

# **Oracle FLEXCUBE Direct Banking**

**Corporate Trade Finance User Manual  
Release 12.0.3.0.0**

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# 1. Preface

## 1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

## 1.2 Documentation Accessibility

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

## 1.3 Access to OFSS Support

<https://support.us.oracle.com>

## 1.4 Structure

This manual is organized into the following categories:

Preface gives information on the intended audience. It also describes the overall structure of the User Manual

Transaction Host Integration Matrix provides information on host integration requirements for the transactions covered in the User Manual.

Introduction provides brief information on the overall functionality covered in the User Manual

Chapters post Introduction are dedicated to individual transactions and its details, covered in the User Manual

## 1.5 Related Information Sources

For more information on Oracle FLEXCUBE Direct Banking Release 12.0.3.0.0, refer to the following documents:

- Oracle FLEXCUBE Direct Banking Licensing Guide
- Oracle FLEXCUBE Direct Banking Installation Manuals

## 2. Transaction Host Integration Matrix

|           |  |
|-----------|--|
| <b>NH</b> | No Host Interface Required.                  |
| ★         | Host Interface to be developed separately.   |
| ✓         | Pre integrated Host interface available.     |
| ✗         | Pre integrated Host interface not available. |

| Transaction Name            | FLEXCUBE UBS | Third Party Host System |
|-----------------------------|--------------|-------------------------|
| Initiate LC                 | ✓            | ★                       |
| LC Amendment Initiate       | ✓            | ★                       |
| View Import LC              | ✓            | ★                       |
| View Export LC              | ✓            | ★                       |
| View Import Bills           | ✓            | ★                       |
| View Export Bills           | ✓            | ★                       |
| Direct Collections          | ✓            | ★                       |
| Export Collections          | ✓            | ★                       |
| Export Bills Under LC       | ✓            | ★                       |
| Line Limit Details          | ✓            | ★                       |
| Initiate Outward Guarantee  | ✓            | ★                       |
| Outward Guarantee Amendment | ✓            | ★                       |
| View Outward Guarantee      | ✓            | ★                       |
| Customer Acceptance         | ✓            | ★                       |
| Attach document             | NH           | NH                      |
| Lookup maintenance          | NH           | NH                      |

### 3. Introduction

Trade Finance Module allows you to initiate an (LC) Letter of Credits. This module allows you to view initiated LC, view Bills, view and Amend Guarantees, Initiate BG. The LC is divided into import and Export, Bills is divided into export and Import Bill. Collections into Direct collections and Export collections.

## 4. Initiate LC

The **Initiate LC** option enables you to apply for an Import LC. For the LC application, the user should input data in the four tabs available in this option viz. **Main**, **Shipment**, **Documents** and **Instructions**.

### To initiate a new LC application

- Click **Trade Finance > Letter of Credit > Initiate LC**. The system displays the **Letter of Credit Initiation** screen. By default, the **Main** tab is displayed.

#### Letter of Credit Initiation - Main tab

**Letter of Credit Initiation**

**Main** **Shipment** **Documents** **Instructions**

**Main**

|   |   |
|---|---|
| Customer Id*: 10410933 Ashok Chowdary                       | Branch: 000-Bank Futura   |
| Date of Application*: 11-03-2014                            | LC Amount*: INR   |
| Product*: Export LC - advising ATB                          | Tolerance: None   |
| Customer Ref. No.: 0021                                     | Under (-): <input type="text"/> Above (+): <input type="text"/> |
| Date of Expiry*: 25-03-2014 <input type="button" value=""/> | Total Exposure: INR   |
| Place of Expiry*: india                                     |   |

**Beneficiary\***:

|                  |
|------------------|
| Name*: Sarita    |
| Address*: Mumbai |
| Country*: INDIA  |

Drafts: Not Required

**Applicant\***:

|                      |
|----------------------|
| Name: Ashok Chowdary |
| Address*: Mumbai     |
| Country: IN          |

Transferable\*:  Yes  No

By\*: Acceptance

Template Access Type: Select

\* Indicates Mandatory Fields

Save as Template  Save as Draft  Previous  Next  Initiate

**Field Description**

| <b>Field Name</b>                        | <b>Description</b>   |
|--|--|
| <b>Main</b>                              |  |
| <b>Customer Id</b>                       | [Mandatory, Drop-Down]<br>Select the applicant name from the drop-down list. The list displays the country, the primary and secondary customer ID and the applicant name as per the mapping.               |
| <b>Branch</b>                            | [Mandatory, Drop-Down]<br>Select the branch where the LC contract is to be created.  |
| <b>Date of Application</b>               | [Display]<br>This field displays the current date as the date of LC application.   |
| <b>LC Amount</b>                         | [Mandatory, Drop-Down, Numeric, 15]<br>Select the currency under which the LC can be issued from the dropdown list and type the LC amount.<br>The decimal position depends on the selected LC currency.    |
| <b>Product</b>                           | [Mandatory, Drop-Down]<br>Select the import LC product under which the LC application is created from the drop-down list.  |
| <b>Customer Ref. No.</b>                 | [Optional, Alphanumeric, 13]<br>Type the customer reference number.  |
| <b>Date of Expiry</b>                    | [Mandatory, Date Picker]<br>Select the expiry date of the LC from the date picker.<br>The Expiry Date should be later than the Issue Date.   |
| <b>Place of Expiry</b>                   | [Mandatory, Alphanumeric, 30]<br>Type the place of LC expiry.  |
| <b>Tolerance</b>                         | [Mandatory, Drop-Down]<br>Select one of the following options from the drop-down list: <ul style="list-style-type: none"> <li>• About</li> <li>• Approximately</li> <li>• Circa</li> <li>• None</li> </ul> |
| <b>Tolerance Under (-) and Above (+)</b> | [Optional, Numeric, Seven]<br>Type the tolerance amount as a percentage plus and/or minus relative to the LC amount.   |

| Field Name  | Description   |
|---|---|
| <b>Total Exposure</b>   | [Display]<br>This field displays the total LC amount including the positive tolerance.  |
| <b>Applicant</b>  |   |
| <b>Name</b>   | [Display]<br>This field displays the primary/secondary applicant name depending on the customer ID selected.  |
| <b>Address</b>  | [Display]<br>This field displays the applicant address.   |
| <b>Country</b>  | [Display]<br>This field displays the country of the applicant.  |
| <b>Beneficiary</b>  |   |
| <b>Name</b>   | [Mandatory, Alphanumeric, 35]<br>Type the name of the beneficiary.<br>Alternatively, you can pick up the beneficiary name from the Beneficiary Look Up icon, if present.        |
| <b>Note:</b> Whether the user can input or only select the beneficiary details from the Beneficiary Maintenance, depends on the Flag in the Customer Profile. |   |
| <b>Address</b>  | [Mandatory, Alphanumeric, 35]<br>Type the address of the beneficiary. Alternatively beneficiary address details can be picked up from the Beneficiary Look Up icon, if present. |
| <b>Country</b>  | [Mandatory, Drop-Down]<br>Select the country of the beneficiary from the drop-down list.  |
| <b>Transferable</b>   | [Mandatory, Radio Button]<br>Select <b>Yes</b> or <b>No</b> to specify whether the LC is transferable or not.   |

| Field Name                  | Description   |
|-----------------------------|---|
| <b>By</b>                   | <p>[Mandatory, Drop-Down]</p> <p>Select the value from the drop down list to identify the bank authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit and an indication of how the credit is available.</p> <p>The options available are:</p> <ul style="list-style-type: none"> <li>• Negotiation</li> <li>• Def Payment</li> <li>• Mixed Payment</li> <li>• Payment</li> <li>• Acceptance</li> </ul> |
| <b>Template access type</b> | <p>[Optional, Drop-Down]</p> <p>Select the type of access for the template from the dropdown.</p> <p>The options are</p> <p>Public</p> <p>Private</p>   |
| <b>Drafts</b>               | <p>[Optional, Drop-Down]</p> <p>Select <b>Not Required</b> from the drop-down list if you do not want to associate any drafts to the LC application</p>   |

2. Click the **Add** button to add drafts to the LC application  
OR  
Click the **Remove** button to remove any previously added draft.

The draft section appears if **Add** is selected on drafts. Once the draft entry is complete, click the **Accept** button.

#### Field Description

| Field Name              | Description  |
|-------------------------|--|
| <b>Tenor (In Days)</b>  | <p>[Mandatory, Numeric, Four]</p> <p>Type the number of days to specify the tenor of the drafts to be drawn under the documentary credit.</p>  |
| <b>Credit Days From</b> | <p>[Mandatory, Drop-Down]</p> <p>Select the date type from the drop-down list to specify the date type from when the draft tenor will be counted.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Invoice Date</li> <li>• B/L Date</li> <li>• Others</li> </ul> |

| Field Name                  | Description   |
|-----------------------------|---|
| <b>Credit Days From</b>     | [Mandatory, Date Picker]<br>Select the date from the date picker, from when the draft tenor will be counted. This field is adjacent to the <b>Credit Days From</b> drop-down list.      |
| <b>Draft Amount</b>         | [Mandatory, Numeric, 15]<br>Type the draft amount.  |
| <b>Specify Others</b>       | [Conditional, Alphanumeric, 50]<br>Type a value.<br>This field is enabled only if <b>Others</b> are selected from the <b>Credit Days From</b> drop-down list.                           |
| <b>Drawee Bank</b>          | [Mandatory, Alphanumeric, 50]<br>Type the drawee bank of the LC. The system defaults to SWIFT ID of the bank, depending on the country selected.  |
| <b>Template Access Type</b> | [Optional, Drop-Down]<br>Select the type of access for the template from the dropdown.<br>The options are <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul> |

3. Click the **Next** button or the **Shipment** tab. The system displays the **Shipment** tab.  
OR  
Click the **Initiate** button or the system displays the Verify screen after initiation.  
OR  
Click the **Previous** button. The system displays the previous Tab.  
OR  
Click the **Save as Draft**, the system saves the transaction as a draft for future use.  
OR  
Click the **Save As Template**. The system saves the transaction as a template for future use.

## Letter of Credit Initiation

The screenshot shows the 'Shipment' tab selected in the 'Letter of Credit Initiation' interface. The form contains the following fields:

- Partial Shipment\***: A dropdown menu set to "Not Allowed".
- Shipment Period**: A large text area.
- Transshipment\***: A dropdown menu set to "Not Allowed".
- Latest Shipment Date\***: A date field set to "12-03-2014" with a calendar icon.
- Shipment From**: A text field set to "london".
- Shipment To**: A text field set to "mumbai".
- Port of Loading**: A text field set to "london".
- Port of Discharge\***: A text field set to "mumbai".
- Description of Goods\***: A large text area containing "computers".

At the bottom, there is a note: "\* Indicates Mandatory Fields" and a vertical toolbar with icons for back, forward, search, and other actions. Action buttons include "Save as Template", "Save as Draft", "Previous", "Next", and "Initiate".

### Field Description

| Field Name              | Description  |
|-------------------------|--|
| <b>Shipment</b>         |  |
| <b>Partial Shipment</b> | [Mandatory, Drop-Down]   |
|                         | Select the option from the drop-down list to indicate whether or not the partial shipments are allowed under the LC. |
|                         | The options are:   |
|                         | <ul style="list-style-type: none"> <li>• Allowed</li> <li>• Not allowed</li> </ul>                                   |

| Field Name                  | Description   |
|-----------------------------|---|
| <b>Shipment Period</b>      | [Conditional, Alphanumeric,390]<br><br>Type the period of shipment during which the goods are to be loaded on board/dispatched/taken in charge.<br><br>This field is enabled if <b>Allowed</b> is selected from the <b>Partial Shipment</b> drop-down list. |
| <b>Transshipment</b>        | [Mandatory, Drop-Down]<br><br>Select the option from the drop-down list to specify whether or not the transshipments are allowed under the LC.<br><br>The options are: <ul style="list-style-type: none"><li>• Allowed</li><li>• Not allowed</li></ul>      |
| <b>Latest Shipment Date</b> | [Mandatory, Date Picker]<br><br>Select the latest shipment date from the Date Picker. This is the date for loading goods on board/dispatch/taking in charge.<br><br>The Latest Shipment Date should not be later than the LC Expiry Date.                   |
| <b>Shipment From</b>        | [Mandatory, Alphanumeric, 25]<br><br>Type the place where the goods will be received.   |
| <b>Shipment To</b>          | [Mandatory, Alphanumeric, 25]<br><br>Type the place of delivery of goods.   |
| <b>Port of Loading</b>      | [Mandatory, Alphanumeric, 25]<br><br>Type the port of dispatch or taking in charge of the goods or loading on board.  |
| <b>Port of Discharge</b>    | [Mandatory, Alphanumeric, 25]<br><br>Type the port of discharge of the goods.   |
| <b>Description of Goods</b> | [Mandatory, Alphanumeric, 100]<br><br>Type the description of the goods traded under the LC.  |

4. Click the **Next** button or the **Documents** tab. The system displays the **Documents** tab.

## Letter of Credit Initiation-Documents

**Letter of Credit Initiation**

Main   Shipment   **Documents**   Instructions

Documents

Incoterm\*: CFR (Cost and Freight (named destination port))

Documents Required

| Documents:      | Complete List | Selected* | Original* | Copies* |
|-----------------|---------------|-----------|-----------|---------|
| Singed commerce | AIRWAY BILL   | Air Way   | 1         | 2       |
| AIRWAY BILL     | Invoice       |           |           |         |
| UPLD_700_46     | Sea Way       |           |           |         |
| Air Way Bill    | Other         |           |           |         |

| Clause List | Selected*  |
|-------------|------------|
| AIRWAYBILL  | AWB        |
| AWBCL1      | CMRSENDCOP |
| BILLAD      |            |
| BILLOFLAD   |            |

CLEAN AIR WAYBILLS CONSIGNMENT TO APPLICANT, NOTIFY APPLICANT, MARKED F73 COLLECT / INDICATING THIS CREDIT NUMBER.

Clause Description:

Edit Description   Done   Cancel

\* Indicates Mandatory Fields

Save as Template   Save as Draft   Previous   Next   **Initiate**

## Field Description

| Field Name                | Description  |
|---------------------------|--|
| <b>Documents</b>          |  |
| <b>Inco term</b>          | [Mandatory, Drop-Down]<br>Select the Inco term from the drop-down list.  |
| <b>Documents Required</b> |  |
| <b>Documents</b>          |  |
| <b>Complete List</b>      | [Selection Box]<br>This list displays the documents maintained in the FLEXCUBE DIRECT BANKING for the selected product.<br><br>Select the documents from the list and click  to move the selected documents to the <b>Selected</b> list.  |
| <b>Selected</b>           | [Mandatory, Selection Box]<br>This list displays the documents selected by the user from the <b>Complete List</b> . The selected documents will be part of the initiated LC.<br><br>Select the documents from the list and click  to move back the selected documents to the <b>Complete List</b> . At least one document must be selected. |
| <b>Original</b>           | [Mandatory, Numeric, 2]<br>Type the desired number of originals required for the selected document.  |
| <b>Copies</b>             | [Mandatory, Numeric, 2]<br>Type the desired number of copies required for the selected document.   |
| <b>Clause</b>             |  |
| <b>Clause List</b>        | [Display]<br>This list displays the clauses maintained in the FLEXCUBE DIRECT BANKING for each of the document. A document can have multiple clauses under it.<br><br>Select the clauses from the list and click  to move the selected clauses to the <b>Selected</b> list.   |

| Field Name                | Description  |
|---------------------------|--|
| <b>Selected</b>           | <p>[Mandatory, List Box]</p> <p>This list displays the clauses selected by the user from the <b>Clause List</b>. The selected clauses will be attached to the selected document.</p>  <p>Select the clauses from the list and click  to move back the selected clauses to the <b>Clause List</b>.</p> <p>At least one clause must be selected.</p> |
| <b>Clause Description</b> | <p>[Mandatory, Alphanumeric, 100]</p> <p>This field, by default, displays the description for the selected clause.</p> <p>The user has the option to modify the text and save it as part of the LC application.</p> <p>To modify the clause description, click the <b>Edit Description</b> button. To save or cancel the modification, click the <b>Done</b> or <b>Cancel</b> button.</p>  |

5. Click the **Next** button or the **Instructions** tab. The system displays the **Instructions** tab.

### Letter of Credit Initiation- Instructions tab

**Letter of Credit Initiation**

Main   Shipment   Documents   **Instructions**

**Advising Bank**

Swift Id: APACGB61003  
Name: BANK FUTURA  
Address: 41 BERKELEY SQUARE  
London  
Country: GREAT BRITAIN

**Confirmation Instruction**

None   
Confirm - Charge by Applicant   
Confirm - Charge by Beneficiary

Period of Presentation: Documents to be presented "Within/Beyond"  days after the date of shipment but within the validity of this credit.

Charges Account: -1040410933036- INR 998.

Instructions to the Bank (not forming part of LC)

**Attach Document**

Uploaded Attachments:

\* Indicates Mandatory Fields

**Save as Template**   **Save as Draft**   **Previous**   **Next**   **Initiate**

## Field Description

| Field Name   | Description   |
|--|---|
| <b>Instructions</b>  |   |
| This tab captures the miscellaneous information like Charges, Advising Bank, Period of Presentation, Confirmation Instructions, Debit Account Number and Currency and Instructions to the Bank. It also allows the user to attach the scanned copies of supporting documents. The user can attach more than one document. The system supports the file types such as DOC, XLS, CSV, PDF, TXT, ZIP, RAR, TIF and JPG. |   |
| <b>Advising Bank</b>   |   |
| This section provides the Advising Bank Look Up icon to search the Advising Bank details. The Look Up icon allows you to view all the SWIFT ID, Bank Name and Address maintained in the Database. The user can either type the Advising Bank details or select the same using the Look Up function for maintaining the details.  |   |
| <b>SWIFT</b>   | [Optional, Alphanumeric, 11]<br><br>Select the advising bank details using the Advising Bank Look Up icon.<br><br>Alternatively, you can also type the advising bank SWIFT ID.  |
| <b>Name</b>  | [Optional, Alphanumeric, 35]<br><br>Select the advising bank details using the Advising Bank Look Up icon.<br><br>Alternatively, the user can also put the advising bank name.  |
| <b>Address</b>   | [Optional, Alphanumeric, 35]<br><br>Select the advising bank details using the Advising Bank Look Up icon.<br><br>Alternatively, the user can also type the advising bank address.  |
| <b>Country</b>   | [Optional, Dropdown]<br><br>Select the advising bank details using the Advising Bank Look Up icon.<br><br>Alternatively, the user can select the advising bank country name from the dropdown.  |
| <b>Confirmation Instruction</b>  | [Optional, Radio Button]<br><br>Select the confirmation instructions for the receiver.<br><br>The options are: <ul style="list-style-type: none"><li>• None</li><li>• Confirm - Charge by Applicant</li><li>• Confirm - Charge by Beneficiary</li></ul> |

| Field Name   | Description   |
|--|---|
| <b>Period of Presentation</b>                            | [Optional, Numeric, 3]<br>Type the number of days to specify the period of time after the date of shipment within/beyond which the documents must be presented for payment, acceptance or negotiation.<br>The default statement displayed is <b>Documents to be presented "Within/Beyond" ___Days after the date of shipment.</b> |
| <b>Charges Account</b>                                   | [Optional, Drop-Down]<br>Select the account from which charges will be deducted from the dropdown.  |
| <b>Instructions to the Bank (not forming part of LC)</b> | [Optional, Alphanumeric]<br>Type any additional instructions which the user wishes to send to the bank.   |

6. Click the **Attach Documents** button to attach supporting documents. The system displays the **Attachments** pop-up screen.

#### Attachments

Select Document to Attach

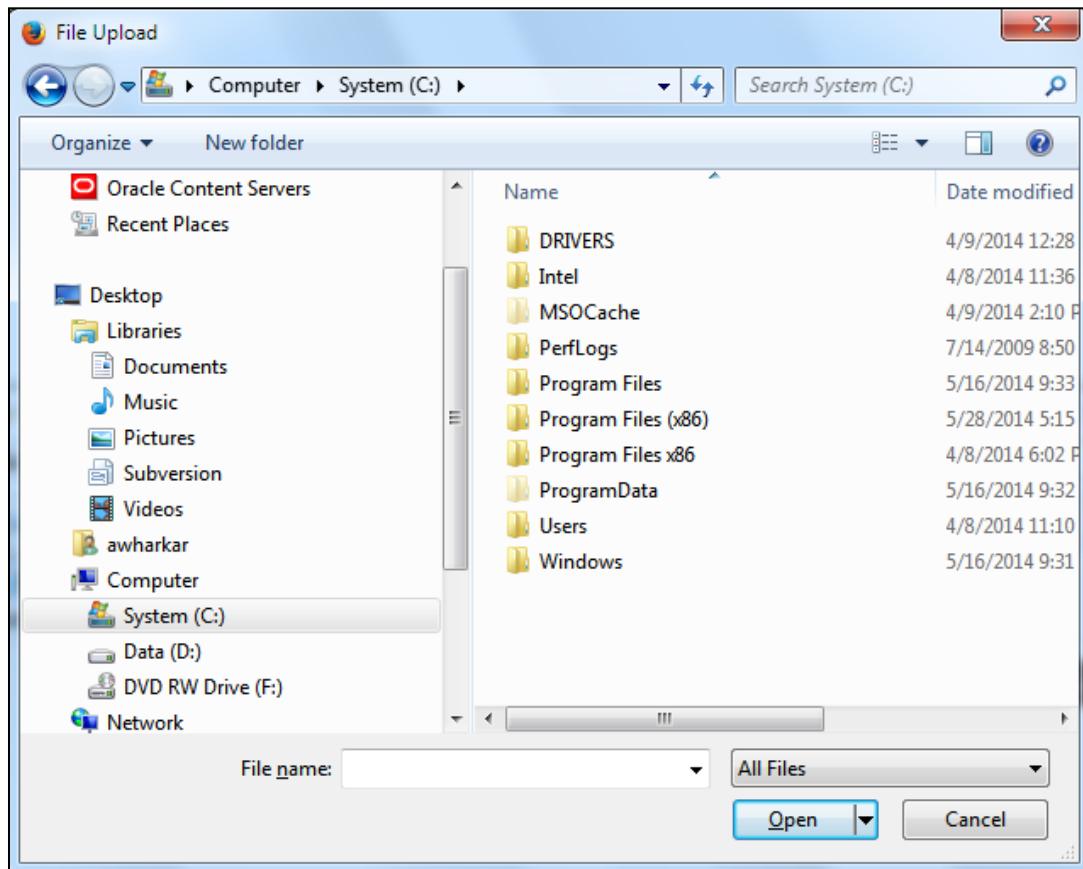
Browse... No file selected.

Allowed File Types: xls,doc,pdf,csv,txt,zip,tif,jpg,rar

Attach Add Another Done

7. Click the **Browse** button. The system displays the **Choose File** pop-up dialog screen.

### Choose File



8. Navigate to the desired location to select the document, and click the **Open** button.
9. Click the **Done** button. The system closes the pop-up screen and returns to the **Letter of Credit Initiation** screen.
10. Click the **Initiate** button to initiate the LC application. The system displays the **LC Initiate - Verify** screen.  
OR  
Click the **Previous** or **Next** button to navigate to the previous or next tab on the screen, respectively.
11. Click on **Save as Draft** Button to save the transaction as a draft for future Use.
12. Click on **Save as a Template** to save the transaction as a template for future use.

**LC Initiate - Verify**

The screenshot shows the 'LC Initiate - Verify' screen with the following details:

- Main Tab:**
  - Customer Id: 10411875
  - Date of Application: 11-03-2014
  - Customer Ref. No.: 0021
  - Product: Import Back to Back LC product-Advance Non Periodic
  - Date of Expiry: 31-03-2014
  - Place of Expiry: Mumbai
  - Branch: 001-Bank Futura -Branch 001
  - LC Amount: INR 100000
  - Tolerance: None
  - Under (-):
  - Above (+):
  - Total Exposure: INR 100,000.000
- Applicant Section:**
  - Name: authcorp1
  - Address1: Mumbai
  - Address2:
  - Address3:
  - Country: IN
- Beneficiary Section:**
  - Name: Sarita
  - Address1: Mumbai
  - Address2:
  - Address3:
  - Country: INDIA
- Other Fields:**
  - Draft Serial No: Not Required
  - Transferable: Yes
  - By: Acceptance
- Action Buttons:**
  - Back
  - Confirm
- Right Panel:** A vertical blue bar with icons for back, help, checkmark, delete, and save.

13. Click the **Confirm** button. The system displays the **LC Initiate - Confirm** screen with the status message.  
OR  
Click the **Back** button to change the LC application details.

## LC Initiate – Confirm

**LC Initiate - Confirm**

30-05-2014 17:30:41 GMT +0530

**Transaction submitted for Initiate LC having reference 183154708990011 has been set to status Auto Authorized.**

**Main** **Shipment** **Documents** **Instructions**

**Main**

|  |                                     |
|--|-------------------------------------|
| Customer Id: 10411875  | Branch: 001-Bank Futura -Branch 001 |
| Date of Application: 11-03-2014                              | LC Amount: INR 500000               |
| Customer Ref. No.: 0021                                      |                                     |
| Product: Import Back to Back LC product-Advance Non Periodic | Tolerance: None                     |
| Date of Expiry: 31-03-2014                                   | Under (-): <input type="text"/>     |
| Place of Expiry: Mumbai                                      | Above (+): <input type="text"/>     |
|  | Total Exposure: INR 500,000.000     |

**Applicant** **Beneficiary**

|                  |                  |
|------------------|------------------|
| Name: authcorp1  | Name: Sarita     |
| Address1: Mumbai | Address1: Mumbai |
| Address2:        | Address2:        |
| Address3:        | Address3:        |
| Country: IN      | Country: INDIA   |

Draft Serial No:

Transferable: Yes

By: Acceptance

**Another** **E-Receipt**

- Click the **Another** button. The system displays the initial **Letter of Credit Initiation** screen.

## 5. LC Amendment Initiate

The **LC Amendment Initiate** option allows you to apply for LC amendment. You cannot make any amendment unless it has got acceptance from the beneficiary. The search criteria allow the user to search the desired LC to which the LC amendment is to be applied. Based on the search criteria, the system displays the list of LCs.

You can download the LC list in various formats.

You can also attach the scanned copies of the supporting documents. You can attach more than one document. The total size of the documents allowed is 5 MB. The system supports the file types such as DOC, XLS, CSV, PDF, TXT, ZIP, RAR, TIF and JPG.

---

Note: The user can create or initiate import LCs in the system using the Initiate LC option.

---

### To initiate LC amendment

- Click **Trade Finance > Letter of Credit > LC Amendment Initiate**. The system displays the **LC Amendment Initiation** screen.

### LC Amendment Initiation

The screenshot shows the 'LC Amendment Initiation' window. It contains several input fields and dropdown menus for searching an LC. The fields include: LC Number, Customer Ref. No., Applicant Name (with a 'Select' placeholder), Beneficiary Name, LC Drawings Status, LC Currency, LC Amount From, Issue Date From, Expiry Date From, Latest Shipment Date From, LC Amount To, Issue Date To, Expiry Date To, and Latest Shipment Date To. Below the fields, there is a note: '\* Mandatory Fields'. At the bottom right are 'Clear' and 'Search' buttons. The top right corner of the window shows the date and time: 05-06-2014 11:39:37 GMT +0530, along with standard window control icons.

### Field Description

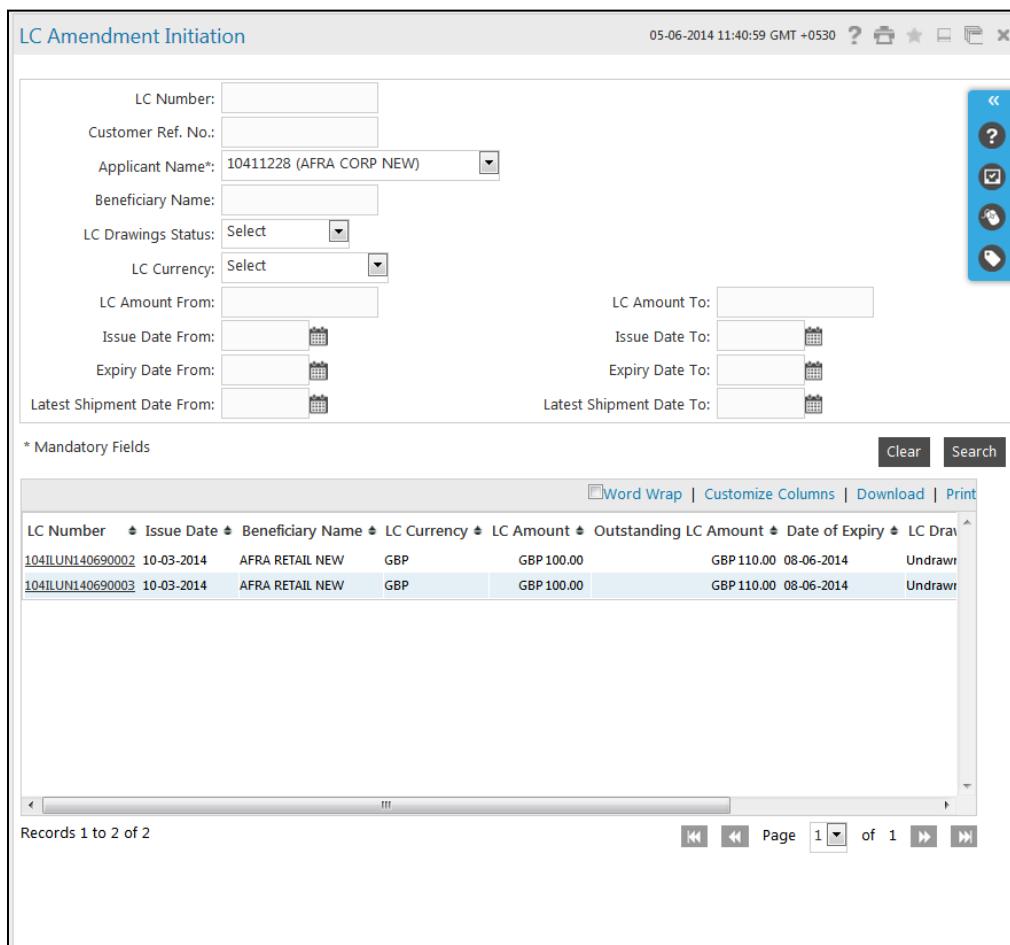
| Field Name               | Description   |
|--------------------------|---|
| <b>LC Number</b>         | [Optional, Numeric, 20]<br>Type the LC number to be used as a parameter in the search criteria.                 |
| <b>Customer Ref. No.</b> | [Optional, Numeric, 20]<br>Type the customer reference number to be used as a parameter in the search criteria. |

| Field Name                | Description   |
|---------------------------|---|
| <b>Applicant Name</b>     | [Mandatory, Drop-Down]<br>Select the applicant name from the drop-down list, to be used as a parameter in the search criteria. The list displays the Customer ID and the applicant name.  |
| <b>Beneficiary Name</b>   | [Optional, Alphanumeric, 20]<br>Type the name of the beneficiary to be used as a parameter in the search criteria. Partial search is allowed.   |
| <b>LC Drawings Status</b> | [Optional, Drop-Down]<br>Select the LC drawing status from the drop-down list, to be used as a parameter in the search criteria.<br>The options are: <ul style="list-style-type: none"> <li>• All</li> <li>• Partially Drawn</li> <li>• Fully Drawn</li> <li>• Undrawn</li> </ul> |
| <b>LC Currency</b>        | [Optional, Drop-Down]<br>Select the LC currency from the drop-down list, to be used as a parameter in the search criteria.  |
| <b>LC Amount From</b>     | [Optional, Numeric, 10]<br>Type the LC start amount in the amount range to be used as a parameter in the search criteria.   |
| <b>LC Amount To</b>       | [Optional, Numeric, 10]<br>Type the LC end amount in the amount range to be used as a parameter in the search criteria.   |
| <b>Issue Date From</b>    | [Optional, Date Picker]<br>Select the issue start date from the date picker, to be used as a parameter in the search criteria.  |
| <b>Issue Date To</b>      | [Optional, Date Picker]<br>Select the issue end date from the date picker, to be used as a parameter in the search criteria.  |
| <b>Expiry Date From</b>   | [Optional, Date Picker]<br>Select the expiry start date from the date picker, to be used as a parameter in the search criteria.   |
| <b>Expiry Date To</b>     | [Optional, Date Picker]<br>Select the expiry end date from the date picker, to be used as a parameter in the search criteria.   |

| Field Name                       | Description  |
|----------------------------------|--|
| <b>Latest Shipment Date From</b> | [Optional, Date Picker]<br>Select the latest shipment start date from the date picker, to be used as a parameter in the search criteria. |
| <b>Latest Shipment Date To</b>   | [Optional, Date Picker]<br>Select the latest shipment end date from the date picker, to be used as a parameter in the search criteria.   |

2. Click the **Search** button. The system displays the **LC Amendment Initiation** screen with the search results.  
 OR  
 Click the **Clear** button to clear the fields and re-enter the search criteria.

### LC Amendment Initiation



The screenshot shows the 'LC Amendment Initiation' screen. At the top, there are search fields for 'LC Number', 'Customer Ref. No.', 'Applicant Name\*', 'Beneficiary Name', 'LC Drawings Status', 'LC Currency', and date ranges ('LC Amount From/To', 'Issue Date From/To', 'Expiry Date From/To', 'Latest Shipment Date From/To'). Below these are buttons for 'Clear' and 'Search'. The results table lists two entries:

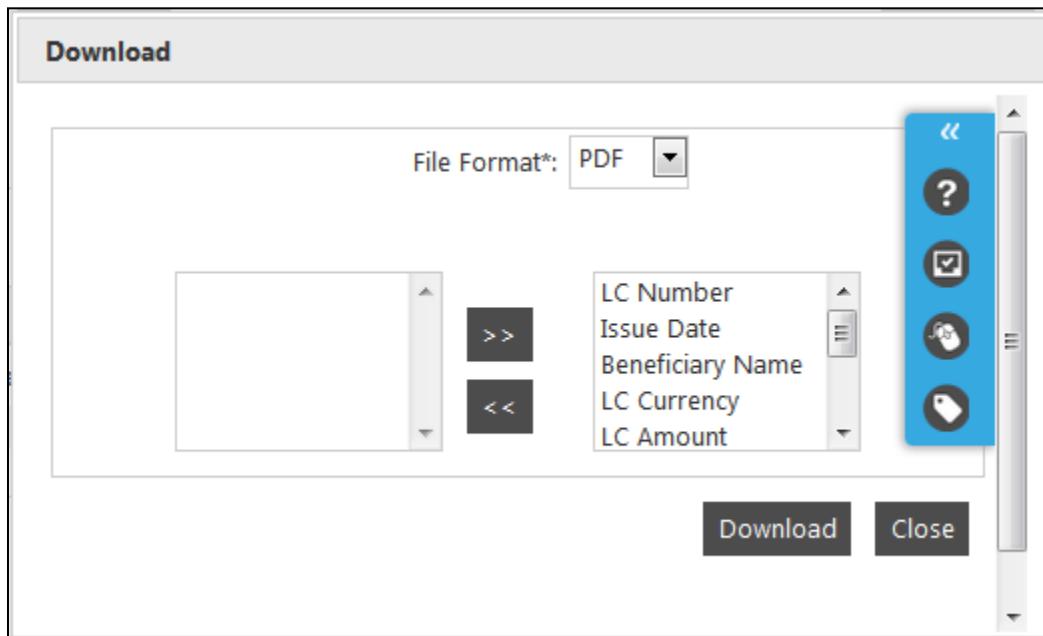
| LC Number        | Issue Date | Beneficiary Name | LC Currency | LC Amount  | Outstanding LC Amount | Date of Expiry | LC Draw |
|------------------|------------|------------------|-------------|------------|-----------------------|----------------|---------|
| 104ILUN140690002 | 10-03-2014 | AFRA RETAIL NEW  | GBP         | GBP 100.00 | GBP 110.00            | 08-06-2014     | Undrawn |
| 104ILUN140690003 | 10-03-2014 | AFRA RETAIL NEW  | GBP         | GBP 100.00 | GBP 110.00            | 08-06-2014     | Undrawn |

At the bottom, it shows 'Records 1 to 2 of 2' and navigation buttons for 'Page 1 of 1'.

**Field Description**

| <b>Field Name</b>            | <b>Description</b>   |
|------------------------------|--|
| <b>LC Number</b>             | [Display]<br>This column displays the LC number.<br>Click the desired LC number link to view the corresponding LC details for amendment. |
| <b>Issue Date</b>            | [Display]<br>This column displays the LC issue date.   |
| <b>Beneficiary Name</b>      | [Display]<br>This column displays the name of the beneficiary.   |
| <b>LC Currency</b>           | [Display]<br>This column displays the LC currency.   |
| <b>LC Amount</b>             | [Display]<br>This column displays the LC amount.   |
| <b>Outstanding LC Amount</b> | [Display]<br>This column displays the LC outstanding amount.   |
| <b>Date of Expiry</b>        | [Display]<br>This column displays the LC expiry date.  |
| <b>LC Drawing Status</b>     | [Display]<br>This column displays the LC drawing status.   |
| <b>Expiry Status</b>         | [Display]<br>This column displays the LC expiry status.  |

3. Click the column heading (link) to sort the records in the ascending or descending order of the selected column heading. For example, click Issue Date to sort the records in the ascending/descending order of the LC issue date.
- OR
- Click  or  to navigate to the next or previous page in the list, respectively.
- Click  or  to navigate to the first or last page in the list, respectively.
- Click **Customize Columns** link to reorder the columns or select the columns that appear in the list.
- Click **Print** link to print the data.
- Click **Download** link to download Import LC.  
The system downloads the records displayed in the search results in the selected format.

**LC Amendment Initiate Download****Field Description**

| Field Name           | Description  |
|----------------------|--|
| <b>Download Type</b> | [Mandatory, Drop-Down]<br>Select the appropriate report type from the drop-down list.<br>The options are: <ul style="list-style-type: none"> <li>• Pre-defined</li> <li>• Page Layout</li> </ul>   |
| <b>File Format</b>   | [Conditional, Drop-Down]<br>Select the appropriate type of file format from the drop-down list.<br>This option is enabled if <b>Page Layout option is selected</b> from the <b>Download Type</b> drop-down list.   |
| <b>Included</b>      | [Display]<br>This box lists all the fields that will be included in the report. Select the fields to be included from the <b>Excluded</b> box and click the  button. The <b>Included</b> box appears on the right-side of the dialog box. All the fields are, by default, selected and included. |
| <b>Excluded</b>      | [Display]<br>This box lists all the fields to be excluded from the report. Select the fields that you want to exclude from the <b>Included</b> box and click the  button. The <b>Excluded</b> box appears on the left-side of the dialog box.  |

- Click the Download button.**  
**The system downloads the records displayed in the search results in the selected format. OR**  
**Click the Cancel button to cancel the download and close the pop-up dialog screen.**
8. Click the required link in the LC Number column to view the details of a particular LC for amendment. The system displays the LC Amendment Initiation screen with the selected LC details including the last amendment, if any.

