'Client Id', 'Client Name', 'Guarantee Serial Number', 'Guarantee Type', and 'Issued Amount'. A single row of data is displayed: Client Id 123456, Client Name test name updated, Guarantee Serial Number 456, Guarantee Type Performance, and Issued Amount \$1,000,000.00. At the bottom of the table is a pagination control showing 'Showing 1 to 1 of 1 entries' and a page number '1'.

Client Id	Client Name	Guarantee Serial Number	Guarantee Type	Issued Amount
123456	test name updated	456	Performance	\$1,000,000.00

Figure 28: manage guarantee

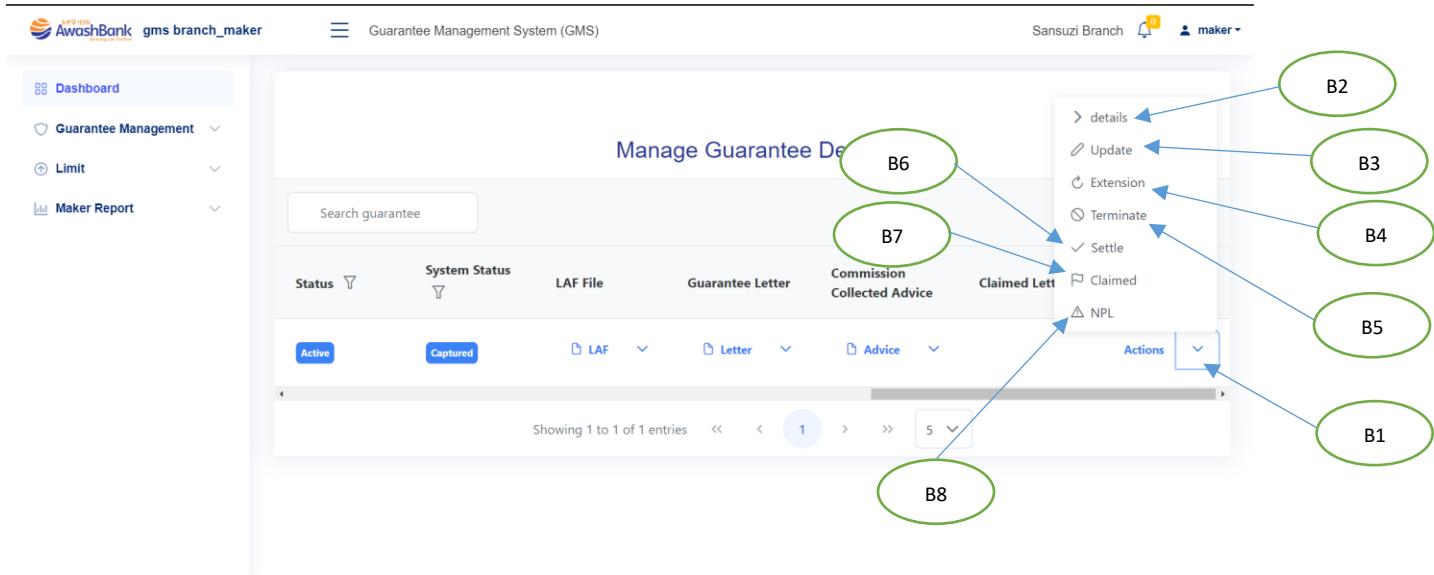


Figure 29: guarantee actions

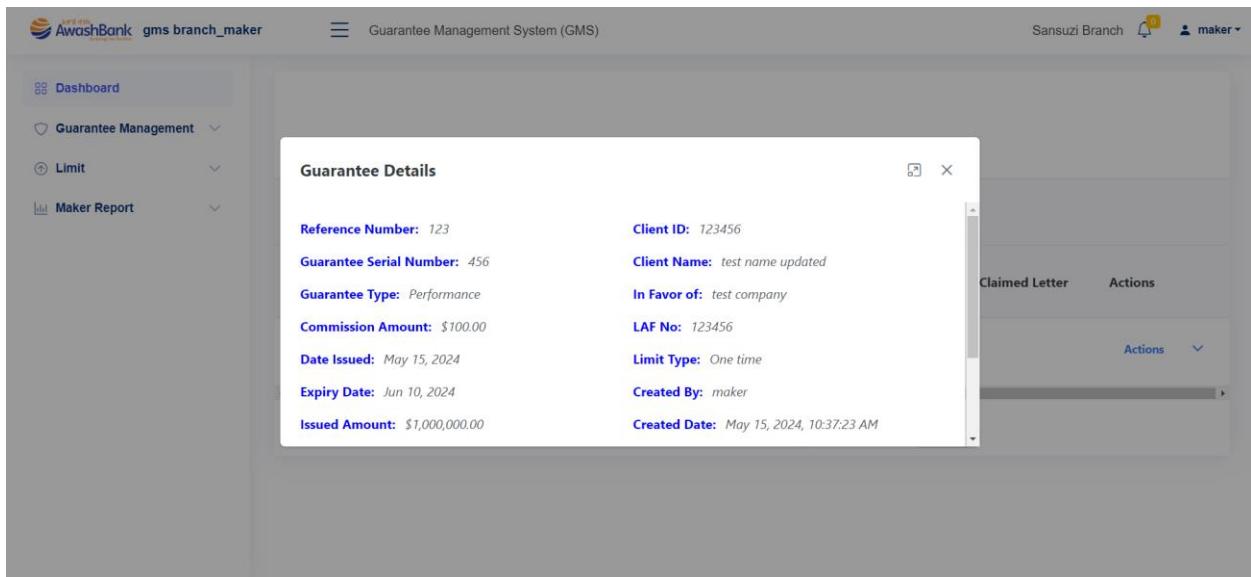


Figure 30: guarantee details

Guarantee Management System (GMS)

Sansuzi Branch maker

Update Guarantee Details

Guarantee Type: Performance | Laf number: 123456

Issued Amount: ETB 1,000,000.00 | Date Issued: 05/15/2024 | Expiry Date: 06/10/2024

Reference Number: 123 | Guarantee Serial Number: 456 | In Favor of: test company

commission and charge collected: Yes | No

Commission Amount: ETB 100.00 | Collected Amount Advice: img20240205_13392192.pdf | + Update Advice File

Figure 31: update guarantee

You have 1 new notifications

Returned
Guarantee issuance with reference number 123 returned
May 16, 2024, 1:45:59 PM

Show all notifications

Manage Guarantee Details

Limit Type	LAF Number	Status	System Status	LAF File	Guarantee Letter	Commission Collected Advice	Class
One time	123456	Active	Returned	LAF	Letter	Advice	

Showing 1 to 1 of 1 entries

Figure 32: guarantee returned notification

The screenshot shows the 'Manage Guarantee Details' page. At the top right, there is a notification box with a green circle labeled 'D1' and a blue arrow pointing to it. The notification says: 'You have 1 new notifications', 'guarantee to be expired', 'guarantee with reference number 123 will be expired on 2024-06-10', '25 days left', and 'Show all notifications'. Below the notification, the main table has columns: Status, System Status, LAF File, Guarantee Letter, Commission Collected Advice, Claimed Letter, and Actions. The 'Status' column shows 'Active' and 'Approved'. The 'System Status' column shows 'LAF' and 'Letter'. The 'Actions' column has a dropdown menu. At the bottom, there is a pagination bar showing 'Showing 1 to 1 of 1 entries' and a page number '1'.