### LC Amendment Initiation

LC Amendment Initiation

05-06-2014 11:52:26 GMT +0530 ? ⌂ ⌂ ⌂ ⌂ ⌂ ⌂

|   |                  |                    |       |
|---|------------------|--------------------|-------|
| Beneficiary:  | AFRA RETAIL NEW  | Customer Ref. No.: |       |
| Applicant:  |                  |                    |       |
| LC Number:  | 104ILUN140690003 |                    |       |
| Issue Date:   | 10-03-2014       |                    |       |
| Old Expiry Date:  | 08-06-2014       |                    |       |
| New Expiry Date:  |                  |                    |       |
| <b>LC Amount:</b>   |                  |                    |       |
| Increase/Decrease:  | Select           |                    |       |
| Increase/Decrease Amount:   | GBP              |                    |       |
| Old LC Amount:  | GBP 100.00       | New LC Amount:     | GBP   |
| Old Tolerance Under (-)   | 10.00            | Above (+)          | 10.00 |
| Exposure Amount:  |                  |                    |       |
| Old Shipment Date:  |                  |                    |       |
| New Shipment Date:  |                  |                    |       |
| Narrative:  |                  |                    |       |
| <b>Attach Documents</b>   |                  |                    |       |
| Uploaded Attachments:   |                  |                    |       |
| <small>* Indicates Mandatory Fields</small>                                 |                  |                    |       |
| <input type="button" value="Back"/> <input type="button" value="Initiate"/> |                  |                    |       |

### Field Description

| Field Name                   | Description   |
|------------------------------|---|
| <b>FCDB Reference Number</b> | [Display]<br>This field displays the FCDB reference number for the LCs initiated from the Internet. |
| <b>Beneficiary</b>           | [Display]<br>This field displays the name of the beneficiary under the LC.                          |
| <b>Applicant</b>             | [Display]<br>This field displays the name of the LC applicant.                                      |
| <b>Customer Ref. No.</b>     | [Display]<br>This field displays the customer reference number.                                     |

| Field Name                               | Description   |
|--|---|
| <b>LC Number</b>                         | [Display]<br>This field displays the LC number.   |
| <b>Issue Date</b>                        | [Display]<br>This field displays the LC issue date.   |
| <b>New Expiry Date</b>                   | [Optional, Date Picker]<br>Select the new expiry date of LC from the date picker.   |
| <b>Old Expiry Date</b>                   | [Display]<br>This field displays the old expiry date, as per the LC or last amendment.  |
| <b>LC Amount</b>                         |   |
| <b>Increase/Decrease</b>                 | [Optional, Drop-Down]<br>Select <b>Increase</b> or <b>Decrease</b> from the drop-down list, to increase or decrease the LC amount.  |
| <b>Increase/Decrease Amount</b>          | [Optional, Numeric, 20]<br>Type the amount by which the old LC amount is to be increased or decreased.  |
| <b>New LC Amount</b>                     | [Display]<br>This field displays the new amended LC amount after increasing/decreasing the amount (as specified in the <b>Increase/Decrease Amount</b> field) from the old LC amount. |
| <b>Old LC Amount</b>                     | [Display]<br>This field displays the old LC amount, as per the LC or last amendment.  |
| <b>Tolerance Under (-) and Above (+)</b> | [Optional, Numeric, Three]<br>Type the new lower and upper limits of the tolerance.   |
| <b>Tolerance Under (-) and Above (+)</b> | [Display]<br>This field displays the old lower and upper limits of the tolerance.   |
| <b>New Shipment Date</b>                 | [Optional, Date Picker]<br>Select the date to specify the new LC shipment date from the date picker.  |
| <b>Old Shipment Date</b>                 | [Display]<br>This field displays the old shipment date, as per the LC or last amendment.  |

| Field Name                                  | Description  |
|---|--|
| <b>Is Beneficiary confirmation required</b> | [Optional, Checkbox]<br>Select the checkbox to undo the beneficiary check required.  |
| <b>Narrative</b>                            | [Optional, Alphanumeric, 35]<br>Type the remarks to be associated with the LC amendment. For example, you can specify the amendments to the documentary credit for which there is no other specific field. |
| <b>Uploaded attachments</b>                 | [Display]<br>This field displays the uploaded attachments to the LC.   |

9. Click the **Attach Documents** button to attach supporting documents. The system displays the **Attachments** pop-up screen.

### Attachments

Select Document to Attach

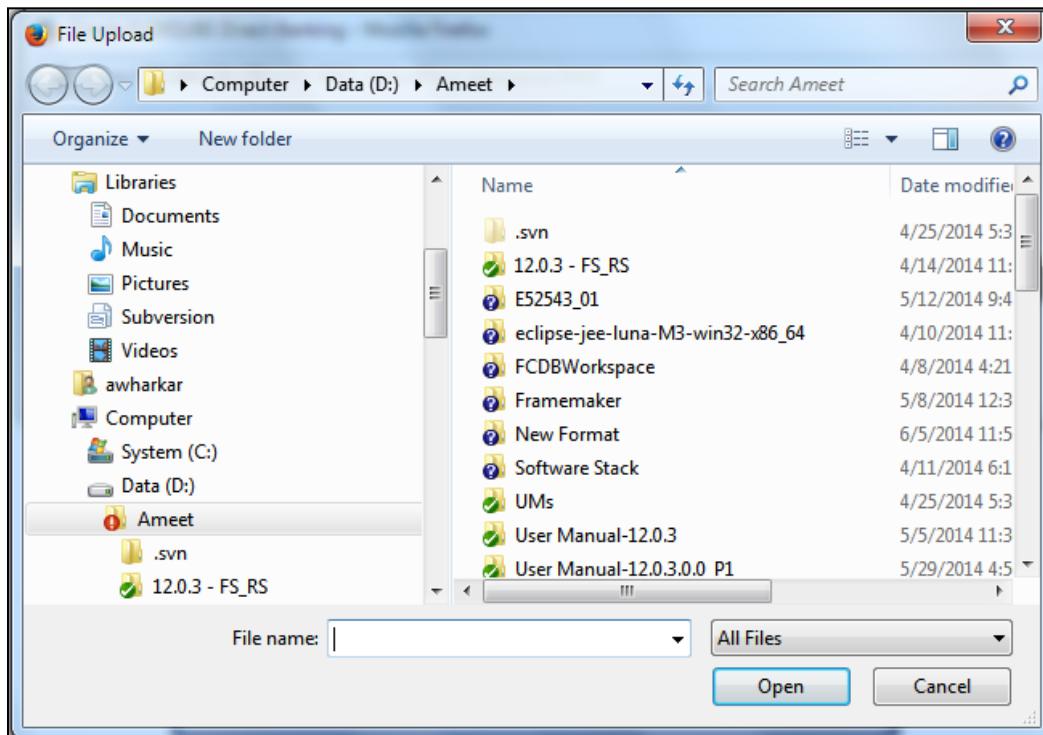
Browse... No file selected.

Allowed File Types: xls,doc,pdf,csv,txt,zip,tif,jpg,rar

Attach Add Another Done

10. Click the **Browse** button. The system displays the **File Upload** pop-up dialog screen.
11. Click the **Attach** button to attach the selected file.  
OR  
Click the **Add another** button to add another file to attach.

## File Upload



12. Navigate to the desired location to select the document, and click the **Open** button.
13. Click the **Done** button. The system closes the pop-up screen and returns to the **LC Amendment Initiation** screen.
14. Click the **Initiate** button to initiate the LC amendment. The system displays the **LC Amend - Verify** screen.  
OR  
Click the **Back** button. The system displays the initial **LC Amendment Initiation** screen.

**LC Amend - Verify**

The screenshot shows the 'LC Amend - Verify' interface. At the top, it displays the date and time: 05-06-2014 12:53:20 GMT +0530. Below this, there are several input fields for transaction details:

- Beneficiary: AFRA RETAIL NEW
- Applicant:
- Customer Ref. No.:
- LC Number: 104ILUN140690003
- Issue Date: 10-03-2014
- Old Expiry Date: 08-06-2014
- New Expiry Date:

**LC Amount**

|                    |                       |                       |
|--------------------|-----------------------|-----------------------|
| Increase/Decrease: | Old LC Amount: 100.00 | New LC Amount: 105.00 |
| Old Tolerance:     | Under (-): 10.00      | New Tolerance:        |
| Above (+): 10.00   | Under (-):            |                       |
| Exposure Amount:   | Above (+):            |                       |
| Old Shipment Date: | New Shipment Date:    |                       |
| Narrative:         |                       |                       |

At the bottom right are two buttons: 'Back' and 'Confirm'.

15. Click the **Confirm** button. The system displays the **LC Amend - Confirm** screen with the status message.  
OR  
Click the **Back** button to change the LC amendment details.

**LC Amend-Confirm**

The screenshot shows the 'LC Amend - Confirm' interface. At the top, it displays the date and time: 05-06-2014 12:54:10 GMT +0530. A message box indicates:

- Transaction submitted for LC Amendment Initiate having reference 140524981097718 has been set to status Auto Authorized.
- Transaction with reference number 140524981097718 is in Accepted state.

Host Reference Number: 104ILUN140690003

Below this are the same transaction details and LC Amount fields as the previous screen, along with the 'Another' and 'E-Receipt' buttons at the bottom right.

16. Click the **Another** button. The system displays the initial **LC Amendment Initiation** screen.

## 6. View Import LC

This option allows you to view the details of the authorized Import Letter of Credits (LC). The details can be viewed for import LCs initiated from the Internet as well as the Branch. You can perform search on the basis of LC number, LC customer reference number, applicant name etc., and view the details of an individual import LC. The individual import LC details are shown under various tabs. The system provides import LC details; the details that are shown are LC amount, outstanding, date of issue, date of expiry, parties to the LC, bank details, payment terms, shipment/goods/documents details, etc. You can also view the advised Import Amendment details and the Bills presented under the LC.

**Note:** You can create or initiate import LCs in the system using the Initiate LC option.

### To view import LC

- Click **Trade Finance > Letter of Credit > View Import LC**. The system displays the **View Import LC** screen.

### View Import LC

### Field Description

| Field Name               | Description  |
|--------------------------|--|
| <b>LC Number</b>         | [Optional, Numeric, 20]<br>Type the LC number to be used as a parameter in the search criteria.                  |
| <b>Customer Ref. No.</b> | [Optional, Numeric, 20]<br>Type the customer reference number, to be used as a parameter in the search criteria. |

| Field Name                | Description  |
|---------------------------|--|
| <b>Applicant Name</b>     | [Mandatory, Drop-Down]<br>Select the applicant name from the drop-down list, to be used as a parameter in the search criteria. The list displays the country, the primary and secondary customer ID and the applicant name.  |
| <b>Beneficiary Name</b>   | [Optional, Alphanumeric, 20]<br>Type the name of the beneficiary, to be used as a parameter in the search criteria. Partial search is allowed.   |
| <b>LC Status</b>          | [Optional, Drop-Down]<br>Select the LC status from the drop-down list, to be used as a parameter in the search criteria.<br>The options are: <ul style="list-style-type: none"><li>• Active</li><li>• Cancelled</li><li>• Closed</li><li>• Reversed</li></ul>                |
| <b>LC Drawings Status</b> | [Optional, Drop-Down]<br>Select the LC drawing status from the drop-down list, to be used as a parameter in the search criteria.<br>The options are: <ul style="list-style-type: none"><li>• All</li><li>• Partially Drawn</li><li>• Fully Drawn</li><li>• Undrawn</li></ul> |
| <b>Expiry Status</b>      | [Optional, Dropdown]<br>Select the Status of the Expiry of the LC from the dropdown list.<br>The options available are <ul style="list-style-type: none"><li>• Expired</li><li>• Not Expired.</li></ul>  |
| <b>LC Currency</b>        | [Optional, Drop-Down]<br>Select the LC currency from the drop-down list, to be used as a parameter in the search criteria.   |
| <b>LC Amount From</b>     | [Optional, Numeric, 10]<br>Type the LC start amount in the amount range, to be used as a parameter in the search criteria.   |
| <b>LC Amount To</b>       | [Optional, Numeric, 10]<br>Type the LC end amount in the amount range, to be used as a parameter in the search criteria.   |

| Field Name                       | Description  |
|----------------------------------|--|
| <b>Issue Date From</b>           | [Optional, Date Picker]<br>Select the issue start date from the date picker, to be used as a parameter in the search criteria.           |
| <b>Issue Date To</b>             | [Optional, Date Picker]<br>Select the issue end date from the date picker, to be used as a parameter in the search criteria.             |
| <b>Expiry Date From</b>          | [Optional, Date Picker]<br>Select the expiry start date from the date picker, to be used as a parameter in the search criteria.          |
| <b>Expiry Date To</b>            | [Optional, Date Picker]<br>Select the expiry end date from the date picker, to be used as a parameter in the search criteria.            |
| <b>Latest Shipment Date From</b> | [Optional, Date Picker]<br>Select the latest shipment start date from the date picker, to be used as a parameter in the search criteria. |
| <b>Latest Shipment Date To</b>   | [Optional, Date Picker]<br>Select the latest shipment end date from the date picker, to be used as a parameter in the search criteria.   |

2. Click the **Search** button. The system displays the **View Import LC** screen with the search results.  
 OR  
 Click the **Clear** button to clear the fields and re-enter the search criteria.

## View Import LC – Search Result

**View Import LC**

03-06-2014 10:32:33 GMT +0530

|                            |                          |                          |                      |
|----------------------------|--------------------------|--------------------------|----------------------|
| LC Number:                 | <input type="text"/>     | Customer Ref. No.:       | <input type="text"/> |
| Applicant Name*:           | 10411228 (AFRA CORP NEW) |                          |                      |
| Beneficiary Name:          | <input type="text"/>     |                          |                      |
| LC Status:                 | Select                   | LC Drawings Status:      | Select               |
| Expiry Status:             | Select                   | LC Currency:             | Select               |
| LC Amount From:            | <input type="text"/>     | LC Amount To:            | <input type="text"/> |
| Issue Date From:           | <input type="text"/>     | Issue Date To:           | <input type="text"/> |
| Expiry Date From:          | <input type="text"/>     | Expiry Date To:          | <input type="text"/> |
| Latest Shipment Date From: | <input type="text"/>     | Latest Shipment Date To: | <input type="text"/> |

\* Mandatory Fields

**Clear** **Search**

Word Wrap | [Customize Columns](#) | [Download](#) | [Print](#)

| LC Number                | Issue Date | Beneficiary Name | LC Currency | LC Amount  | Outstanding LC Amount | Date of Expiry | LC Stat |
|--------------------------|------------|------------------|-------------|------------|-----------------------|----------------|---------|
| 10411228 (AFRA CORP NEW) | 10-03-2014 | AFRA RETAIL NEW  | GBP         | GBP 100.00 | GBP 110.00            | 08-06-2014     | Active  |
| 10411228 (AFRA CORP NEW) | 10-03-2014 | AFRA RETAIL NEW  | GBP         | GBP 100.00 | GBP 110.00            | 08-06-2014     | Active  |

Records 1 to 2 of 2

Page 1 of 1

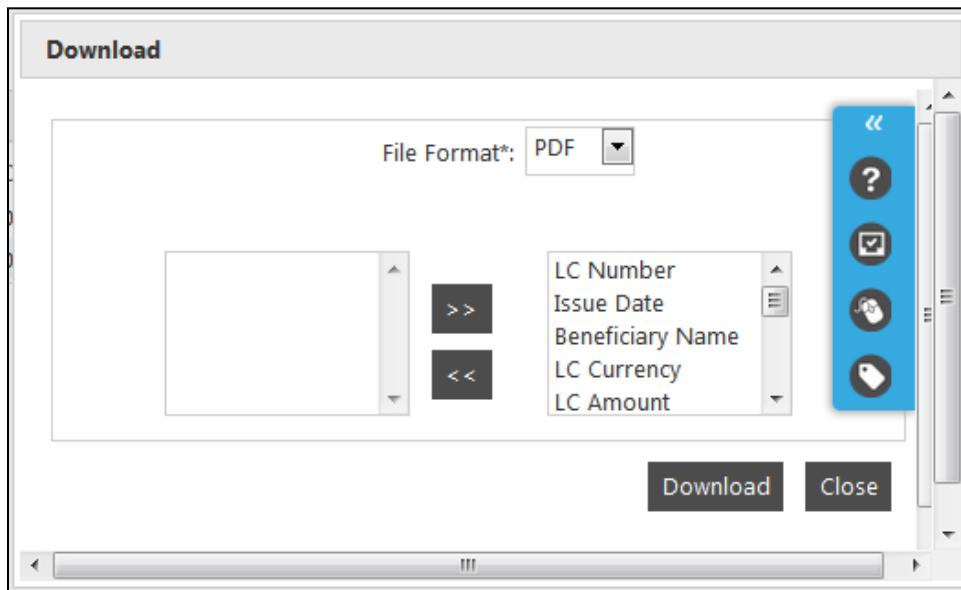
## Field Description

| Field Name              | Description  |
|-------------------------|--|
| <b>LC Number</b>        | [Display]<br>This column displays the import LC number.        |
| <b>Issue Date</b>       | [Display]<br>This column displays the import LC issue date.    |
| <b>Beneficiary Name</b> | [Display]<br>This column displays the name of the beneficiary. |
| <b>LC Currency</b>      | [Display]<br>This column displays the import LC currency.      |
| <b>LC Amount</b>        | [Display]<br>This column displays the import LC amount.        |

| Field Name                   | Description   |
|------------------------------|---|
| <b>Outstanding LC Amount</b> | [Display]<br>This column displays the import LC outstanding amount.   |
| <b>Date of Expiry</b>        | [Display]<br>This column displays the import LC expiry date.          |
| <b>LC Status</b>             | [Display]<br>This column displays the import LC status.               |
| <b>LC Drawings Status</b>    | [Display]<br>This column displays the import LC drawings status.      |
| <b>Expiry Status</b>         | [Display]<br>This column displays the Expiry status of the LC.        |
| <b>Latest Shipment Date</b>  | [Display]<br>This column displays the latest shipment date of the LC. |

3. Click the column heading (link) to sort the records in the ascending or descending order of the selected column heading. For example, click Issue Date to sort the records in the ascending/descending order of the LC issue date.
4. Click  or  to navigate to the next or previous page in the list, respectively.
5. Click  or  to navigate to the first or last page in the list, respectively.
6. Click **Customize Columns** link to reorder the columns.
7. Click the **Print** link to print the data.
8. Click the **Download** link to download Import LC.

## Import LC Download



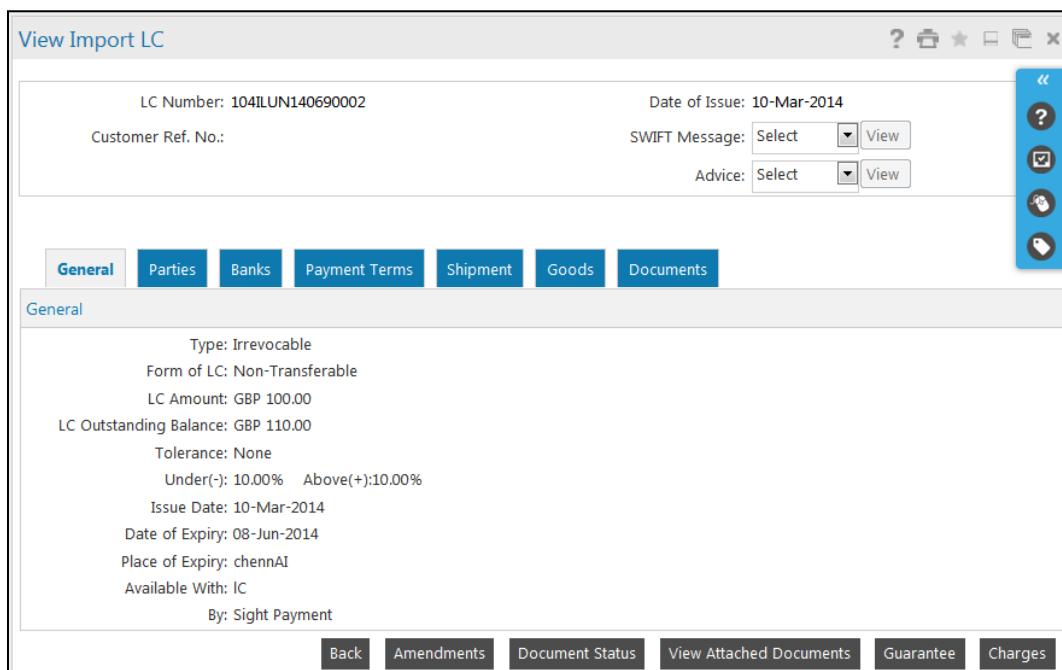
### Field Description

| Field Name           | Description   |
|----------------------|---|
| <b>Download Type</b> | [Mandatory, Drop-Down]<br>Select the appropriate report type from the drop-down list.<br>The options are: <ul style="list-style-type: none"><li>• Page Layout</li></ul>   |
| <b>File Format</b>   | [Conditional, Drop-Down]<br>Select the appropriate type of file format from the drop-down list.<br>The options available are <ul style="list-style-type: none"><li>• PDF</li><li>• XLS</li><li>• HTML</li><li>• RTF</li></ul>   |
| <b>Included</b>      | [Display]<br>This box lists all the fields that will be included in the report. Select the fields that are to be included from the <b>Excluded</b> box and click the >> button. The <b>Included</b> box appears on the right-side of the dialog box. All the fields are, by default, selected and included. |

| Field Name      | Description   |
|-----------------|---|
| <b>Excluded</b> | [Display]<br>This box lists all the fields that are to be excluded from the report. Select the fields that you want to exclude from the <b>Included</b> box and click the  button. The <b>Excluded</b> box appears on the left-side of the dialog box. |

**Click the Download button.****The system downloads the records displayed in the search results in the selected format.****OR****Click the Close button to cancel the download and close the pop-up dialog screen.**

9. Click the required link in the **LC Number** column to view the details of a particular import LC. The system displays the **View Import LC** screen with the details of the selected import LC.

**View Import LC**


The screenshot shows the 'View Import LC' window. At the top, it displays the LC Number (104ILUN140690002), Date of Issue (10-Mar-2014), and Customer Ref. No. Below this, there are dropdown menus for SWIFT Message and Advice, each with 'Select' and 'View' buttons. A toolbar on the right includes icons for back, forward, search, and other functions. Below the header, a navigation bar has tabs for General, Parties, Banks, Payment Terms, Shipment, Goods, and Documents, with 'General' being the active tab. The 'General' section contains detailed information: Type (Irrevocable), Form of LC (Non-Transferable), LC Amount (GBP 100.00), LC Outstanding Balance (GBP 110.00), Tolerance (None), Under(-): 10.00% / Above(+): 10.00%, Issue Date (10-Mar-2014), Date of Expiry (08-Jun-2014), Place of Expiry (chennAI), Available With (IC), and By (Sight Payment). At the bottom of the window are buttons for Back, Amendments, Document Status, View Attached Documents, Guarantee, and Charges.

**Field Description**

| Field Name       | Description   |
|------------------|---|
| <b>LC Number</b> | [Display]<br>This field displays the LC Contract Number |

| Field Name                    | Description   |
|-------------------------------|---|
| <b>Date of Issue</b>          | [Display]<br>This field displays the Date of issue of the LC  |
| <b>Customer Ref. No.</b>      | [Display]<br>This field displays the Reference number for the Customer  |
| <b>SWIFT Message</b>          | [Optional, Dropdown]<br>Select the SWIFT message generated for view and then click the <b>View</b> button to view the selected SWIFT messages. The messages can be downloaded in various formats such as PDF and RTF. |
| <b>Advice</b>                 | [Optional, Dropdown]<br>Select the advice generated for view and then click the <b>View</b> button to view the selected advice. The messages can be downloaded in various formats such as PDF and RTF.                |
| <b>General</b>                |   |
| <b>Type</b>                   | [Display]<br>This field displays whether the LC is Revocable/ Irrevocable   |
| <b>Form of LC</b>             | [Display]<br>This field displays whether the LC is Transferable/ Non-transferable   |
| <b>LC Amount</b>              | [Display]<br>This field displays the LC Currency and LC Amount  |
| <b>LC Outstanding Balance</b> | [Display]<br>This field displays the Outstanding LC Currency and Balance  |
| <b>Tolerance</b>              | [Display]<br>This field displays Whether tolerance is allowed   |
| <b>Under</b>                  | [Display]<br>This field displays the lower limit of the Tolerance   |
| <b>Above</b>                  | [Display]<br>This field displays the upper limit of the Tolerance   |
| <b>Issue Date</b>             | [Display]<br>This field displays the Date of LC issue   |
| <b>Date of Expiry</b>         | [Display]<br>This field displays the Date of LC expiry  |
| <b>Place of Expiry</b>        | [Display]<br>This field displays the Place of LC expiry   |

| Field Name  | Description   |
|---|---|
| <b>Available with</b>   | [Display]<br>This field displays the bank authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit and an indication of how the credit is available. |
| <b>By</b>   | [Display]<br>This field displays the Payment condition.   |
| <b>Revolving Details</b>  |   |
| <b>This field displays the details of the revolving LC. These details will be displayed only if the LC is revolving type.</b> |   |
| <b>Automatic<br/>Reinstatement</b>  | [Display]<br>This field displays if the Contract reinstatement is automatic.  |
| <b>Cumulative<br/>Frequency</b>   | [Display]<br>This field displays if the frequency is cumulative.  |
| <b>Frequency</b>  | [Display]<br>This field displays the frequency of the contract.   |
| <b>Next Reinstatement<br/>Date</b>  | [Display]<br>This field displays the Next installment date of the contract.   |
| <b>Revolves in Time</b>   | [Display, Radio Button]<br>This field displays if the contract revolves in time.  |
| <b>Revolves in Value</b>  | [Display, Radio Button]<br>This field displays if the contract revolves in value.   |

10. Click the **Parties** tab. The system displays the **View Import LC-parties** screen.

### View Import LC – Parties tab

The screenshot shows the 'View Import LC' interface. At the top, there's a header with the title 'View Import LC'. Below it, a toolbar with icons for help, print, and other functions. The main area has sections for 'LC Number: 104ILUN140690002' and 'Customer Ref. No.:'. To the right, there are dropdowns for 'Date of Issue: 10-Mar-2014', 'SWIFT Message: Select', and 'Advice: Select'. On the far right, there's a vertical toolbar with icons for search, refresh, and other operations. Below these, a navigation bar has tabs for 'General', 'Parties' (which is highlighted in blue), 'Banks', 'Payment Terms', 'Shipment', 'Goods', and 'Documents'. Under the 'Parties' tab, there's a sub-section titled 'Parties' with two columns: 'Applicant' and 'Beneficiary'. The 'Applicant' section contains fields for 'Name: AFRA RETAIL NEW', 'Address: LONDON', and 'Country: United Kingdom'. The 'Beneficiary' section also contains these fields. At the bottom, there are buttons for 'Back', 'Amendments', 'Document Status', 'View Attached Documents', 'Guarantee', and 'Charges'.

**Field Description**

| <b>Field Name</b>  | <b>Description</b>   |
|--------------------|--|
| <b>Applicant</b>   |  |
| <b>Name</b>        | [Display]<br>This field displays the name of the applicant                   |
| <b>Address</b>     | [Display]<br>This field displays the Address of the Applicant                |
| <b>Country</b>     | [Display]<br>This field displays the Country of the Applicant                |
| <b>Beneficiary</b> |  |
| <b>Name</b>        | [Display]<br>This field displays the Name of the beneficiary                 |
| <b>Address</b>     | [Display]<br>This field displays the Displays the Address of the Beneficiary |
| <b>Country</b>     | [Display]<br>This field displays the Displays the Country of the Beneficiary |

11. Click the **Banks** tab. The system displays the **View import LC - banks** screen

## View Import LC – Banks tab

View Import LC

LC Number: 104ILUN140690002 Date of Issue: 10-Mar-2014

Customer Ref. No.: SWIFT Message: Select View

Advice: Select View

**Banks**

| Advising Bank       |                | Reimbursing Bank |  |
|---------------------|----------------|------------------|--|
| SWIFT:              | London         | SWIFT:           |  |
| Name:               | Afra Bank      | Name:            |  |
| Address:            | London         | Address:         |  |
| Country:            | United Kingdom | Country:         |  |
| Advice through Bank |                | Confirming Bank  |  |
| SWIFT:              |                | SWIFT:           |  |
| Name:               |                | Name:            |  |
| Address:            |                | Address:         |  |
| Country:            |                | Country:         |  |

Back Amendments Document Status View Attached Documents Guarantee Charges

## Field Description

| Field Name                 | Description  |
|----------------------------|--|
| <b>Advising Bank</b>       |  |
| <b>SWIFT</b>               | [Display]<br>This field displays the SWIFT Id of the Advising Bank       |
| <b>Name</b>                | [Display]<br>This field displays the Name of the Advising Bank           |
| <b>Address</b>             | [Display]<br>This field displays the address of the Advising Bank        |
| <b>Country</b>             | [Display]<br>This field displays the country of the Advising Bank        |
| <b>Advice Through Bank</b> |  |
| <b>SWIFT</b>               | [Display]<br>This field displays the SWIFT Id of the Advice Through Bank |
| <b>Name</b>                | [Display]<br>This field displays the Name of the Advice Through Bank     |

| Field Name              | Description   |
|-------------------------|---|
| <b>Address</b>          | [Display]<br>This field displays the address of the Advice Through Bank |
| <b>Country</b>          | [Display]<br>This field displays the country of the Advice Through Bank |
| <b>Reimbursing Bank</b> |   |
| <b>SWIFT</b>            | [Display]<br>This field displays the SWIFT Id of the Reimbursing Bank   |
| <b>Name</b>             | [Display]<br>This field displays the Name of the Reimbursing Bank       |
| <b>Address</b>          | [Display]<br>This field displays the address of the Reimbursing Bank    |
| <b>Country</b>          | [Display]<br>This field displays the country of the Reimbursing Bank    |
| <b>Confirming Bank</b>  |   |
| <b>SWIFT</b>            | [Display]<br>This field displays the SWIFT Id of the Confirming Bank    |
| <b>Name</b>             | [Display]<br>This field displays the Name of the Confirming Bank        |
| <b>Address</b>          | [Display]<br>This field displays the address of the Confirming Bank     |
| <b>Country</b>          | [Display]<br>This field displays the country of the Confirming Bank     |

12. Click the **Payment Terms** tab. The system displays the **View import LC Payments Terms** screen

### View Import LC – Payment Terms tab

The screenshot shows the 'View Import LC' application interface. At the top, there are fields for 'LC Number: 104ILUN140690002', 'Customer Ref. No.', 'Date of Issue: 10-Mar-2014', 'SWIFT Message: Select View', and 'Advice: Select View'. Below these are tabs for General, Parties, Banks, Payment Terms (which is highlighted in blue), Shipment, Goods, and Documents. Under the Payment Terms tab, there are two sections: 'Payment Details:' and 'Draft Details', both of which show 'No Drafts Available'. At the bottom, there are buttons for Back, Amendments, Document Status, View Attached Documents, Guarantee, and Charges.

#### Field Description

| Field Name             | Description   |
|------------------------|---|
| <b>Payment Terms</b>   |   |
| <b>Payment Details</b> | [Display]<br>This field displays the Details of payments.         |
| <b>Draft Details</b>   | [Display]<br>This field displays the Details of the Draft issued. |

13. Click the **Shipment** tab. The system displays the **View Import LC - Shipment** screen.

## View Import LC – Shipment tab

View Import LC

LC Number: 104ILUN140690002      Date of Issue: 10-Mar-2014

Customer Ref. No.:      SWIFT Message: Select View

Advice: Select View

General    Parties    Banks    Payment Terms    **Shipment**    Goods    Documents

**Shipment**

Partial Shipment: Not Allowed  
Transshipment: Not Allowed  
Latest Shipment Date:  
Shipment From:  
Shipment To:  
Port of Loading:  
Port of Discharge:  
Shipment Period:  
Presentation Period: 21

Back    Amendments    Document Status    View Attached Documents    Guarantee    Charges

## Field Description

| Field Name                  | Description   |
|-----------------------------|---|
| <b>Partial Shipment</b>     | [Display]<br>This field displays whether or not partial shipments are allowed under the documentary credit. |
| <b>Transshipment</b>        | [Display]<br>This field displays whether or not transshipment is allowed under the documentary credit.      |
| <b>Latest Shipment Date</b> | [Display]<br>This field displays the latest date for loading on board/ dispatch/ taken in charge.           |
| <b>Shipment From</b>        | [Display]<br>This field displays the Location from which the shipment is shipped                            |
| <b>Shipment To</b>          | [Display]<br>This field displays the Location to which the shipment will be shipped                         |

| Field Name                 | Description   |
|----------------------------|---|
| <b>Port of Loading</b>     | [Display]<br>This field displays the Port of loading of goods   |
| <b>Port of Discharge</b>   | [Display]<br>This field displays the Port of unloading of goods   |
| <b>Shipment Period</b>     | [Display]<br>This field displays the period of time during which the goods are to be loaded on board/dispatched/taken in charge.                                      |
| <b>Presentation Period</b> | [Display]<br>This field specifies the period of time after the date of shipment within which the documents must be presented for payment - Acceptance or negotiation. |

14. Click the **Goods** tab. The system displays the **View Import LC - Goods** screen

### View Import LC – Goods tab

The screenshot shows the 'View Import LC' application interface. At the top, there's a toolbar with standard icons like back, forward, search, and exit. Below the toolbar, the header information includes the LC Number (104ILUN140690002), Date of Issue (10-Mar-2014), and Customer Ref. No. There are dropdown menus for SWIFT Message and Advice, each with a 'Select' button and a 'View' button. The main content area has a navigation bar with tabs: General, Parties, Banks, Payment Terms, Shipment, Goods (which is highlighted in blue), and Documents. Below this, a section is labeled 'Goods' and contains a large, empty rectangular box. At the bottom of the screen, there are several buttons: Back, Amendments, Document Status, View Attached Documents, Guarantee, and Charges.

### Field Description

| Field Name                  | Description  |
|-----------------------------|--|
| <b>Description of Goods</b> | [Display]<br>This field displays the description of the goods and/or services. |

15. Click the **Documents** tab. The system displays the **View Import LC – Documents** screen.

### View Import LC – Documents tab

#### Field Description

| Field Name            | Description   |
|-----------------------|---|
| <b>Documents</b>      |   |
| <b>Document Title</b> | [Display]<br>This column displays the Document title e.g. Airway Bill, Bill of Lading, Insurance, Packing List etc. |
| <b>Clause</b>         | [Display]<br>This column displays the Document clause mentioning the number of copies and other conditions etc.     |

16. Click the **Back** button to Go back to the previous screen  
 OR  
 Click the **Amendments** button to view the amendments made to the LC  
 OR  
 Click the **Document Status** button to view the status of the document

- OR  
 Click the **guarantee** button to view the shipping guarantee for the LC  
 OR  
 Click the **Charges button** to view the Charges applicable to the LC.
17. Click the View button on swift messages to view the swift messages.  
 OR  
 Click the View button on Advices to view the advices.

### Issued Amendments

| LC Ref. No.      | Amendment No. | Issue Date  | New Expiry Date | New LC Amount | Latest Shipment Date |
|------------------|---------------|-------------|-----------------|---------------|----------------------|
| QT2ILUR110310002 | 1             | 31-Jan-2011 | 28-Feb-2011     | GBP 352.00    | 15-Feb-2011          |
| QT2ILUR110310002 | 2             | 31-Jan-2011 | 28-Feb-2011     | GBP 377.00    | 15-Feb-2011          |
| QT2ILUR110310002 | 3             | 31-Jan-2011 | 28-Feb-2011     | GBP 377.00    | 15-Feb-2011          |
| QT2ILUR110310002 | 4             | 31-Jan-2011 | 28-Feb-2011     | GBP 377.00    | 15-Feb-2011          |
| QT2ILUR110310002 | 5             | 31-Jan-2011 | 31-Mar-2011     | GBP 397.00    | 15-Feb-2011          |

### Field Description

| Field Name             | Description   |
|------------------------|---|
| <b>LC Ref. No.</b>     | [Display]<br>This field displays the LC Reference number        |
| <b>Amendment No.</b>   | [Display]<br>This field displays the amendment number of the LC |
| <b>Issue Date</b>      | [Display]<br>This field displays the issue date of the LC.      |
| <b>New Expiry Date</b> | [Display]<br>This field displays the new expiry date of the LC. |

| Field Name           | Description  |
|----------------------|--|
| New LC amount        | [Display]<br>This field displays the new LC amount.        |
| Latest Shipment Date | [Display]<br>This field displays the latest shipment date. |

18. Click the **Amendment No** link, the system displays the Issued Amendments detail screen.  
 OR  
 Click the **Back** button to return to the previous screen.

### Issued Amendment details

ORACLE FLEXCUBE Direct Banking - Google Chrome  
 https://10.180.81.240/B001/internet Untrusted website

Session Summary | Change Password | Sitemap | Logout  
 Welcome, FCDBDEV View User B001

Dashboard Red  
 Issued Amendment

Issued Amendment 15-02-2011 13:00:00 GMT +0530

Sender's Reference : QT2ILUR110310002  
 Amendment No. : 3  
 Date of Issue : 31-Jan-2011  
 Date of Amendment : 31-Jan-2011  
 Expiry Date : 28-Feb-2011  
 Amount GBP 377.00  
 Percentage Credit Amount About Tolerance :  
 Under(-) 0.00% Above(+) 0.00%  
 Additional Amount Covered :  
 Port of Loading : china  
 Port of Discharge : china  
 Shipment Period :  
 Narrative :

Back

View Import

**Field Description**

| <b>Field Name</b>                         | <b>Description</b>  |
|---|---|
| <b>Sender's Reference</b>                 | [Display]<br>This field displays the LC Reference number  |
| <b>Amendment No.</b>                      | [Display]<br>This field displays the amendment number of the LC   |
| <b>Date Of Issue</b>                      | [Display]<br>This field displays the issue date of the LC.  |
| <b>Date Of Amendment</b>                  | [Display]<br>This field displays the new expiry date of the LC.   |
| <b>Expiry Date</b>                        | [Display]<br>This field displays the new LC amount.   |
| <b>Amount</b>                             | [Display]<br>This field displays the latest shipment date.  |
| <b>Percentage Credit Amount Tolerance</b> | [Display]<br>This field displays the type of tolerance<br><br>And Under (-) and Above (+) in percentage |
| <b>Additional Amount Covered</b>          | [Display]<br>This field displays the additional amount covered under LC                                 |
| <b>Port of Loading</b>                    | [Display]<br>This field displays the port of loading of goods   |
| <b>Port of Discharge</b>                  | [Display]<br>This field displays the port of discharge of goods   |
| <b>Shipment Period</b>                    | [Display]<br>This field displays the shipment period of goods   |
| <b>Narrative</b>                          | [Display]<br>This field displays the narrative if any   |

19. Click the **Back** button to return to the View import LC detail screen.

**Document status**

**View Import Bill Details**

| Inward Bill Number | Date Received | Bill Currency and Amount |
|--------------------|---------------|--------------------------|
| QT2IUCL110310006   | 31-Jan-2011   | GBP 53,500.00            |
| QT2IUCL102830005   | 10-Oct-2010   | GBP 258,023.70           |
| QT2IUCL110310005   | 31-Jan-2011   | GBP 52,500.00            |
| QT2IUCL110310003   | 31-Jan-2011   | GBP 58,000.00            |
| QT2IUCL110310004   | 31-Jan-2011   | GBP 51,500.00            |
| QT2IUCL110310007   | 31-Jan-2011   | GBP 52,500.00            |

15-02-2011 13:00:00 GMT +0530

[View Attached Documents](#) [Back](#)

**Field Description**

| Field Name                      | Description   |
|---------------------------------|---|
| <b>Inward Bill Number</b>       | [Display, Hyperlink]<br>This field displays the bill number attached, click the hyperlink to view the bill details. |
| <b>Date Received</b>            | [Display]<br>This field displays the date of receipt of goods   |
| <b>Bill Currency And Amount</b> | [Display]<br>This field displays the bill currency and amount for LC  |

20. Click the **View Attached Documents** screen to view the attached documents.  
OR  
Click the **Back** button to return to the previous screen.

## View Attached Documents

The screenshot shows a web-based application window titled 'View Attached Documents'. At the top, it displays 'Customer Id: 10411228', 'Product: Export LC - advising ATB', and 'Transaction Type: Letter Of Credit'. Below this is a toolbar with links for 'Word Wrap', 'Customize Columns', 'Download', and 'Print'. The main content area is a table with columns: 'File Name', 'Date of Attachment', and 'Notes'. A single row is shown for 'Status.xls' with the date '05-06-2014'. At the bottom, there are navigation buttons for 'View All' and 'Back', along with a page number indicator '1 of 1'.

| File Name                  | Date of Attachment | Notes |
|----------------------------|--------------------|-------|
| <a href="#">Status.xls</a> | 05-06-2014         |       |

### Field Description

| Field Name                | Description   |
|---------------------------|---|
| <b>Customer Id</b>        | [Display]<br>This field displays the customer id.                                   |
| <b>Product</b>            | [Display]<br>This field displays the name of the product.                           |
| <b>Transaction Type</b>   | [Display]<br>This field displays the type of the transaction.                       |
| <b>File Name</b>          | [display, hyperlink]<br>This column displays the file name of the attached document |
| <b>Date of Attachment</b> | [Display]<br>This column displays the date of attachment of the document            |
| <b>Notes</b>              | [Display]<br>This column displays the notes if any                                  |

21. Click the **View All** button to view all the attached documents together.  
OR  
Click the **Back** button to return to the previous screen.

**View Attached Documents** 01-03-2011 13:00:00 GMT +0530

Upload Images

TOKEN NO900035

1+1

235  
RETUSER2/rETUSER2

\\10.22.84.100\WebScarab

For Normal Settings  
Open Internet Explorer >>Tools>>Internet Options>>Connections>>LAN Settings  
Address proxywest.i-flex.com  
Port 8080  
Advanced>Exceptions \*.i-flex.com;\*.iflex.com;10.\*;192.168.\*;202.46.217.\*

For WebScarab Settings  
Open Internet Explorer >>Tools>>Internet Options>>Connections>>LAN Settings  
Address 127.0.0.1  
Port 8008  
Advanced>Exceptions (Keep it blank)

[Print](#) [Download](#) [Back](#)

22. Click the **Print** button to print the attached document.  
 OR  
 Click the **Download** button to download the attached document.  
 OR  
 Click the **back** button to return to the previous screen.

### Guarantee

**Guarantee** 15-02-2011 13:00:00 GMT +0530

| Guarantee Reference Number | Date of Guarantee | Amount | B/L (AWB) Number |
|----------------------------|-------------------|--------|------------------|
| QT25GLC110310003           |                   | 377.00 |                  |

[Back](#)

### Field Description

| Field Name                        | Description  |
|-----------------------------------|--|
| <b>Guarantee Reference Number</b> | [Display]<br>This field displays the reference number of the guarantee attached. |
| <b>Date of Guarantee</b>          | [Display]<br>This field displays the date of guarantee.                          |
| <b>Amount</b>                     | [Display]<br>This field displays the amount and currency of the guarantee        |

| Field Name              | Description   |
|-------------------------|---|
| <b>B/L (AWB) Number</b> | [Display]<br>This field displays the Bill of Lading / Air Way Bill Reference number |

23. Click the **Back** button to return to the previous screen.

### Charges

The screenshot shows a software interface titled "View Charges Information". On the left, there is a section labeled "Commission:" with two entries: "LC issuance Commission (Usance)-Non periodic 1.00%" and "LC issuance Commission (Commitment)-Non periodic 1.25%". Below this, under "Total Charges:", there is a list of items with their respective account numbers:

| Charge Description                       | Account Number          |
|--|-------------------------|
| LC Courier Charge: 50.00 USD             | Account : 1040411228018 |
| LC Courier Charge: 50.00 USD             | Account : 1040411228018 |
| LC Courier Charge: 50.00 GBP             | Account : 1040411228018 |
| LC SWIFT Charge for amendment: 50.00 GBP | Account : 1040411228018 |
| Other Bank charges: 50.00 GBP            | Account : 1040411228018 |
| Total(Without VAT): 250.00               |                         |

A vertical toolbar on the right side of the window includes icons for back, forward, search, and other functions. A "Back" button is located at the bottom right of the window.

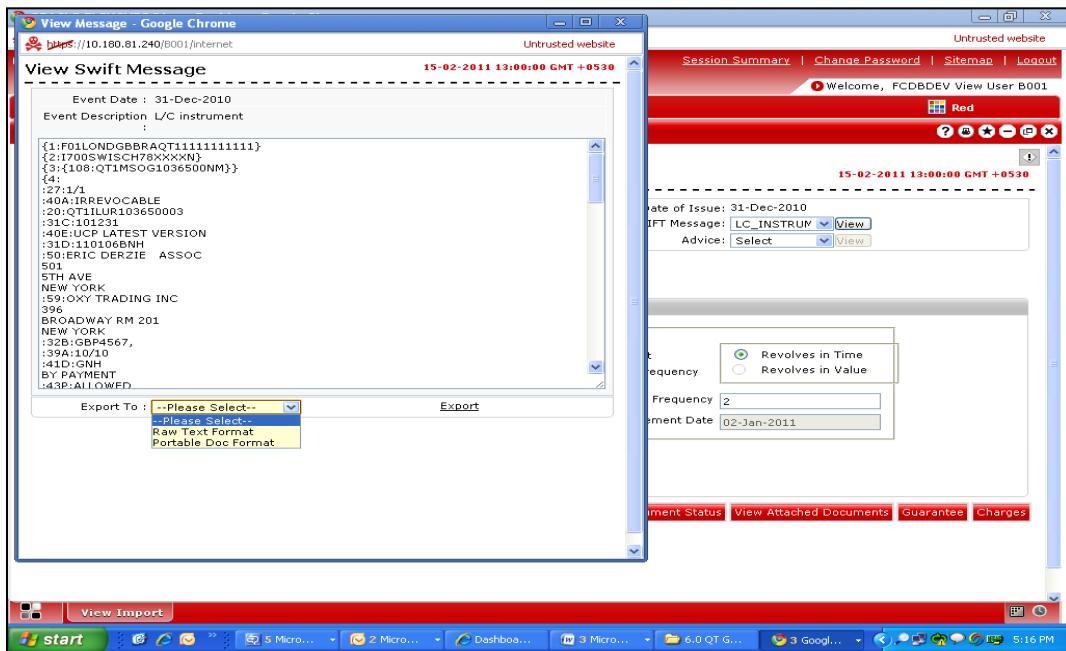
### Field Description

| Field Name  | Description  |
|---|--|
| <b>LC issuance commission (Usance) –Non Periodic</b>      | [Display]<br>This field displays the Commission charges in terms of percentage |
| <b>LC issuance commission (commitment) – Non Periodic</b> | [Display]<br>This field displays the Commission charges in terms of percentage |
| <b>Total charges</b>                                      | [Display]<br>This field displays the Total charges applicable                  |
| <b>LC Swift charge</b>                                    | [Display]<br>This field displays the Swift charges for LC                      |
| <b>Account</b>  | [Display]<br>This field displays the account number for LC Swift charges       |
| <b>LC Courier charge for amendment</b>                    | [Display]<br>This field displays the LC courier charges for amendment          |

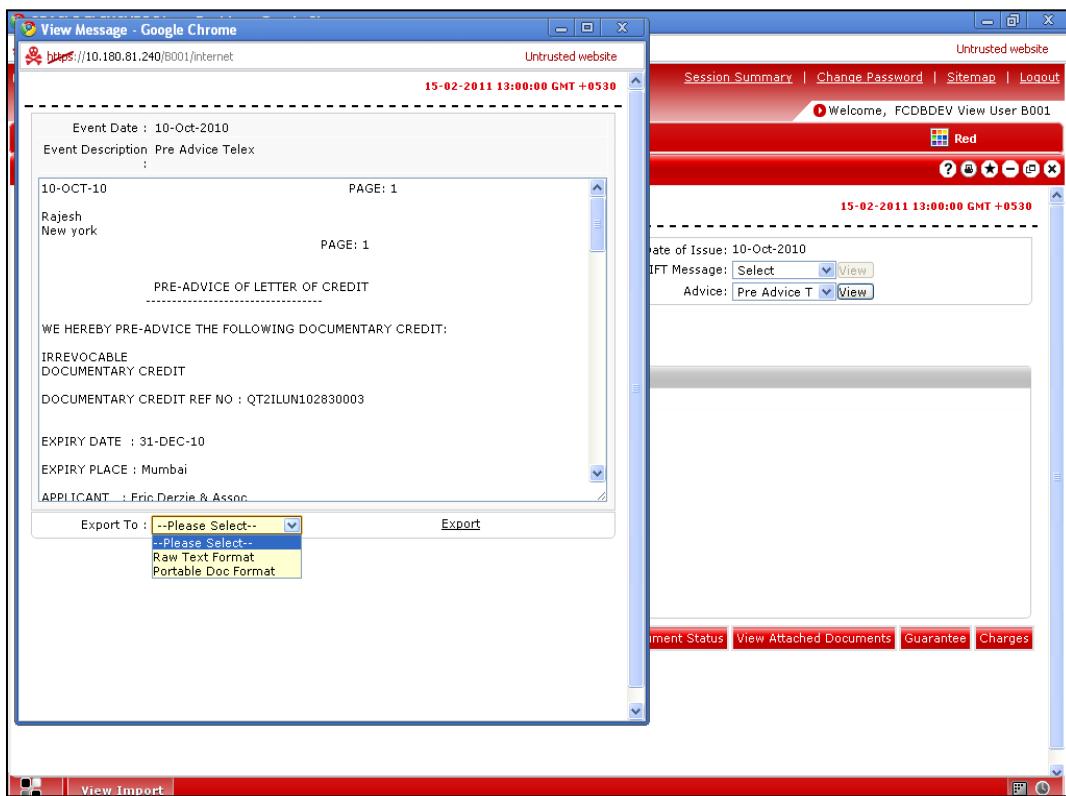
| Field Name                             | Description   |
|--|---|
| <b>Account</b>                         | [Display]<br>This field displays the account number for LC courier charges for amendment                                  |
| <b>LC Courier charge for amendment</b> | [Display]<br>This field displays the LC courier charges for amendment   |
| <b>Account</b>                         | [Display]<br>This field displays the account number for LC courier charges for amendment                                  |
| <b>Other bank charges</b>              | [Display]<br>This field displays the other bank charges   |
| <b>Account</b>                         | [Display]<br>This field displays the account number for other bank charges  |
| <b>Total(without VAT)</b>              | [Display]<br>This field displays the Total charges overall applicable(sum of LC courier, LC swift and other bank charges) |

24. Click the **Back** button to return to the previous screen.

## View Swift Messages



## View Advices



**Field Description**

| Field Name          | Description   |
|---------------------|---|
| <b>Export to</b>    | [Optional, Dropdown]<br>Select the format to export the document. |
| <b>Swift fields</b> | [Display]<br>This field displays the Swift details                |

25. Click the **Export** link to export the messages in the desired formats.

## 7. View Export LC

This option allows you to view the details of the authorized export LCs. You can perform search on the LC number, LC advising reference number, applicant name etc. and view the details of an individual export LC. The individual export LC details are shown under various tabs. The system provides export LC details such as LC amount outstanding, date of issue, date of expiry, parties to the LC, bank details, payment terms, shipment/goods/documents details, etc. You can also view the advised Export Amendment details and the Bills presented under the LC by selecting the appropriate option.

You can also download the export LC list in various formats.

### To view export LC

- Click **Trade Finance > Letter Of Credit > View Export LC**. The system displays the View Export LC screen.

### View Export LC

### Field Description

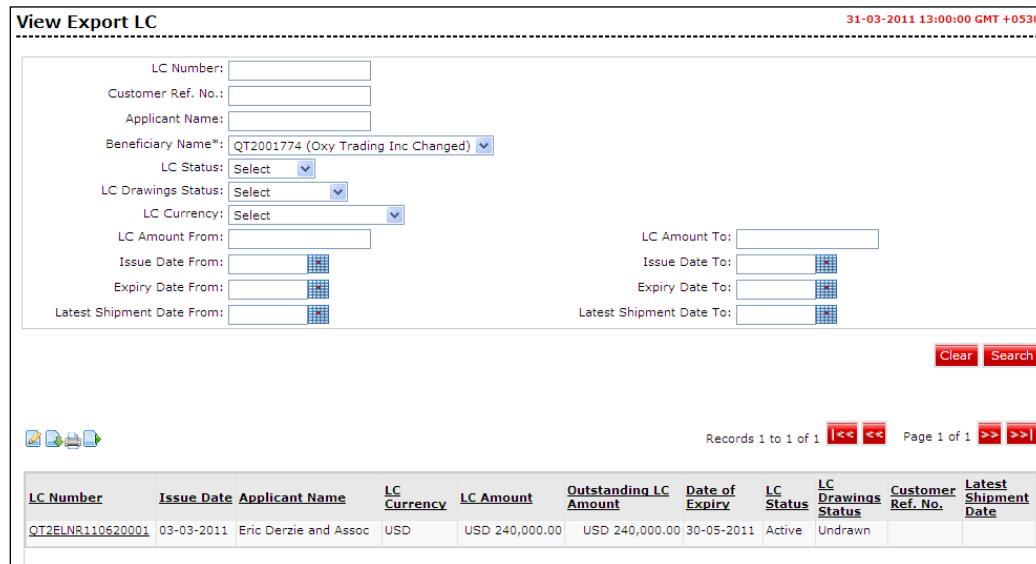
| Field Name               | Description  |
|--------------------------|--|
| <b>LC Number</b>         | [Optional, Alphanumeric, 20]<br>Type the LC number to be used as a parameter in the search criteria.                                     |
| <b>Customer Ref. No.</b> | [Optional, Alphanumeric, 20]<br>Type the bank advising reference number to be used as a parameter in the search criteria.                |
| <b>Applicant Name</b>    | [Mandatory, Drop-Down]<br>Select the name of the applicant, to be used as a parameter in the search criteria. Partial search is allowed. |

| Field Name                | Description  |
|---------------------------|--|
| <b>Beneficiary Name</b>   | [Optional, Drop-Down]<br>Select the beneficiary name from the drop-down list, to be used as a parameter in the search criteria. The list displays the country, the primary and secondary customer ID and the beneficiary name.   |
| <b>LC Status</b>          | [Optional, Drop-Down]<br>Select the LC status from the drop-down list, to be used as a parameter in the search criteria.<br>The available options are: <ul style="list-style-type: none"><li>• Reversed</li><li>• Active</li><li>• Closed</li><li>• Cancelled</li></ul>                |
| <b>LC Drawings Status</b> | [Optional, Drop-Down]<br>Select the LC drawing status from the drop-down list, to be used as a parameter in the search criteria.<br>The available options are: <ul style="list-style-type: none"><li>• All</li><li>• Partially Drawn</li><li>• Fully Drawn</li><li>• Undrawn</li></ul> |
| <b>LC Currency</b>        | [Optional, Drop-Down]<br>Select the LC currency from the drop-down list, to be used as a parameter in the search criteria. The system displays the transaction currency list as per the country of the beneficiary.  |
| <b>LC Amount From</b>     | [Optional, Numeric, 10]<br>Type the LC start amount in the amount range, to be used as a parameter in the search criteria.   |
| <b>LC Amount To</b>       | [Optional, Numeric, 10]<br>Type the LC end amount in the amount range to be used as a parameter in the search criteria.  |
| <b>Issue Date From</b>    | [Optional, Date Picker]<br>Select the issue start date from the date picker, to be used as a parameter in the search criteria.   |
| <b>Issue Date To</b>      | [Optional, Date Picker]<br>Select the issue end date from the date picker, to be used as a parameter in the search criteria.   |
| <b>Expiry Date From</b>   | [Optional, Date Picker]<br>Select the expiry start date from the date picker, to be used as a parameter in the search criteria.  |

| Field Name                       | Description  |
|----------------------------------|--|
| <b>Expiry Date To</b>            | [Optional, Date Picker]<br>Select the expiry end date from the date picker, to be used as a parameter in the search criteria.            |
| <b>Latest Shipment Date From</b> | [Optional, Date Picker]<br>Select the latest shipment start date from the date picker, to be used as a parameter in the search criteria. |
| <b>Latest Shipment Date To</b>   | [Optional, Date Picker]<br>Select the latest shipment end date from the date picker, to be used as a parameter in the search criteria.   |

2. Click the **Search** button. The system displays the View Export LC screen with the search results.  
 OR  
 Click the **Clear** button to clear the fields and re-enter the search criteria.

### View Export LC



The screenshot shows the 'View Export LC' interface. At the top right, it displays the date and time: 31-03-2011 13:00:00 GMT +0530. The main area contains a form with various input fields and dropdown menus for searching. Fields include: LC Number, Customer Ref. No., Applicant Name, Beneficiary Name (with a dropdown showing 'QT2001774 (Oxy Trading Inc Changed)'), LC Status (dropdown), LC Drawings Status (dropdown), LC Currency (dropdown), LC Amount From, Issue Date From, Expiry Date From, LC Amount To, Issue Date To, Expiry Date To, Latest Shipment Date From, and Latest Shipment Date To. Below the form are two red buttons: 'Clear' and 'Search'. At the bottom, there are icons for print, copy, and export, along with pagination controls: Records 1 to 1 of 1, Page 1 of 1, and navigation arrows. A results grid table is shown below the controls, with one row of data:

| LC Number        | Issue Date | Applicant Name        | LC Currency | LC Amount      | Outstanding LC Amount | Date of Expiry | LC Status | LC Drawings Status | Customer Ref. No. | Latest Shipment Date |
|------------------|------------|-----------------------|-------------|----------------|-----------------------|----------------|-----------|--------------------|-------------------|----------------------|
| QT2ELNR110520001 | 03-03-2011 | Eric Derzie and Assoc | USD         | USD 240,000.00 | USD 240,000.00        | 30-05-2011     | Active    | Undrawn            |                   |                      |

### Field Description

| Field Name        | Description   |
|-------------------|---|
| <b>LC Number</b>  | [Display]<br>This column displays the export LC number.<br>Click the desired export LC number link to view the corresponding export LC details. |
| <b>Issue Date</b> | [Display]<br>This column displays the export LC issue date.   |

| Field Name                   | Description   |
|------------------------------|---|
| <b>Applicant Name</b>        | [Display]<br>This column displays the name of the applicant.                |
| <b>LC Currency</b>           | [Display]<br>This column displays the export LC currency.                   |
| <b>LC Amount</b>             | [Display]<br>This column displays the export LC amount.                     |
| <b>Outstanding LC Amount</b> | [Display]<br>This column displays the export LC outstanding amount.         |
| <b>Date of Expiry</b>        | [Display]<br>This column displays the export LC expiry date.                |
| <b>LC Status</b>             | [Display]<br>This column displays the export LC status.                     |
| <b>LC Drawings Status</b>    | [Display]<br>This column displays the export LC drawings status.            |
| <b>Customer Ref No.</b>      | [Display]<br>This column displays the Contract reference number.            |
| <b>Latest Shipment Date</b>  | [Display]<br>This column displays the latest shipment date of the contract. |

3. Click the column heading (link) to sort the records in the ascending or descending order of the selected column heading. For example, click Issue Date to sort the records in the ascending/descending order of the LC issue date.

OR

Click  or  to navigate to the next or previous page in the list, respectively.

4. Click  or  to navigate to the first or last page in the list, respectively.
- OR
- Click **Customize Columns** link to reorder the columns or select the columns that appear in the list.
5. Click the **Print** link to print the data.
6. Click the **Download** link to download the export LC list. The system displays the View Export LC pop-up dialog screen.

## View Export LC Download

**View Export LC** 25-08-2010 16:55:45 GMT +0530

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|  |  |
|--|--|
| Download Type <input style="border: 1px solid black; padding: 2px; margin-right: 10px;" type="button" value="Page Layout"/><br>File Format <input style="border: 1px solid black; padding: 2px;" type="button" value="PDF"/>                               | <div style="border: 1px solid #ccc; padding: 5px; width: 150px; height: 100px; margin-bottom: 10px;">           Product<br/>Issue Date         </div> <div style="border: 1px solid #ccc; padding: 5px; width: 150px; height: 100px; margin-bottom: 10px;"> <input style="width: 100%; height: 100%;" type="button" value="&gt;&gt;"/> <br/> <input style="width: 100%; height: 100%;" type="button" value="&lt;&lt;"/> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 150px; height: 100px;">           LC Number<br/>Applicant Name<br/>LC Currency<br/>LC Amount<br/>Outstanding LC Amount<br/>Date of Expiry<br/>LC Status         </div> |
| <input style="border: 1px solid red; background-color: red; color: white; padding: 2px 10px;" type="button" value="Download"/> <input style="border: 1px solid red; background-color: red; color: white; padding: 2px 10px;" type="button" value="Close"/> |  |

**Field Description**

| <b>Field Name</b>    | <b>Description</b>   |
|----------------------|--|
| <b>Download Type</b> | [Mandatory, Drop-Down]<br><br>Select the appropriate report type from the drop-down list.<br><br>The options are: <ul style="list-style-type: none"> <li>• Pre-defined</li> <li>• Page Layout</li> </ul>             |
| <b>File Format</b>   | [Conditional, Drop-Down]<br><br>Select the appropriate type of file format from the drop-down list.<br>This option is enabled if <b>Page Layout</b> option is selected from the <b>Download Type</b> drop-down list. |
| <b>Included</b>      | [Display]<br><br>This box lists all the fields that will be included in the report.  |
| <b>Excluded</b>      | [Display]<br><br>This box lists all the fields that will be excluded from the report.  |

7. Select the fields that are to be included from the **Excluded** box and click the >> button. The **Included** box appears on the right-side of the dialog box. All the fields are, by default, selected and included.

8. Select the fields that are to be excluded from the **Included** box and click the  button. The **Excluded** box appears on the left-side of the dialog box.
9. Click the **Download** button. The system downloads the records displayed in the search results in the selected format.  
OR  
Click the **Cancel** button to cancel the download and close the pop-up dialog screen.
10. To view the details of a particular export LC, click the appropriate link in the LC Number column. The system displays the View Export LC screen with the details of the export LC. For more information on the fields that can be viewed in the export LC details, refer to Initiate LC.

### View Export LC

**View Export LC** 31-03-2011 13:00:00 GMT +0530

|  |   |
|--|---|
| LC Number: QT2ELNR110620001<br>Customer Ref. No.:  | Date of Issue: 03-Mar-2011<br>SWIFT Message: <input type="button" value="Select"/> <input type="button" value="View"/><br>Advice: <input type="button" value="Select"/> <input type="button" value="View"/> |
| <input type="button" value="General"/> <input type="button" value="Parties"/> <input type="button" value="Banks"/> <input type="button" value="Payment Terms"/> <input type="button" value="Shipment"/> <input type="button" value="Goods"/> <input type="button" value="Documents"/>  |   |
| <b>General</b> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;">           Type: IRREVOCABLE<br/>           Form of LC: NON-TRANSFERABLE<br/>           LC Amount: USD 240,000.00<br/>           LC Outstanding Balance: USD 240,000.00<br/>           Tolerance: None<br/>           Under(-): 0.00% Above(+) 0.00%<br/>           Issue Date: 03-Mar-2011<br/>           Date of Expiry: 30-May-2011<br/>           Place of Expiry: bng<br/>           Available With: bng<br/>           By: Sight Payment         </div> |   |
| <input type="button" value="Back"/> <input type="button" value="Amendments"/> <input type="button" value="Document Status"/> <input type="button" value="View Attached Documents"/> <input type="button" value="Charges"/>   |   |

### Field Description

| Field Name              | Description   |
|-------------------------|---|
| <b>LC Number</b>        | [Display]<br>This field displays the LC Number  |
| <b>Customer Ref No.</b> | [Display]<br>This field displays the Reference Number of the customer   |
| <b>Date of Issue</b>    | [Display]<br>This field displays the Issue Date   |
| <b>SWIFT Message</b>    | [Optional, Drop-Down]<br>Select the SWIFT message from the drop-down list and click the <b>View</b> button to view/download the SWIFT message. The messages can be downloaded in various formats such as PDF and RTF. |

| Field Name                    | Description   |
|-------------------------------|---|
| <b>Advice</b>                 | [Optional, Drop-Down]<br>Select the advice message from the drop-down list and click the <b>View</b> button to view/download the advice message. The messages can be downloaded in various formats such as PDF and RTF. |
| <b>General</b>                |   |
| <b>Type</b>                   | [Display]<br>This field displays the type of LC Revocable/ Irrevocable  |
| <b>Form of LC</b>             | [Display]<br>This field displays the form of LC Transferable/ Non-transferable  |
| <b>LC Amount</b>              | [Display]<br>This field Specifies the LC Currency and LC Amount   |
| <b>LC Outstanding Balance</b> | [Display]<br>This field Specifies the Outstanding LC Balance  |
| <b>Tolerance Under</b>        | [Display]<br>This field displays the lower limit of the Tolerance   |
| <b>Tolerance Above</b>        | [Display]<br>This field displays the upper limit of the Tolerance   |
| <b>Issue Date</b>             | [Display]<br>This field displays the Date of LC issue   |
| <b>Date of Expiry</b>         | [Display]<br>This field displays the Date of LC expiry  |
| <b>Place of Expiry</b>        | [Display]<br>This field displays the Place of LC expiry   |
| <b>Available With</b>         | [Display]<br>This field displays the field identified by the bank authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit and an indication of how the credit is available.         |
| <b>By</b>                     | [Display]<br>This field displays the clause by which the LC will be accepted by   |

11. Click the **Parties** tab the system displays the **view export LC - Parties** screen

**View Export LC –Parties tab**

**View Export LC** 31-03-2011 13:00:00 GMT +0530

| LC Number: QT2ELNR110620001<br>Customer Ref. No.:   | Date of Issue: 03-Mar-2011<br>SWIFT Message: <input type="button" value="Select"/> <input type="button" value="View"/><br>Advice: <input type="button" value="Select"/> <input type="button" value="View"/> |           |             |  |  |
|---|---|-----------|-------------|--|--|
| <input type="button" value="General"/> <input checked="" type="button" value="Parties"/> <input type="button" value="Banks"/> <input type="button" value="Payment Terms"/> <input type="button" value="Shipment"/> <input type="button" value="Goods"/> <input type="button" value="Documents"/>  |   |           |             |  |  |
| <b>Parties</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Applicant</th> <th style="width: 50%;">Beneficiary</th> </tr> </thead> <tbody> <tr> <td>Name: Eric Derzie and Assoc<br/>Address: SWISCH78<br/>5th Ave<br/>New York<br/>Country: US</td> <td>Name: Oxy Trading Inc Changed<br/>Address: 396 Broadway Rm 201<br/>New York<br/>Country: US</td> </tr> </tbody> </table> |   | Applicant | Beneficiary | Name: Eric Derzie and Assoc<br>Address: SWISCH78<br>5th Ave<br>New York<br>Country: US | Name: Oxy Trading Inc Changed<br>Address: 396 Broadway Rm 201<br>New York<br>Country: US |
| Applicant   | Beneficiary   |           |             |  |  |
| Name: Eric Derzie and Assoc<br>Address: SWISCH78<br>5th Ave<br>New York<br>Country: US  | Name: Oxy Trading Inc Changed<br>Address: 396 Broadway Rm 201<br>New York<br>Country: US  |           |             |  |  |
| <input type="button" value="Back"/> <input type="button" value="Amendments"/> <input type="button" value="Document Status"/> <input type="button" value="View Attached Documents"/> <input type="button" value="Charges"/>  |   |           |             |  |  |

**Field Description**

| Field Name         | Description   |
|--------------------|---|
| <b>Applicant</b>   |   |
| <b>Name</b>        | [Display]<br>This field displays the Name of the applicant      |
| <b>Address</b>     | [Display]<br>This field displays the Address of the Applicant   |
| <b>Country</b>     | [Display]<br>This field displays the Country of the Applicant   |
| <b>Beneficiary</b> |   |
| <b>Name</b>        | [Display]<br>This field displays the Name of the Beneficiary    |
| <b>Address</b>     | [Display]<br>This field displays the Address of the Beneficiary |
| <b>Country</b>     | [Display]<br>This field displays the Country of the Beneficiary |

12. Click the **Banks** tab the system displays the **View Export LC - Banks** screen.

## View Export LC – Banks tab

**View Export LC** 31-03-2011 13:00:00 GMT +0530

|  |   |  |   |  |  |
|--|---|--|---|--|--|
| LC Number: QT2ELNR110620001<br>Customer Ref. No.:  | Date of Issue: 03-Mar-2011<br>SWIFT Message: <input type="button" value="Select"/> <input type="button" value="View"/><br>Advice: <input type="button" value="Select"/> <input type="button" value="View"/> |  |   |  |  |
| <input type="button" value="General"/> <input type="button" value="Parties"/> <input checked="" type="button" value="Banks"/> <input type="button" value="Payment Terms"/> <input type="button" value="Shipment"/> <input type="button" value="Goods"/> <input type="button" value="Documents"/>   |   |  |   |  |  |
| <b>Banks</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Issuing Bank</b> <p>SWIFT: SWISCH78<br/>Name: Swiss Bank<br/>Address: SWISCH78<br/>Switzerland<br/>Country: SWITZERLAND</p> </td> <td style="width: 50%; vertical-align: top;"> <b>Reimbursing Bank</b> <p>SWIFT:<br/>Name:<br/>Address:<br/>Country:</p> </td> </tr> <tr> <td colspan="2" style="vertical-align: top;"> <b>Confirming Bank</b> <p>SWIFT:<br/>Name:<br/>Address:<br/>Country:</p> </td> </tr> </table> |   | <b>Issuing Bank</b> <p>SWIFT: SWISCH78<br/>Name: Swiss Bank<br/>Address: SWISCH78<br/>Switzerland<br/>Country: SWITZERLAND</p> | <b>Reimbursing Bank</b> <p>SWIFT:<br/>Name:<br/>Address:<br/>Country:</p> | <b>Confirming Bank</b> <p>SWIFT:<br/>Name:<br/>Address:<br/>Country:</p> |  |
| <b>Issuing Bank</b> <p>SWIFT: SWISCH78<br/>Name: Swiss Bank<br/>Address: SWISCH78<br/>Switzerland<br/>Country: SWITZERLAND</p>   | <b>Reimbursing Bank</b> <p>SWIFT:<br/>Name:<br/>Address:<br/>Country:</p>   |  |   |  |  |
| <b>Confirming Bank</b> <p>SWIFT:<br/>Name:<br/>Address:<br/>Country:</p>   |   |  |   |  |  |
| <input type="button" value="Back"/> <input type="button" value="Amendments"/> <input type="button" value="Document Status"/> <input type="button" value="View Attached Documents"/> <input type="button" value="Charges"/>   |   |  |   |  |  |

**Field Description**

| <b>Field Name</b>       | <b>Description</b>  |
|-------------------------|---|
| <b>Issuing Bank</b>     |   |
| <b>SWIFT</b>            | [Display]<br>This field displays the SWIFT Id of the Issuing Bank     |
| <b>Name</b>             | [Display]<br>This field displays the Name of the Issuing Bank         |
| <b>Address</b>          | [Display]<br>This field displays the address of the Issuing Bank      |
| <b>Country</b>          | [Display]<br>This field displays the country of the Issuing Bank      |
| <b>Reimbursing Bank</b> |   |
| <b>SWIFT</b>            | [Display]<br>This field displays the SWIFT Id of the Reimbursing Bank |
| <b>Name</b>             | [Display]<br>This field displays the Name of the Reimbursing Bank     |
| <b>Address</b>          | [Display]<br>This field displays the address of the Reimbursing Bank  |
| <b>Country</b>          | [Display]<br>This field displays the country of the Reimbursing Bank  |

| Field Name             | Description  |
|------------------------|--|
| <b>Confirming Bank</b> |  |
| <b>SWIFT</b>           | [Display]<br>This field displays the SWIFT Id of the Confirming Bank |
| <b>Name</b>            | [Display]<br>This field displays the Name of the Confirming Bank     |
| <b>Address</b>         | [Display]<br>This field displays the address of the Confirming Bank  |
| <b>Country</b>         | [Display]<br>This field displays the country of the Confirming Bank  |

13. Click **Payment Terms** tab, the system displays the **View Export LC Payment Terms** screen.

#### View Export LC – Payment Terms

#### Field Description

| Field Name             | Description  |
|------------------------|--|
| <b>Payment Terms</b>   |  |
| <b>Payment Details</b> | [Display]<br>This Field displays the Text box describing some additional details related to payment under the LC |
| <b>Draft Details</b>   | [Display]<br>This Field displays the details of the draft issued.  |

14. Click the **Shipment** tab, the system displays the **View Export LC Shipment** screen.

## View Export LC - Shipment

**View Export LC** 31-03-2011 13:00:00 GMT +0530

|  |   |
|--|---|
| LC Number: QT2ELNR110620001<br>Customer Ref. No.:  | Date of Issue: 03-Mar-2011<br>SWIFT Message: <input type="button" value="Select"/> <input type="button" value="View"/><br>Advice: <input type="button" value="Select"/> <input type="button" value="View"/> |
| <input type="button" value="General"/> <input type="button" value="Parties"/> <input type="button" value="Banks"/> <input type="button" value="Payment Terms"/> <input checked="" type="button" value="Shipment"/> <input type="button" value="Goods"/> <input type="button" value="Documents"/> |   |
| <b>Shipment</b> <p>Partial Shipment: Not Allowed<br/>Transshipment: Not Allowed<br/>Latest Shipment Date:<br/>Shipment From:<br/>Shipment To:<br/>Port of Loading:<br/>Port of Discharge:<br/>Shipment Period:<br/><br/>Presentation Period: <input type="text"/></p>                            |   |
| <input type="button" value="Back"/> <input type="button" value="Amendments"/> <input type="button" value="Document Status"/> <input type="button" value="View Attached Documents"/> <input type="button" value="Charges"/>   |   |

## Field Description

| <b>Field Name</b>           | <b>Description</b>   |
|-----------------------------|--|
| <b>Partial Shipment</b>     | [Display]<br>This field displays whether or not partial shipments are allowed under the documentary credit.                      |
| <b>Transshipment</b>        | [Display]<br>This field displays whether or not transshipment is allowed under the documentary credit.                           |
| <b>Latest Shipment Date</b> | [Display]<br>This field displays the This field specifies the latest date for loading on board/ dispatch/ taking in charge.      |
| <b>Shipment From</b>        | [Display]<br>This field displays the Place where the goods will be received  |
| <b>Shipment To</b>          | [Display]<br>This field displays the Place where goods will be delivered   |
| <b>Port of Loading</b>      | [Display]<br>This field displays the Port of loading of goods  |
| <b>Port of Discharge</b>    | [Display]<br>This field displays the Port of unloading of goods  |
| <b>Shipment Period</b>      | [Display]<br>This field displays the period of time during which the goods are to be loaded on board/dispatched/taken in charge. |

| Field Name                 | Description   |
|----------------------------|---|
| <b>Presentation Period</b> | [Display]<br>This field displays the period of time after the date of shipment within which the documents must be presented for payment, Acceptance or negotiation. |

15. Click the **Goods** tab, the system displays the **View Export LC Goods** screen.

### View Export LC –Goods tab

The screenshot shows the 'View Export LC' interface. At the top right, it says '31-03-2011 13:00:00 GMT +0530'. The main area has a header with 'LC Number: QT2ELNR110620001', 'Customer Ref. No.', 'Date of Issue: 03-Mar-2011', 'SWIFT Message: Select View', and 'Advice: Select View'. Below the header is a navigation bar with tabs: General, Parties, Banks, Payment Terms, Shipment, Goods (highlighted in grey), and Documents. The 'Goods' tab is currently active. The main content area is a large empty box. At the bottom, there are several buttons: Back, Amendments, Document Status, View Attached Documents, and Charges.