Figure 33: guarantee to be expired notification

The screenshot shows the 'Manage Guarantee Details' page. At the top right, there is an info message box with a green circle labeled 'D2' and a blue arrow pointing to it. The message says: 'Info' and 'Extension can only be done for active guarantees'. The main table has columns: Limit Type, LAF Number, Status, System Status, LAF File, Guarantee Letter, Commission Collected Advice, Claimed Letter, and Actions. The 'Status' column shows 'Extended' and 'Approved'. The 'System Status' column shows 'LAF' and 'Letter'. The 'Actions' column has a dropdown menu. At the bottom, there is a section for 'New LAF File', 'Guarantee Letter', 'Commission Collected Advice', 'Claimed Letter', and 'Action'. There are dropdown menus for 'New LAF' and 'Letter' under 'Action', and a dropdown menu for 'Action' at the bottom right.

Figure 34: extension only for active guarantees

The screenshot shows the 'Guarantee Management System (GMS)' interface. On the left, there's a sidebar with links for Dashboard, Guarantee Management (Issue guarantee, manage guarantee), Limit, and Maker Report. The main area has a header 'Guarantee Management System (GMS)'. Below the header is a table with the following columns: Status (Extended), System Status (Approved), LAF File, Guarantee Letter, Commission Collected Advice, and Actions. A tooltip on the 'Actions' column states: 'Termination can only be done for active guarantees'.

Status	System Status	LAF File	Guarantee Letter	Commission Collected Advice	Actions
Extended	Approved	<input type="button" value="LAF"/>	<input type="button" value="Letter"/>	<input type="button" value="Advice"/>	Action
Active	Approved	<input type="button" value="LAF"/>	<input type="button" value="Letter"/>	<input type="button" value="Advice"/>	Action
Settled	Approved	<input type="button" value="LAF"/>	<input type="button" value="Letter"/>	<input type="button" value="Advice"/>	Action
Active	Approved	<input type="button" value="LAF"/>	<input type="button" value="Letter"/>	<input type="button" value="Advice"/>	Action

Figure 35: termination only for active guarantees

The screenshot shows the 'Guarantee Management System (GMS)' interface. On the left, there's a sidebar with links for Dashboard, Guarantee Management (Issue guarantee, manage guarantee), Limit, and Maker Report. The main area has a header 'Guarantee Management System (GMS)'. Below the header is a table with the following columns: Status (Extended), System Status (Approved), LAF File, Guarantee Letter, Commission Collected Advice, and Actions. A tooltip on the 'Actions' column states: 'Settlement can only be done for active guarantees'.

Status	System Status	LAF File	Guarantee Letter	Commission Collected Advice	Actions
Extended	Approved	<input type="button" value="LAF"/>	<input type="button" value="Letter"/>	<input type="button" value="Advice"/>	Action
Active	Approved	<input type="button" value="LAF"/>	<input type="button" value="Letter"/>	<input type="button" value="Advice"/>	Action
Settled	Approved	<input type="button" value="LAF"/>	<input type="button" value="Letter"/>	<input type="button" value="Advice"/>	Action
Active	Approved	<input type="button" value="LAF"/>	<input type="button" value="Letter"/>	<input type="button" value="Advice"/>	Action

Figure 36: settlement only for active guarantees

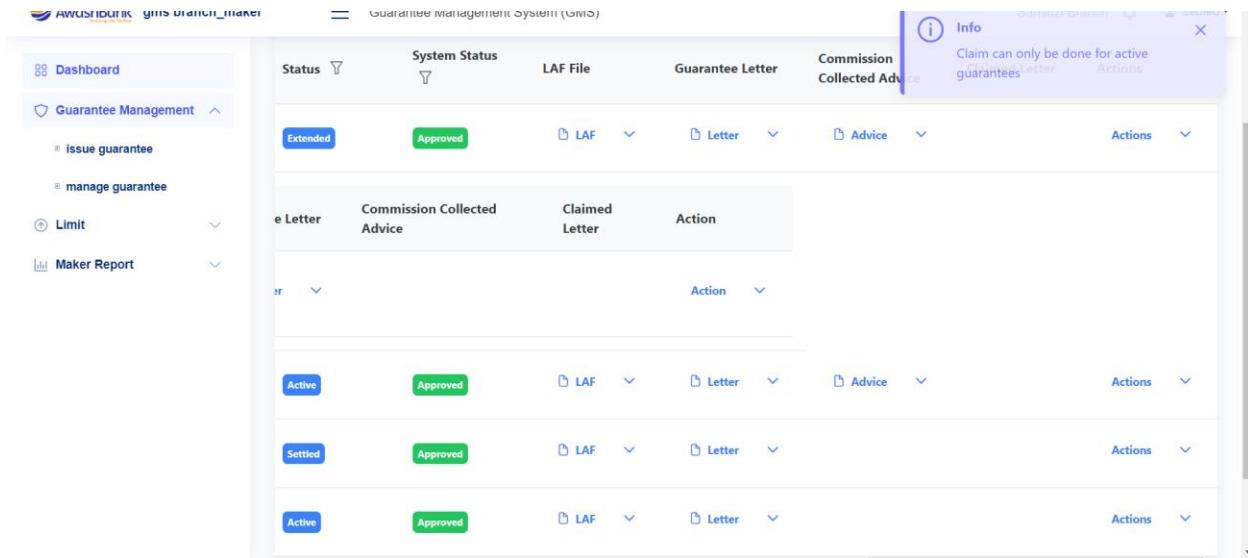


Figure 37: claim only for active guarantees

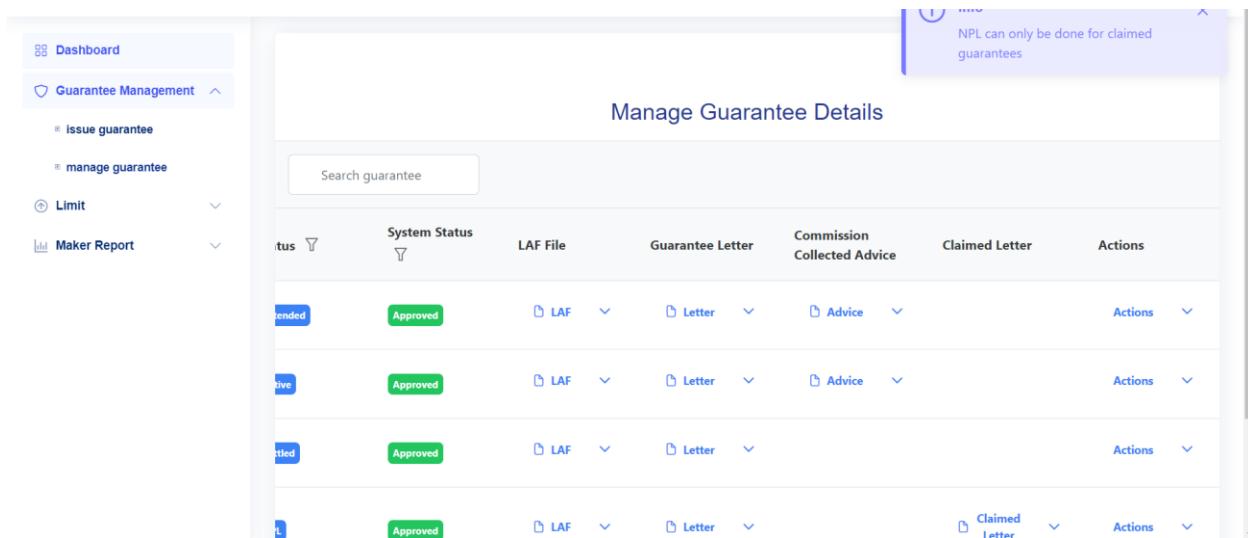


Figure 38: NPL only for active guarantees

Guarantee Settlement:

- To settle an active guarantee, click on “settle” button (B6) as shown in Figure 29.
- A confirmation dialogue will pop up as shown in Figure 39.
- Click on “Yes” button (B1) to confirm and “No” button (B2) to cancel request as shown in Figure 39.
- When successful, you will be shown a message (S1) as shown in Figure 40.
- When approved, status will change to “settled” (D1) as shown in Figure 41.