### Field Description

| Field Name                  | Description  |
|-----------------------------|--|
| <b>Description of Goods</b> | [Display]<br>This field displays the description of the goods and/or services. |

16. Click the **Documents** tab, the system displays the **View Export LC Documents** screen.

## View Export LC – Documents tab

**View Export LC** 31-03-2011 13:00:00 GMT +0530

|  |   |                |  |        |   |
|--|---|----------------|--|--------|---|
| LC Number: QT2ELNR110620001<br>Customer Ref. No.:  | Date of Issue: 03-Mar-2011<br>SWIFT Message: <input type="button" value="Select"/> <input type="button" value="View"/><br>Advice: <input type="button" value="Select"/> <input type="button" value="View"/>   |                |  |        |   |
| <input type="button" value="General"/> <input type="button" value="Parties"/> <input type="button" value="Banks"/> <input type="button" value="Payment Terms"/> <input type="button" value="Shipment"/> <input type="button" value="Goods"/> <input type="button" value="Documents"/>  |   |                |  |        |   |
| <b>Documents</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Document Title</td> <td style="width: 90%;">Incoterm: CIF ( Cost, Insurance and Freight (...named port of destination) )</td> </tr> <tr> <td>Clause</td> <td>AIR +CLEAN AIR WAYBILLS CONSIGNMENT TO APPLICANT, NOTIFY APPLICANT, MARKED 'FREIGHT COLLECT / PREPAID' INDICATING THIS CREDIT NUMBER.<br/>AIR AIRWAY BILL<br/>AIR + SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO THE ORDER OF CHINATRUST COMMERCIAL BANK LTD / TO ORDER AND BLANK ENDORSED, NOTIFY APPLICANT, MARKED 'FREIGHT COLLECT / PREPAID' INDICATING THIS CREDIT NUMBER.<br/>AIRDOC CLEAN AIR WAYBILLS CONSIGNMENT TO APPLICANT, NOTIFY APPLICANT, MARKED F73 COLLECT / INDICATING THIS CREDIT NUMBER.<br/>AIRDOC SET of Clauses for CIF<br/>AIRDOC Sender's copy of international consignment note for road transport, indicating consignee:<br/>BOL<br/>INSDOC Insurance Policy/Certificate issued for 110 percent of invoice-value, duly endorsed, covering x<br/>INSDOC +INSURANCE POLICY OR CERTIFICATE ENDORSED IN BLANK FOR NOT LESS THAN 110PCT INVOICE VALUE, STIPULATING THAT CLAIMS ARE PAYABLE AT DESTINATION IN THE SAME CURRENCY OF THE DRAFTS COVERING INSTITUTE CARGO CLAUSES (A), INSTITUTE WAR CLAUSES (CARGO) AND INSTIT<br/>INVDOC Commercial invoice, duly signed<br/>MARDOC COPY OF FAX/TELEX ADVISING APPLICANT PARTICULARS OF SHIPMENT INCLUDING B/L NO. AND THE DATE, VESSEL NAME AND NATIONALITY ETA, AND ETD, TOTAL AMOUNT OF CONLCBT, LOADING PORT AND DISCHARGE PORT, SHIPMENT DATE WITHIN 5 WORKING DAYS AFTER SHIPMENT DATE SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO THE ORDER OF CHINATRUST COMMERCIAL BANK LTD / TO ORDER AND BLANK ENDORSED, NOTIFY APPLICANT, MARKED 'FREIGHT COLLECT / PREPAID' INDICATING THIS CREDIT NUMBER.<br/>MARDOC SET of Clauses for CIF<br/>OTHERDOC Beneficiary's declaration stating that 1/3 original Bill of Lading has been sent simultaneously with despatch of goods by DHL to notify<br/>PACKINGLIST</td> </tr> </table> |   | Document Title | Incoterm: CIF ( Cost, Insurance and Freight (...named port of destination) ) | Clause | AIR +CLEAN AIR WAYBILLS CONSIGNMENT TO APPLICANT, NOTIFY APPLICANT, MARKED 'FREIGHT COLLECT / PREPAID' INDICATING THIS CREDIT NUMBER.<br>AIR AIRWAY BILL<br>AIR + SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO THE ORDER OF CHINATRUST COMMERCIAL BANK LTD / TO ORDER AND BLANK ENDORSED, NOTIFY APPLICANT, MARKED 'FREIGHT COLLECT / PREPAID' INDICATING THIS CREDIT NUMBER.<br>AIRDOC CLEAN AIR WAYBILLS CONSIGNMENT TO APPLICANT, NOTIFY APPLICANT, MARKED F73 COLLECT / INDICATING THIS CREDIT NUMBER.<br>AIRDOC SET of Clauses for CIF<br>AIRDOC Sender's copy of international consignment note for road transport, indicating consignee:<br>BOL<br>INSDOC Insurance Policy/Certificate issued for 110 percent of invoice-value, duly endorsed, covering x<br>INSDOC +INSURANCE POLICY OR CERTIFICATE ENDORSED IN BLANK FOR NOT LESS THAN 110PCT INVOICE VALUE, STIPULATING THAT CLAIMS ARE PAYABLE AT DESTINATION IN THE SAME CURRENCY OF THE DRAFTS COVERING INSTITUTE CARGO CLAUSES (A), INSTITUTE WAR CLAUSES (CARGO) AND INSTIT<br>INVDOC Commercial invoice, duly signed<br>MARDOC COPY OF FAX/TELEX ADVISING APPLICANT PARTICULARS OF SHIPMENT INCLUDING B/L NO. AND THE DATE, VESSEL NAME AND NATIONALITY ETA, AND ETD, TOTAL AMOUNT OF CONLCBT, LOADING PORT AND DISCHARGE PORT, SHIPMENT DATE WITHIN 5 WORKING DAYS AFTER SHIPMENT DATE SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO THE ORDER OF CHINATRUST COMMERCIAL BANK LTD / TO ORDER AND BLANK ENDORSED, NOTIFY APPLICANT, MARKED 'FREIGHT COLLECT / PREPAID' INDICATING THIS CREDIT NUMBER.<br>MARDOC SET of Clauses for CIF<br>OTHERDOC Beneficiary's declaration stating that 1/3 original Bill of Lading has been sent simultaneously with despatch of goods by DHL to notify<br>PACKINGLIST |
| Document Title   | Incoterm: CIF ( Cost, Insurance and Freight (...named port of destination) )  |                |  |        |   |
| Clause   | AIR +CLEAN AIR WAYBILLS CONSIGNMENT TO APPLICANT, NOTIFY APPLICANT, MARKED 'FREIGHT COLLECT / PREPAID' INDICATING THIS CREDIT NUMBER.<br>AIR AIRWAY BILL<br>AIR + SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO THE ORDER OF CHINATRUST COMMERCIAL BANK LTD / TO ORDER AND BLANK ENDORSED, NOTIFY APPLICANT, MARKED 'FREIGHT COLLECT / PREPAID' INDICATING THIS CREDIT NUMBER.<br>AIRDOC CLEAN AIR WAYBILLS CONSIGNMENT TO APPLICANT, NOTIFY APPLICANT, MARKED F73 COLLECT / INDICATING THIS CREDIT NUMBER.<br>AIRDOC SET of Clauses for CIF<br>AIRDOC Sender's copy of international consignment note for road transport, indicating consignee:<br>BOL<br>INSDOC Insurance Policy/Certificate issued for 110 percent of invoice-value, duly endorsed, covering x<br>INSDOC +INSURANCE POLICY OR CERTIFICATE ENDORSED IN BLANK FOR NOT LESS THAN 110PCT INVOICE VALUE, STIPULATING THAT CLAIMS ARE PAYABLE AT DESTINATION IN THE SAME CURRENCY OF THE DRAFTS COVERING INSTITUTE CARGO CLAUSES (A), INSTITUTE WAR CLAUSES (CARGO) AND INSTIT<br>INVDOC Commercial invoice, duly signed<br>MARDOC COPY OF FAX/TELEX ADVISING APPLICANT PARTICULARS OF SHIPMENT INCLUDING B/L NO. AND THE DATE, VESSEL NAME AND NATIONALITY ETA, AND ETD, TOTAL AMOUNT OF CONLCBT, LOADING PORT AND DISCHARGE PORT, SHIPMENT DATE WITHIN 5 WORKING DAYS AFTER SHIPMENT DATE SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO THE ORDER OF CHINATRUST COMMERCIAL BANK LTD / TO ORDER AND BLANK ENDORSED, NOTIFY APPLICANT, MARKED 'FREIGHT COLLECT / PREPAID' INDICATING THIS CREDIT NUMBER.<br>MARDOC SET of Clauses for CIF<br>OTHERDOC Beneficiary's declaration stating that 1/3 original Bill of Lading has been sent simultaneously with despatch of goods by DHL to notify<br>PACKINGLIST |                |  |        |   |
| <input type="button" value="Back"/> <input type="button" value="Amendments"/> <input type="button" value="Document Status"/> <input type="button" value="View Attached Documents"/> <input type="button" value="Charges"/>   |   |                |  |        |   |

## Field Description

| Field Name            | Description  |
|-----------------------|--|
| <b>Documents</b>      |  |
| <b>Incoterms</b>      | [Display]<br>This field will display the Incoterm used in the contract   |
| <b>Document Title</b> | [Display]<br>This field will display the Document title e.g. Certificate of Origin, Invoice, Packing List etc.     |
| <b>Clause</b>         | [Display]<br>This field will display the Document clause mentioning the number of copies and other conditions etc. |

17. Click the **Back** button to go back to the previous screen.  
 OR  
 Click the **Amendments** button to view the amendments made to the LC.  
 OR  
 Click the **Document Status** button to view the status of the document.  
 OR  
 Click the **View Attached Documents** button to view the attached documents.  
 OR  
 Click the **Charges** button to view the Charges applicable to the LC.

### Amendments

| Issued Amendments(1): |               |             |                 |                |                      | 31-03-2011 13:00:00 GMT +0530 |
|-----------------------|---------------|-------------|-----------------|----------------|----------------------|-------------------------------|
| LC Ref. No            | Amendment No. | Issue Date  | New Expiry Date | New LC Amount  | Latest Shipment Date |                               |
| QT2ELNR110620001_1    |               | 03-Mar-2011 | 30-May-2011     | USD 240,000.00 |                      |                               |
|                       |               |             |                 |                |                      | <a href="#">Back</a>          |

### Field Description

| Field Name                  | Description  |
|-----------------------------|--|
| <b>LC Ref No.</b>           | [Display]<br>This field displays the LC Reference number.        |
| <b>Amendment No.</b>        | [Display]<br>This field displays the amendment number of the LC. |
| <b>Issue Date</b>           | [Display]<br>This field displays the issue date of the LC.       |
| <b>New Expiry Date</b>      | [Display]<br>This field displays the new expiry date of the LC.  |
| <b>New LC amount</b>        | [Display]<br>This field displays the new LC amount.              |
| <b>Latest Shipment Date</b> | [Display]<br>This field displays the latest shipment date.       |

18. Click the **Amendment No** link, the system displays the Issued Amendments detail screen.  
 OR  
 Click the **Back** button to return to the previous screen.

## Issued Amendments

| Issued Amendment  |  | 31-03-2011 13:00:00 GMT +0530 |
|---|--|-------------------------------|
| <p>Sender's Reference : QT2ELNR110620001<br/>           Amendment No. : 1<br/>           Date of Issue : 03-Mar-2011<br/>           Date of Amendment : 03-Mar-2011<br/>           Expiry Date : 30-May-2011<br/>           Amount : USD 240,000.00<br/>           Percentage Credit Amount : None<br/>           Tolerance :<br/>           Under(-): 0.00% Above(+) : 0.00%</p> <p>Additional Amount Covered :</p> <p>Port of Loading :</p> <p>Port of Discharge :</p> <p>Shipment Period :</p> <p>Narrative :</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> |  |                               |
| <a href="#" style="color: red; font-weight: bold;">Back</a>   |  |                               |

## Field Description

| Field Name                                | Description   |
|---|---|
| <b>Sender's Reference</b>                 | [Display]<br>This field displays the senders Reference number   |
| <b>Amendment No</b>                       | [Display]<br>This field displays the amendment number of the LC   |
| <b>Date of Issue</b>                      | [Display]<br>This field displays the issue date of the LC.  |
| <b>Date of Amendment</b>                  | [Display]<br>This field displays the date of amendment of the LC.                                       |
| <b>Expiry Date</b>                        | [Display]<br>This field displays the expiry date.   |
| <b>Amount</b>                             | [Display]<br>This field displays the amount...  |
| <b>Percentage Credit Amount Tolerance</b> | [Display]<br>This field displays the percentage of credit amount.                                       |
| <b>Tolerance</b>                          | [Display]<br>This field displays the type of tolerance<br><br>And Under (-) and Above (+) in percentage |

| Field Name                       | Description   |
|----------------------------------|---|
| <b>Additional Amount Covered</b> | [Display]<br>This field displays the additional amount covered under LC |
| <b>Port of Loading</b>           | [Display]<br>This field displays the port of loading of goods           |
| <b>Port of Discharge</b>         | [Display]<br>This field displays the port of discharge of goods         |
| <b>Shipment Period</b>           | [Display]<br>This field displays the shipment period of goods           |
| <b>Narrative</b>                 | [Display]<br>This field displays the narrative if any                   |

19. Click the **Back** button to return to the View import LC detail screen.

### Document Status

| View Export Bill Details          |                         |                                 | 31-03-2011 13:00:00 GMT +0530 |
|-----------------------------------|-------------------------|---------------------------------|-------------------------------|
| <b>Negotiation Ref. No.</b>       | <b>Negotiation Date</b> | <b>Bill Currency and Amount</b> |                               |
| <a href="#">QT2ECPS110610003</a>  | 02-Mar-2011             | GBP 105.00                      |                               |
| <a href="#">QT2ECPS110610006</a>  | 02-Mar-2011             | GBP 105.00                      |                               |
| <a href="#">QT2ECPS110610007</a>  | 02-Mar-2011             | GBP 105.00                      |                               |
| <a href="#">QT2ECPS110610002</a>  | 02-Mar-2011             | GBP 105.00                      |                               |
| <a href="#">QT2ECPS110460002</a>  | 15-Feb-2011             | GBP 210.00                      |                               |
| <a href="#">QT2ECPS110610008</a>  | 02-Mar-2011             | INR 45,433.00                   |                               |
| <a href="#">QT2ECPS110610005</a>  | 02-Mar-2011             | GBP 105.00                      |                               |
| <a href="#">QT2ECPS110460003</a>  | 15-Feb-2011             | GBP 50,000.00                   |                               |
| <a href="#">QT2ECPS110310011</a>  | 31-Jan-2011             | GBP 50,000.00                   |                               |
| <a href="#">QT2EAPS1102830001</a> | 10-Oct-2010             | USD 234,567.00                  |                               |
| <a href="#">QT2ECPS110600004</a>  | 01-Mar-2011             | GBP 105.00                      |                               |
| <a href="#">QT2ECPS110610004</a>  | 02-Mar-2011             | GBP 105.00                      |                               |
| <a href="#">QT2ECPS110900002</a>  | 31-Mar-2011             | GBP 45,433.00                   |                               |

[View Attached Documents](#) [Back](#)

### Field Description

| Field Name                      | Description   |
|---------------------------------|---|
| <b>Negotiation Ref. No.</b>     | [Display, Hyperlink]<br>This column displays the Negotiation document reference number attached, click the hyperlink to view the document bill details. |
| <b>Negotiation Date</b>         | [Display]<br>This column displays the date of receipt of document   |
| <b>Bill Currency and Amount</b> | [Display]<br>This column displays the bill currency and amount for LC   |

20. Click the **View Attached Documents** screen to view the attached documents.  
 OR  
 Click the **Back** button to return to the previous screen.

### View attached documents

**View Attached Documents** 31-03-2011 13:00:00 GMT +0530

| Customer Id: QT2001776<br>Transaction Type: LC  | Product: undefined |           |
|---|--------------------|-----------|
| <span style="margin-left: 20px;">         Records 1 to 2 of 2  &lt;&lt;  &lt;&lt;  Page 1 of 1  &gt;&gt;  &gt;&gt;  <a href="#">View All</a> <a href="#">Back</a> </span> |                    |           |
| File Name   | Date of Attachment | Notes     |
| <a href="#">fcr_fastpath.txt</a>  | 10-10-2010         | EXPORT lc |
| <a href="#">ROHIT.txt</a>   | 10-10-2010         | EXPORT lc |

### Field Description

| Field Name                | Description   |
|---------------------------|---|
| <b>Customer Id</b>        | [Display]<br>This field displays the customer id.                                   |
| <b>Product</b>            | [Display]<br>This field displays the name of the product                            |
| <b>Transaction Type</b>   | [Display]<br>This field displays the type of the transaction.                       |
| <b>File Name</b>          | [display, hyperlink]<br>This column displays the file name of the attached document |
| <b>Date of Attachment</b> | [Display]<br>This column displays the date of attachment of the document            |
| <b>Notes</b>              | [Display]<br>This column displays the notes if any                                  |

21. Click the **View All** button to view all the attached documents together  
 OR  
 Click the **Back** button to return to the previous screen.

**View Attached Documents**

31-03-2011 13:00:00 GMT +0530

Upload Images

CH021: AUTHORIZE BLOCK REMOVAL  
chm21: REMOVE BLOCK INITIATE  
1401:-CASH DEPOSIT

000000006247

**Print** **Download** **Back**

22. Click the **Print** button to print the attached document  
OR  
Click the **Download** button to download the attached document  
OR  
Click the **back** button to return to the previous screen.

## Charges

**View Charges Information**

31-03-2011 13:00:00 GMT +0530

|                            |        |
|----------------------------|--------|
| Commission:                |        |
| Total Charges:             |        |
| Export Advice charges: GBP | 100.00 |
| Total(Without VAT):        | 100.00 |
| Account :QT100177402       |        |
| <a href="#">Back</a>       |        |

## Field Description

| Field Name                  | Description   |
|-----------------------------|---|
| <b>Commission</b>           | [Display]<br>This field displays the Commission charges in terms of percentage  |
| <b>Total Charges</b>        | [Display]<br>This field displays the Total charges applicable   |
| <b>Cancellation Charges</b> | [Display]<br>This field displays the cancellation charges for LC.   |
| <b>Account</b>              | [Display]<br>This field displays the account for LC cancellation charges.   |
| <b>Export Advice Charge</b> | [Display]<br>This field displays the export advice charges.   |
| <b>Account</b>              | [Display]<br>This field displays the account for the export advice charges.   |
| <b>Total(Without VAT)</b>   | [Display]<br>This field displays the Total charges overall applicable(sum of LC courier, LC swift and other bank charges) |

- Click the **Back** button to return to the previous screen.

## View Swift Messages

**View Swift Message**

Event Date : 15-Feb-2011      15-02-2011 13:00:00 GMT +0530

Description :

```
{1:F01LONDUSBRAQT2111111111}
{2:ISWISCH78XXXXN}
{3:{108:QT2MSOG11046005W}}
JUN
QT2ELCR102830003
12345
12345
04-OCT-10
04-OCT-10
SWISS BANK
SWISCH78
SWITZERLAND
OXY TRADING INC CHANGED
396
BROADWAY RM 201
NEW YORK
NY 10013
ERIC DERZIE ASSOC
SWISCH78
5TH AVE
NEW YORK
```

Export To : Portable Doc Format

**Session Summary**

Welcome, Ami Corp User1 Auto Auth

Date of Issue: 04-Oct-2010

SWIFT Message: AMD\_EXP\_Cf

Advice: Select

CANT, MARKED 'FREIGHT COLLECT / PREPAID' INDICATING ORDER OF CHINATRUST COMMERCIAL BANK LTD / TO ORDER COLLECT / PREPAID' INDICATING THIS CREDIT NUMBER.

ANT, MARKED F73 COLLECT / INDICATING THIS CREDIT indicating consignee:

duly endorsed, covering x  
NOT LESS THAN 110PCT INVOICE VALUE, STIPULATING THAT F THE DRAFTS COVERING INSTITUTE CARGO CLAUSES (A),

MAKEDU COPY OF TAX TELX ADVISING APPLICANT PARTICULARS OF SHIPMENT INCLUDING B/L NO. AND THE DATE, VESSEL NAME AND NATIONALITY ETA, AND ETD, TOTAL AMOUNT OF CONLCBCT, LOADING PORT AND DISCHARGE PORT, SHIPMENT DATE WITHIN 5 WORKING DAYS AFTER SHIPMENT DATE SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO THE ORDER OF CHINATRUST

## View Advices

**View Swift Message**

Event Date : 01-Jan-2011      15-02-2011 13:00:00 GMT +0530

Description :

```
{1:F01LONDUSBRAQT2111111111}
{2:I730SWISCH78XXXXN}
{3:{108:QT2MSOG11001008I}}
{4:
:20:QT2ELCR102830001
:21:12345
:30:101004
-}
```

Export To : --Please Select--

**Field Description**

| Field Name          | Description   |
|---------------------|---|
| <b>Export to</b>    | [Optional, Dropdown]<br>Select the format to export the document. |
| <b>Swift fields</b> | [Display]<br>This field displays the Swift details                |

24. Click the **Export** link to export the messages to the desired format.

## 8. View Import Bills

This option allows you to search, view and download the details of the import bills presented under Collection.

You can perform search on the bill reference number, drawee name, drawer name, bill amount, bill currency etc., and view the details of an individual import bill. The individual import bill details are shown under various tabs. The system provides import bill details such as bill amount, bill documents, status, parties to the bill, bank details, bank instructions, etc.

You can also download the import bill list in various formats.

### To view import bills

1. Click **Trade Finance > Bills > View Import Bills**. The system displays the **View Import Bills** screen.

### View Import Bills

The screenshot shows the 'View Import Bills' interface. It features a header bar with the title 'View Import Bills' and a timestamp '03-06-2014 14:33:41 GMT +0530'. Below the header are several input fields: 'Bill Reference Number' (text box), 'Drawee\*' (dropdown menu), 'Drawer' (text box), 'Bill Currency' (dropdown menu), 'Select Status' (dropdown menu), 'Bill Amount From' (text box), 'Bill Amount To' (text box), 'From Date' (text box with calendar icon), and 'To Date' (text box with calendar icon). A vertical toolbar on the right side contains icons for navigation, help, and search. At the bottom left, there is a note '(\* Indicates Mandatory Fields)' and at the bottom right are 'Clear' and 'Search' buttons.

### Field Description

| Field Name                   | Description  |
|------------------------------|--|
| <b>Bill Reference Number</b> | [Optional, Numeric, 20]<br>Type the bill reference number to be used as a parameter in the search criteria.  |
| <b>Drawee</b>                | [Mandatory, Drop-Down]<br>Select the drawee name from the drop-down list, to be used as a parameter in the search criteria. The list displays the country, the customer ID and the drawee name. Partial search is allowed. |
| <b>Drawer</b>                | [Optional, Alphanumeric, 20]<br>Type the name of the drawer to be used as a parameter in the search criteria.  |
| <b>Bill Currency</b>         | [Optional, Drop-Down]<br>Select the bill currency from the drop-down list, to be used as a parameter in the search criteria.   |

| Field Name              | Description   |
|-------------------------|---|
| <b>Select Status</b>    | [Optional, Drop-Down]<br>Select the status of Import bills.   |
| <b>Bill Amount From</b> | [Optional, Numeric, 20]<br>Type the bill start amount in the amount range to be used as a parameter in the search criteria.   |
| <b>Bill Amount To</b>   | [Optional, Numeric, 20]<br>Type the bill end amount in the amount range to be used as a parameter in the search criteria.     |
| <b>From Date</b>        | [Optional, Date Picker]<br>Select the bill start date from the date picker, to be used as a parameter in the search criteria. |
| <b>To Date</b>          | [Optional, Date Picker]<br>Select the bill end date from the date picker, to be used as a parameter in the search criteria.   |

2. Click the **Search** button. The system displays the **View Import Bills** screen with the search results.  
 OR  
 Click the **Clear** button to clear the fields and re-enter the search criteria.

## **View Import Bills**

**View Import Bills**

05-06-2014 16:08:26 GMT +0530    

|                        |  |                 |   |
|------------------------|--|-----------------|---|
| Bill Reference Number: | <input type="text"/>   |                 |   |
| Drawee*:               | 000003171 (OATS_AUTO_KYC_R) <input type="button" value="▼"/> |                 |   |
| Drawer:                | <input type="text"/>   |                 |   |
| Bill Currency:         | Select <input type="button" value="▼"/>                      |                 |   |
| Select Status:         | Select <input type="button" value="▼"/>                      |                 |   |
| Bill Amount From:      | <input type="text"/>   | Bill Amount To: | <input type="text"/>                    |
| From Date:             | <input type="button" value="Calendar"/>                      | To Date:        | <input type="button" value="Calendar"/> |

\* Indicates Mandatory Fields Clear

[Word Wrap](#) | [Customize Columns](#) | [Download](#) | [Print](#)

| Bill Reference Number    | Release Against   | Transaction Date | Bill C |
|--------------------------|---|------------------|--------|
| <u>000BBBBB110040001</u> | IMPORT BILL NOT UNDER LC  | 04-01-2011       | GBP    |
| <u>000BCN110040501</u>   | IMPORT USANCE DOC   | 04-01-2011       | GBP    |
| <u>000BILL110040005</u>  | SDFSDFSDFSD   | 04-01-2011       | GBP    |
| <u>000IUNA110040007</u>  | OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON COLLECTION                           | 04-01-2011       | GBP    |
| <u>000IUNL110040004</u>  | USANCE BILLS NOT UNDER LC ACCEPTANCE (ADVANCE BY LOAN).                           | 04-01-2011       | GBP    |
| <u>000IUNM110040001</u>  | INCOMING DOCUMENTARY MULTI TENOR BILLS UNDER LC ON ACCEPTANCE INTEREST IN ADVANCE | 04-01-2011       | GBP    |
| <u>000IUNM110040003</u>  | INCOMING DOCUMENTARY MULTI TENOR BILLS UNDER LC ON ACCEPTANCE INTEREST IN ADVANCE | 04-01-2011       | GBP    |
| <u>001ICLC141810001</u>  | SIGHT BILLS NOT UNDER LC COLLECTION (ADVANCE BY LOAN).                            | 30-06-2014       | GBP    |
| <u>001ICLC141810004</u>  | SIGHT BILLS NOT UNDER LC COLLECTION (ADVANCE BY LOAN).                            | 30-06-2014       | USD    |
| <u>001ICLC141810005</u>  | SIGHT BILLS NOT UNDER LC COLLECTION (ADVANCE BY LOAN).                            | 30-06-2014       | GBP    |

Records 1 to 10 of 22 Page  of     

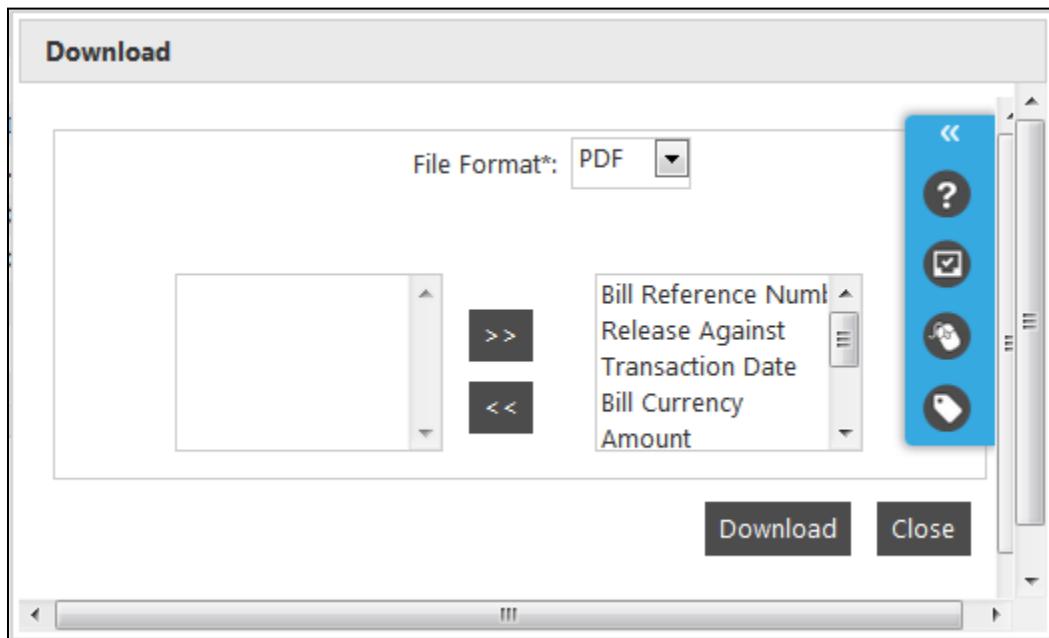
## Field Description

| Field Name                   | Description   |
|------------------------------|---|
| <b>Bill Reference Number</b> | [Display]<br>This column displays the bill reference number.<br>Click the desired bill reference number link to view the corresponding import bill details. |
| <b>Release Against</b>       | [Display]<br>This column displays the product name.   |
| <b>Transaction Date</b>      | [Display]<br>This column displays the transaction date of the import bill.  |
| <b>Bill Currency</b>         | [Display]<br>This column displays the import bill currency.   |
| <b>Amount</b>                | [Display]<br>This column displays the import bill amount.   |
| <b>Status</b>                | [Display]<br>This column displays the status of import bill.  |

| Field Name    | Description   |
|---------------|---|
| <b>Drawee</b> | [Display]<br>This column displays the Name of the Drawee. |
| <b>Drawer</b> | [Display]<br>This column displays the name of the Drawer. |

3. Click the column heading (link) to sort the records in the ascending or descending order of the selected column heading. For example, click Transaction Date to sort the records in the ascending/descending order of the bill transaction date.  
 OR  
 Click  or  to navigate to the next or previous page in the list, respectively.
4. Click  or  to navigate to the first or last page in the list, respectively.  
 OR  
 Click **Customize Columns** link to reorder the columns or select the columns that appear in the list.
5. Click **Print** link to print the data.
6. Click the **Download** link to download the import bills list. The system displays the **View Import Bills** pop-up dialog screen.

#### View Import Bills Download



**Field Description**

| <b>Field Name</b>    | <b>Description</b>  |
|----------------------|---|
| <b>Download Type</b> | [Mandatory, Drop-Down]<br>Select the appropriate report type from the drop-down list.<br>The options are: <ul style="list-style-type: none"><li>• Pre-defined</li><li>• Page Layout</li></ul>             |
| <b>File Format</b>   | [Conditional, Drop-Down]<br>Select the appropriate type of file format from the drop-down list.<br>This option is enabled, if you select <b>Page Layout</b> from the <b>Download Type</b> drop-down list. |
| <b>Included</b>      | [Display]<br>This box lists all the fields that will be included in the report.   |
| <b>Excluded</b>      | [Display]<br>This box lists all the fields that are to be excluded from the report.   |

7. Select the fields that are to be included from the **Excluded** box and click the >> button. The **Included** box appears on the right-side of the dialog box. All the fields are, by default, selected and included.
8. Select the fields that you want to exclude from the **Included** box and click the << button. The **Excluded** box appears on the left-side of the dialog box.
- Click the Download button. The system downloads the records displayed in the search results in the selected format.**  
**OR**  
**Click the Cancel button to cancel the download and close the pop-up dialog screen.**
9. To view the details of a particular import bill, click the appropriate link in the **Bill Reference Number** column. The system displays the **View Import Bills** screen with the details of the import bill. By default, the **Parties** tab is displayed.

## View Import Bills - Parties

Bill Reference Number: 000BC1110040501  
Date Received: 04-01-2011  
Contract Status: Active

SWIFT Message: Select   
Advice: Select

| Parties               | Bill Details   | Documents     | Status Date   | Discrepancies | Bank Instructions |
|-----------------------|--|---------------|---|---------------|-------------------|
| <b>Parties</b>        |  |               |   |               |                   |
| <b>Drawee</b>         | Name Abel<br>Address: Phoenix House Rushton Avenue<br>BD3 7BH<br>Thornbury Bradford<br>Country: GB | <b>Drawer</b> | Name: 00008115<br>Address: 89, Thomas road<br>London<br>Country: GB |               |                   |
| <b>Remitting Bank</b> | Name:<br>Address:<br>Country:  |               |   |               |                   |

### Field Description

| Field Name                   | Description   |
|------------------------------|---|
| <b>Bill Reference Number</b> | [Display]<br>This field displays the bill reference number.   |
| <b>SWIFT Message</b>         | [Optional, Drop-Down]<br>Select the SWIFT message from the drop-down list and click the <b>View</b> button to view/download the SWIFT message. The messages can be downloaded in various formats such as PDF and RTF.   |
| <b>Date Received</b>         | [Display]<br>This field displays the date on which the import bill is received.   |
| <b>Advice</b>                | [Optional, Drop-Down]<br>Select the advice message from the drop-down list and click the <b>View</b> button to view/download the advice message. The messages can be downloaded in various formats such as PDF and RTF. |
| <b>Contract Status</b>       | [Display]<br>This field displays the status of the contract.  |
| <b>Drawee</b>                |   |
| <b>Name</b>                  | [Display]<br>This field displays the name of the drawee of the import bill.   |

| Field Name            | Description  |
|-----------------------|--|
| <b>Address</b>        | [Display]<br>This field displays the address of the drawee of the import bill.         |
| <b>Country</b>        | [Display]<br>This field displays the country of the drawee of the import bill.         |
| <b>Drawer</b>         |  |
| <b>Name</b>           | [Display]<br>This field displays the name of the drawer of the import bill.            |
| <b>Address</b>        | [Display]<br>This field displays the address of the drawer of the import bill.         |
| <b>Country</b>        | [Display]<br>This field displays the country of the drawer of the import bill.         |
| <b>Remitting Bank</b> |  |
| <b>Name</b>           | [Display]<br>This field displays the name of the remitting bank of the import bill.    |
| <b>Address</b>        | [Display]<br>This field displays the address of the remitting bank of the import bill. |
| <b>Country</b>        | [Display]<br>This field displays the country of the remitting bank of the import bill. |

10. Click the **Bill Details** tab. The system displays the **View Import Bills-Bill Details** screen.

## View Import Bills - Bill Details

View Import Bills

Bill Reference Number: 000BCI1110040501

Date Received: 04-01-2011

Contract Status: Active

SWIFT Message: Select

Advice: Select

**Bill Details**

Bill Operation: Acceptance  
Product: IMPORT USANCE DOC  
Currency: GBP  
Bill Amount: 5,000.00  
Outstanding Amount: 5,000.00  
Lodgement Date: 04-01-2011  
Maturity Date: 03-02-2011  
Tenor: 30  
Days From: 04-01-2011

### Field Description

| Field Name                | Description   |
|---------------------------|---|
| <b>Bill Details</b>       |   |
| <b>Bill Operation</b>     | [Display]<br>This field displays the operation of the import bill.          |
| <b>Product</b>            | [Display]<br>This field displays the product of the import bill.            |
| <b>Currency</b>           | [Display]<br>This field displays the currency of the import bill.           |
| <b>Bill Amount</b>        | [Display]<br>This field displays the amount of the import bill.             |
| <b>Outstanding Amount</b> | [Display]<br>This field displays the outstanding amount of the import bill. |
| <b>Lodgement Date</b>     | [Display]<br>This field displays the lodgment date of the import bill.      |
| <b>Maturity Date</b>      | [Display]<br>This field displays the maturity date of the import bill.      |
| <b>Tenor</b>              | [Display]<br>This field displays the tenor of the import bill.              |

| Field Name | Description  |
|------------|--|
| Days From  | [Display]<br>This field displays the start event for the count of tenor such as the Bill of Lading Date. |

11. Click the **Documents** tab. The system displays the **View Import Bills-Documents** screen.

### View Import Bills - Documents

| Documents Presented: | First Mail<br>Original Copies | Second Mail<br>Original Copies |
|----------------------|-------------------------------|--------------------------------|
| AIR                  | 1                             | 0                              |

### Field Description

| Field Name                 | Description   |
|----------------------------|---|
| <b>Documents</b>           |   |
| <b>Documents Presented</b> | [Display]<br>This field displays the list of documents presented under the import bill. It also shows the number of original and copies of the documents presented. |
| <b>Shipment From</b>       | [Display]<br>This field displays the place where the goods will be received.  |
| <b>Port of Loading</b>     | [Display]<br>This field displays the port of loading of the goods.  |
| <b>Port of Discharge</b>   | [Display]<br>This field displays the port of discharge of the goods.  |

| Field Name            | Description   |
|-----------------------|---|
| <b>Shipment To</b>    | [Display]<br>This field displays the place where the goods will be delivered. |
| <b>Invoice Number</b> | [Display]<br>This field displays the invoice number.                          |

12. Click the **Status Date tab**. The system displays the **View Import Bills-Status Date** screen.

### View Import Bills - Status Date

The screenshot shows the 'View Import Bills' interface. At the top, there are fields for Bill Reference Number (000BCI1110040501), SWIFT Message (Select, View), Date Received (04-01-2011), and Advice (Select, View). Below these are fields for Contract Status (Active). A navigation bar at the bottom has tabs for Parties, Bill Details, Documents, Status Date, Discrepancies, and Bank Instructions. The 'Status Date' tab is currently selected. Underneath it, there are fields for Settlement Date, Acceptance Date, and Confirm Maturity Date, all set to 04-01-2011. At the bottom right are buttons for Request Import Loan, View Attached Documents, and Back.

### Field Description

| Field Name                   | Description  |
|------------------------------|--|
| <b>Status Date</b>           |  |
| <b>Settlement Date</b>       | [Display]<br>This field displays the settlement date of the import bill. |
| <b>Acceptance Date</b>       | [Display]<br>This field displays the acceptance date of the import bill. |
| <b>Confirm Maturity Date</b> | [Display]<br>This field displays the maturity date of the import bill.   |

13. Click the **Discrepancies tab**. The system displays the **View Import Bills-Discrepancies** screen.

### View Import Bills-Discrepancies

Bill Reference Number: 000BCI1110040501  
Date Received: 04-01-2011  
Contract Status: Active

SWIFT Message: Select View  
Advice: Select View

**Parties** **Bill Details** **Documents** **Status Date** **Discrepancies** **Bank Instructions**

**Discrepancies**

Discrepancies Noted:

Request Import Loan View Attached Documents Back

#### Field Description

| Field Name                 | Description  |
|----------------------------|--|
| <b>Discrepancies</b>       |  |
| <b>Discrepancies Noted</b> | [Display]<br>This field displays the discrepancies noted identified by the bank in the bill. |
|                            |  |

14. Click the **Bank Instructions** tab. The system displays the **Bank Instructions** screen.

### View Import Bills - Bank Instructions

Bill Reference Number: 000BCI1110040501  
Date Received: 04-01-2011  
Contract Status: Active

SWIFT Message: Select View  
Advice: Select View

**Parties** **Bill Details** **Documents** **Status Date** **Discrepancies** **Bank Instructions**

**Bank Instructions**

Remitting Bank Charges:  
Collecting Bank Charges: For Drawee  
Charges Account: 261100005

Request Import Loan View Attached Documents Back

**Field Description**

| <b>Field Name</b>              | <b>Description</b>   |
|--------------------------------|--|
| <b>Bank Instructions</b>       |  |
| <b>Remitting Bank Charges</b>  | [Display]<br>This field displays the remitting bank charges.   |
| <b>Collecting Bank Charges</b> | [Display]<br>This field displays the collecting bank charges.  |
| <b>Charges Account</b>         | [Display]<br>This field displays the account to which the charges for the import bill will be debited. |

15. Click the **Back** button. The system displays the initial **View Import Bills** screen.

OR

Click the **View Attached Documents** to view the attached documents.

**View Attached Documents**

| <b>View Attached Documents</b>   |                           |  | 31-03-2011 13:00:00 GMT +0530 |                  |                           |              |                          |            |  |
|--|---------------------------|--|-------------------------------|------------------|---------------------------|--------------|--------------------------|------------|--|
| Customer Id: QT2001776   |                           | Product: USANCE BILLS UNDER LC ACCEPTANCE<br>(ADVANCE BY LOAN) |                               |                  |                           |              |                          |            |  |
| Transaction Type: Bill   |                           | Records 1 to 1 of 1  << << Page 1 of 1 >> >>                   |                               |                  |                           |              |                          |            |  |
|  <table border="1"> <thead> <tr> <th><u>File Name</u></th> <th><u>Date of Attachment</u></th> <th><u>Notes</u></th> </tr> </thead> <tbody> <tr> <td>Export_Bill - Advice.pdf</td> <td>01-03-2011</td> <td></td> </tr> </tbody> </table> |                           |  |                               | <u>File Name</u> | <u>Date of Attachment</u> | <u>Notes</u> | Export_Bill - Advice.pdf | 01-03-2011 |  |
| <u>File Name</u>   | <u>Date of Attachment</u> | <u>Notes</u>   |                               |                  |                           |              |                          |            |  |
| Export_Bill - Advice.pdf   | 01-03-2011                |  |                               |                  |                           |              |                          |            |  |
| <a href="#">View All</a>   <a href="#">Back</a>  |                           |  |                               |                  |                           |              |                          |            |  |

**Field Description**

| <b>Field Name</b>       | <b>Description</b>  |
|-------------------------|---|
| <b>Customer Id</b>      | [Display]<br>This field displays the Customer id of the user.       |
| <b>Product</b>          | [Display]<br>This field displays the name of the product.           |
| <b>Transaction Type</b> | [Display]<br>This field displays the type of the document attached. |

**Column Description**

|                           |  |
|---------------------------|--|
| <b>File Name</b>          | [Display]<br>This column displays the name of the file attached as a document. |
| <b>Date of Attachment</b> | [Display]<br>This column displays the date of attachment of the document.      |
| <b>Notes</b>              | [Display]<br>This column displays the notes available for the document.        |

16. Click the column heading (link) to sort the records in the ascending or descending order of the selected column heading. For example, click Transaction Date to sort the records in the ascending/descending order of the bill transaction date.

OR

Click  or  to navigate to the next or previous page in the list, respectively.

17. Click  or  to navigate to the first or last page in the list, respectively.

OR

Click  to reorder the columns or select the columns that appear in the list.

18. Click the **Print**  to print the data.

19. Click the **Edit**  column to edit the number of columns.

20. Click the **Download**  button to download the import bills list. The system displays the **View Import Bills** pop-up dialog screen.

### View Attached Documents

25-08-2010 17:22:42 GMT +0530

---

|  |  |  |
|--|--|--|
| Download Type <input style="border: 1px solid black; padding: 2px; margin-bottom: 2px;" type="button" value="Page Layout"/><br>File Format <input style="border: 1px solid black; padding: 2px;" type="button" value="PDF"/> | <input style="border: 1px solid black; width: 20px; height: 20px;" type="button" value="&gt;&gt;"/><br><input style="border: 1px solid black; width: 20px; height: 20px;" type="button" value="&lt;&lt;"/> | <b>Reference No</b><br><div style="border: 1px solid #ccc; width: 100%; height: 100px; margin-top: 10px;"></div><br><b>File Name</b><br>Date of Attachment<br>Notes<br><div style="border: 1px solid #ccc; width: 100%; height: 100px; margin-top: 10px;"></div> |
|  |  | <input style="border: 1px solid black; background-color: red; color: white; padding: 2px 10px;" type="button" value="Download"/> <input style="border: 1px solid black; background-color: red; color: white; padding: 2px 10px;" type="button" value="Close"/>   |

#### Field Description

| Field Name           | Description   |
|----------------------|---|
| <b>Download Type</b> | [Mandatory, Drop-Down]<br>Select the appropriate report type from the drop-down list.<br>The options are: <ul style="list-style-type: none"><li>• Pre-defined</li><li>• Page Layout</li></ul>             |
| <b>File Format</b>   | [Conditional, Drop-Down]<br>Select the appropriate type of file format from the drop-down list.<br>This option is enabled, if you select <b>Page Layout</b> from the <b>Download Type</b> drop-down list. |
| <b>Included</b>      | [Display]<br>This box lists all the fields that will be included in the report.   |
| <b>Excluded</b>      | [Display]<br>This box lists all the fields that are to be excluded from the report.   |

21. Select the fields that are to be included from the **Excluded** box and click the >> button. The **Included** box appears on the right-side of the dialog box. All the fields are, by default, selected and included.
22. Select the fields that you want to exclude from the **Included** box and click the << button. The **Excluded** box appears on the left-side of the dialog box.

- Click the Download button.**  
**The system downloads the records displayed in the search results in the selected format.**  
**OR**  
**Click the Cancel button to cancel the download and close the pop-up dialog screen.**
23. Click the **View all** on the View attached document screen to view attached documents  
**OR**  
Click the **File name** link on the View attached document screen to view the attached file  
**OR**  
Click the **Back** button to return to the previous screen.

### View attached Documents

**[ADVICE OF ACCEPTANCE]**

DATE : 10-OCT-10 PAGE : 1

Rohit trading  
churchgate  
Mumbai  
IN

PAGE : 1

SUB :- ADVICE OF DRAFT/BILL OF EXCHANGE ACCEPTANCE.

DEAR SIR(S)/MADAM,

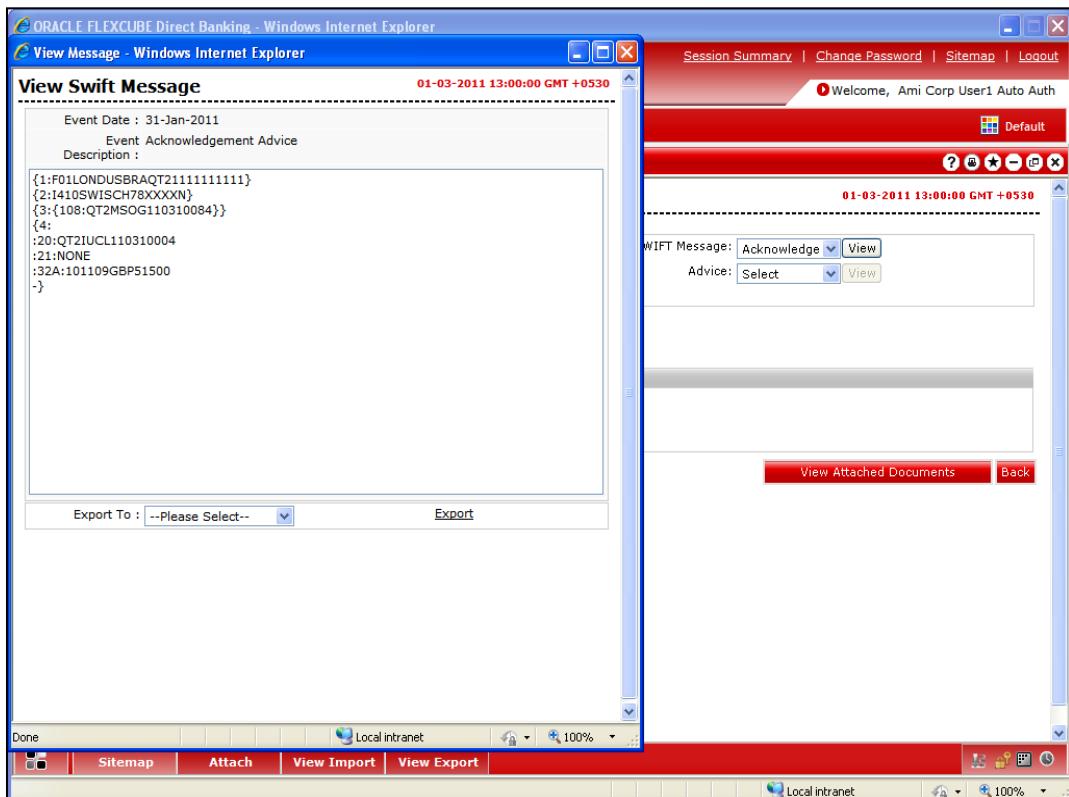
PLEASE BE ADVISED THAT THE DRAFT/BILL OF EXCHANGE WITH DETAILS AS SHOWN BELOW HAS BEEN ACCEPTED TO MATURE AS INDICATED.

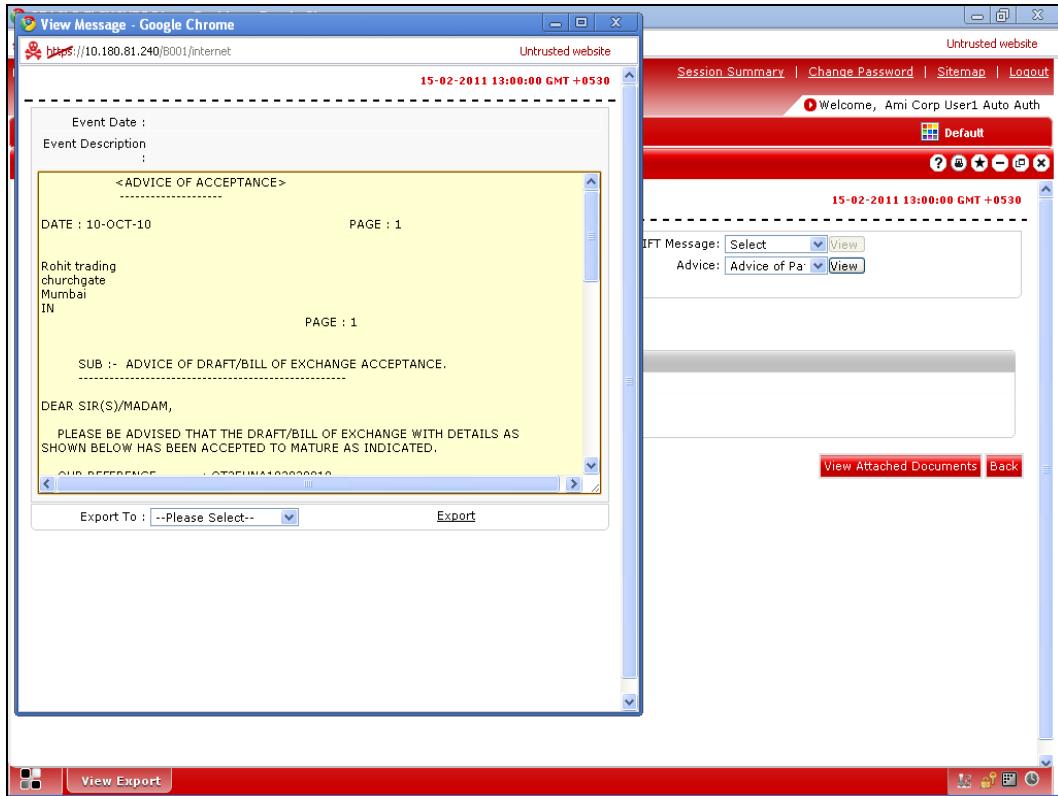
|                   |   |                      |
|-------------------|---|----------------------|
| OUR REFERENCE     | : | QT2EUNA102830018     |
| USER REFERENCE NO | : | QT2EUNA102830018     |
| YOUR REFERENCE    | : | QT2001776            |
| DRAWEE NAME       | : | Rohit trading        |
| DRAWEE ADDRESS    | : | churchgate           |
|                   |   | Mumbai               |
|                   |   | IN                   |
| DRAWEE REFERENCE  | : | QT2001776            |
| DRAWEE COUNTRY    | : | INDIA                |
| DRAWER NAME       | : | Eric Derzile & Assoc |

**Print** **Download** **Back**

24. Click the **Print** button to print the attached document  
**OR**  
Click the **Download** button to download the attached document  
**OR**  
Click the **Back** button to return to the previous screen.

### View Swift messages and Advices





### Field Description

| Field Name          | Description   |
|---------------------|---|
| <b>Export to</b>    | [Optional, Dropdown]<br>Select the format to export the document. |
| <b>Swift fields</b> | [Display]<br>This field displays the Swift details                |

25. Click the **Export** link to export the messages in the desired formats

## 9. View Export Bills

The **View Export Bills** option allows you to search, view and download the details of the export bills presented under:

- Collection
- LC (Advised / Non - Advised by Bank)

You can perform search on the bill reference number, drawee name, drawer name, bill amount, bill currency etc. and view the details of an individual export bill. The individual export bill details are shown under various tabs. The system provides export bill details such as bill amount, bill documents, status, discrepancies, parties to the bill, bank details, bank instructions, etc.

You can also download the export bill list in various formats.

### To view export bills

1. Click **Trade Finance > Bills > View Export Bills**. The system displays the **View Export Bills** screen.

### View Export Bills

The screenshot shows the 'View Export Bills' search interface. It features a header with the date '03-06-2014 15:30:20 GMT +0530' and standard window controls. Below the header is a search form with the following fields:

- Bill Reference Number:** Text input field.
- Drawee:** Text input field.
- Drawer\*:** Drop-down menu labeled 'Select'.
- Bill Currency:** Drop-down menu labeled 'Select'.
- Select Status:** Drop-down menu labeled 'Select'.
- Bill Amount From:** Text input field.
- Bill Amount To:** Text input field.
- From Date:** Text input field with a calendar icon.
- To Date:** Text input field with a calendar icon.

A note at the bottom left states: '\* Indicates Mandatory Fields'. At the bottom right are 'Clear' and 'Search' buttons. To the right of the form is a vertical toolbar with icons for back, forward, help, search, and other functions.

### Field Description

| Field Name                   | Description   |
|------------------------------|---|
| <b>Bill Reference Number</b> | [Optional, Numeric, 20]<br>Type the bill reference number to be used as a parameter in the search criteria.   |
| <b>Drawee</b>                | [Optional, Alphanumeric, 20]<br>Type the name of the drawee to be used as a parameter in the search criteria.   |
| <b>Drawer</b>                | [Mandatory, Drop-Down]<br>Select the drawer name from the drop-down list, to be used as a parameter in the search criteria. The list displays the country, the customer ID and the drawer name. |

| Field Name              | Description   |
|-------------------------|---|
| <b>Bill Currency</b>    | [Optional, Drop-Down]<br>Select the bill currency from the drop-down list, to be used as a parameter in the search criteria.  |
| <b>Select Status</b>    | [Optional, Drop-Down]<br>Select the status of export bills  |
| <b>Bill Amount From</b> | [Optional, Numeric, 20]<br>Type the bill start amount in the amount range to be used as a parameter in the search criteria.   |
| <b>Bill Amount To</b>   | [Optional, Numeric, 20]<br>Type the bill end amount in the amount range to be used as a parameter in the search criteria.     |
| <b>From Date</b>        | [Optional, Date Picker]<br>Select the bill start date from the date picker, to be used as a parameter in the search criteria. |
| <b>To Date</b>          | [Optional, Date Picker]<br>Select the bill end date from the date picker, to be used as a parameter in the search criteria.   |

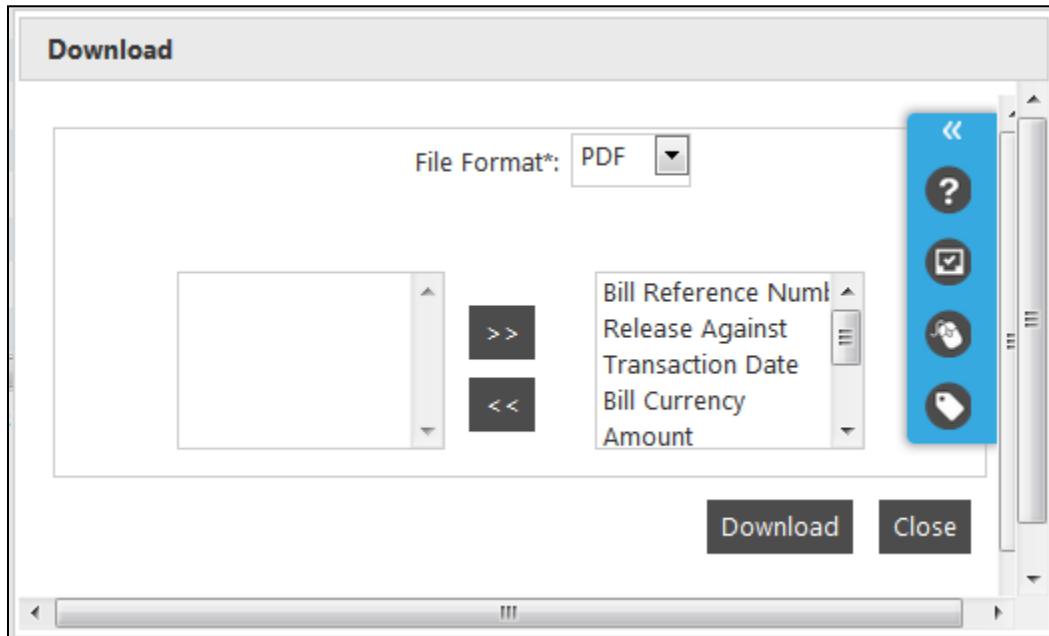
2. Click the **Search** button. The system displays the **View Export Bills** screen with the search results.  
 OR  
 Click the **Clear** button to clear the fields and re-enter the search criteria.

### View Export Bills Search Result

| View Export Bills  |   |                  |               |               |        |              |               | 22-10-2014 13:56:33 GMT +0530  |
|--|---|------------------|---------------|---------------|--------|--------------|---------------|--|
| Bill Reference Number: <input type="text"/><br>Drawee: <input type="text"/><br>Drawer: <input type="text"/> RITWICK SINGH<br>Bill Currency: <input type="select"/> Select<br>Select Status: <input type="select"/> Select<br>Bill Amount From: <input type="text"/><br>From Date: <input type="date"/> |   |                  |               |               |        |              |               | Bill Amount To: <input type="text"/><br>To Date: <input type="date"/>      |
| <small>* Indicates Mandatory Fields</small>  |   |                  |               |               |        |              |               | <input type="button" value="Clear"/> <input type="button" value="Search"/> |
|  |   |                  |               |               |        |              |               | Records 1 to 10 of 40  << << >> >>  Page 1 of 4                            |
| Bill Reference Number  | Release Against   | Transaction Date | Bill Currency | Amount        | Status | Drawee       | Drawer        |  |
| 991BCAC171270001   | EXPORT - ACCEPTANCE   | 07-05-2017       | INR           | INR 4,567.00  | Active | ddffodf      | RITWICK SINGH |  |
| 991BCAC171490004   | EXPORT - ACCEPTANCE   | 29-05-2017       | INR           | INR 2,000.00  | Active | ddffodf      | RITWICK SINGH |  |
| 991BCAC171500009   | EXPORT - ACCEPTANCE   | 30-05-2017       | USD           | USD 7,234.00  | Active | SDF KLK      | RITWICK SINGH |  |
| 991BCCP171490008   | EXPORT - COL TO PUR - BILL NOT UNDER LC - FOR EARLY REALIZATION | 29-05-2017       | INR           | INR 10,000.00 | Active | ORACLE INDIA | RITWICK SINGH |  |
| 991BCCP171490001   | EXPORT - COL TO PUR - BILL NOT UNDER LC - FOR EARLY REALIZATION | 29-05-2017       | INR           | INR 10,000.00 | Active | ORACLE INDIA | RITWICK SINGH |  |
| 991BCCP171490007   | EXPORT - COL TO PUR - BILL NOT UNDER LC - FOR EARLY REALIZATION | 29-05-2017       | INR           | INR 10,000.00 | Active | ORACLE INDIA | RITWICK SINGH |  |
| 991BCCP171490003   | EXPORT - COL TO PUR - BILL NOT UNDER LC - FOR EARLY REALIZATION | 29-05-2017       | INR           | INR 10,000.00 | Active | ORACLE INDIA | RITWICK SINGH |  |
| 991BCCP171490005   | EXPORT - COL TO PUR - BILL NOT UNDER LC - FOR EARLY REALIZATION | 29-05-2017       | INR           | INR 10,000.00 | Active | ORACLE INDIA | RITWICK SINGH |  |
| 991BCCP171490006   | EXPORT - COL TO PUR - BILL NOT UNDER LC - FOR EARLY REALIZATION | 29-05-2017       | INR           | INR 10,000.00 | Active | ORACLE INDIA | RITWICK SINGH |  |
| 991BCCP171490004   | EXPORT - COL TO PUR - BILL NOT UNDER LC - FOR EARLY REALIZATION | 29-05-2017       | INR           | INR 10,000.00 | Active | ORACLE INDIA | RITWICK SINGH |  |

**Column Description**

| <b>Column Name</b>           | <b>Description</b>   |
|------------------------------|--|
| <b>Bill Reference Number</b> | [Display]<br>This column displays the bill number.                     |
| <b>Release Against</b>       | [Display]<br>This column displays the name of the product.             |
| <b>Transaction Date</b>      | [Display]<br>This column displays the bill transaction date.           |
| <b>Bill Currency</b>         | [Display]<br>This column displays the bill currency.                   |
| <b>Amount</b>                | [Display]<br>This column displays the bill amount.                     |
| <b>Status</b>                | [Display]<br>This column displays the status of the bill.              |
| <b>Drawee</b>                | [Display]<br>This column displays the name of the drawee for the bill. |
| <b>Drawer</b>                | [Display]<br>This column displays the name of the drawer of the bill.  |

**Download View Export Bills**

### Field Description

| Field Name           | Description  |
|----------------------|--|
| <b>Download Type</b> | [Mandatory, Drop-Down]<br>Select the appropriate report type from the drop-down list.<br>The options are: <ul style="list-style-type: none"><li>• Pre-defined</li><li>• Page Layout</li></ul>  |
| <b>File Format</b>   | [Conditional, Drop-Down]<br>Select the appropriate type of file format from the drop-down list.<br>This option is enabled if <b>Page Layout option is selected</b> from the <b>Download Type</b> drop-down list.   |
| <b>Included</b>      | [Display]<br>This box lists all the fields that will be included in the report. Select the fields to be included from the <b>Excluded</b> box and click the >> button. The <b>Included</b> box appears on the right-side of the dialog box. All the fields are, by default, selected and included. |
| <b>Excluded</b>      | [Display]<br>This box lists all the fields to be excluded from the report. Select the fields that you want to exclude from the <b>Included</b> box and click << the button. The <b>Excluded</b> box appears on the left-side of the dialog box.  |
| 3.                   | Click the column heading (link) to sort the records in the ascending or descending order of the selected column heading.<br>For example, click Transaction Date to sort the records in the ascending/descending order of the bill transaction date.  |
| 4.                   | Click > or < to navigate to the next or previous page in the list, respectively.   |
| 5.                   | Click < or > to navigate to the first or last page in the list, respectively.  |
| 6.                   | Click <b>Customize Columns</b> link to reorder the columns or select the columns that appear in the list.  |
| 7.                   | Click the <b>Download</b> link to download the export bills list. The system displays the <b>View Export Bills</b> pop-up dialog screen.   |
| 8.                   | Click the <b>Print</b> link to print the data.   |
| 9.                   | Select the fields that are to be included from the <b>Excluded</b> box and click the >> button. The <b>Included</b> box appears on the right-side of the dialog box. All the fields are, by default, selected and included.  |
| 10.                  | Select the fields that are to be excluded from the <b>Included</b> box and click the << button. The <b>Excluded</b> box appears on the left-side of the dialog box.  |

**Click the Download button. The system downloads the records displayed in the search results in the selected format.**

**OR**

**Click the Cancel button to cancel the download and close the pop-up dialog screen.**

11. To view the details of a particular export bill, click the appropriate link in the **Bill Reference Number** column. The system displays the **View Export Bills** screen with the details of the export bill. By default, the **Parties** tab is displayed.

### View Export Bills - Parties tab

View Export Bills

03-06-2014 15:45:01 GMT +0530

Bill Reference Number: 001BCP1141810502

Date Received: 30-06-2014

Contract Status: Active

SWIFT Message: Select       Advice: Select

**Parties** **Bill Details** **Documents** **Discrepancies** **Status Date** **Bank Instructions**

| Parties                                      |                                       |
|--|---------------------------------------|
| Drawee                                       | Drawer                                |
| Name: 00008114                               | Name: Abel                            |
| Address: Mitchells & Butler plc, 27 Fleet St | Address: Phoenix House Rushton Avenue |
| Birmingham                                   | BD3 7BH                               |
| B3 1JP, UK                                   | Thornbury Bradford                    |
| Country: GB                                  | Country: GB                           |
| Collecting Bank/Issuing Bank                 |                                       |
| Name:  |                                       |
| Address:                                     |                                       |
| Country:                                     |                                       |

### Field Description

| Field Name                   | Description   |
|------------------------------|---|
| <b>Bill Reference Number</b> | [Display]<br>This field displays the bill reference number.   |
| <b>SWIFT Message</b>         | [Optional, Drop-Down]<br>Select the SWIFT message from the drop-down list and click the <b>View</b> button to view/download the SWIFT message. The messages can be downloaded in various formats such as PDF and RTF. |
| <b>Date Received</b>         | [Display]<br>This field displays the date on which the export bill is received.   |

| Field Name                            | Description   |
|---------------------------------------|---|
| <b>Advice</b>                         | [Optional, Drop-Down]<br>Select the advice message from the drop-down list and click the <b>View</b> button to view/download the advice message. The messages can be downloaded in various formats such as PDF and RTF. |
| <b>Contract Status</b>                | [Display]<br>This field displays the status of the contract.  |
| <b>Drawee</b>                         |   |
| <b>Name</b>                           | [Display]<br>This field displays the name of the drawee of the export bill.   |
| <b>Address</b>                        | [Display]<br>This field displays the address of the drawee of the export bill.  |
| <b>Country</b>                        | [Display]<br>This field displays the country of the drawee of the export bill.  |
| <b>Drawer</b>                         |   |
| <b>Name</b>                           | [Display]<br>This field displays the name of the drawer of the export bill.   |
| <b>Address</b>                        | [Display]<br>This field displays the address of the drawer of the export bill.  |
| <b>Country</b>                        | [Display]<br>This field displays the country of the drawer of the export bill.  |
| <b>Collecting Bank / Issuing Bank</b> |   |
| <b>Name</b>                           | [Display]<br>This field displays the name of the collecting/issuing bank of the export bill.  |
| <b>Address</b>                        | [Display]<br>This field displays the address of the collecting/issuing bank of the export bill.   |
| <b>Country</b>                        | [Display]<br>This field displays the country of the collecting/issuing bank of the export bill.   |

12. Click the **Bill Details** tab. The system displays the View Export Bills **Bill Details** screen.

## View Export Bills - Bill Details tab

## Field Description

| Field Name                | Description   |
|---------------------------|---|
| <b>Bill Details</b>       |   |
| <b>Bill Operation</b>     | [Display]<br>This field displays the export bill operation.                 |
| <b>Product</b>            | [Display]<br>This field displays the export bill product.                   |
| <b>Currency</b>           | [Display]<br>This field displays the currency of the export bill.           |
| <b>Bill Amount</b>        | [Display]<br>This field displays the amount of the export bill.             |
| <b>Outstanding Amount</b> | [Display]<br>This field displays the outstanding amount of the export bill. |
| <b>Lodgement Date</b>     | [Display]<br>This field displays the lodgment date of the export bill.      |
| <b>Maturity Date</b>      | [Display]<br>This field displays the maturity date of the export bill.      |

| Field Name       | Description  |
|------------------|--|
| <b>Tenor</b>     | [Display]<br>This field displays the tenor of the export bill.   |
| <b>Days From</b> | [Display]<br>This field displays the start event for the count of tenor such as the Bill of Lading Date. |

13. Click the **Documents** tab. The system displays the View Export Bills **Documents** screen.

### View Export Bills - Documents tab

The screenshot shows the 'View Export Bills' interface with the 'Documents' tab selected. Key visible elements include:

- Bill Reference Number:** 001BCP1141810502
- Date Received:** 30-06-2014
- Contract Status:** Active
- SWIFT Message:** Select View
- Advice:** Select View
- Documents Presented:** BOL: 0, First Mail: 0, Second Mail: 0
- Shipment From:** (empty)
- Port of Loading:** (empty)
- Port of Discharge:** (empty)
- Shipment To:** (empty)
- Invoice Number:** (empty)
- Buttons:** Request Post-Shipment Finance, View Attached Documents, Back

### Field Description

| Field Name                 | Description   |
|----------------------------|---|
| <b>Documents</b>           |   |
| <b>Documents Presented</b> | [Display]<br>This field displays the list of documents presented under the export bill. It also shows the number of original and copies of the documents presented. |
| <b>Shipment From</b>       | [Display]<br>This field displays the place where the goods will be received.  |
| <b>Port of Loading</b>     | [Display]<br>This field displays the port of loading of the goods.  |

| Field Name               | Description   |
|--------------------------|---|
| <b>Port of Discharge</b> | [Display]<br>This field displays the port of discharge of the goods.          |
| <b>Shipment To</b>       | [Display]<br>This field displays the place where the goods will be delivered. |
| <b>Invoice Number</b>    | [Display]<br>This field displays the invoice number.                          |

14. Click the **Discrepancies** tab. The system displays the View Export Bills-**Discrepancies** screen.

### View Export Bills - Discrepancies tab

### Field Description

| Field Name                 | Description   |
|----------------------------|---|
| <b>Discrepancies</b>       |   |
| <b>Discrepancies Noted</b> | [Display]<br>This field displays the list of discrepancies identified by the bank in the export bill. |

15. Click the **Status Date** tab. The system displays the view export bill **Status Date** screen.

### View Export Bills - Status Date tab

Bill Reference Number: 0018CP1141810502

Date Received: 30-06-2014

Contract Status: Active

SWIFT Message: Select

Advice: Select

**Status Date**

Settlement Date:

Acceptance Date:

Confirm Maturity Date: 30-06-2014

**Request Post-Shipment Finance** **View Attached Documents** **Back**

#### Field Description

| Field Name                   | Description  |
|------------------------------|--|
| <b>Status Date</b>           |  |
| <b>Settlement Date</b>       | [Display]<br>This field displays the settlement date of the export bill. |
| <b>Acceptance Date</b>       | [Display]<br>This field displays the acceptance date of the export bill. |
| <b>Confirm Maturity Date</b> | [Display]<br>This field displays the maturity date of the export bill.   |

16. Click the **Bank Instructions** tab. The system displays the View Export Bills- **Bank Instructions** screen.

### View Export Bills - Bank Instructions tab

The screenshot shows the 'View Export Bills' interface. At the top, there are fields for Bill Reference Number (001BCP1141810502), SWIFT Message (Select, View), Date Received (30-06-2014), and Contract Status (Active). Below these are tabs: Parties, Bill Details, Documents, Discrepancies, Status Date, and Bank Instructions (which is highlighted). Under the Bank Instructions tab, there is a section titled 'Bank Instructions' containing fields for Remitting Bank Charges, Collecting Bank Charges (For Drawee), and Charges Account (261100005). At the bottom right are buttons for Request Post-Shipment Finance, View Attached Documents, and Back.

#### Field Description

| Field Name                     | Description  |
|--------------------------------|--|
| <b>Bank Instructions</b>       |  |
| <b>Remitting Bank Charges</b>  | [Display]<br>This field displays the remitting bank charges.   |
| <b>Collecting Bank Charges</b> | [Display]<br>This field displays the collecting bank charges.  |
| <b>Charges Account</b>         | [Display]<br>This field displays the account to which the charges for the export bill will be debited. |

17. Click the **Back** button. The system displays the initial **View Export Bills** screen.  
OR  
Click the **View Attached Document** to view the documents attached.

### View Attached Document

ORACLE FLEXCUBE Direct Banking - Windows Internet Explorer

ORACLE FLEXCUBE DIRECT BANKING

Session Summary | Change Password | Sitemap | Logout

Welcome, Ami Corp User1 Auto Auth

Default

Dashboard

View Attached Documents

View Attached Documents

Customer Id: QT2001776

Product: USANCE BILLS UNDER LC ACCEPTANCE (ADVANCE BY LOAN)

Transaction Type: Bill

Records 1 to 1 of 1 |<< << Page 1 of 1 >> >>|

| File Name                                | Date of Attachment | Notes |
|--|--------------------|-------|
| <a href="#">Export Bill - Advice.pdf</a> | 01-03-2011         |       |

View All Back

### Field Description

| Field Name                | Description  |
|---------------------------|--|
| <b>Customer Id</b>        | [Display]<br>This field displays the Customer ID.  |
| <b>Product</b>            | [Display]<br>This field displays the collecting bank charges.  |
| <b>Transaction Type</b>   | [Display]<br>This field displays the account to which the charges for the export bill will be debited. |
| <b>File name</b>          | [Display]<br>This column displays the file name.   |
| <b>Date of Attachment</b> | [Display]<br>This column displays the date of attachment.  |
| <b>Notes</b>              | [Display]<br>This column displays the notes if any.  |

18. Click the **View All** button to view the attached documents.  
OR  
Click the **Back** button to return to the previous screen.

### View Attached Document

**View Attached Documents**

01-03-2011 13:00:00 GMT +0530

Upload Images

TOKEN NO900035

1+1

235  
RETUSER2/rETUSER2

\\10.22.84.100\WebScarab

For Normal Settings  
Open Internet Explorer >>Tools>>Internet Options>>Connections>>LAN Settings  
Address proxywest.i-flex.com  
Port 8080  
Advanced>Exceptions \*.i-flex.com;\*.iflex.com;10.\*;192.168.\*;202.46.217.\*

For WebScarab Settings  
Open Internet Explorer >>Tools>>Internet Options>>Connections>>LAN Settings  
Address 127.0.0.1  
Port 8008  
Advanced>Exceptions (Keep it blank)

**Print** **Download** **Back**

19. Click the **Print** button to print the attached document  
OR  
Click the **Download** button to download the attached document?  
OR  
Click the **Back** button to return to the previous screen.

## Swift messages /advices

The screenshot shows two windows side-by-side. The left window is titled 'View Message - Windows Internet Explorer' and displays a 'View Swift Message' interface. It shows event details: Event Date: 31-Jan-2011, Event Acknowledgement Advice, and a detailed message body. The message body contains several lines of code-like text, including: {1:F01LONDUSBRAQT2111111111}, {2:140SWISCH78XXXXN}, {3:{108:QT2MSOG110310084}}, {4:,20:QT2IUCL110310004,21:NONE,32A:101109GBP51500,-}. Below the message body are dropdown menus for 'Export To' and 'Export'. The right window is a session summary page with a red header bar. It shows the date 01-03-2011 13:00:00 GMT +0530. Below the date are dropdown menus for 'WIFT Message' (set to 'Acknowledge') and 'Advice' (set to 'Select'). At the bottom of the right window are buttons for 'View Attached Documents' and 'Back'.

This screenshot shows the same interface as the previous one, but using Google Chrome. The left window is titled 'View Message - Google Chrome' and displays a 'View Message' interface. It shows event details: Event Date: 15-02-2011 13:00:00 GMT +0530, Event Description: <ADVICE OF ACCEPTANCE>, and a detailed message body. The message body contains text related to an acceptance of a draft/bill of exchange, including names like Rohit trading, churchgate, Mumbai, IN, and a note about the draft/bill of exchange acceptance. Below the message body are dropdown menus for 'Export To' and 'Export'. The right window is a session summary page with a red header bar. It shows the date 15-02-2011 13:00:00 GMT +0530. Below the date are dropdown menus for 'WIFT Message' (set to 'Select') and 'Advice' (set to 'Advice of Pa'). At the bottom of the right window are buttons for 'View Attached Documents' and 'Back'.

**Field Description**

| Field Name          | Description   |
|---------------------|---|
| <b>Export to</b>    | [Optional, Dropdown]<br>Select the format to export the document. |
| <b>Swift fields</b> | [Display]<br>This field displays the Swift details                |

20. Click the **Export** link to export the messages in the desired formats

## 10. Direct Collection

“Direct Collection” is a “Documentary (draft) Collection” arrangement in which trade documents are sent directly to the Drawee’s bank (also known as Collecting bank / buyer’s bank) by the Drawer (also known as exporter / seller).

Collection Documents are broadly categorized under:

- **Documents against Payment (D/P):** This means documents are released to the Drawee only after payment.
- **Documents against Acceptance (D/A):** This means documents are released to the Drawee only after Drawee’s acceptance

### To initiate a Direct Collection

1. Click **Trade Finance > Collections > Trade Direct Collection**. The system displays the **Direct Collection** screen. By default, the **Parties** tab is displayed.

### Direct Collection - Parties tab

The screenshot shows the 'Direct Collection' screen in Oracle FLEXCUBE. The top navigation bar includes 'Direct Collection' and a timestamp '03-06-2014 16:06:55 GMT +0530'. Below the header are two radio buttons: 'Existing Template' and 'New Direct Collection'. The main area has tabs: 'Parties' (selected), 'Bill Details', 'Documents', 'Settlement Details', and 'Instructions'. The 'Parties' tab contains fields for 'Customer Id\*', 'Branch\*', 'Date of Application\*', 'Customer Ref. No.', and 'Product\*'. To the right, there are sections for 'Drawee' (Name: Sarita, Address1: Mumbai, Address2, Address3, Country: INDIA) and 'Drawer' (Name: OATS\_AUTO\_KYC\_R, Address1: Phoenix House Rushton, Address2: BD3 7BH, Address3: Thornbury Bradford, Country: US). On the far right is a vertical toolbar with icons for back, forward, search, and other functions. At the bottom are buttons for 'View Limits', 'Initiate', 'Save as Draft', 'Save As Template', and 'Save and Submit'. A note at the bottom left states: '\* Indicates mandatory fields. \*\* Indicates mandatory if particular option is enabled.'

**Field Description**

| <b>Field Name</b>                | <b>Description</b>  |
|----------------------------------|---|
| <b>Existing Template</b>         | [Radio button, Lookup]<br>Select the radio button to select the existing template.  |
| <b>New Direct Collection</b>     | [Radio button]<br>Select the New Direct collection to initiate a new transaction.<br>Selection of one of the existing template or new Direct collection is mandatory. |
| <b>Parties</b>                   |   |
| <b>Customer ID</b>               | [Mandatory, Drop-Down]<br>Select the appropriate customer id from the drop-down list.   |
| <b>Branch</b>                    | [Mandatory, Drop-Down]<br>Select the appropriate Branch from the drop-down list.  |
| <b>Date of Application</b>       | [Display]<br>This field displays the current date as the date of Direct Collection application.   |
| <b>Customer Reference Number</b> | [Optional, Alphanumeric,40]<br>Type the customer reference number.  |
| <b>Product</b>                   | [Mandatory, Drop-Down]<br>Select the Direct Collection product from the drop-down list.   |
| <b>Drawer</b>                    |   |
| <b>Name</b>                      | [Display]<br>This field displays the drawer Name.   |
| <b>Address 1</b>                 | [Display]<br>This field displays address of the drawer.   |
| <b>Address 2</b>                 | [Display]<br>This field displays the address of the drawer.   |
| <b>Address 3</b>                 | [Display]<br>This field displays the address of the drawer.   |
| <b>Country</b>                   | [Mandatory, Drop-Down]<br>Select the drawer's country from the drop-down list.  |
| <b>Drawee</b>                    |   |

| Field Name         | Description  |
|--------------------|--|
| <b>Name</b>        | [Mandatory, Alphanumeric,35]<br>Type the drawee name or use Look Up to displays the drawee details.                            |
| <b>Address 1</b>   | [Mandatory, Alphanumeric,35]<br>Type the address of the selected drawee.   |
| <b>Address 2</b>   | [Optional, Alphanumeric,35]<br>Type the address of the selected drawee.  |
| <b>Address 3</b>   | [Optional, Alphanumeric,35]<br>Type the address of the selected drawee.  |
| <b>Country</b>     | [Optional, Drop-Down]<br>Select the drawee's country from the drop-down list.  |
| <b>Drawee Bank</b> |  |
| <b>SWIFT</b>       | [Optional, Alphanumeric, 11]<br>Type the drawee's bank SWIFT id or use Look Up to displays the drawee's bank SWIFT id details. |
| <b>Name</b>        | [Optional, Alphanumeric, 40]<br>Type the Drawee Bank Name.   |
| <b>Address 1</b>   | [Mandatory, Alphanumeric,35]<br>Type the address of the selected drawee.   |
| <b>Address 2</b>   | [Optional, Alphanumeric,35]<br>Type the address of the selected drawee.  |
| <b>Address 3</b>   | [Optional, Alphanumeric,35]<br>Type the address of the selected drawee.  |
| <b>Country</b>     | [Optional, Drop-Down]<br>Select the drawee Bank's country from the drop-down list.   |

## Drawee Look Up

**Drawee Lookup**

26-08-2010 04:02:05 GMT -0600

| Drawee Id:   | <input type="text"/>                  |             |          |          |                  |          |           |       |                            |      |  |  |    |                  |          |                             |         |  |  |    |                  |          |
|--|---------------------------------------|-------------|----------|----------|------------------|----------|-----------|-------|----------------------------|------|--|--|----|------------------|----------|-----------------------------|---------|--|--|----|------------------|----------|
| Drawee Name:   | <input type="text"/>                  |             |          |          |                  |          |           |       |                            |      |  |  |    |                  |          |                             |         |  |  |    |                  |          |
| Drawee Country:  | <input type="button" value="Select"/> |             |          |          |                  |          |           |       |                            |      |  |  |    |                  |          |                             |         |  |  |    |                  |          |
| Drawee Visibility:   | <input type="button" value="All"/>    |             |          |          |                  |          |           |       |                            |      |  |  |    |                  |          |                             |         |  |  |    |                  |          |
| <input type="button" value="Search"/>  |                                       |             |          |          |                  |          |           |       |                            |      |  |  |    |                  |          |                             |         |  |  |    |                  |          |
| <span style="margin-left: 10px;">Records 1 to 2 of 2</span> <span style="border: 1px solid red; padding: 0 2px;"> &lt;&lt;</span> <span style="border: 1px solid red; padding: 0 2px;">&lt;&lt;</span> <span style="border: 1px solid red; padding: 0 2px;">Page 1 of 1</span> <span style="border: 1px solid red; padding: 0 2px;">&gt;&gt;</span> <span style="border: 1px solid red; padding: 0 2px;">&gt;&gt; </span>  |                                       |             |          |          |                  |          |           |       |                            |      |  |  |    |                  |          |                             |         |  |  |    |                  |          |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Drawee Name</th> <th style="width: 15%;">Address1</th> <th style="width: 15%;">Address2</th> <th style="width: 15%;">Address3</th> <th style="width: 15%;">Country</th> <th style="width: 15%;">Bank Name</th> <th style="width: 15%;">SWIFT</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> dsad</td> <td>dqqq</td> <td></td> <td></td> <td>US</td> <td>BANCA INTESA SPA</td> <td>BCITITM1</td> </tr> <tr> <td><input type="radio"/> helly</td> <td>mcfksds</td> <td></td> <td></td> <td>US</td> <td>BANCA INTESA SPA</td> <td>BCITITM1</td> </tr> </tbody> </table> |                                       | Drawee Name | Address1 | Address2 | Address3         | Country  | Bank Name | SWIFT | <input type="radio"/> dsad | dqqq |  |  | US | BANCA INTESA SPA | BCITITM1 | <input type="radio"/> helly | mcfksds |  |  | US | BANCA INTESA SPA | BCITITM1 |
| Drawee Name  | Address1                              | Address2    | Address3 | Country  | Bank Name        | SWIFT    |           |       |                            |      |  |  |    |                  |          |                             |         |  |  |    |                  |          |
| <input type="radio"/> dsad   | dqqq                                  |             |          | US       | BANCA INTESA SPA | BCITITM1 |           |       |                            |      |  |  |    |                  |          |                             |         |  |  |    |                  |          |
| <input type="radio"/> helly  | mcfksds                               |             |          | US       | BANCA INTESA SPA | BCITITM1 |           |       |                            |      |  |  |    |                  |          |                             |         |  |  |    |                  |          |
| <input type="button" value="Use Drawee"/>  |                                       |             |          |          |                  |          |           |       |                            |      |  |  |    |                  |          |                             |         |  |  |    |                  |          |

### Field Description

| Field Name               | Description  |
|--------------------------|--|
| <b>Drawee Id</b>         | [Optional, Alphanumeric, 10]<br>Type the drawee Id.                            |
| <b>Drawee Name</b>       | [Optional, Alphanumeric, 40]<br>Type the drawee Name.                          |
| <b>Drawee Country</b>    | [Optional, Drop-Down]<br>Select the drawee's country from the drop-down list.  |
| <b>Drawee Visibility</b> | [Optional, Drop-Down]<br>Select the drawee visibility from the drop-down list. |

2. Click the **Use Drawee** button on the drawee lookup screen, the system displays the direct collection screen.
3. Click the **Bill Details** tab. The system displays the Direct Collections **Bill Details** screen.