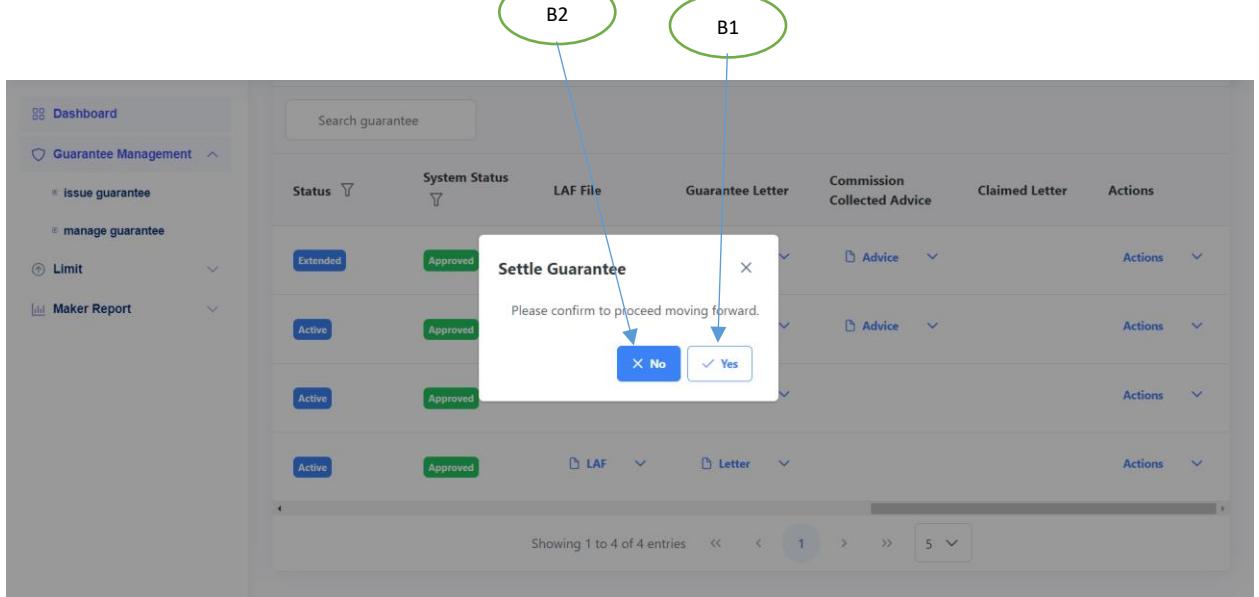


Figure 39: settle guarantee confirmation

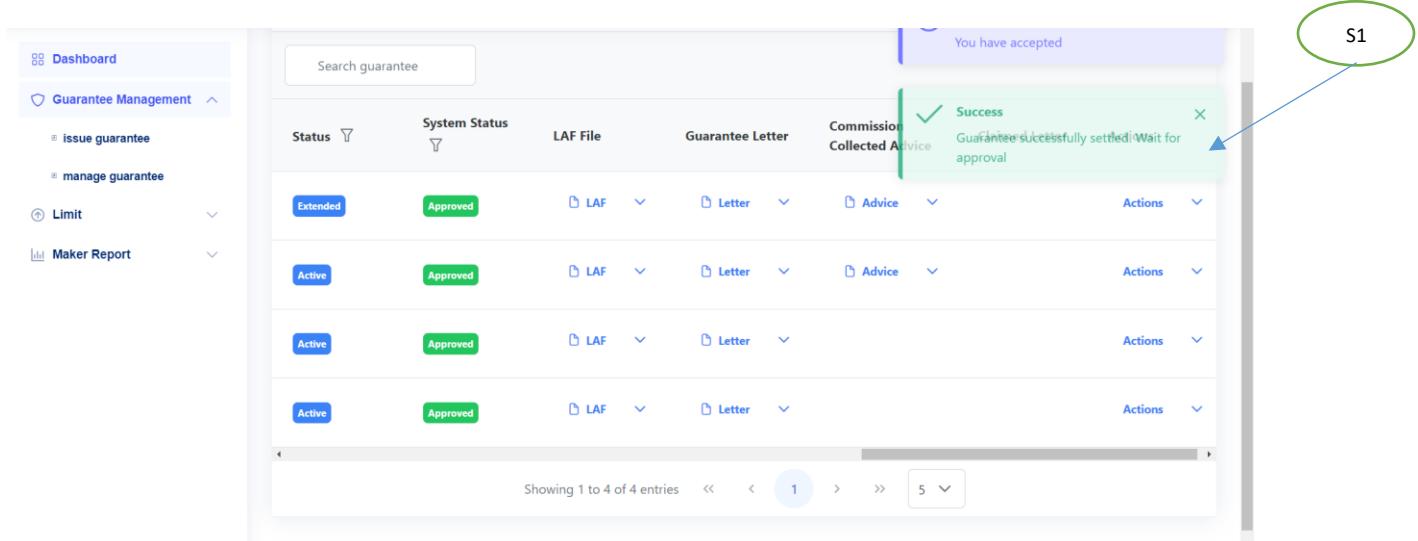


Figure 40: guarantee settlement success message

	Expiry Date	Limit Type	LAF Number	Status	System Status	LAF File
	2024-07-23	Revolving	2222	Extended	Approved	LAF
	2024-06-10	One time	123456	Active	Approved	LAF
	2024-06-10	Revolving	2222	Settled	Approved	LAF
	2024-06-10	Revolving	2222	Active	Approved	LAF

Figure 41: settled status

Guarantee Extension:

There are three ways to extend a guarantee:

- the first one is to click on “extend” button (B4) as shown in Figure 29, the second way is to click on the “guarantee to be expired” notification (D1) as shown in Figure 33 which will both redirect to a page as shown in Figure 43. The third way is to click on “show all notifications” button (D2) as shown in Figure 33 which will direct to a page as shown in Figure 42. After that click on “renew” button (B1) for the guarantee you want to extend as shown in Figure 42. You will be redirected to a page as shown in Figure 43.
- After filling in all the required fields, click on “renew” button (B1) as shown in Figure 44.
- Click on B1 as shown in Figure 45 to see child of extended guarantee details.
- Click on B1 as shown in Figure 46 to see other level extended guarantee details which will pop up a modal as shown in Figure 47.