## Direct Collection - Bill Details

The screenshot displays the 'Bill Details' tab of the Direct Collection interface. Key fields visible include:

- Bill Amount:** USD 500000
- Tenor:** 0 Days After Sight
- Maturity Date:** 31-03-2014
- Name of Vessel/ Air Freight Number:** Jet
- Port of Loading:** San Francisco
- Port of Discharge:** Miami
- Description of Goods:** Select (dropdown) - Computers
- Template Access Type:** Select (dropdown)

At the bottom, there are five buttons: View Limits, Initiate, Save as Draft, Save As Template, and Save and Submit.

### Field Description

| Field Name           | Description   |
|----------------------|---|
| <b>Bill Details</b>  |   |
| <b>Bill Amount</b>   | [Mandatory, Numeric, 15]<br>Type the appropriate bill amount.<br>Select the appropriate currency from the drop-down list.   |
| <b>Tenor</b>         | [Mandatory, Numeric, 3]<br>Type the tenor days.<br>Select the appropriate base document from the drop-down list.<br>Select the base date from the date picker.      |
| <b>Maturity Date</b> | [Mandatory, Date Picker]<br>Select the maturity date from the date picker.<br>This field is enabled only when the "Fixed Due Date" is selected under base document. |

| Field Name                               | Description   |
|--|---|
| <b>Name of Vessel/Air Freight Number</b> | [Optional, Alphanumeric, 35]<br>Types the name of the Vessel or Air Freight Number vide which the goods are being sent. |
| <b>Port of loading</b>                   | [Optional, Alphanumeric, 65]<br>Type the place of dispatch or taking in charge of the goods or loading on board.        |
| <b>Port of Discharge</b>                 | [Optional, Alphanumeric, 65]<br>Type the port of discharge.   |
| <b>Description of Goods</b>              | [Mandatory, Dropdown, Alphanumeric, 6500]<br>Select the name of the goods and Type the description of goods.            |

4. Click the **Documents** tab. The system displays the **Direct collections-Documents** screen.

#### Direct Collections-Documents tab

The screenshot shows the 'Direct Collection' application window with the 'Documents' tab selected. The main area displays a list of documents with checkboxes:

- Air Waybill (checked)
- Bill of Lading
- Insurance Certificate (checked)
- Invoice
- Packing List

Below the list are four columns for document handling:

|                       | First Mail Original | Copies | Second Mail Original | Copies |
|-----------------------|---------------------|--------|----------------------|--------|
| Air Waybill           | 1                   | 2      |                      |        |
| Bill of Lading        |                     |        |                      |        |
| Insurance Certificate | 1                   | 2      |                      |        |
| Invoice               |                     |        |                      |        |
| Packing List          |                     |        |                      |        |

At the bottom of the screen, there is a note: \* Indicates mandatory fields.

**Field Description**

| <b>Field Name</b>           | <b>Description</b>   |
|-----------------------------|--|
| <b>Documents</b>            |  |
| <b>Documents</b>            | [Optional, Check Box]<br>Click on the Documents check box to select the required document. |
| <b>First Mail Original</b>  | [Optional, Alphanumeric,2]<br>Type the number of copies.                                   |
| <b>Copies</b>               | [Optional, Alphanumeric,2]<br>Type the number of copies required.                          |
| <b>Second Mail Original</b> | [Optional, Alphanumeric,2]<br>Type the number of copies.                                   |
| <b>Copies</b>               | [Optional, Alphanumeric,2]<br>Type the number of copies required.                          |
| <b>Template Access type</b> | [Conditional, drop Down]<br>Select the type of the template from the drop Down.            |

Note: System allows adding up to 10 new documents only.

5. Click the **Settlement Details** tab. The system displays the Direct Collections-**Settlement Details** screen.

**Direct Collections-Settlement Details**

The screenshot shows the Oracle FLEXCUBE Direct Banking Corporate Trade Finance application. The title bar reads "Direct Collection" and the date "03-06-2014 16:06:55 GMT +0530". The top navigation bar has tabs: "Parties", "Bill Details", "Documents", "Settlement Details" (which is highlighted in blue), and "Instructions". On the left, there are two radio buttons: "Existing Template" and "New Direct Collection". Below the tabs, there are four input fields: "Deal Details" (Forward Exchange Contract No's), "Deal Number", "Currency" (with a dropdown menu), and "Deal Amount". At the bottom, there are several buttons: "View Limits", "Initiate", "Save as Draft", "Save As Template", and "Save and Submit". A vertical toolbar on the right contains icons for back, forward, help, search, and other functions. A note at the bottom states: "\* Indicates mandatory fields. \*\* Indicates mandatory if particular option is enabled."

**Field Description**

| <b>Field Name</b>                                   | <b>Description</b>   |
|---|--|
| <b>Settlement Details</b>                           |  |
| <b>Credit proceeds to Our account with our bank</b> | [Optional, Radio button, dropdown]<br>Select the Radio button to select the credit proceeds to our account.<br>Select the appropriate CASA Account number where the export proceeds shall be credited from the drop-down list. |
| <b>Deal Details</b>                                 |  |
| <b>Forward exchange contract No's</b>               | [Optional, check box]<br>Click to select this option.  |
| <b>Deal Number</b>                                  | [Optional, Alphanumeric,6]<br>Type the deal number.  |
| <b>Currency</b>                                     | [Optional, Drop-Down]<br>Select the appropriate currency from the drop-down list.  |
| <b>Deal Amount</b>                                  | [Optional, Alphanumeric,15]<br>Type the deal amount.   |

6. Click the **Instructions** tab. The system displays the **Direct Collections Instructions** screen.

## Direct Collection - Instructions tab

Existing Template

New Direct Collection

**Instructions**

Charges:  Our bank charges are for the account of  Drawee    
 If charges/interest are refused then Collecting bank can either  Do not Waive

Interest Instruction:  Collect Interest at .....% from --- date until date of payment  
 from date of first presentation until date of acceptance and from due date until date of payment

If documents are dishonored:  Protest for non payment  Protest for non acceptance

Other Instructions

Attach Documents

This collection and any further relevant advice are subject to Uniform Rules for Collection (1995 Revision) ICC Publication Number 522

Condition

Template Access Type:

\* Indicates mandatory fields.  
\*\* Indicates mandatory if particular option is enabled.

### Field Description

| Field Name  | Description  |
|---|--|
| <b>Charges</b>  |  |
| All overseas charges are for the account of                         | [Optional, Checkbox, Drop Down]<br>Select the All overseas charges checkbox to specify if the overseas charges are to be paid by Drawer or Drawee.       |
| If charges/interest are refused then Collecting bank can either     | [Optional, Checkbox, Drop Down]<br>Select the checkbox to specify if the charges/interest is refused then collecting bank can either waive or not waive. |
| <b>Interest Instructions</b>  |  |
| Collect Interest at .....% rate from --- date until date of payment | [Optional, Checkbox, Date Picker,5]<br>Select the collect interest rate check box and select the date of payment from the pick List.                     |

| Field Name   | Description  |
|--|--|
| <b>Collect Interest at ..... rate from date of first presentation until date of acceptance and from due date until date of payment</b> | [Optional, Checkbox, Date Picker,5]<br>Select the collect interest rate check box and select the date of payment from the pick List.   |
| <b>If documents are dishonored</b>   |  |
| <b>Protest for non payment</b>   | [Optional, Checkbox]<br>Select the Protest for non payments checkbox to specify protest in case of non-payment.<br><br>Note: This is enabled only when the product selected is D/P.  |
| <b>Protest for non acceptance</b>  | [Optional, Checkbox]<br>Select the Protest for non acceptance checkbox to specify protest in case of non-acceptance.<br><br>Note: This is enabled only when the product selected is D/P.   |
| <b>Other instructions</b>  | [Optional, Alphanumeric,255]<br>Type the instructions to the bank locally.   |
| <b>Condition</b>   | [Mandatory, Checkbox]<br>Select the checkbox to accept terms and conditions.   |
| <b>Template access type</b>  | [Conditional, Drop Down]<br>Select the type of access for the template. The options available are<br>Public<br>Private   |
| 7.   | Click the <b>Conditions</b> button to view the conditions.   |
| 8.   | Click the <b>attach documents</b> button to attach the documents.  |
| <hr/>  |  |
| Note: Clean Bills (Bills without any attachments) are not supported.   |  |
| 9.   | Click the <b>view limits</b> button to view the limits for the transaction<br>OR<br>Click the <b>Save as Draft</b> button to save the transaction as a Draft<br>OR<br>Click the <b>Save as Template</b> to save the transaction as a template.<br>OR<br>OR<br>Click the <b>save and Submit</b> button to initiate and save the transaction |

OR

Click the **Initiate** button. The system displays the **Direct Collection-Verify** screen.

## **Direct Collection Verify**

Direct Collection-Verify

06-06-2014 10:17:23 GMT +0530 ? Print Star X

| Parties   | Bill Details   | Documents   | Settlement Details  | Instructions   |
|---|--|---|---|--|
| Customer Id: 10410933 Ashok Chowdary<br>Branch: 001-Bank Futura -Branch 001<br>Date of Application: 11-03-2014<br>Customer Ref. No.:<br>Product: Direct Collection BC PRODUCT | Drawee<br>Name: John<br>Address1: Mumbai<br>Address2:<br>Address3:<br>Country: INDIA | Drawer<br>Name: Ashok Chowdary<br>Address1: Mumbai<br>Address2:<br>Address3:<br>Country: IN | Drawee Bank<br>SWIFT: APACGB61003<br>Name: BANK FUTURA<br>Address1: 41 BERKELEY SQUARE<br>Address2: London<br>Address3:<br>Country: GREAT BRITAIN | <input type="button" value="Change"/> <input type="button" value="Cancel"/> <input type="button" value="Confirm"/> |

\* Indicates mandatory fields.  
\*\* Indicates mandatory if particular option is enabled.

10. Click the **Confirm** button. The system displays the **Direct Collection-Confirm** screen with the status message.  
OR  
Click the **Change** button to change the **Direct Collection** details.

## Direct Collection Confirm

**Direct Collection-Confirm**

06-06-2014 10:17:23 GMT +0530

Transaction submitted for Direct Collection having reference 676953331103735 has been set to status Initiated

| Parties   | Bill Details  | Documents | Settlement Details | Instructions |
|---|---|-----------|--------------------|--------------|
| Customer Id: 10410933 Ashok Chowdary<br>Branch: 001-Bank Futura -Branch 001<br>Date of Application: 11-03-2014<br>Customer Ref. No.:<br>Product: Direct Collection BC PRODUCT | Drawee<br>Name: John<br>Address1: Mumbai<br>Address2:<br>Address3:<br>Country: INDIA  |           |                    |              |
| Drawer<br>Name: Ashok Chowdary<br>Address1: Mumbai<br>Address2:<br>Address3:<br>Country: IN   | Drawee Bank<br>SWIFT: APACGB61003<br>Name: BANK FUTURA<br>Address1: 41 BERKELEY SQUARE<br>Address2: London<br>Address3:<br>Country: GREAT BRITAIN |           |                    |              |

**OK** **E-Receipt**

\* Indicates mandatory fields.  
\*\* Indicates mandatory if particular option is enabled.

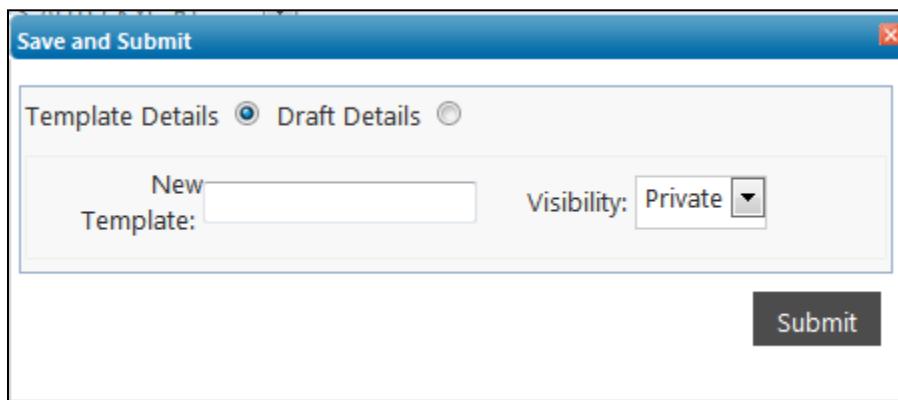
11. Click the **OK** button. The system displays the initial **Direct Collection** screen.
12. Click the **Save as Draft** button to create a draft version of the transaction. The field validations are not performed while saving the draft.

---

Note: You can enter details in parts and save. Submission of the entered details can be done on any preferred date.

---

13. Click the **Save as Template** button to create a payment template of the transaction. User can use the template later to initiate the payment. Template access type is mandatory while saving the template. Public templates are available to other users of the customer whereas Private templates are available to user who creates it.
14. Click the **Save and Submit** button to create a payment template of the transaction as well as initiating the transaction. User can use the template later to initiate the payment. Template access type is mandatory while saving the template.

**Save and Submit****Field Description**

| Field Name              | Description  |
|-------------------------|--|
| <b>Template Details</b> | [Mandatory, Radio Button]<br>Select the <b>Template Details</b> radio button to save template details. |
| <b>Draft Details</b>    | [Mandatory, Radio Button]<br>Click <b>Draft Details</b> radio button to save draft details.            |
| <b>New Template</b>     | [Optional, Alphanumeric, 20]<br>Type the new template details.   |
| <b>Visibility</b>       | [Mandatory, Drop-Down]<br>Select the visibility from the drop-down list.                               |

## 11. Export Collection

“Export Collection” is a “Documentary payment in foreign trade in which the exporter, after shipment of the goods, sends the commercial documents to its bank and requests the bank to collect payment from the drawee (buyer) through a foreign bank.

Collection Documents are broadly categorized under:

- **Documents against Payment (D/P):** This means documents are released to the Drawee only after payment.
- **Documents against Acceptance (D/A):** This means documents are released to the Drawee only after drawee's acceptance

### To initiate a Export Collection

1. Click **Trade Finance > Collections > Export Collection**. The system displays the **Export Collection** screen. By default, the **Parties** tab is displayed.

### Export Collection- Parties tab

The screenshot shows the 'Export Collection' interface with the 'Parties' tab selected. Key data entered in the fields includes:

- Customer Id\***: 10410933 (Ashok Chowdary)
- Branch\***: 000-Bank Futura
- Date of Application\***: 11-03-2014
- Customer Ref. No.:** A00214
- Product\***: Select
- Drawee** (Customer):
  - Name\*: Sarita
  - Address1\*: Nariman Point
  - Address2: Mumbai
  - Address3:
  - Country: INDIA
- Drawer** (Customer):
  - Name: Ashok Chowdary
  - Address1\*: Mumbai
  - Address2:
  - Address3:
  - Country\*: IN
- Drawee Bank** (Bank):
  - SWIFT: APACGB61003
  - Name: BANK FUTURA
  - Address1: 41 BERKELEY SQUARE
  - Address2: London
  - Address3:
  - Country: GREAT BRITAIN
- Template Access Type:** Select

Buttons at the bottom include: View Limits, Initiate, Save as Draft, Save As Template, and Save and Submit. A vertical toolbar on the right provides navigation and other functions.

**Field Description**

| <b>Field Name</b>            | <b>Description</b>  |
|------------------------------|---|
| <b>Existing Template</b>     | [Radio button, Lookup]<br>Select the radio button to select the existing template.  |
| <b>New Export Collection</b> | [Radio button]<br>Select the New Export collection to initiate a new transaction.<br>Selection of one of the existing template or new export collection is mandatory. |

**Parties**

|                                  |   |
|----------------------------------|---|
| <b>Customer ID</b>               | [Mandatory, Drop-Down]<br>Select the appropriate customer id from the drop-down list.           |
| <b>Branch</b>                    | [Mandatory, Drop-Down]<br>Select the appropriate branch from the drop-down list.                |
| <b>Date of Application</b>       | [Display]<br>This field displays the current date as the date of Export collection application. |
| <b>Customer Reference Number</b> | [Optional, Alphanumeric,40]<br>Type the customer reference number.                              |
| <b>Product</b>                   | [Mandatory, Drop-Down]<br>Select the Export Collection product from the drop-down list.         |

**Drawer**

|                  |  |
|------------------|--|
| <b>Name</b>      | [Display]<br>This field displays the drawer Name.                              |
| <b>Address 1</b> | [Display]<br>This field displays address of the drawer.                        |
| <b>Address 2</b> | [Display]<br>This field displays the address of the drawer.                    |
| <b>Address 3</b> | [Display]<br>This field displays the address of the drawer.                    |
| <b>Country</b>   | [Mandatory, Drop-Down]<br>Select the drawer's country from the drop-down list. |

**Drawee**

| Field Name         | Description  |
|--------------------|--|
| <b>Name</b>        | [Mandatory, Alphanumeric,35]<br>Type the drawee name or use Look Up to displays the drawee details.                            |
| <b>Address 1</b>   | [Mandatory, Alphanumeric,35]<br>Type the address of the selected drawee.   |
| <b>Address 2</b>   | [Optional, Alphanumeric,35]<br>Type the address of the selected drawee.  |
| <b>Address 3</b>   | [Optional, Alphanumeric,35]<br>Type the address of the selected drawee.  |
| <b>Country</b>     | [Optional, Drop-Down]<br>Select the drawee's country from the drop-down list.  |
| <b>Drawee Bank</b> |  |
| <b>SWIFT</b>       | [Optional, Alphanumeric, 11]<br>Type the drawee's bank SWIFT id or use Look Up to displays the drawee's bank SWIFT id details. |
| <b>Name</b>        | [Optional, Alphanumeric, 35]<br>Type the drawee Bank Name.   |
| <b>Address 1</b>   | [Mandatory, Alphanumeric,35]<br>Type the address of the selected drawee.   |
| <b>Address 2</b>   | [Optional, Alphanumeric,35]<br>Type the address of the selected drawee.  |
| <b>Address 3</b>   | [Optional, Alphanumeric,35]<br>Type the address of the selected drawee.  |
| <b>Country</b>     | [Optional, Drop-Down]<br>Select the drawee bank's country from the drop-down list.   |

2. Click the **Bill Details** tab. The system displays the **Export Collection Bill Details** screen.

## Export Collection - Bill Details tab

Existing Template

New Export Collection

**Parties** **Bill Details** **Documents** **Settlement Details** **Instructions**

Bill Amount\*: **USD**

Tenor\*: **0** **Sight**

Maturity Date:

Name of Vessel/ Air Freight Number: Jet

Port of Loading: San Francisco

Port of Discharge: Mumbai

Description of Goods: Select

Template Access Type: Select

**View Limits** **Initiate** **Save as Draft** **Save As Template** **Save and Submit**

\* Indicates mandatory fields.  
\*\* Indicates mandatory if particular option is enabled.

### Field Description

| Field Name  | Description  |
|---|--|
| <b>Bill Amount</b>                                | [Mandatory, Drop-Down, Numeric, 15]<br>Select the currency from the drop-down list.<br>Type the bill amount.   |
| <b>Tenor</b>                                      | [Mandatory, Numeric, Three, Drop-Down, Date Picker]<br>Type the tenor days.<br>Select the base document from the drop-down list.<br>Select the base date from the date picker.           |
| <b>Maturity Date</b>                              | [Mandatory, Date Picker]<br>Select the maturity date from the date picker.<br>This field is enabled if the <b>Fixed Due Date</b> option is selected from the <b>Tenor</b> drop-down list |
| <b>Name of Vessel/<br/>Air Freight<br/>Number</b> | [Optional, Alphanumeric, 35]<br>Type the name of the vessel or air freight number vides which the goods are being sent.  |

| Field Name                  | Description  |
|-----------------------------|--|
| <b>Port of loading</b>      | [Optional, Alphanumeric, 65]<br>Type the place of dispatch or taking in charge of the goods or loading on board.   |
| <b>Port Of Discharge</b>    | [Optional, Alphanumeric, 65]<br>Type the port of discharge.  |
| <b>Description of Goods</b> | [Mandatory, Dropdown, Alphanumeric, 6500]<br>Select the goods type from the dropdown list and Type the description of goods.   |
| <b>Template access type</b> | [Conditional, Dropdown]<br>Select the type of template access for the template created.<br>The options are: <ul style="list-style-type: none"><li>• Public</li><li>• Private</li></ul> Selection of template access type is to be done only if the user wants to save the transaction as a template. |

3. Click the **Documents** tab. The system displays the **Export Collection Documents** screen.

## Export Collection - Documents tab

The screenshot shows the 'Documents' tab of the 'Export Collection' application. On the left, there is a list of documents with checkboxes: Air Waybill (checked), Bill of Lading (unchecked), Insurance Certificate (checked), Invoice (unchecked), and Packing List (unchecked). To the right, there are four columns: 'First Mail Original' (containing '1'), 'Copies' (containing '2'), 'Second Mail Original' (empty), and 'Copies' (empty). Below the table, there is a dropdown menu for 'Template Access Type' set to 'Select'. At the bottom, there are five buttons: 'View Limits', 'Initiate', 'Save as Draft', 'Save As Template', and 'Save and Submit'. A note at the bottom states: '\* Indicates mandatory fields. \*\* Indicates mandatory if particular option is enabled.'

### Column Description

| Column Name                 | Description   |
|-----------------------------|---|
| <b>Documents</b>            | [Optional, Check Box]<br>Click the check box to select the required document.   |
| <b>First Mail Original</b>  | [Optional, Alphanumeric,2]<br>Type the number of copies.                        |
| <b>Copies</b>               | [Optional, Alphanumeric,2]<br>Type the number of copies required.               |
| <b>Second Mail Original</b> | [Optional, Alphanumeric,2]<br>Type the number of copies.                        |
| <b>Copies</b>               | [Optional, Alphanumeric,2]<br>Type the number of copies required.               |
| <b>Template Access type</b> | [Conditional, Drop-Down]<br>Select the type of the template from the drop down. |

- Click the **Add More** button to add new row for adding details of the document not part of the displayed list.

---

Note: The system allows adding up to 10 new documents only.

---

- Click the **Settlement Details** tab. The system displays the **Export Collection Settlement Details** screen.

### Export Collection Settlement Details tab

The screenshot shows the 'Export Collection' application window. At the top, there are buttons for 'Existing Template' and 'New Export Collection'. Below these are tabs: 'Parties', 'Bill Details', 'Documents', 'Settlement Details' (which is selected), and 'Instructions'. Under the 'Settlement Details' tab, there is a section titled 'Deal Details' containing fields for 'Forward Exchange Contract No's', 'Deal Number', 'Currency', and 'Deal Amount'. At the bottom of the screen, there are several buttons: 'View Limits', 'Initiate', 'Save as Draft', 'Save As Template', and 'Save and Submit'. A note at the bottom left says '\* Indicates mandatory fields.' and a note at the bottom right says '\*\* Indicates mandatory if particular option is enabled.'

### Field Description

| Field Name  | Description  |
|---|--|
| <b>Credit proceeds to Our account with our bank</b> | [Optional, Drop-Down]<br>Select the CASA account number to which the export proceeds will be credited, from the drop-down list.  |
| <b>Deal Details</b>                                 |  |
| <b>Forward exchange contract No's</b>               | [Optional, Radio button]<br>Click the <b>Forward exchange contract No's</b> radio button to enter the details.   |
| <b>Deal Number</b>                                  | [Optional, Alphanumeric,6]<br>Type the deal number.  |
| <b>Currency</b>                                     | [Optional, Drop-Down]<br>Select the currency from the drop-down list.  |
| <b>Deal amount</b>                                  | [Optional, Alphanumeric,15]<br>Type the amount for the deal.   |
| <b>Template Access type</b>                         | [Optional, Dropdown]<br>Select the type of template from the dropdown list.<br>The options are <ul style="list-style-type: none"> <li>• Private</li> <li>• Public</li> </ul> |

6. Click the **Instructions** tab. The system displays the **Export Collection Instructions** screen.

## Export Collection - Instructions tab

The screenshot shows the 'Instructions' tab selected in the top navigation bar. The form contains the following fields:

- Charges:** Includes a checkbox for "Our bank charges are for the account of" and a dropdown menu set to "Drawee".
- If charges/interest are refused then Collecting bank can either:** Includes a checkbox for "Waive" and another for "Collect Interest at .....% from --- date until date of payment".
- Interest Instruction:** Includes a checkbox for "Collect Interest at .....% from date of first presentation until date of acceptance and from due date until date of payment".
- If documents are dishonored:** Includes checkboxes for "Protest for non payment" and "Protest for non acceptance".
- Other Instructions:** A section containing a "Condition" button and a "Attach Documents" button.
- Template Access Type:** A dropdown menu set to "Select".
- Action Buttons:** View Limits, Initiate, Save as Draft, Save As Template, Save and Submit.

At the bottom left, there are two small notes: "\* Indicates mandatory fields." and "\*\* Indicates mandatory if particular option is enabled."

### Field Description

| Field Name   | Description  |
|--|--|
| <b>Charges</b>   |  |
| <b>Our bank charges are for the account of</b>                             | [Optional, Checkbox, Drop Down]<br>Select the Our bank charges to specify if our charges are to be paid by Drawer or Drawee.                             |
| <b>If charges/interest are refused then Collecting bank can either</b>     | [Optional, Checkbox, Drop Down]<br>Select the checkbox to specify if the charges/interest is refused then collecting bank can either waive or not waive. |
| <b>Interest Instructions</b>   |  |
| <b>Collect Interest at .....% rate from --- date until date of payment</b> | [Optional, Checkbox, Date Picker,5]<br>Select the collect interest rate check box and select the date of payment from the pick List.                     |

| Field Name   | Description  |
|--|--|
| <b>Collect Interest at ..... rate from date of first presentation until date of acceptance and from due date until date of payment</b> | [Optional, Checkbox, Date Picker,5]<br>Select the collect interest rate check box and select the date of payment from the pick List.   |
| <b>If documents are dishonored</b>   |  |
| <b>Protest for non payment</b>   | [Optional, Checkbox]<br>Select the Protest for non payments checkbox to specify protest in case of non-payment.<br><br>Note: This is enabled only when the product selected is D/P.  |
| <b>Protest for non acceptance</b>  | [Optional, Checkbox]<br>Select the Protest for non acceptance checkbox to specify protest in case of non-acceptance.<br><br>Note: This is enabled only when the product selected is D/P.   |
| <b>Other instructions</b>  | [Optional, Alphanumeric,255]<br>Type the instructions to the bank locally.   |
| <b>Condition</b>   | [Mandatory, Checkbox]<br>Select the checkbox to accept terms and conditions.   |
| <b>Template access type</b>  | [Optional, Drop Down]<br>Select the type of access for the template.<br>The options are follows <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>  |
| 7.   | Click the <b>Conditions</b> button to view the conditions.   |
| 8.   | Click the <b>Attach Documents</b> button to attach the documents.  |
| <hr/>  |  |
| Note: Clean Bills (Bills without any attachments) are not supported.   |  |
| 9.   | Click the <b>View limits</b> button to view the limits for the transaction<br>OR<br>Click the <b>Save as Draft</b> button to save the transaction as a Draft<br>OR<br>Click the <b>Save as Template</b> to save the transaction as a template.<br>OR<br>Click the <b>save and Submit</b> button to initiate and save the transaction |

OR

Click the **Initiate** button. The system displays the **Export Collection-Verify** screen.**Export Collection Verify**

**Export Collection-Verify**

06-06-2014 10:42:43 GMT +0530 ? ⌂ ⌂ ⌂ ⌂ ⌂

| Parties  | Bill Details  | Documents | Settlement Details | Instructions |
|--|---|-----------|--------------------|--------------|
| Customer Id: 10410933 Ashok Chowdary<br>Branch: 001-Bank Futura -Branch 001<br>Date of Application: 11-03-2014<br>Customer Ref. No.:<br>Product: Outgoing clean usance bills not under LC on collection  | Drawee<br>Name: Sarita<br>Address1: Nariman Point<br>Address2:<br>Address3:<br>Country: INDIA   |           |                    |              |
| Drawer<br>Name: Ashok Chowdary<br>Address1: Mumbai<br>Address2:<br>Address3:<br>Country: IN  | Drawee Bank<br>SWIFT: APACGB61003<br>Name: BANK FUTURA<br>Address1: 41 BERKELEY SQUARE<br>Address2: London<br>Address3:<br>Country: GREAT BRITAIN |           |                    |              |
| Template Access Type:<br><div style="text-align: right;"> <input type="button" value="Change"/> <input type="button" value="Cancel"/> <input type="button" value="Confirm"/> </div> <small>* Indicates mandatory fields.<br/>** Indicates mandatory if particular option is enabled.</small> |   |           |                    |              |

10. Click the **Confirm** button. The system displays the **Export Collection-Confirm** screen with the status message.  
 OR  
 Click the **Change** button to change the **Export Collection** details.  
 OR  
 Click the **Cancel** button to cancel the Export collection transaction.

## Export Collection Confirm

**Export Collection-Confirm**

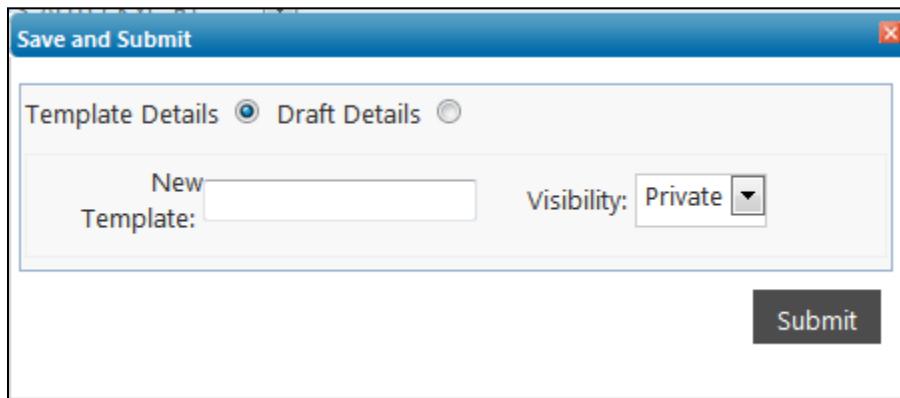
Transaction submitted for Export Collection having reference 205828241104106 has been set to status Initiated

| Parties   | Bill Details  | Documents   | Settlement Details  | Instructions |
|---|---|---|---|--------------|
| Customer Id: 10410933 Ashok Chowdary<br>Branch: 001-Bank Futura -Branch 001<br>Date of Application: 11-03-2014<br>Customer Ref. No.:<br>Product: Outgoing clean usance bills not under LC on collection | Drawee<br>Name: Sarita<br>Address1: Nariman Point<br>Address2:<br>Address3:<br>Country: INDIA | Drawer<br>Name: Ashok Chowdary<br>Address1: Mumbai<br>Address2:<br>Address3:<br>Country: IN | Drawee Bank<br>SWIFT: APACGB61003<br>Name: BANK FUTURA<br>Address1: 41 BERKELEY SQUARE<br>Address2: London<br>Address3:<br>Country: GREAT BRITAIN |              |
| Template Access Type:<br><input type="button" value="OK"/> <input type="button" value="E-Receipt"/>   |   |   |   |              |
| <small>* Indicates mandatory fields.<br/>** Indicates mandatory if particular option is enabled.</small>  |   |   |   |              |

11. Click the **OK** button. The system displays the initial **Export Collection** screen.
12. Click the **Save as Draft** button to create a draft version of the transaction. The field validations are not performed while saving the draft.

Note: You can enter details in parts and save. Submission of the entered details can be done on any preferred date.

13. Click the **Save as Template** button to create a payment template of the transaction. User can use the template later to initiate the payment. Template access type is mandatory while saving the template. Public templates are available to other users of the customer whereas Private templates are available to user who creates it.
14. Click the **Save and Submit** button to create a payment template of the transaction as well as initiating the transaction. User can use the template later to initiate the payment. Template access type is mandatory while saving the template.

**Save and Submit****Field Description**

| Field Name              | Description  |
|-------------------------|--|
| <b>Template Details</b> | [Mandatory, Radio Button]<br>Select the <b>Template Details</b> radio button to save template details. |
| <b>Draft Details</b>    | [Mandatory, Radio Button]<br>Click the <b>Draft Details</b> radio button to save draft details.        |
| <b>New Template</b>     | [Optional, Alphanumeric, 20]<br>Type the new template details.   |
| <b>Visibility</b>       | [Mandatory, Drop-Down]<br>Select the visibility from the drop-down list circulated.                    |

## 12. Export Bills under LC

Using this transaction the bills documents under LC can be sent to the bank.

### To initiate a export bill under LC

- Click **Trade Finance > Collections > Export Bill under LC**. The system displays the **Export Bill under LC** screen.

### Export Bill under LC

### Field Description

| Field Name              | Description   |
|-------------------------|---|
| <b>LC Number</b>        | [Optional, Numeric, 20]<br>Type the LC number to be used as a parameter in the search criteria.   |
| <b>Applicant Name</b>   | [Mandatory, Alphanumeric,35]<br>Select the applicant name from the drop-down list, to be used as a parameter in the search criteria. The list displays the country, the primary and secondary customer ID and the applicant name. |
| <b>Beneficiary Name</b> | [Mandatory, Dropdown]<br>Type the name of the beneficiary to be used as a parameter in the search criteria. Partial search is allowed.  |

| Field Name                       | Description   |
|----------------------------------|---|
| <b>LC Drawings Status</b>        | [Optional, Drop-Down]<br>Select the LC drawing status from the drop-down list, to be used as a parameter in the search criteria.<br>The options are: <ul style="list-style-type: none"> <li>• All</li> <li>• Partially Drawn</li> <li>• Fully Drawn</li> <li>• Undrawn</li> </ul> |
| <b>LC Currency</b>               | [Optional, Drop-Down]<br>Select the LC currency from the drop-down list, to be used as a parameter in the search criteria.  |
| <b>LC Amount From</b>            | [Optional, Numeric, 10]<br>Type the LC start amount in the amount range to be used as a parameter in the search criteria.   |
| <b>LC Amount To</b>              | [Optional, Numeric, 10]<br>Type the LC end amount in the amount range to be used as a parameter in the search criteria.   |
| <b>Issue Date From</b>           | [Optional, Date Picker]<br>Select the issue start date from the date picker, to be used as a parameter in the search criteria.  |
| <b>Issue Date To</b>             | [Optional, Date Picker]<br>Select the issue end date from the date picker, to be used as a parameter in the search criteria.  |
| <b>Expiry Date From</b>          | [Optional, Date Picker]<br>Select the expiry start date from the date picker, to be used as a parameter in the search criteria.   |
| <b>Expiry Date To</b>            | [Optional, Date Picker]<br>Select the expiry end date from the date picker, to be used as a parameter in the search criteria.   |
| <b>Latest Shipment Date From</b> | [Optional, Date Picker]<br>Select the start shipment date from the date picker, to be used as a parameter in the search criteria.   |
| <b>Latest Shipment Date To</b>   | [Optional, Date Picker]<br>Select the end shipment date from the date picker, to be used as a parameter in the search criteria.   |

2. Click the **Search** button. The system displays the **LC Amendment Initiation** screen with the search results.

**Export Bill Under LC**

31-03-2011 13:00:00 GMT +0530

|  |                                   |                   |               |                |                 |
|--|-----------------------------------|-------------------|---------------|----------------|-----------------|
| LC Number:   | Applicant Name:                   |                   |               |                |                 |
| Beneficiary Name:  | QT2001776 (Eric Derzie and Assoc) |                   |               |                |                 |
| LC Drawings Status:  | All                               |                   |               |                |                 |
| LC Currency:   | Select                            |                   |               |                |                 |
| LC Amount From:  | Issue Date From:                  | Expiry Date From: | LC Amount To: | Issue Date To: | Expiry Date To: |
| <b>Search</b>  |                                   |                   |               |                |                 |
|     <span style="margin-left: 10px;">Records 1 to 6 of 6</span> <span style="margin-left: 10px;"> &lt;&lt; </span> <span style="margin-left: 10px;">&lt;&lt; </span> <span style="margin-left: 10px;">Page 1 of 1</span> <span style="margin-left: 10px;"> &gt;&gt; </span> <span style="margin-left: 10px;"> &gt;&gt; </span> |                                   |                   |               |                |                 |

| LC Advising Number | LC Number                        | Issue Date | Expiry Date | Applicant Name          | LC Amount  | Outstanding LC Amount | Currency | Latest Shipment Date |
|--------------------|----------------------------------|------------|-------------|-------------------------|------------|-----------------------|----------|----------------------|
| 12345              | <a href="#">QT2ELCR102830001</a> | 04-10-2010 | 15-02-2011  | Oxy Trading Inc Changed | 280,000.00 | 45,433.00             | USD      |                      |
| 12345              | <a href="#">QT2ELCR102830003</a> | 04-10-2010 | 28-02-2011  | Oxy Trading Inc Changed | 234,567.00 | 0.00                  | USD      |                      |
| 12345              | <a href="#">QT2ELCR110010001</a> | 31-12-2010 | 31-03-2011  | Oxy Trading Inc Changed | 310,000.00 | 310,000.00            | USD      |                      |
|                    | <a href="#">QT2ELNR102830002</a> | 04-10-2010 | 31-12-2010  | Oxy Trading Inc Changed | 234,567.00 | 0.00                  | USD      |                      |
|                    | <a href="#">QT2ELNR102830004</a> | 04-10-2010 | 31-12-2010  | Oxy Trading Inc         | 234,567.00 | 0.00                  | USD      |                      |
|                    | <a href="#">QT2ELNR110460001</a> | 15-02-2011 | 30-04-2011  | Oxy Trading Inc Changed | 200,000.00 | 199,490.00            | USD      |                      |

## Field Description

| Field Name                   | Description   |
|------------------------------|---|
| <b>LC Number</b>             | [Display]<br>This column displays the LC Number for the LC.                   |
| <b>LC Advising Number</b>    | [Display]<br>This column displays the LC Advising Number for the LC.          |
| <b>Issue Date</b>            | [Display]<br>This column displays the date on which the LC was issued.        |
| <b>Expiry Date</b>           | [Display]<br>This column displays the date on which the LC expires.           |
| <b>Applicant Name</b>        | [Display]<br>This column displays the Applicant Name for the LC.              |
| <b>LC Amount</b>             | [Display]<br>This column displays the LC amount of the LC.                    |
| <b>Outstanding LC Amount</b> | [Display]<br>This column displays the Total outstanding LC amount.            |
| <b>Currency</b>              | [Display]<br>This column displays the outstanding LC currency for the amount. |
| <b>Latest Shipment Date</b>  | [Display]<br>This column displays the latest shipment date.                   |

- Click the **LC number** hyperlink. The system displays the **Export Bill Under LC** screen with a parties tab.

## Export bills under LC Parties tab

**Export Bill Under LC** 31-03-2011 13:00:00 GMT +0530

| <b>Parties</b>   | <b>Bill Details</b>  | <b>Documents</b>   | <b>Settlement Details</b>  | <b>Instructions</b>   |
|--|--|--|--|---|
| LC Number: <input type="text" value="QT2ELCR10283001"/><br>Customer Id*: <input type="text" value="QT2001776(Eric Derzie)"/><br>Branch*: <input type="button" value="Select"/><br>Date of Application: <input type="text" value="31-03-2011"/><br>Customer Ref. No.: <input type="text"/><br>Product*: <input type="button" value="Select"/> | <b>Applicant</b><br>Name*: <input type="text" value="Oxy Trading Inc Changed"/><br>Address1: <input type="text" value="396"/><br>Address2: <input type="text" value="Broadway Rm 201"/><br>Address3: <input type="text" value="New York"/><br>Country: <input type="button" value="Select"/> | <b>Beneficiary</b><br>Name: <input type="text" value="Eric Derzie and Assoc"/><br>Address1*: <input type="text" value="SWISCH78"/><br>Address2: <input type="text" value="5th Ave"/><br>Address3: <input type="text" value="New York"/><br>Country*: <input type="button" value="US"/> | <b>Issuing Bank</b><br>SWIFT ID*: <input type="text" value="SWISCH78"/><br>Name: <input type="text" value="Swiss Bank"/><br>Address1*: <input type="text" value="SWISCH78"/><br>Address2: <input type="text" value="Switzerland"/><br>Address3: <input type="text"/><br>Country: <input type="button" value="Select"/> | <input type="button" value="View Limits"/> <input type="button" value="Initiate"/> <input type="button" value="Save as Draft"/> |
| <small>* Indicates mandatory fields. ** Indicates mandatory if particular option is enabled.</small>   |  |  |  |   |

### Field Description

| <b>Field Name</b>                | <b>Description</b>  |
|----------------------------------|---|
| <b>LC Number</b>                 | [Display]<br>This field displays the type the LC number.                                      |
| <b>Customer ID</b>               | [Display]<br>This field displays the type of customer id.                                     |
| <b>Branch</b>                    | [Mandatory, Drop-Down]<br>Select the branch from the drop-down list.                          |
| <b>Date of Application</b>       | [Display]<br>This field displays the current date as date of Export Bill under LC application |
| <b>Customer Reference Number</b> | [Optional, Alphanumeric,40]<br>Type the customer reference number.                            |
| <b>Product</b>                   | [Mandatory, Drop-Down]<br>Select the Direct Collection product from the drop-down list.       |
| <b>Beneficiary</b>               |   |
| <b>Name</b>                      | [Display]<br>This field displays the drawer name.   |
| <b>Address 1</b>                 | [Mandatory , Display]<br>This field displays address of the drawer.                           |

| <b>Field Name</b>   | <b>Description</b>   |
|---------------------|--|
| <b>Address 2</b>    | [Display]<br>This field displays the address of the drawer.  |
| <b>Address 3</b>    | [Display]<br>This field displays the address of the drawer.  |
| <b>Country</b>      | [Mandatory, display]<br>This field displays the drawer's country.  |
| <b>Applicant</b>    |  |
| <b>Name</b>         | [Mandatory, Display]<br>This field displays the drawee name or use Look Up to displays the drawee details. |
| <b>Address 1</b>    | [Display]<br>This field displays the address of the selected drawee.                                       |
| <b>Address 2</b>    | [Display]<br>This field displays the address of the selected drawee.                                       |
| <b>Address 3</b>    | [Display]<br>This field displays the address of the selected drawee.                                       |
| <b>Country</b>      | [Optional, Drop-Down]<br>Select the drawee's country from the dropdown list.                               |
| <b>Issuing Bank</b> |  |
| <b>SWIFT</b>        | [Mandatory, Display]<br>This field displays the drawee's bank SWIFT id.                                    |
| <b>Name</b>         | [Mandatory , Display]<br>This field displays the type the drawee bank name.                                |
| <b>Address 1</b>    | [Mandatory , Display]<br>This field displays the address of the selected drawee.                           |
| <b>Address 2</b>    | [Display]<br>This field displays the address of the selected drawee.                                       |
| <b>Address 3</b>    | [Display]<br>This field displays the address of the selected drawee.                                       |
| <b>Country</b>      | [Optional, Drop-Down]<br>Select the drawee Bank's country from the drop-down list.                         |

4. Click the **Bill details** tab. The system displays the **Export Bill Under LC Bill Details** tab.

### Export Bills under LC - Bill Details tab

The screenshot shows the 'Export Bill Under LC' screen with the 'Bill Details' tab active. The form contains the following data:

- Bill Amount \***: USD 45433.00
- Tenor \***: Sight
- Maturity Date**: 31-03-2011
- Name of Vessel/ Air Freight Number**: Jet Airways
- Port of Loading**: San Francisco
- Port of Discharge**: Miami
- Description of Goods**: BAMETPRO  
BASIC METAL PRODUCTS

At the bottom right are buttons for **View Limits**, **Initiate**, and **Save as Draft**. A note at the bottom left indicates: **\* Indicates mandatory fields. \*\*\* Indicates mandatory if particular option is enabled.**

### Field Description

| Field Name  | Description   |
|---|---|
| <b>Bill Amount</b>                                | [Mandatory, Drop-Down, Numeric, 15]<br>Select the currency from the drop-down list.<br>Type the bill amount.  |
| <b>Tenor</b>                                      | [Mandatory, Numeric, 3]<br>Type the tenor days.<br>Select the base document from the drop-down list.<br>Select the base date from the date picker.  |
| <b>Maturity Date</b>                              | [Conditional, Date Picker, Display]<br>Select the maturity date from the date picker.<br>This field is enabled if the <b>Fixed Due Date</b> option is selected from the Tenor drop-down list. |
| <b>Name of Vessel/<br/>Air Freight<br/>Number</b> | [Optional, Alphanumeric, 35]<br>Type the name of the vessel or air freight number vides which the goods are being sent.   |
| <b>Port of Loading</b>                            | [Optional, Alphanumeric, 65]<br>Type the place of dispatch or taking in charge of the goods or loading on board.  |
| <b>Port of Discharge</b>                          | [Optional, Alphanumeric, 65]<br>Type the port of discharge.   |

| Field Name           | Description  |
|----------------------|--|
| Description of Goods | [Mandatory, dropdown]<br>Select the value from the dropdown and Type the description of goods. |

5. Click the **Documents** tab, the system displays the Documents tab.

### Export Bills under LC-Documents tab

| Documents                                       | First Mail Original            | Copies                         | Second Mail Original | Copies               |
|---|--------------------------------|--------------------------------|----------------------|----------------------|
| <input checked="" type="checkbox"/> Air Waybill | <input type="text" value="1"/> | <input type="text" value="2"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Bill of Lading         | <input type="text"/>           | <input type="text"/>           | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Insurance Certificate  | <input type="text"/>           | <input type="text"/>           | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Invoice                | <input type="text"/>           | <input type="text"/>           | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Packing List           | <input type="text"/>           | <input type="text"/>           | <input type="text"/> | <input type="text"/> |

\* Indicates mandatory fields. \*\* Indicates mandatory if particular option is enabled.

### Field Description

| Field Name           | Description  |
|----------------------|--|
| Documents            | [Optional, Check Box]<br>Click on the documents check box to select the required document. |
| First Mail Original  | [Optional, Alphanumeric,2]<br>Type the number of copies.                                   |
| Copies               | [Optional, Alphanumeric,2]<br>Type the number of copies required.                          |
| Second Mail Original | [Optional, Alphanumeric,2]<br>Type the number of copies.                                   |
| Copies               | [Optional, Alphanumeric,2]<br>Type the number of copies required.                          |

6. Click the **Settlement Details** tab, the system displays the Export Bills Under LC – Settlement Details screen.

## Export Bills under LC-Settlement Details

The screenshot shows the 'Export Bill Under LC' interface. At the top right, the date '31-03-2011 13:00:00 GMT +0530' is displayed. Below it, a navigation bar has tabs: 'Parties', 'Bill Details', 'Documents', 'Settlement Details' (which is highlighted in red), and 'Instructions'. Under 'Settlement Instructions', there is a dropdown menu labeled 'Credit proceeds to Our account' with the option 'Select' and a note 'with our bank'. A section titled 'Deal Details' contains fields: 'Forward Exchange Contract No's' (checkbox), 'Deal Number' (text input), 'Currency' (dropdown), and 'Deal Amount' (text input). At the bottom right are buttons for 'View Limits', 'Initiate', and 'Save as Draft'. A note at the bottom left indicates that '\*' marks mandatory fields and '\*\*' marks mandatory if a particular option is enabled.

### Field Description

| Field Name  | Description   |
|---|---|
| <b>Credit proceeds to Our account with our bank</b> | [Optional, Drop-Down]<br>Select the CASA account number to which the export proceeds will be credited, from the drop-down list. |
| <b>Deal Details</b>                                 |   |
| <b>Forward exchange contract No's</b>               | [Optional, Checkbox]<br>Click the <b>Forward exchange contract No's</b> Checkbox to enter the details.                          |
| <b>Deal Number</b>                                  | [Optional, Alphanumeric,6]<br>Type the deal number.   |
| <b>Currency</b>                                     | [Optional, Drop-Down]<br>Select the currency from the drop-down list.   |
| <b>Deal Amount</b>                                  | [Optional, Numeric]<br>Type the amount for deal booking   |

7. Click the **Instructions** tab. The system displays the **Export Bills Under LC - Instructions** screen.

## Export Bills under LC Instructions tab

Export Bill Under LC

30-04-2011 13:00:00 GMT +0530

Parties Bill Details Documents Settlement Details Instructions

Other Instructions

This collection and any further relevant advice are subject to Uniform Rules for Collection (1995 Revision) ICC Publication Number 522

Attach Documents Condition

View Limits Initiate Save as Draft

8. Select the check box for terms and conditions.
9. Click the **Conditions** button to view the conditions.
10. Click the **Attach Documents** button to attach the documents.

Note: Clean Bills (Bills without any attachments) are not supported.

11. Click the **view limits** button to view the limits for the transaction  
OR  
Click the **Save as Draft** button to create a draft version of the transaction. The field validations are not performed while saving the draft.  
OR  
Click the **Initiate** button. The system displays the **Export Bill Collections-Verify** screen.

## Export Bill Under LC Verify

Export Bill Under LC Verify

31-03-2011 13:00:00 GMT +0530

Parties Bill Details Documents Settlement Details Instructions

LC Number: QT2ELCR102830001  
Customer Id: QT2001776(Eric Derzie and Assoc)  
Branch\*: QT1-QT1-LONDON  
Date of Application: 31-03-2011  
Customer Ref. No.:  
Product: Documents Against Payment (D/P)-Si..

Applicant  
Name: Oxy Trading Inc Changed  
Address1: 396  
Address2: Broadway Rm 201  
Address3: New York  
Country: US

Beneficiary  
Name: Eric Derzie and Assoc  
Address1: SWISCH78  
Address2: 5th Ave  
Address3: New York  
Country: US

Issuing Bank  
SWIFT: \*; SWISCH78  
Name: \*, Swiss Bank  
Address1: \*, SWISCH78  
Address2: Switzerland  
Address3:  
Country: CH

Change Cancel Confirm

12. Click the **Confirm** button. The system displays the **Direct Collection-Confirm** screen with the status message.  
OR  
Click the **Change** button to change the **Direct Collection** details.

## Export Bill Under LC Confirm

 Transaction submitted for Export Bill Under LC having reference 163046043369474 has been Initiated

31-03-2011 13:00:00 GMT +0530

| Parties   | Bill Details   | Documents   | Settlement Details   | Instructions                      |
|---|--|---|--|-----------------------------------|
| LC Number: QT2ELCR102830001<br>Customer Id: QT2001776(Eric Derzie and Assoc)<br>Branch*: QT1-QT1-LONDON<br>Date of Application: 31-03-2011<br>Customer Ref. No.:<br>Product: Documents Against Payment (D/P)-Si.. | <b>Applicant</b><br>Name: Oxy Trading Inc Changed<br>Address1: 396<br>Address2: Broadway Rm 201<br>Address3: New York<br>Country: US | <b>Beneficiary</b><br>Name: Eric Derzie and Assoc<br>Address1: SWISCH78<br>Address2: 5th Ave<br>Address3: New York<br>Country: US | <b>Issuing Bank</b><br>SWIFT: *; SWISCH78<br>Name: *; Swiss Bank<br>Address1: *; SWISCH78<br>Address2: Switzerland<br>Address3:<br>Country: CH | <input type="button" value="OK"/> |

13. Click the **OK** button. The system displays the initial **Export Bills under LC** screen.

## 13. Line Limit Details

The bank needs to maintain limits for each customer or a group of customers. The overall limit for all the customer groups is divided into limits and sub limits based on the risk factors like customer ID, facility, credit type, collateral, branch code and product code. Limits extended by the bank across various lines can be known using this option.

### To view line limit details

1. Click **Trade Finance > Line Limit Details**. The system displays the **Line Limit Details** screen.

### Line Limit Details

### Field Description

| Field Name         | Description   |
|--------------------|---|
| <b>Customer ID</b> | [Mandatory, Drop-Down]<br>Select the customer ID from the drop-down list. |

2. Select the **Customer ID** from the drop-down list.
3. Click the **View Details** button. The system displays the **Line Limit Details** screen.

## Line Limit Details

Line Limit Details

Customer Name : OATS\_AUTO\_KYC\_R  
 Currency : GBP  
 Overall Limit : 9,999,999.00

| Main Line | Line Id | Currency Starts with | Expiry Date | Limit Amount | Utilized Amount   | Outstanding Amount | Revolving Values |
|-----------|---------|----------------------|-------------|--------------|-------------------|--------------------|------------------|
| BLOACK    | GBP     | 30-Jun-2014          |             | 50,000.00    | 0.00              | 48,000.00          | N                |
| UNDEFINED | USD     |                      |             | 0.00         | <u>998,516.55</u> | 0.00               |                  |
| UNDEFINED | USD     |                      |             | 0.00         | <u>998,114.62</u> | 0.00               |                  |
| UNDEFINED | GBP     |                      |             | 0.00         | <u>1,000.00</u>   | 0.00               |                  |
| UNDEFINED | USD     |                      |             | 0.00         | <u>120,955.93</u> | 0.00               |                  |
| UNDEFINED | GBP     |                      |             | 0.00         | <u>50,000.00</u>  | 0.00               |                  |
| UNDEFINED | GBP     |                      |             | 0.00         | <u>50,000.00</u>  | 0.00               |                  |
| UNDEFINED | GBP     |                      |             | 0.00         | <u>50,000.00</u>  | 0.00               |                  |
| UNDEFINED | GBP     |                      |             | 0.00         | <u>100,000.00</u> | 0.00               |                  |
| UNDEFINED | GBP     |                      |             | 0.00         | <u>10,000.00</u>  | 0.00               |                  |
| UNDEFINED | GBP     |                      |             | 0.00         | <u>100,000.00</u> | 0.00               |                  |
| UNDEFINED | GBP     |                      |             | 0.00         | <u>100,000.00</u> | 0.00               |                  |
| UNDEFINED | GBP     |                      |             | 0.00         | <u>900.00</u>     | 0.00               |                  |
| UNDEFINED | GBP     |                      |             | 0.00         | <u>1,000.00</u>   | 0.00               |                  |
| UNDEFINED | GBP     |                      |             | 0.00         | <u>900.00</u>     | 0.00               |                  |
| UNDEFINED | GBP     |                      |             | 0.00         | <u>1,000.00</u>   | 0.00               |                  |
| UNDEFINED | GBP     |                      |             | 0.00         | <u>100,000.00</u> | 0.00               |                  |
| UNDEFINED | GBP     |                      |             | 0.00         | <u>8,435.37</u>   | 0.00               |                  |
| UNDEFINED | GBP     |                      |             | 0.00         | <u>-41,666.65</u> | 0.00               |                  |
| UNDEFINED | GBP     |                      |             | 0.00         | <u>-41,666.65</u> | 0.00               |                  |
| UNDEFINED | GBP     |                      |             | 0.00         | <u>-42,706.61</u> | 0.00               |                  |
| UNDEFINED | GBP     |                      |             | 0.00         | <u>-43,167.85</u> | 0.00               |                  |
| UNDEFINED | GBP     |                      |             | 0.00         | <u>-43,167.85</u> | 0.00               |                  |
| UNDEFINED | GBP     |                      |             | 0.00         | <u>-42,997.00</u> | 0.00               |                  |

### Field Description

| Field Name           | Description   |
|----------------------|---|
| <b>Customer Name</b> | [Display]<br>This field displays the customer name.     |
| <b>Currency</b>      | [Display]<br>This field displays the currency.          |
| <b>Overall Limit</b> | [Display]<br>This field displays the overall limit.     |
| Column Name          | Description   |
| <b>Main Line</b>     | [Display]<br>This column displays the main credit line. |

| Field Name                | Description   |
|---------------------------|---|
| <b>Line Id</b>            | [Display]<br>This column displays the line identifier.  |
| <b>Currency</b>           | [Display]<br>This column displays the currency in which the limit is defined.   |
| <b>Starts With</b>        | [Display]<br>This column displays the effective start date of the credit line.  |
| <b>Expiry Date</b>        | [Display]<br>This column displays the expiry date of the credit line. After this particular date the customer cannot avail the credit facility. |
| <b>Limit Amount</b>       | [Display]<br>This column displays the limit amount available for a particular credit line.  |
| <b>Utilized Amount</b>    | [Display]<br>This column displays the utilized credit limit amount.   |
| <b>Outstanding Amount</b> | [Display]<br>This column displays the outstanding credit limit amount.  |
| <b>Revolving Values</b>   | [Display]<br>This column displays incase if the credit is of revolving values.  |

4. Click the link below the **Utilized Amount** column. The system displays the **Line Limit Details** screen.

### Line Limit Details

The screenshot shows a software interface titled "Line Limit Details". At the top, it displays the date "04-06-2014 11:41:05 GMT +0530" and various icons. Below this, it shows "Details for Liability : 20429" and "Line Id : 10411227". To the right, it shows "Customer Name : AFRA RETAIL NEW" and "Line Ccy : GBP". A table below lists utilization details:

| Reference No  | Customer Id | Code    | Maturity Date | Currency | Amount Utilized | Amount Utilized in Line Ccy |
|---------------|-------------|---------|---------------|----------|-----------------|-----------------------------|
| 1040411227128 | 10411227    | BALANCE |               | GBP      | 1,500.00        | 1,500.00                    |

A "Back" button is located at the bottom right of the screen.

**Column Description**

| <b>Column Name</b>                 | <b>Description</b>  |
|------------------------------------|---|
| <b>Details for Liability</b>       | [Display]<br>This field displays the details of the liability.                        |
| <b>Customer Name</b>               | [Display]<br>This field displays the name of the customer                             |
| <b>Line Id</b>                     | [Display]<br>This field displays the line id for limits                               |
| <b>Line Ccy</b>                    | [Display]<br>This field displays the line currency for limits                         |
| <b>Reference</b>                   | [Display]<br>This column displays the reference under which the limit was sanctioned. |
| <b>Customer Id</b>                 | [Display]<br>This column displays the customer id.                                    |
| <b>Code</b>                        | [Display]<br>This column displays the limit code.                                     |
| <b>Maturity Date</b>               | [Display]<br>This column displays the maturity date of the limit.                     |
| <b>Currency</b>                    | [Display]<br>This column displays the currency under which the limit is defined.      |
| <b>Amount Utilized</b>             | [Display]<br>This column displays the limit amount utilized.                          |
| <b>Amount Utilized in Line Ccy</b> | [Display]<br>This column displays the utilized credit limit amount in line currency.  |

5. Click the **Back** button to navigate to the previous screen.

## 14. Initiate Outward Guarantee

The **Initiate Outward Guarantee** option enables the user to apply for a Bank Guarantee (BG). For the BG application, the user should input data in the four tabs available in this option viz. **Parties**, **Commitment Details**, **Bank Instructions** and **Guarantee**. The Outward Guarantee application goes through the "Maker-Checker" cycle and once it is authorized, the details are sent to the host system.

### To initiate a new BG application

- Click **Trade Finance > Bank Guarantee > Initiate BG**. The system displays the **Initiate Outward Guarantee** screen. By default, the **Parties** tab is displayed.

#### Initiate Outward Guarantee - Parties tab

The screenshot shows the 'Initiate Outward Guarantee' application interface. The 'Parties' tab is active. The 'General' section contains fields for Date of Application (11-03-2014), Branch (Bank Futura), Product (Guarantee Issuance-Advance Non Periodic Rate(days) -sla), and Type of Guarantee (Financial). The 'Beneficiary' section includes fields for Name (ABC Inc), Address (Wallstreet), NY, and Country (UNITED STATES). The 'Applicant' section contains fields for Name (00010994 OATS\_AUTO\_KYC\_R), Address (BD1, BD3 7BH, Thornbury Bradford), and Country (GB). The 'Bankers' section includes fields for Bank Name (BOFA), Contact Details (5th Avenue), NY, and Country (UNITED STATES). At the bottom are buttons for Save as Draft, Save as Template, Previous, Next, and Initiate.

#### Field Description

| Field Name          | Description   |
|---------------------|---|
| <b>General</b>      |   |
| Date of Application | [Display]   |
| Branch              | This field displays the current date as the date of BG application. |
| Product             | [Display]   |
| Type of Guarantee   | This field displays the branch name.                                |

| Field Name               | Description   |
|--------------------------|---|
| <b>Product</b>           | [Mandatory, Drop-Down]<br>Select the BG product under which the BG application is created from the drop-down list.  |
| <b>Type of Guarantee</b> | [Mandatory, Drop-Down]<br>Select the type of bank guarantee from the drop-down list.<br>The options are: <ul style="list-style-type: none"><li>• Financial</li><li>• Performance</li></ul>  |
| <b>Beneficiary</b>       |   |
| <b>Name</b>              | [Mandatory, Alphanumeric, 35]<br>Type the name of the beneficiary of the Bank Guarantee.  |
| <b>Address</b>           | [Mandatory, Alphanumeric, 35]<br>Type the address of the beneficiary.   |
| <b>Country</b>           | [Mandatory, Drop-Down]<br>Select the country of the beneficiary from the drop-down list.  |
| <b>Applicant</b>         |   |
| <b>Name</b>              | [Mandatory, Drop-Down]<br>Select the name of the applicant of the Bank Guarantee from the drop-down list. The drop-down list displays all the applicants (companies) associated with the active user's profile. If the user is a member of a single company, this field will display the user's company name. |
| <b>Address</b>           | [Display]<br>This field displays the address of the selected applicant.   |
| <b>Country</b>           | [Display]<br>This field displays the country of the applicant.  |
| <b>Bankers</b>           |   |
| <b>Bank Name</b>         | [Mandatory, Alphanumeric, 35]<br>Type the bankers of the selected beneficiary.  |
| <b>Contact Details</b>   | [Mandatory, Alphanumeric, 35]<br>Type the details of the contact person representing the beneficiary in the BG guarantee.   |

| Field Name                  | Description   |
|-----------------------------|---|
| <b>Country</b>              | [Mandatory, Drop-Down]<br>Select the country of the bankers from the drop-down list.  |
| <b>Template Access Type</b> | [Conditional, Drop-Down]<br>Select the type of template access type from the dropdown<br>The options available are <ul style="list-style-type: none"> <li>• Private</li> <li>• Public.</li> </ul> |

2. Click the **Next** button or the **Commitment Details** tab. The system displays the **Commitment Details** tab.
3. Click the **Previous** button. The system displays the **previous screen**.
4. Click the **Save as draft** button to save the contract as a draft for future use
5. Click the **Save as template** button to save the contract as a template for future use
6. Click the **Initiate** button. The system initiates the BG transaction.

#### Initiate Outward Guarantee - Commitment Details tab

The screenshot shows the 'Initiate Outward Guarantee' application interface. The 'Commitment Details' tab is active. The form contains the following data:

|                                  |            |
|----------------------------------|------------|
| Applicant Contract Ref Number:   | US00214    |
| Beneficiary Contract Ref Number: | US00213    |
| Guarantee Amount:                | USD 500000 |
| Effective Date:                  | 04-06-2014 |
| Closure Date:                    | 31-12-2014 |
| Guarantee Expiry Date:           | 31-03-2015 |
| Place of Expiry:                 | US         |

At the bottom are buttons for Save as Draft, Save as Template, Previous, Next, and Initiate.

#### Field Description

| Field Name                             | Description  |
|--|--|
| <b>Commitment Details</b>              |  |
| <b>Applicant Contract Ref Number</b>   | [Mandatory, Alphanumeric, 20]<br>Type the applicant's reference number for the contract.   |
| <b>Beneficiary Contract Ref Number</b> | [Mandatory, Alphanumeric, 20]<br>Type the beneficiary's reference number for the contract. |

| Field Name                   | Description   |
|------------------------------|---|
| <b>Guarantee Amount</b>      | [Mandatory, Drop-Down]<br>Select the currency for the guarantee from the drop-down list.                                      |
| <b>Guarantee Amount</b>      | [Mandatory, Numeric, 15]<br>Type the guarantee amount. This field is adjacent to the <b>Guarantee Amount</b> drop-down list.  |
| <b>Effective Date</b>        | [Mandatory, Date Picker]<br>Select the effective date of the guarantee from the date picker.                                  |
| <b>Closure Date</b>          | [Mandatory, Date Picker]<br>Select the date before which the beneficiary can claim the guarantee amount from the date picker. |
| <b>Guarantee Expiry Date</b> | [Mandatory, Date Picker]<br>Select the expiry date of the guarantee from the date picker.                                     |
| <b>Place of Expiry</b>       | [Mandatory, Alphanumeric, 50]<br>Type the place at which the bank guarantee expires.  |

**Click the Next button or the Bank Instructions tab. The system displays the Bank Instructions tab.**

**OR**

**Click the Previous button to navigate to the previous tab on the screen.**

#### Initiate Outward Guarantee - Bank Instructions tab

#### Field Description

| Field Name   | Description |
|--|-------------|
| <b>Bank Instructions</b>   |             |
| This tab captures the bank instruction details of the Outward Guarantee application. |             |

| Field Name  | Description   |
|---|---|
| <b>Charges Account</b>  | [Mandatory, Drop-Down]<br>Select the account to which the charges for the Bank Guarantee will be debited from the drop-down list.         |
| <b>Instructions to the Bank (Not forming part of Guarantee)</b> | [Mandatory, Alphanumeric, 1000]<br>Type additional instructions, these do not form a part of the guarantee but act as supporting clauses. |

**Click the Next button or the Guarantee tab. The system displays the Guarantee tab.  
OR  
Click the Previous button to navigate to the previous tab on the screen.**

#### Initiate Outward Guarantee - Guarantee tab

#### Field Description

| Field Name       | Description   |
|------------------|---|
| <b>Guarantee</b> | This tab captures the additional guarantee details. The list on this tab is populated on the selection of a product from the <b>Product</b> drop-down list on the <b>Parties</b> tab. |

| Field Name                        | Description  |
|-----------------------------------|--|
| <b>Additional Conditions List</b> | <p>[Display]<br/>This list displays the additional conditions maintained in the FLEXCUBE DIRECT BANKING for guarantees.</p>  |
|                                   | <p>Select the conditions from the list and click  to move the selected conditions to the <b>Selected</b> list.</p>  |
| <b>Selected</b>                   | <p>[Mandatory, List Box]<br/>This list displays the conditions selected by the user from the <b>Additional Conditions List</b>. The selected conditions will be attached to the bank guarantee.</p>  |
|                                   | <p>Select the conditions from the list and click  to move back the selected conditions to the <b>Additional Conditions List</b>.</p>  |
|                                   | <p>At least one condition must be selected.</p>  |
| <b>Description</b>                | <p>[Mandatory, Alphanumeric, 1000]<br/>This field, by default, displays the description for the selected condition.<br/>The user has the option to modify the text and save it as part of the Outward Guarantee application.<br/>To modify the condition description, click the <b>Edit Description</b> button. To save or cancel the modification, click the <b>Done</b> or <b>Cancel</b> button.</p> |

7. Click the **Edit Description** button to edit the description.  
OR  
Click the **Done** button after editing the description for submission  
OR  
Click the **Cancel** button to cancel the description editing.
8. Click the Initiate button to initiate the Outward guarantee application. The system displays the Initiate Outward Guarantee Verify screen.  
OR  
Click the Previous or Next button to navigate to the previous or next tab on the screen, respectively.

**Initiate Outward Guarantee Verify**

The screenshot shows the 'Initiate Outward Guarantee-Verify' window. At the top, there are tabs: 'Parties' (selected), 'Commitment Details', 'Bank Instructions', and 'Guarantee'. The main area is divided into sections: 'General' and 'Beneficiary' on the left, and 'Applicant' and 'Bankers' on the right. Under 'General', the date is 11-03-2014, branch is CORE\_COMB\_STMT, product is Export LC - advising ATB, and type of guarantee is Financial. Under 'Beneficiary', the name is Sarita and address is Nariman Point. Under 'Applicant', the name is AFRA CORP NEW and address is LONDON. Under 'Bankers', the bank name is BOFA and contact details are NY. There are also sections for 'Country: INDIA' and 'Country: UNITED STATES'. At the bottom right are 'Back' and 'Confirm' buttons.

9. Click the **Confirm** button. The system displays the **Initiate Outward guarantee Confirm** screen with the status message.  
OR  
Click the **Back** button to change the Outward guarantee application details.

**Initiate Outward Guarantee Confirm**

The screenshot shows the 'Initiate Outward Guarantee-Confirm' window. At the top, there are tabs: 'Parties' (selected), 'Commitment Details', 'Bank Instructions', and 'Guarantee'. A message box at the top states: 'Transaction submitted for Initiate BG having reference 173674551105293 has been set to status Auto Authorized.' Below this, another message says: 'Transaction with reference number 173674551105293 is in Accepted state.' The main area is divided into sections: 'General' and 'Beneficiary' on the left, and 'Applicant' and 'Bankers' on the right. Under 'General', the date is 11-03-2014, branch is CORE\_COMB\_STMT, product is Export LC - advising ATB, and type of guarantee is Financial. Under 'Beneficiary', the name is Sarita and address is Nariman Point. Under 'Applicant', the name is AFRA CORP NEW and address is LONDON. Under 'Bankers', the bank name is BOFA and contact details are NY. There are also sections for 'Country: INDIA' and 'Country: UNITED STATES'. At the bottom right are 'OK' and 'E-Receipt' buttons. A host reference number 104GUIR140700001 is also displayed.

10. Click the **OK** button. The system displays the initial **Initiate Outward Guarantee** screen.

## 15. Outward Guarantee Amendment

Outward Guarantee Amendment Initiation is a function which allows you to amend details related to an existing Outward Bank Guarantee.

### To initiate a Outward Guarantee Amendment

- Click **Trade Finance > Bank Guarantee > Outward Guarantee Amendment**. The system displays the Outward Guarantee Amendment Search screen.

#### Outward Bank Guarantee Search

The screenshot shows a search interface for Outward Guarantee Amendment. At the top right, it displays the date and time: 31-03-2011 13:00:00 GMT +0530. The main area contains several input fields and dropdown menus. The 'Customer ID' field is populated with 'QT2001776(Eric Derzie and Assoc)'. Other fields include 'Outward Guarantee Number', 'Applicant Name', 'Outward Guarantee Currency' (with a 'Select' option), 'Outward Guarantee Amount From', 'Issue Date From', 'Expiry Date From', 'Customer Ref. No.', 'Beneficiary Name', 'Outward Guarantee Amount To', 'Issue Date To', and 'Expiry Date To'. At the bottom left, there is a note: '\* Indicates mandatory fields. \*\* Indicates mandatory if particular option is enabled.' Below the note are 'Clear' and 'Search' buttons.

#### Field Description

| Field Name                           | Description   |
|--------------------------------------|---|
| <b>Customer ID</b>                   | [Mandatory, Drop-Down]<br>Select the appropriate customer id from the drop-down list. |
| <b>Outward Guarantee Number</b>      | [Optional, Alphanumeric,16]<br>Type the Outward Guarantee Number to search.           |
| <b>Customer Ref. No. Number</b>      | [Optional, Alphanumeric,20]<br>Type the customer reference number to search.          |
| <b>Applicant Name</b>                | [Optional, Alphanumeric,40]<br>Type the Applicant Name to search                      |
| <b>Beneficiary Name</b>              | [Optional, Alphanumeric,40]<br>Type the Beneficiary Name to search                    |
| <b>Outward Guarantee Currency</b>    | [Optional, Drop-Down]<br>Select the Guarantee Currency from the drop-down list.       |
| <b>Outward Guarantee Amount From</b> | [Optional, Numeric, 15]<br>Type the Guarantee Amount Range to Search.                 |

| Field Name                                 | Description  |
|--|--|
| <b>Outward<br/>Guarantee<br/>Amount To</b> | [Optional, Numeric, 15]<br>Type the Guarantee Amount Range to Search.                          |
| <b>Issue Date From</b>                     | [Optional, Date Picker]<br>Select the Guarantee Issue start date from the pick List to Search. |
| <b>Issue Date To</b>                       | [Optional, Date Picker]<br>Select the Guarantee Issue end Date from the pick List to Search... |
| <b>Expiry Date From</b>                    | [Optional, Date Picker]<br>Select the Guarantee Expiry from Date from the pick List to Search. |
| <b>Expiry Date To</b>                      | [Optional, Date Picker]<br>Select the Guarantee Expiry to Date from the pick List to Search.   |

2. Click the **Search** Button the system displays the Search results.

## Bank Guarantee Search Results

**View Outward Guarantee**

04-06-2014 15:11:47 GMT +0530

|                                 |   |                                 |   |
|---------------------------------|---|---------------------------------|---|
| Customer Id* :                  | 10411228 (AFRA CORP NEW)                | Outward Guarantee Number :      |   |
| Applicant Contract Ref Number : |   | Beneficiary Name :              |   |
| Outward Guarantee Status :      | Select                                  | Expiry Status:                  | Select                                  |
| Outward Guarantee Currency :    | Select                                  | Outward Guarantee Amount From : | Outward Guarantee Amount To :           |
| Issue Date From :               | <input type="button" value="Calendar"/> | Issue Date To :                 | <input type="button" value="Calendar"/> |
| Expiry Date From :              | <input type="button" value="Calendar"/> | Expiry Date To :                | <input type="button" value="Calendar"/> |

**Clear** **Search**

Word Wrap | Customize Columns | Download | Print

|                          |            |                |                            |                          |     |
|--------------------------|------------|----------------|----------------------------|--------------------------|-----|
| Outward Guarantee Number | Issue Date | Applicant Name | Outward Guarantee Currency | Outward Guarantee Amount | Out |
| 104GUI5140690002         | 10-03-2014 | AFRA CORP NEW  | GBP                        | GBP 10,000.00            |     |

Records 1 to 1 of 1

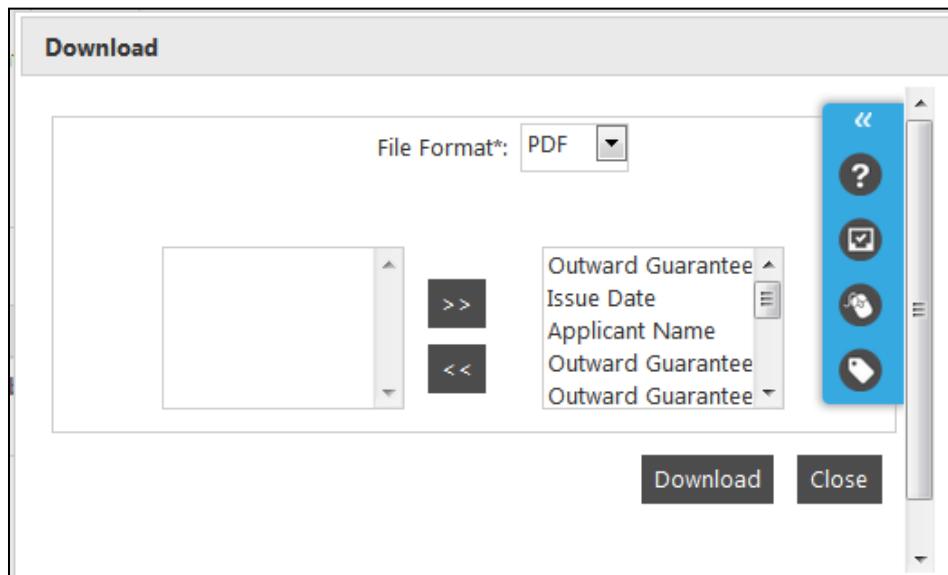
### Field Description

| Field Name                        | Description  |
|-----------------------------------|--|
| <b>Outward Guarantee Number</b>   | [Display]<br>This column displays the outward guarantee number.            |
| <b>Issue Date</b>                 | [Display]<br>This column displays the issue date of the outward guarantee. |
| <b>Applicant Name</b>             | [Display]<br>This column displays the name of the applicant.               |
| <b>Outward Guarantee Currency</b> | [Display]<br>This column displays the currency of the outward guarantee.   |

| Field Name                                     | Description  |
|--|--|
| <b>Outward<br/>Guarantee<br/>Amount</b>        | [Display]<br>This column displays the amount of the outward guarantee.         |
| <b>Outstanding<br/>Guarantee<br/>Amount</b>    | [Display]<br>This column displays the outstanding guarantee amount.            |
| <b>Date of Expiry</b>                          | [Display]<br>This column displays the date of expiry of the outward guarantee. |
| <b>Outward<br/>Guarantee Expiry<br/>Status</b> | [Display]<br>This column displays the expiry status of the outward guarantee.  |

3. To download the complete statement, click the **Download** link. The system displays the **Outward Guarantee amendment** dialog screen.
4. Click the **Customize Columns** to reorder the columns or select the columns that appear in the list.
5. Click **Print** link to print the data.

#### Download Outward Guarantee Amendment



**Field Description**

| <b>Field Name</b>    | <b>Description</b>   |
|----------------------|--|
| <b>Download Type</b> | [Mandatory, Drop-Down]<br>Select the appropriate report type from the drop-down list. The available choices are: <ul style="list-style-type: none"><li>• Page Layout</li></ul>   |
| <b>File Format</b>   | [Conditional, Drop-Down]<br>Select the appropriate type of file format from the drop-down list. The options available are <ul style="list-style-type: none"><li>• PDF</li><li>• XLS</li><li>• HTML</li><li>• RTF</li></ul> |

6. Select the fields that are to be included from the **Excluded** box and click the >> button. The **Included** box appears on the right-side of the dialog box. All the fields are, by default, selected and included.
7. Select the fields that are to be excluded from the **Included** box and click the << button. The **Excluded** box appears on the left-side of the dialog box.
8. Select the appropriate report type, format, and fields from the **Download Outward Guarantee** and click the **Download** button.  
The system downloads the records displayed in the search results in the selected format.
9. Click the **Outward Guarantee Number** Link on the Guarantee Amendment screen, the system displays the **Outward Guarantee** details.