All Guarantee Expiry Notifications

Guarantee to be expired	Guarantee to be expired	Guarantee to be expired
25 days left Guarantee with reference number 123 will be expired on 2024-06-10 renew	25 days left Guarantee with reference number 223 will be expired on 2024-06-10 renew	25 days left Guarantee with reference number 221 will be expired on 2024-06-10 renew

Navigation: << < 1 > >>

Figure 42: all guarantee expiry notification

Extend Guarantee

Guarantee Type*	Laf number*	
Advance Payment	2222	
Issued Amount*	Date Issued*	Expiry Date*
€500,000.00	07/23/2024	pick expiry date
Reference Number*	Guarantee Serial Number*	In Favor of*
enter reference number	222	company two
commission and charge collected*		
<input type="radio"/> Yes <input type="radio"/> No		
Guarantee Letter*		
+ renewal letter		

Figure 43: extend guarantee

Issued Amount*

Date Issued*

Expiry Date*

Reference Number*

Guarantee Serial Number*

In Favor of*

commission and charge collected*

Guarantee Letter*

LAF File for Extension*

Figure 44: extend guarantee cont.

Manage Guarantee Details					
	Client Id	Client Name	Guarantee Serial Number	Guarantee Type	Issued Amount
>	2222	revolving test corrected	222	Advance Payment	€500,000.00
>	123456	test name updated	456	Performance	\$1,000,000.00
>	2222	revolving test corrected	223	Custom Bond	€500,000.00
>	2222	revolving test corrected	221	Bid Bond	€500,000.00

Figure 45: view extended guarantee

Manage Guarantee Details

Search guarantee

Client Id	Client Name	Guarantee Serial Number	Guarantee Type	Issued Amount
2222	revolving test corrected	222	Advance Payment	€500,000.00
2221	222	Advance Payment	€500,000.00	
123456	test name updated	456	Performance	\$1,000,000.00

B1

Figure 46: second level extended guarantee

Guarantee Parent Child

Renewal	Client Id	Client Name	Reference Number	Guar
3	2222	revolving test corrected	2223	222

Showing 1 to 1 of 1 entries

Dismiss

Figure 47: guarantee parent child details

Guarantee Termination:

- To terminate an active guarantee, click on “terminate” button (B5) as shown in Figure 29.
- A confirmation dialogue will pop up as shown in Figure 48.
- Click on “Yes” button (B1) to confirm and “No” button (B2) to cancel request as shown in Figure 48.
- When successful, you will be shown a message (S1) as shown in Figure 49.
- When approved, status will change to “terminated” (D1) as shown in Figure 50.

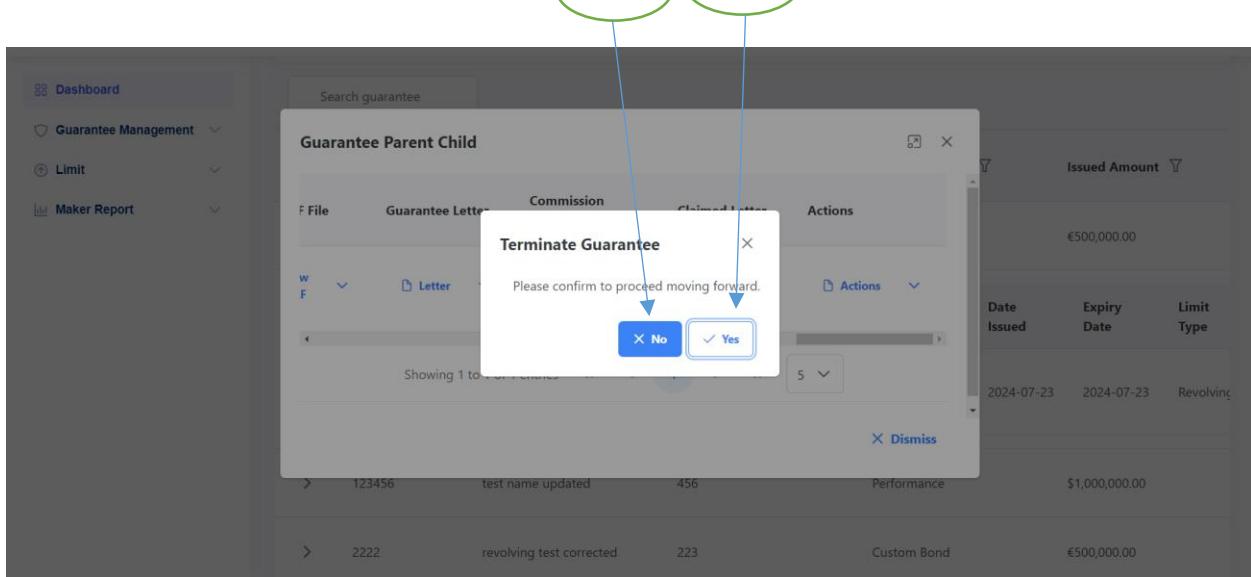


Figure 48: terminate confirmation

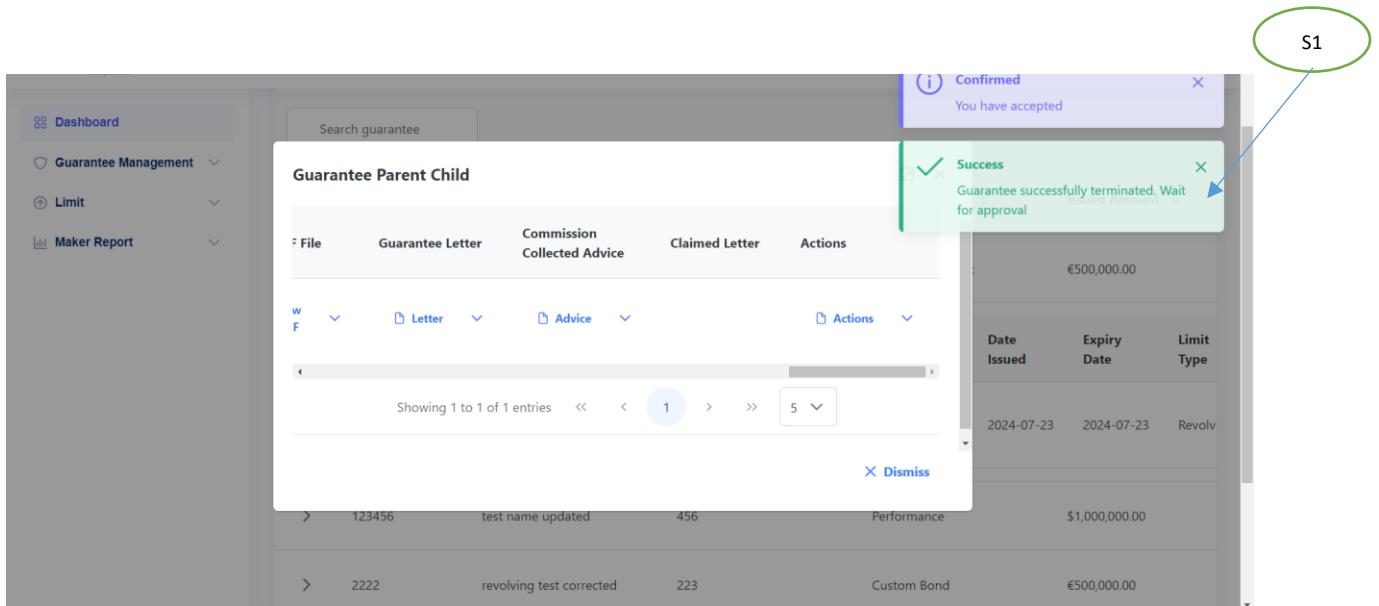


Figure 49: guarantee termination success message

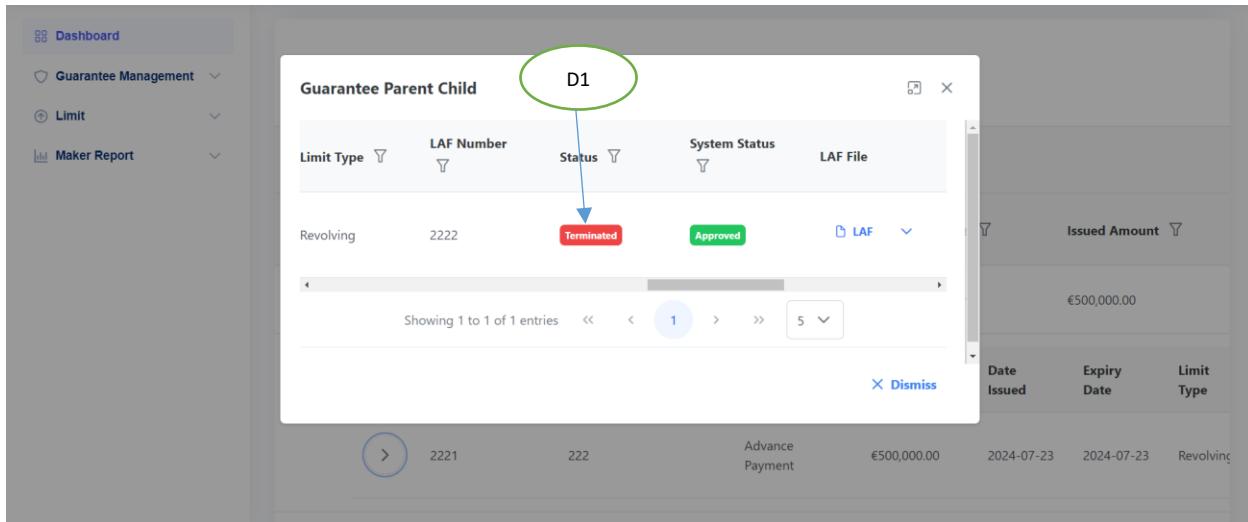


Figure 50: terminated guarantee status

Claim Guarantee:

- To claim an active guarantee, click on “claim” button (B7) as shown in Figure 29.
- A modal will pop up as shown in Figure 51.
- After inserting the required fields, click on “submit” button (B1) to make the guarantee claimed or “cancel” button (B2) to cancel the request as shown in Figure 51.
- On successful submission, a message will be displayed (S1) as shown in Figure 52.
- If approved, the guarantee status will be “claimed” (D1) as shown in Figure 53.

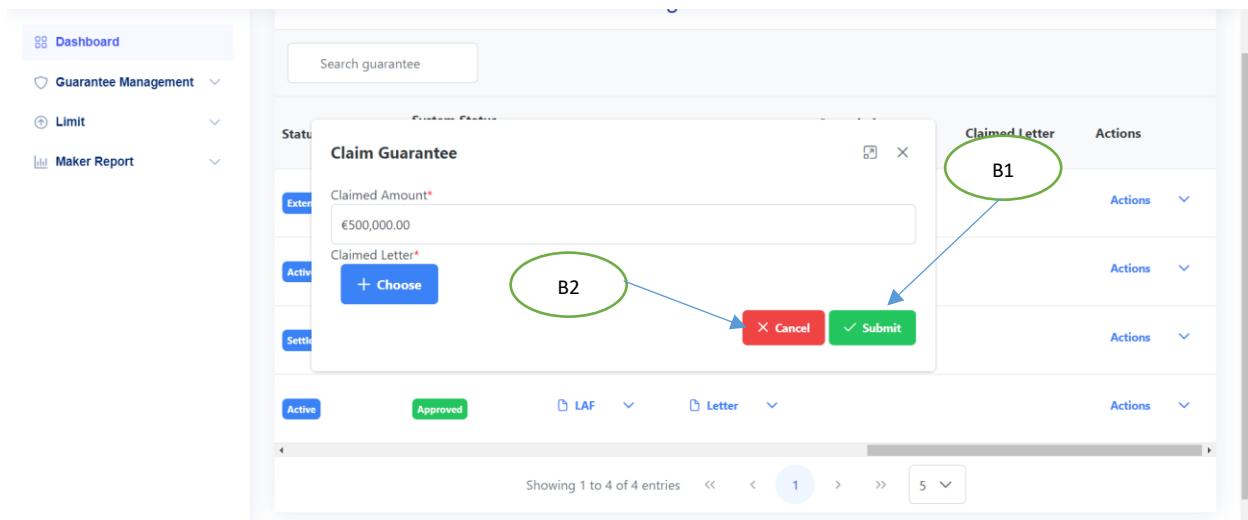


Figure 51: claim guarantee

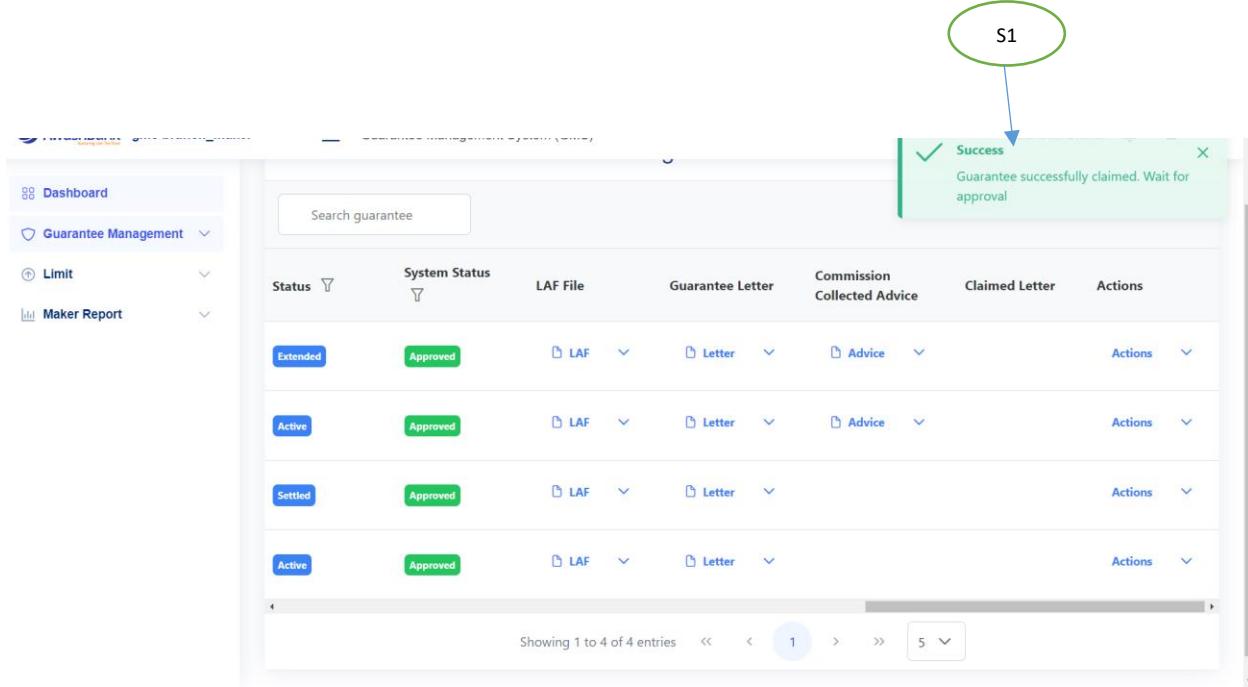


Figure 52: guarantee claimed success message

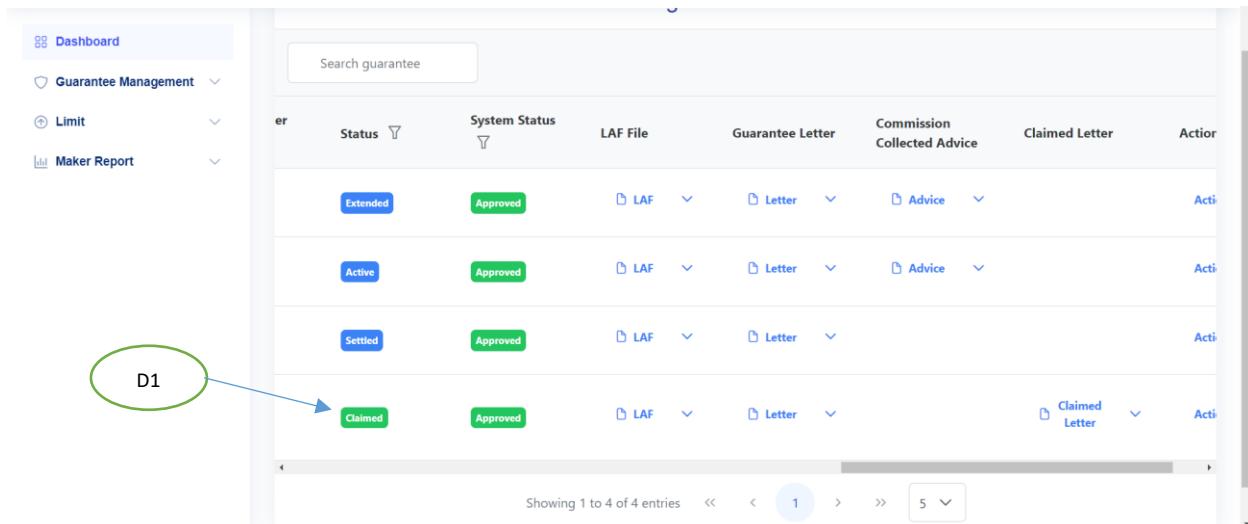


Figure 53: guarantee claimed status

NPL Guarantee:

NB: a claimed guarantee can be NPL that lasted more than 90 days (NPL duration) as shown in Figure 54.

NB: only a claimed guarantee can be NPL as shown in Figure 55.

- To make a claimed guarantee NPL, click on “NPL” button (B8) as shown in Figure 29.
- A confirmation dialogue will pop up as shown in Figure 56.
- Click on “Yes” button (B1) to confirm and “No” button (B2) to cancel request as shown in Figure 56.

- When successful, you will be shown a message (S1) as shown in Figure 57.
- When approved, status will change to “NPL” (D1) as shown in Figure 58.

Status	System Status	LAF File	Guarantee Letter	Commission Collected Advice	Claimed Letter	Actions
Extended	Approved	↳ LAF	↳ Letter	↳ Advice		Actions
Active	Approved	↳ LAF	↳ Letter	↳ Advice		Actions
Settled	Approved	↳ LAF	↳ Letter			Actions
Claimed	Approved	↳ LAF	↳ Letter		↳ Claimed Letter	Actions

Showing 1 to 4 of 4 entries << < > >> 1 2 3 4 5 >

Figure 54: NPL duration

Type	LAF Number	Status	System Status	LAF File	Guarantee Letter	Commission Collected Advice	Claimed Letter	Actions
Pending	2222	Extended	Approved	↳ LAF	↳ Letter	↳ Advice		Actions
Active	123456	Active	Approved	↳ LAF	↳ Letter	↳ Advice		Actions
Settled	2222	Settled	Approved	↳ LAF	↳ Letter			Actions
NPL	2222	NPL	Approved	↳ LAF	↳ Letter		↳ Claimed Letter	Actions

Showing 1 to 4 of 4 entries << < > >> 1 2 3 4 5 >

Figure 55: NPL only for claimed guarantees

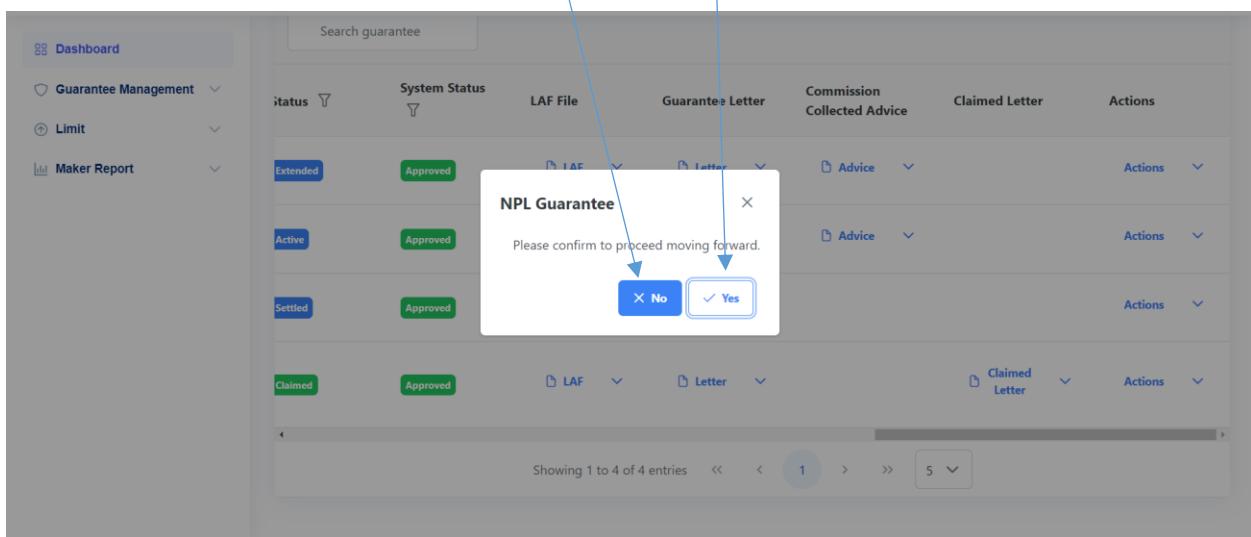


Figure 56: NPL confirmation

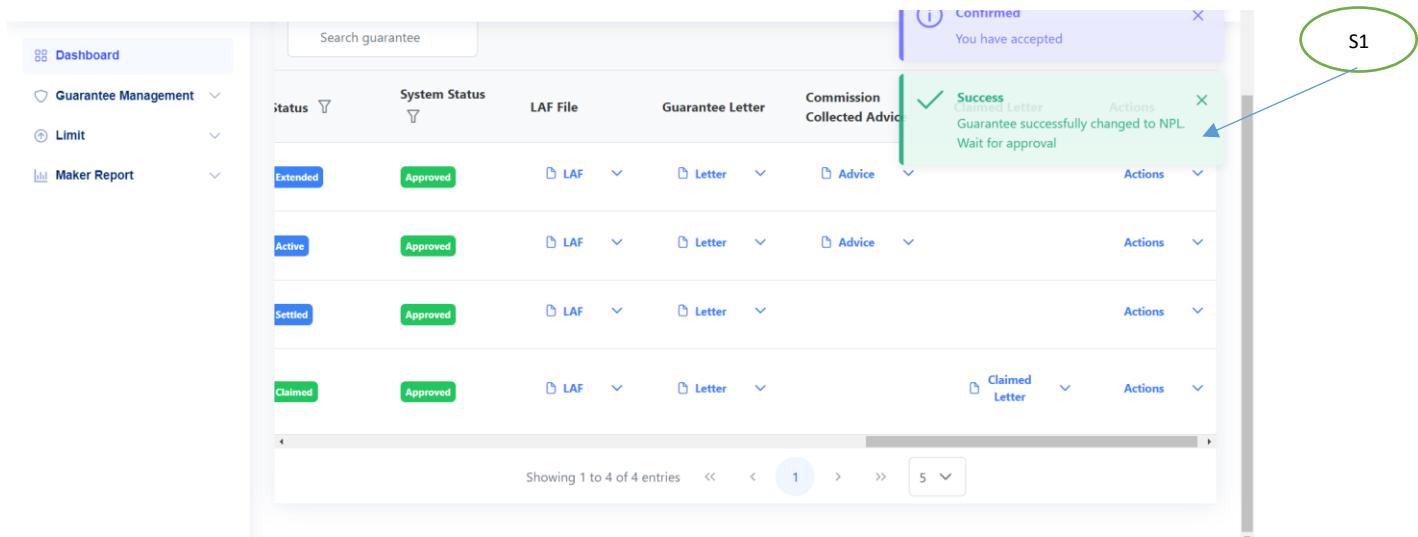


Figure 57: NPL success message

The screenshot shows a software interface with a sidebar on the left containing 'Dashboard', 'Guarantee Management', 'Limit', and 'Maker Report'. The main area has a search bar 'Search guarantee' and a table with columns: LAF Number, Status, System Status, LAF File, Guarantee Letter, Commission Collected Advice, and Claimed Letter. The table contains four rows of data:

LAF Number	Status	System Status	LAF File	Guarantee Letter	Commission Collected Advice	Claimed Letter
2222	Extended	Approved	LAF	Letter	Advice	
123456	Active	Approved	LAF	Letter	Advice	
2222	Settled	Approved	LAF	Letter		
2222	NPL	Approved	LAF	Letter		Claimed Letter

At the bottom, a pagination bar shows 'Showing 1 to 4 of 4 entries' with page numbers 1, 2, 3, 4, 5.

Figure 58: NPL status

Report

Maker report:

- To view maker report, click on “maker report” sub-menu (M1) as shown in Figure 59.
- After that you will be redirected to a page as shown in Figure 60.
- You can load all report by clicking on the button “load all report” (B1) or apply filter by selecting from filter options then click on the button “apply filter” (B2) as shown in Figure 60.
- Selected filters will be displayed as shown in Figure 61(D1).
- To export report to excel, click on (B1) and to export to pdf, click on (B2) as shown in Figure 62.

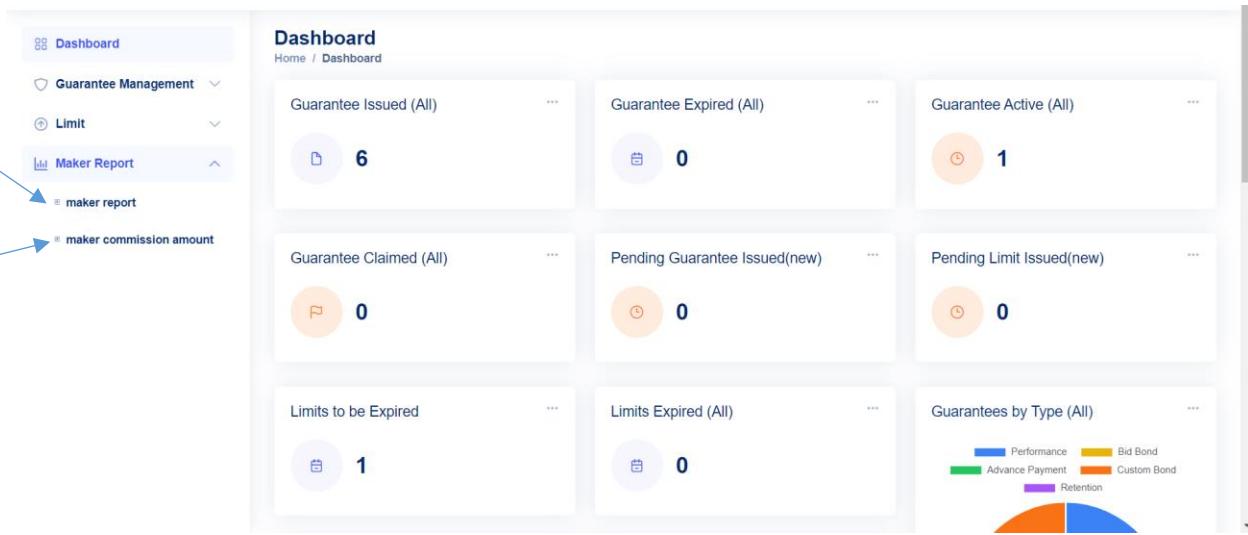


Figure 59: report sub-menu

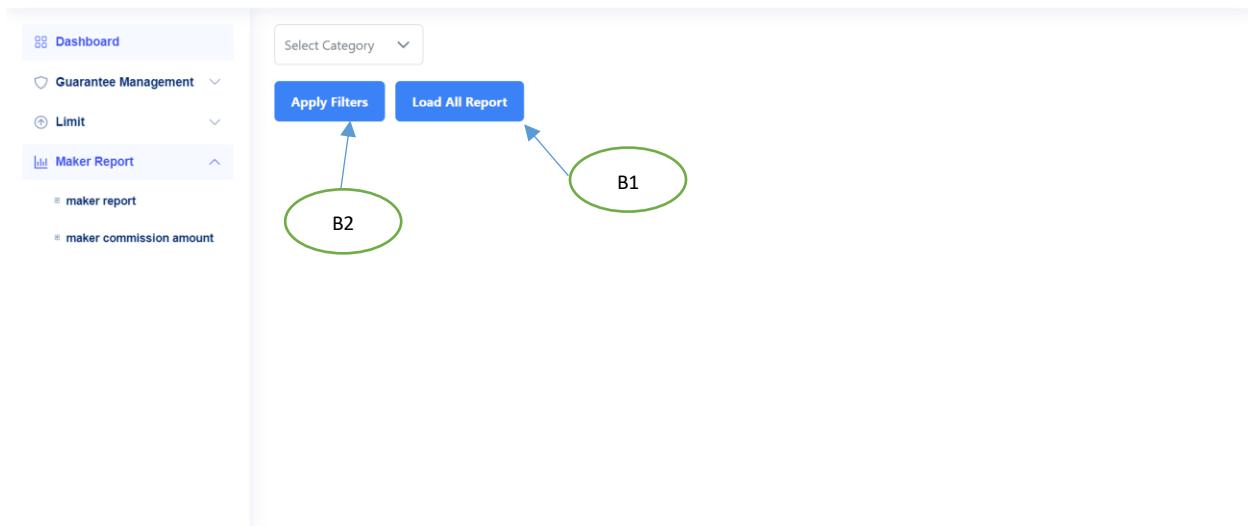


Figure 60: maker report

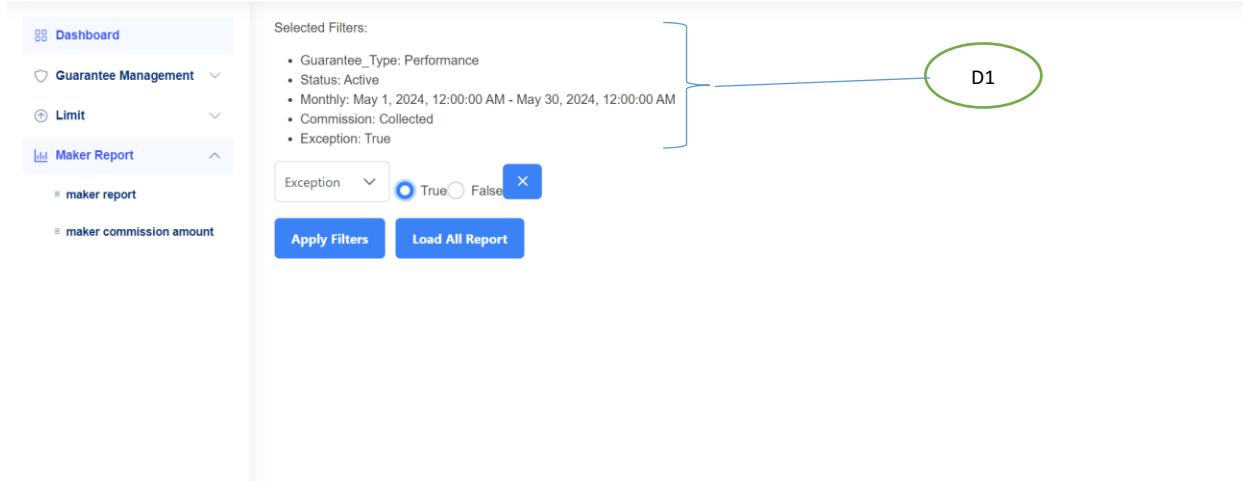


Figure 61: selected filters for maker report

Branch	Region	Segment	Client Id	Client Name	Limit Type	Limit Date Approved	Limit Expiry Date	Limit Amount	Outstanding Balance	Available Amount	Ref Num
Sansuzi Branch	West Addis Ababa Region		123456	test name updated	One time	2024-05-15	2024-06-10	\$1,000,000.00	\$1,000,000.00	123	222

Figure 62: export report

Commission Amount Report:

- To view commission amount report, click on “commission amount” sub-menu (M2) as shown in Figure 61.
- After that you will be redirected to a page as shown in Figure 63.
- Click on “Load report” button (B1) as shown in Figure 63.
- You can select date range (B2) filter method which is optional as shown in Figure 63.
- To export the loaded report to excel, click on B1 (Figure 64).
- To export the loaded report to pdf, click on B2 (Figure 64).

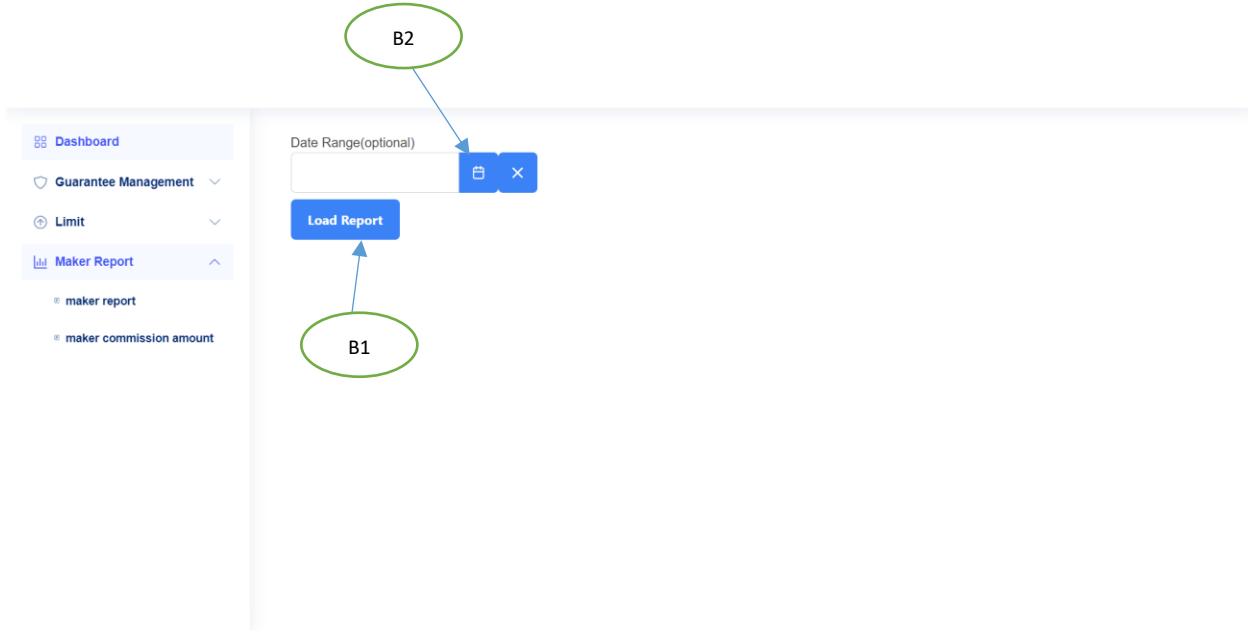


Figure 63: commission amount report

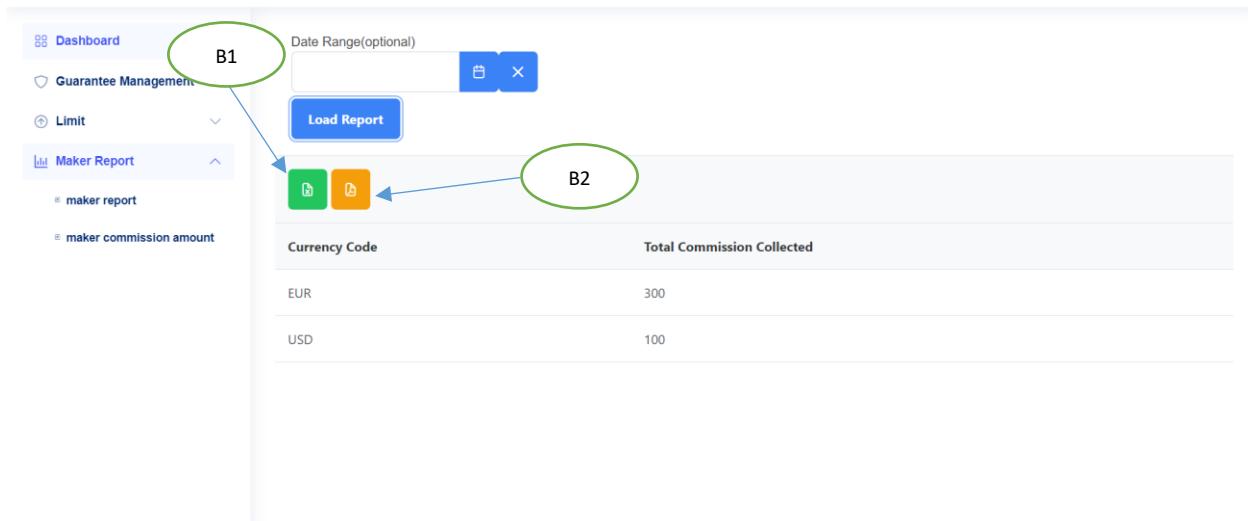


Figure 64: commission amount report export