## Outward Guarantee Amendment – Parties Tab

**General**

|                           |                          |
|---------------------------|--------------------------|
| Outward Guarantee Number: | 104GUIS140690002         |
| Customer Id:              | AFRA CORP NEW            |
| Date of Application*:     | 10-03-2014               |
| User Reference:           | 104GUIS140690002         |
| Branch:                   | CORE_COMB_STMT           |
| Product*:                 | Export LC - advising ATB |

**Beneficiary**

|           |                 |
|-----------|-----------------|
| Name*:    | AFRA RETAIL NEW |
| Address*: | LONDON          |
| Country:  | GREAT BRITAIN   |

**Applicant**

|           |                |
|-----------|----------------|
| Name:     | AFRA CORP NEW  |
| Address*: | LONDON         |
| Country*: | United Kingdom |

**Advice through Bank**

|          |           |
|----------|-----------|
| Name:    | Afra Bank |
| Address: | London    |
| City:    |           |

This collection and any further relevant advice are subject to Uniform Rules for Collection (1995 Revision) ICC Publication Number 522

**Condition**

**Back** **View Limits** **Initiate**

\* Indicates mandatory fields.  
\*\* Indicates mandatory if particular option is enabled.

### Field Description

| Field Name                      | Description  |
|---------------------------------|--|
| <b>Outward Guarantee Number</b> | [Display]<br>This field displays the host reference number received from the host when the underlying Outward Guarantee was initiated. |
| <b>Customer Id</b>              | [Display]<br>This field displays the Customer Id and Customer Name for the selected Outward Guarantee                                  |
| <b>Date of Application</b>      | [Display]<br>This field displays the Date of Outward Guarantee Amendment application   |
| <b>User Reference</b>           | [Display]<br>This field displays Reference number of the selected Outward Guarantee  |
| <b>Branch</b>                   | [Display]<br>This field displays the branch where the customer Id is created.  |

| <b>Field Name</b>          | <b>Description</b>  |
|----------------------------|---|
| <b>Product</b>             | [Display]<br>This field displays the types of Outward Guarantee Products available with the host with the Product of the selected Outward Guarantee Contract. |
| <b>Applicant</b>           |   |
| <b>Name</b>                | [Display]<br>This field displays the applicant Name   |
| <b>Address 1</b>           | [Display]<br>This field displays the applicant Address details  |
| <b>Address 2</b>           | [Display]<br>This field displays the applicant Address details  |
| <b>Address 3</b>           | [Display]<br>This field displays the applicant Address details  |
| <b>Country</b>             | [Display]<br>This field displays the applicant country  |
| <b>Beneficiary</b>         |   |
| <b>Name</b>                | [Display]<br>This field displays the existing Beneficiary Name.   |
| <b>Address 1</b>           | [Display]<br>This field displays the existing beneficiary address details   |
| <b>Address 2</b>           | [Display]<br>This field displays the existing beneficiary address details.  |
| <b>Address 3</b>           | [Display]<br>This field displays the existing beneficiary address details.  |
| <b>Country</b>             | [Display]<br>This field displays the existing beneficiary country details.  |
| <b>Advice through Bank</b> |   |
| <b>Name</b>                | [Optional]<br>This field displays selected bank name.   |
| <b>Address 1</b>           | [Display]<br>This field displays selected bank address details.   |
| <b>Address 2</b>           | [Display]<br>This field displays selected bank address details.   |

| Field Name       | Description   |
|------------------|---|
| <b>Address 3</b> | [Display]<br>This field displays selected bank address details. |
| <b>City</b>      | [Display]<br>This field displays selected bank's city.          |

10. Click the **Commitment details** tab on the Guarantee Amendment screen, the system displays the **Outward Guarantee Amendment - commitment details** screen.

### Outward Guarantee Amendment – Commitment Details Tab

Outward Guarantee Amendment - Initiation

04-06-2014 15:31:31 GMT +0530

Parties Commitment Details Guarantee

Applicant Contract Ref  
Number:

Beneficiary Contract Ref  
Number:

Guarantee Amount\*: Pound Sterling  10000

Closure Date\*: 08-07-2014

Guarantee Expiry Date\*: 08-06-2014

This collection and any further relevant advice are subject to Uniform Rules for Collection (1995 Revision) ICC Publication Number 522

Condition

Back View Limits Initiate

\* Indicates mandatory fields.  
\*\* Indicates mandatory if particular option is enabled.

### Field Description

| Field Name                             | Description   |
|--|---|
| <b>Applicant Contract Ref Number</b>   | [Optional, Alphanumeric, 20]<br>This field displays the Applicant Contract reference number of the selected Outward Guarantee. Type the new reference number if required.                           |
| <b>Beneficiary Contract Ref Number</b> | [Optional, Alphanumeric, 20]<br>This field displays the beneficiary's reference number of the selected contract. Type the new reference number if required.   |
| <b>Guarantee Amount</b>                | [Mandatory, Drop Down, Numeric, 13.2]<br>This field displays contract currency and amount of the selected Outward Guarantee. Select the new Currency and type the new guarantee amount if required. |

| Field Name                                  | Description   |
|---|---|
| <b>Closure Date</b>                         | [Display, Date Picker]<br>This field displays the date before which the beneficiary can claim the amount for the selected Outward Guarantee. Select the new date if required. |
| <b>Guarantee Expiry Date</b>                | [Mandatory, Date Picker]<br>This field displays the date of expiry of the selected Outward Guarantee. Select the new date of expiry, if required.                             |
| <b>Is Beneficiary confirmation required</b> | [Optional, Checkbox]<br>Select this checkbox to undo the beneficiary check required.  |
| <b>Condition</b>                            | [Mandatory, Checkbox]<br>Select this checkbox to accept the conditions stated by the bank for guarantee amendment.  |

### Outward Guarantee Amendment – Guarantee Tab

Outward Guarantee Amendment - Initiation

04-06-2014 15:31:31 GMT +0530

Parties   Commitment Details   **Guarantee**

Guarantee

- UPLD\_COND\_2
- UPLD\_COND\_4
- ADDCONDISS
- SNDRRCVRINFO

>>   <<

Selected

- UPLD\_COND\_1
- UPLD\_COND\_3
- ADDCONDAMEND
- TEST1

PARTSHIPMENT EFFECTED DECLARATION THAT VESSEL IS RUNNING IN REGULAR LINE SERVICE NOT PRESENTED

Clause Description\*:

This collection and any further relevant advice are subject to Uniform Rules for Collection (1995 Revision) ICC Publication Number 522

Condition

Edit Description   Done   Cancel

\* Indicates mandatory fields.  
\*\* Indicates mandatory if particular option is enabled.

### Field Description

| Field Name            | Description   |
|-----------------------|---|
| <b>Guarantee List</b> | [Display, Date Picker]<br>This field displays the list of all the existing clauses available with the host. |

| Field Name                | Description  |
|---------------------------|--|
| <b>Selected</b>           | [Display,]<br>This field displays the list of the clauses selected by the user from the 'Clause List'. The selected clauses will be part of the Outward Guarantee Amendment. |
| <b>Clause Description</b> | [Optional, Alphanumeric, 3000]<br>This field displays the description of the selected clause   |
| <b>Condition</b>          | [Mandatory, Checkbox]<br>Select this checkbox to accept the conditions stated by the bank for guarantee amendment.   |

11. Click on the >> to select a guarantee clause.  
OR  
Click on the << to deselect a selected clause.
12. Click the **Edit Description** button to edit the clause description  
OR  
Click the **Done** button to complete the addition of clause description  
OR  
Click the **Cancel** button to cancel the transaction.
13. Click the **Condition** button to view the terms and Conditions.
14. Click on **View limits** button to view the Limits for the transaction  
OR  
Click the **Back** button to go back to the previous screen  
OR  
Click the **Initiate** button to initiate the Guarantee amendment. Application displays the Guarantee amendment verification screen.

## Outward Guarantee Amendment – Verify

**Outward Guarantee Amendment - Verify**

06-06-2014 12:40:06 GMT +0530

**Parties** **Commitment Details** **Guarantee**

**General**

|   |   |
|---|---|
| Outward Guarantee<br>Number: 104GUIS140690002 | Beneficiary<br>Name: AFRA RETAIL NEW<br>Address: LONDON |
| Customer Id: AFRA CORP NEW                    | Country: GREAT BRITAIN                                  |
| Date of Application: 10-03-2014               |   |
| User Reference: 104GUIS140690002              |   |
| Branch: CORE_COMB_STMT                        |   |
| Product: Export LC - advising ATB             |   |

**Applicant**

|  |   |
|--|---|
| Name: AFRA CORP NEW<br>Address: LONDON | Advice through Bank<br>Name: Afra Bank<br>Address: London |
| Country: United Kingdom                | City:   |

**Actions**

**Cancel** **Change** **Confirm**

\* Indicates mandatory fields.  
\*\* Indicates mandatory if particular option is enabled.

15. Click on the **Cancel** to abort the amendment initiation. Application returns back to the search screen  
OR  
Click the **change** button to change any amendment details.  
OR  
Click the **confirm** button to initiate the guarantee amendment.

### Outward Guarantee Amendment Confirm

**Outward Guarantee Amendment - Confirm**

06-06-2014 12:40:06 GMT +0530

**Parties** **Commitment Details** **Guarantee**

**General**

|   |                        |
|---|------------------------|
| Outward Guarantee<br>Number: 104GUIS140690002 | Beneficiary            |
| Customer Id: AFRA CORP NEW                    | Name: AFRA RETAIL NEW  |
| Date of Application: 10-03-2014               | Address: LONDON        |
| User Reference: 104GUIS140690002              | Country: GREAT BRITAIN |
| Branch: CORE_COMB_STMT                        |                        |
| Product: Export LC - advising ATB             |                        |

**Applicant**

|                         |                     |
|-------------------------|---------------------|
| Name: AFRA CORP NEW     | Advice through Bank |
| Address: LONDON         | Name: Afra Bank     |
| Country: United Kingdom | Address: London     |
|                         | City:               |

**OK**

\* Indicates mandatory fields.  
\*\* Indicates mandatory if particular option is enabled.

- Click the **Ok** button to return back to the search screen

## 16. View Outward Guarantee

A bank guarantee is a guarantee from a lending institution ensuring that the liabilities of a debtor will be met. In other words, if the debtor fails to settle a debt, the bank will cover it. A bank guarantee enables you (debtor) to acquire goods, buy equipment, or draw down loans, and thereby expand business activity.

Bank guarantees can be initiated in the system using the Initiate BG option. This option allows you to search for bank guarantees based on a certain search criterion. Based on the search criterion, it allows you to view a list of bank guarantees (also called Outward Guarantee) for the selected customer.

Details of an individual bank guarantee can be viewed and exported in various formats.

### To view the outward bank guarantees

- Click the **Trade Finance > Bank Guarantee > View Outward Guarantee**. The system displays the **View Outward Guarantee - Search** screen.

#### View Outward Guarantee - Search

#### Field Description

| Field Name                              | Description   |
|---|---|
| <b>Customer Id</b>                      | [Mandatory, Drop-Down]<br>Select the appropriate customer ID from the drop-down list. |
| <b>Outward<br/>Guarantee<br/>Number</b> | [Optional, Alphanumeric, 20]<br>Type the unique Bank Guarantee identification number. |

| Field Name                           | Description  |
|--------------------------------------|--|
| <b>Applicant Contract Ref Number</b> | [Optional, Alphanumeric, 20]<br>Type the applicant contract ref number.  |
| <b>Applicant Name</b>                | [Optional, Alphanumeric, 20]<br>Type the name of the applicant. This is the name of the party or individual who has applied for the bank guarantee.  |
| <b>Beneficiary Name</b>              | [Optional, Alphanumeric, 20]<br>Type the name of the beneficiary. This is the name of the party or individual for whom the bank guarantee has been issued.   |
| <b>Outward Guarantee Status</b>      | [Optional, Drop-Down]<br>Select the appropriate Outward guarantee status from the drop-down list.<br><br>The options are: <ul style="list-style-type: none"><li>• Reversed</li><li>• Active</li><li>• Closed</li><li>• Cancelled</li></ul> |
| <b>Expiry Status</b>                 | [Optional, Dropdown]<br>Select the expiry status form the Dropdown list.<br><br>The options available are <ul style="list-style-type: none"><li>• Expired</li><li>• Not Expired</li></ul>  |
| <b>Outward Guarantee Currency</b>    | [Optional, Drop-Down]<br>Select the appropriate currency from the drop-down list.  |
| <b>Outward Guarantee Amount From</b> | [Optional, Numeric, 10]<br>Type the start amount of the range. System will search all Outward guarantees whose amounts fall within this range.   |
| <b>Outward Guarantee Amount To</b>   | [Optional, Numeric, 10]<br>Type the end amount of the range. System will search all Outward guarantees whose amounts fall within this range.   |
| <b>Issue Date From</b>               | [Optional, Date Picker,]<br>Select the start date of the range. System will search all Outward guarantees whose issue date fall within this range.   |
| <b>Issue Date To</b>                 | [Optional, Date Picker,]<br>Select the end date of the range. System will search all Outward guarantees whose issue date fall within this range.   |

| Field Name              | Description   |
|-------------------------|---|
| <b>Expiry Date From</b> | [Optional, Date Picker,]<br>Select the start date of the range. System will search all Outward guarantees whose expiry date fall within this range. |
| <b>Expiry Date To</b>   | [Optional, Date Picker,]<br>Select the end date of the range. System will search all Outward guarantees whose expiry date fall within this range.   |

2. Enter the appropriate parameters in the relevant fields and click the **Search button**. The system displays the **View Outward Guarantee screen**.  
**OR**  
Click the **Clear** button to clear the search criteria entered.

### View Outward Guarantee

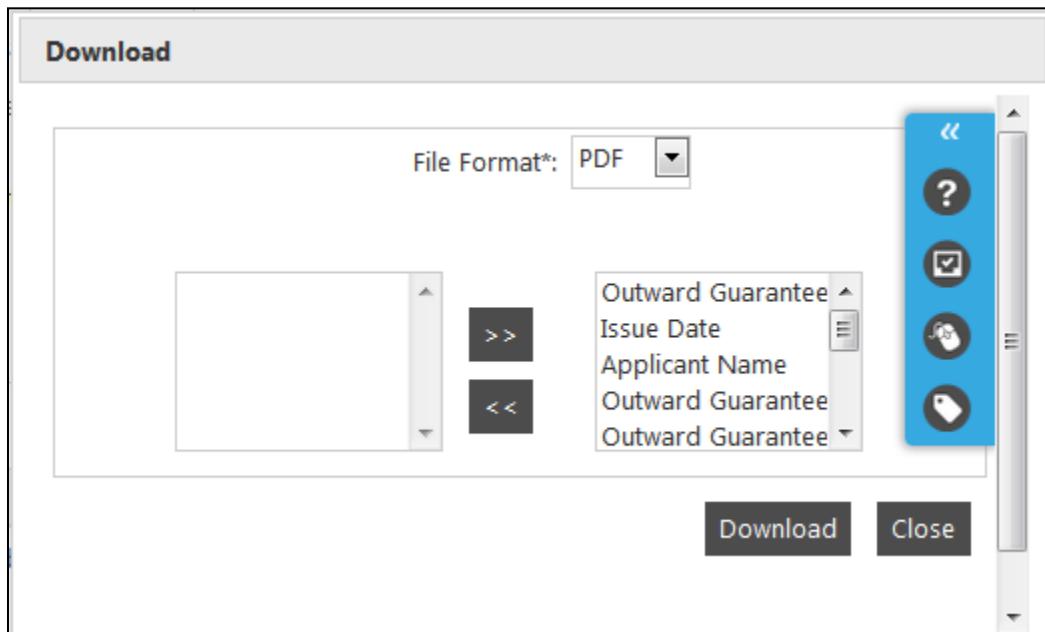
| Outward Guarantee Number | Issue Date | Applicant Name | Outward Guarantee Currency | Outward Guarantee Amount | Outward Guarantee Status |
|--------------------------|------------|----------------|----------------------------|--------------------------|--------------------------|
| 104GUIS14069002          | 10-03-2014 | AFRA CORP NEW  | GBP                        | 10,000.00                | Open                     |

**Column Description**

| <b>Column Name</b>                                      | <b>Description</b>  |
|---|---|
| <b>Outward<br/>Guarantee<br/>Number</b>                 | [Display]<br>This column displays the unique Outward Guarantee identification number.   |
| <b>Issue Date</b>                                       | [Display]<br>This column displays the Outward guarantee issue date.   |
| <b>Applicant Name</b>                                   | [Display]<br>This column displays the name of the party/ individual who has applied for the bank guarantee.   |
| <b>Outward<br/>Guarantee<br/>Currency</b>               | [Display]<br>This column displays the currency in which the Outward Guarantee was created.  |
| <b>Outward<br/>Guarantee<br/>Amount</b>                 | [Display]<br>This column displays the amount of the Outward Guarantee   |
| <b>Outstanding<br/>Outward<br/>Guarantee<br/>Amount</b> | [Display]<br>This column displays the outstanding amount in the Outward guarantee. This column will display an outstanding if part of the bank guarantee has already been used. |
| <b>Date of Expiry</b>                                   | [Display]<br>This column displays the expiry date of the Outward Guarantee.   |
| <b>Outward<br/>Guarantee Status</b>                     | [Display]<br>This column displays the status of the Outward Guarantee.  |
| <b>Date of Expiry</b>                                   | [Display]<br>This column displays the expiry date of the Outward Guarantee.   |

3. Click on the column headings (link) to sort the respective columns in ascending or descending order.
4. Scroll to the next page or previous page using the >> or << buttons respectively. Navigate to the first or last page using the |<< or >>| buttons respectively.
5. Click the **Customize Columns** link to reorder the columns or select the columns that appear in the list.
6. Click **Print** link to print the data.
7. To download the complete statement, click the **Download** link. The system displays the **Download Outward Guarantee** dialog screen.

### Download Outward Guarantee Download



#### Field Description

| Field Name           | Description   |
|----------------------|---|
| <b>Download Type</b> | [Mandatory, Drop-Down]<br>Select the appropriate report type from the drop-down list. The available choices are: <ul style="list-style-type: none"> <li>• Pre-defined</li> <li>• Page Layout</li> </ul>       |
| <b>File Format</b>   | [Conditional, Drop-Down]<br>Select the appropriate type of file format from the drop-down list. This option is enabled if <b>Page Layout</b> option is selected from the <b>Download Type</b> drop-down list. |
| <b>Included</b>      | This box lists all the fields that will be included in the report.  |
| <b>Excluded</b>      | This box lists all the fields that will be excluded from the report.  |

8. Select the fields that are to be included from the **Excluded** box and click the button. The **Included** box appears on the right-side of the dialog box. All the fields are, by default, selected and included.
9. Select the fields that are to be excluded from the **Included** box and click the button. The **Excluded** box appears on the left-side of the dialog box.
10. Select the appropriate report type, format, and fields from the **Download Outward Guarantee** and click the **Download** button.
11. Click the **Save** button to save the file on your file system.

12. Click the **Open** button to open the file
13. Click the **Cancel** button on the **Download Outward Guarantee** dialog box.
14. To view the details of a particular outward guarantee, click on the appropriate link under the **Outward Guarantee Number** column. The system displays the details of the outward bank guarantee. For more information on the fields that can be viewed in outward bank guarantee details, refer to INITIATE OUTWARD GUARANTEE.

### **View Outward Guarantee - Details**

The screenshot shows a web-based application titled 'View Outward Guarantee'. At the top, there are input fields for 'BG Number' (104GUIS140690002), 'Date of Issue' (10-Mar-2014), 'SWIFT Message' (dropdown menu with 'Select' and 'View' button), and 'Advice' (dropdown menu with 'Select' and 'View' button). Below these are four tabs: 'Parties' (selected), 'Commitment Details', 'Bank Instructions', and 'Guarantee'. The 'Parties' tab displays sections for 'General' and 'Beneficiary'. Under 'General', it shows 'Date of Application' (10-Mar-2014), 'Branch' (CORE\_COMB\_STMT), 'Product' (Export LC - advising ATB), and 'Type of Guarantee'. Under 'Beneficiary', it shows 'Name' (AFRA RETAIL NEW) and 'Address' (LONDON). The 'Applicant' section shows 'Name' (AFRA CORP NEW) and 'Address' (LONDON). The 'Advice through Bank' section shows 'Country' (United Kingdom), 'SWIFT' (dropdown menu with 'Select' and 'View' button), 'Name' (Afra Bank), and 'Address' (London). The 'Country' field is also labeled 'Country : United Kingdom'. At the bottom, there are buttons for 'Back', 'Amendments', 'Charges', and 'View Attached Documents'.

### **Field Description**

| <b>Field Name</b>    | <b>Description</b>  |
|----------------------|---|
| <b>BG Number</b>     | [Display]<br>This field displays the Outward Guarantee number.              |
| <b>Date of Issue</b> | [Display]<br>This field displays the date of issue of outward guarantee.    |
| <b>Swift message</b> | [Optional, dropdown]<br>Select the swift message to view from the dropdown. |
| <b>Advice</b>        | [Optional, dropdown]<br>Select the advice to view from the dropdown         |

### **General**

| Field Name                 | Description   |
|----------------------------|---|
| <b>Date of Application</b> | [Display]<br>This field displays the date of application.                 |
| <b>Branch</b>              | [Display]<br>This field displays the Branch.                              |
| <b>Product</b>             | [Display]<br>This field displays the name of the product.                 |
| <b>Type of Guarantee</b>   | [Display]<br>This field displays the type of guarantee of the product.    |
| <b>Beneficiary</b>         |   |
| <b>Name</b>                | [Display]<br>This field displays the name of the Beneficiary.             |
| <b>Address</b>             | [Display]<br>This field displays the address of the Beneficiary.          |
| <b>Country</b>             | [Display]<br>This field displays the country of the Beneficiary.          |
| <b>Applicant</b>           |   |
| <b>Name</b>                | [Display]<br>This field displays the name of the applicant.               |
| <b>Address</b>             | [Display]<br>This field displays the address of the applicant.            |
| <b>Country</b>             | [Display]<br>This field displays the country of the applicant.            |
| <b>Advice through Bank</b> |   |
| <b>SWIFT</b>               | [Display]<br>This field displays the Swift id of the Advice through Bank. |
| <b>Name</b>                | [Display]<br>This field displays the name of the Advice through Bank.     |
| <b>Address</b>             | [Display]<br>This field displays the address of the Advice through Bank.  |

| Field Name | Description |
|------------|-------------|
|------------|-------------|

|                |  |
|----------------|--|
| <b>Country</b> | [Display]<br>This field displays the country of the Advice through Bank. |
|----------------|--|

15. Click the **Commitment Details** tab, the system displays the View Outward guarantee commitment details screen.

### View Outward Guarantee - Commitment

### Field Description

| Field Name | Description |
|------------|-------------|
|------------|-------------|

|  |  |
|--|--|
| <b>Applicant Contract Ref Number</b>   | [Display]<br>This field displays the applicant contract reference number   |
| <b>Beneficiary Contract Ref Number</b> | [Display]<br>This field displays the Beneficiary contract reference number |
| <b>Guarantee Amount</b>                | [Display]<br>This field displays the Guarantee amount                      |
| <b>Effective Date</b>                  | [Display]<br>This field displays the effective date of the guarantee.      |
| <b>Closure Date</b>                    | [Display]<br>This column displays the closure date of the guarantee.       |
| <b>Guarantee Expiry Date</b>           | [Display]<br>This column displays the guarantee expiry date.               |

| Field Name | Description |
|------------|-------------|
|------------|-------------|

|                        |  |
|------------------------|--|
| <b>Place of Expiry</b> | [Display]<br>This column displays the place of expiry. |
|------------------------|--|

16. Click the **Bank Instructions** tab, the system displays the view outward guarantee- Bank instructions screen.

### View Outward Guarantee – Bank Instructions

#### Field Description

| Field Name | Description |
|------------|-------------|
|------------|-------------|

|   |  |
|---|--|
| <b>Instructions to the Bank (Not forming part of Guarantee)</b> | [Display]<br>This field displays the instructions to the bank. |
|---|--|

17. Click on **Guarantee** tab, the system displays the **View Outward Guarantee-guarantee** screen.

### View Outward Guarantee- Guarantee tab

| Field Name       | Description |
|------------------|-------------|
| <b>Guarantee</b> |             |

|                        |  |
|------------------------|--|
| <b>FFT</b>             | [Display]<br>This field displays the guarantee             |
| <b>FFT Description</b> | [Display]<br>This field displays the guarantee description |

18. Click the **Back** button to return to the previous screen.
19. Click the **Amendments** button to view the amendments made to the LC.
20. Click the **Charges** button to view the Charges applicable to the LC.
21. Click the **View Attached documents** to view the attached documents.

### Amendments

| Amendments  |               |             |                 |                              | 31-03-2011 13:00:00 |
|---|---------------|-------------|-----------------|------------------------------|---------------------|
| Country : FLEXCUBE DIRECT BANKING<br>Primary Customer Id : QT1001802      Primary Customer Name : State Bank Of India |               |             |                 |                              |                     |
| Issued Amendments (9) :   |               |             |                 |                              |                     |
| BG Ref. No  | Amendment No. | Issue Date  | New Expiry Date | New Outward Guarantee Amount |                     |
| QT2GUIR102830005  | 1             | 04-Oct-2010 | 30-Nov-2011     | GBP 125,000.00               |                     |
| QT2GUIR102830005  | 2             | 04-Oct-2010 | 30-Nov-2011     | GBP 125,000.00               |                     |
| QT2GUIR102830005  | 3             | 04-Oct-2010 | 30-Nov-2011     | GBP 125,000.00               |                     |
| QT2GUIR102830005  | 4             | 04-Oct-2010 | 30-Nov-2011     | GBP 125,000.00               |                     |
| QT2GUIR102830005  | 5             | 04-Oct-2010 | 30-Nov-2011     | GBP 125,000.00               |                     |
| QT2GUIR102830005  | 6             | 04-Oct-2010 | 30-Nov-2011     | GBP 125,000.00               |                     |
| QT2GUIR102830005  | 7             | 04-Oct-2010 | 30-Nov-2011     | GBP 125,000.00               |                     |
| QT2GUIR102830005  | 8             | 04-Oct-2010 | 30-Nov-2011     | GBP 125,000.00               |                     |
| QT2GUIR102830005  | 9             | 04-Oct-2010 | 30-Nov-2011     | GBP 125,000.00               |                     |
|   |               |             |                 |                              | Back                |

### Field Description

| Field Name                   | Description   |
|------------------------------|---|
| <b>Country</b>               | [Display]<br>This field displays the Entity.                          |
| <b>Primary customer Id</b>   | [Display]<br>This field displays the primary customer id              |
| <b>Primary customer name</b> | [Display]<br>This field displays the name of the primary customer id. |
| <b>BG Ref No.</b>            | [Display]<br>This field displays the BG Reference number              |

| Field Name                              | Description   |
|---|---|
| <b>Amendment No.</b>                    | [Display]<br>This field displays the amendment number of the BG |
| <b>Issue Date</b>                       | [Display]<br>This field displays the issue date of the BG.      |
| <b>New Expiry Date</b>                  | [Display]<br>This field displays the new expiry date of the BG. |
| <b>New Outward<br/>Guarantee amount</b> | [Display]<br>This field displays the new BG amount.             |

22. Click the **Amendment No** link, the system displays the Issued Amendments detail screen.  
 OR  
 Click the **Back** button to return to the previous screen.

### Issued Amendment

| <b>Issued Amendment</b>   |  | 31-03-2011 13:00:00  |
|---|--|----------------------|
| Country : FLEXCUBE DIRECT BANKING<br>Primary Customer Id : QT1001802                          Primary Customer Name : State Bank Of India   |  |                      |
| Sender's Reference : QT2GUIL102830005<br>Amendment No. : 1<br>Date of Issue : 04-Oct-2010<br>Date of Amendment : 15-Feb-2011<br>Guarantee Expiry Date : 30-Nov-2011<br>Place of Expiry : bng<br>Amount : GBP 125,000.00 |  |                      |
|   |  | <a href="#">Back</a> |

### Field Description

| Field Name                       | Description   |
|----------------------------------|---|
| <b>Sender's<br/>Reference</b>    | [Display]<br>This field displays the BG Reference number        |
| <b>Amendment No.</b>             | [Display]<br>This field displays the amendment number of the BG |
| <b>Date of Issue</b>             | [Display]<br>This field displays the issue date of the BG.      |
| <b>Date of<br/>Amendment</b>     | [Display]<br>This field displays the date of amendment of BG.   |
| <b>Guarantee Expiry<br/>Date</b> | [Display]<br>This field displays the expiry date of guarantee.  |

| Field Name             | Description   |
|------------------------|---|
| <b>Place of Expiry</b> | [Display]<br>This field displays the place of expiry of BG. |
| <b>Amount</b>          | [Display]<br>This field displays the amount of BG.          |

23. Click the **Back** button to return to the View outward guarantee detail screen.

### Charges

The screenshot shows a web-based application window titled 'View Charges Information'. At the top right, it displays the date and time: '04-06-2014 15:54:43' and various browser control icons. Below the title, there's a section labeled 'Commission:' containing the following information:

|                                |          |                        |
|--------------------------------|----------|------------------------|
| Gurantee issuance Commission   | 1.00%    |                        |
| LC Courier Charge:             | GBP50.00 | Account: 1040411228018 |
| LC SWIFT Charge for amendment: | GBP50.00 | Account: 1040411228018 |
| Other Bank charges:            | GBP50.00 | Account: 1040411228018 |
| Total(Without VAT):            | 150.00   |                        |

At the bottom right of the window is a 'Back' button.

### Field Description

| Field Name                             | Description  |
|--|--|
| <b>Guarantee issuance Commission</b>   | [Display]<br>This field displays the Commission charges in terms of percentage                 |
| <b>LC courier Charges</b>              | [Display]<br>This field displays the courier charges.  |
| <b>Account</b>                         | [Display]<br>This field displays the account for collection of courier charges                 |
| <b>LC swift charges for amendments</b> | [Display]<br>This field displays the LC swift charges for amendments                           |
| <b>Account</b>                         | [Display]<br>This field displays the account for collection of LC swift charges for amendments |
| <b>Other bank charges</b>              | [Display]<br>This field displays the other bank charges applicable                             |
| <b>Account</b>                         | This field displays the account for other bank charges applicable.                             |

| Field Name | Description |
|------------|-------------|
|------------|-------------|

|                           |   |
|---------------------------|---|
| <b>Total(without VAT)</b> | [Display]<br>This field displays the Total charges overall applicable(sum of LC courier, LC swift and other bank charges) |
|---------------------------|---|

24. Click the **Back** button to return to the previous screen.

### View Attached Documents

**View Attached Documents** 31-03-2011 13:00:00 GMT +0530

|  |                    |
|--|--------------------|
| Customer Id: QT2001776<br>Transaction Type: Guarantees | Product: undefined |
|--|--------------------|

Records 1 to 2 of 2 |<< << Page 1 of 1 >> >>|

| File Name                   | Date of Attachment | Notes |
|-----------------------------|--------------------|-------|
| <a href="#">ROHIT.txt</a>   | 10-10-2010         |       |
| <a href="#">details.txt</a> | 10-10-2010         |       |

View All Back

### Field Description

| Field Name | Description |
|------------|-------------|
|------------|-------------|

|                           |   |
|---------------------------|---|
| <b>Customer id</b>        | [Display]<br>This field displays the customer id                                    |
| <b>Product</b>            | [Display]<br>This field displays the name of the product                            |
| <b>Transaction type</b>   | [Display]<br>This field displays the type of the transaction                        |
| <b>File Name</b>          | [display, hyperlink]<br>This column displays the file name of the attached document |
| <b>Date of attachment</b> | [Display]<br>This column displays the date of attachment of the document            |
| <b>Notes</b>              | [Display]<br>This column displays the notes if any                                  |

25. Click the **View All** button to view all the attached documents together  
 OR  
 Click the **Back** button to return to the previous screen.

**View Attached Documents**

31-03-2011 13:00:00 GMT +0530

Upload Images

```

\\10.180.82.16\HBOSRetail
\\10.180.82.16\HBOSAdmin
these two are Germany proto..
\\10.180.82.16\HBOS_RetailBanking id
for Netherlands but lang is in Dutch

pnr-8141486224
1128004 INDIAINFOLINE TOKEN NOS

http://www.trinitymoon.com/
http://10.180.70.139:8080/

https://i-share.i-flex.com/sites/rbpg/flexat/FCDB_Implementation/Mashreq#20BankDubai/Forms/AllItems.aspx?RootFolder=148.87.19.36
144.20.66.138

80

CHINA CLUSTER-http://10.180.23.161:9092/confluence/display/NB/ChinaCluster++IT+R2+Environment+Details

abhishek mail pwd:AVHF9aTP

UNIT TRACKING PWD-dy5pegbe

http://www.pdfonline.com/

```

Print | Download | Back

26. Click the **Print** button to print the attached document  
 OR  
 Click the **Download** button to download the attached document  
 OR  
 Click the **Back** button to return to the previous screen.

## View Swift and advice messages

The image shows two overlapping browser windows. The left window is titled "View Message - Windows Internet Explorer" and displays a "View Swift Message" page. It shows an event date of 01-Jan-2011, a description of "Event Guarantee Amendment", and a detailed message body. The message body contains several SWIFT MT fields (e.g., {1:F01LONDUSBRAQT211111111111}, {2:1767SWISCH78XXXXN}, {3:{108:QT2MSOG11001006W}}) and a long text block describing a contract between two parties. Below the message is an "Export To" dropdown set to "Portable Doc Format" and an "Export" button. The right window is titled "Session Summary" and shows a "View User B001" session. It displays the date of issue as 10-Oct-2010, and dropdown menus for "VIFT Message" and "Advice", both set to "Select". Below these are sections for "Name" (Nelson Dsouza), "Address" (4/407, 4 nd floor), "Country" (INDIA), and "Bank" (SWIFT: Swiss Bank, Address: Swiss Bank, Switzerland). At the bottom of the right window are buttons for "Amendments", "Charges", and "View Attached Documents". Both windows have standard browser toolbars at the top and bottom.



### Field Description

| Field Name   | Description   |
|--------------|---|
| Export to    | [Optional, Dropdown]<br>Select the format to export the document. |
| Swift fields | [Display]<br>This field displays the Swift details                |

27. Click the **Export** link to export the messages in the desired formats

## 17. Customer Acceptance

This transaction allows the user to view the discrepancy details or amendment details and can provide his decision i.e. Accept or Reject with reason.

### To customer acceptance

- Click **Trade Finance > Customer Acceptance**. The system displays the **Customer Acceptance - Search** screen.

### Customer Acceptance

### Field Description

| Field Name               | Description   |
|--------------------------|---|
| <b>Discrepancy</b>       | [Optional, Radio button]<br>Select this radio button to display search criteria for searching Import Bill under LC.   |
| <b>Export Amendment</b>  | [Optional, Radio button]<br>Select this radio button to display search criteria for searching Export Amendments under LC.   |
| <b>Customer</b>          | [Optional, Drop-Down]<br>Select the appropriate customer from the drop-down list.   |
| <b>LC Number</b>         | [Optional, Input box, 16]<br>Type the Letter of Credit number.  |
| <b>Advising Ref. No.</b> | [Optional, Input box, 16]<br>Type the Advising Reference Number (also called Contract Reference Number – ref no for the exporter).<br>This field is displayed only when you select the Export Amendment radio button. |
| <b>Applicant</b>         | [Optional, Input box, 35]<br>Type the applicant name.<br>This field is displayed only when you select the Export Amendment radio button.  |

| Field Name                   | Description   |
|------------------------------|---|
| <b>Bill Reference Number</b> | [Optional, Input box, 16]<br>Type the Import Bill reference number.<br>This field is displayed only when you select the Discrepancy radio button. |
| <b>Beneficiary</b>           | [Optional, Input box, 35]<br>Type the name of the beneficiary.<br>This field is displayed only when you select the Discrepancy radio button.      |

2. Enter the appropriate parameters in the relevant fields and click the **Search** button. The system displays the **Customer Acceptance** screen.

### Customer Acceptance

The screenshot shows the 'Customer Acceptance' interface. At the top, there are search fields for 'Customer' (QT2001776), 'LC Number', 'Advising Ref. No.', and 'Applicant'. A date stamp '31-03-2011 13:00:00 GMT +0530' is also present. Below the search area is a toolbar with icons for print, copy, and other functions. The main content area displays a table of five records, each with columns for LC Number, Type, Applicant, Advising Ref. No., Amendment No., LC Currency, and LC Amount. The records are as follows:

| LC Number        | Type                             | Applicant               | Advising Ref. No. | Amendment No. | LC Currency | LC Amount      |
|------------------|----------------------------------|-------------------------|-------------------|---------------|-------------|----------------|
| QT2ELCR102830001 | Export LC Amendment - Acceptance | Oxy Trading Inc         | QT2ELCR102830001  | 8             | USD         | USD 280,000.00 |
| QT2ELCR102830003 | Export LC Amendment - Acceptance | Oxy Trading Inc         | QT2ELCR102830003  | 3             | USD         | USD 234,567.00 |
| QT2ELNR102830002 | Export LC Amendment - Acceptance | Oxy Trading Inc         | QT2ELNR102830002  | 3             | USD         | USD 264,567.00 |
| QT2ELNR102830004 | Export LC Amendment - Acceptance | Oxy Trading Inc         | QT2ELNR102830004  | 3             | USD         | USD 234,567.00 |
| QT2ELNR110460001 | Export LC Amendment - Acceptance | Oxy Trading Inc Changed | QT2ELNR110460001  | 31            | USD         | USD 100,000.00 |

Below the table, there are navigation links for 'Records 1 to 5 of 5' and 'Page 1 of 1'.

### Column Description

| Column Name             | Description  |
|-------------------------|--|
| <b>LC Number</b>        | [Display]<br>This column displays the LC number generated by the Host.   |
| <b>Type</b>             | [Display]<br>This column displays the acceptance bill type.  |
| <b>Applicant</b>        | [Display]<br>This column displays the name of the Applicant of the Export LC.  |
| <b>Advising Ref No.</b> | [Display]<br>This column displays the Advising reference number.<br>This column is displayed only when you have selected the Export Amendment radio button in the search criteria. |

| Column Name                  | Description  |
|------------------------------|--|
| <b>Amendment No.</b>         | [Display]<br>This column displays the amendment number of the LC.  |
| <b>LC Currency</b>           | [Display]<br>This column displays the LC currency.   |
| <b>LC Amount</b>             | [Display]<br>This column displays the LC amount.   |
| <b>Bill Reference Number</b> | [Display]<br>This column displays the Bill Reference Number generated by the host.<br>This column is displayed only when you have selected the Discrepancy radio button in the search criteria.  |
| <b>Beneficiary</b>           | [Display]<br>This column displays the name of the Beneficiary of the Import Bill.<br>This column is displayed only when you have selected the Discrepancy radio button in the search criteria.   |
| <b>Bill Currency</b>         | [Display]<br>This column displays the bill currency.<br>This column is displayed only when you have selected the Discrepancy radio button in the search criteria.  |
| <b>Bill Amount</b>           | [Display]<br>This column displays the bill amount.<br>This column is displayed only when you have selected the Discrepancy radio button in the search criteria.  |
| 3.                           | Click on the column headings (link) to sort the respective columns in ascending or descending order.   |
| 4.                           | Scroll to the next page or previous page using the >> or << buttons respectively. Navigate to the first or last page using the  << or >>  buttons respectively.  |
| 5.                           | Reorder the columns or select the columns that appear by clicking the <b>Edit</b>  button.  |
| 6.                           | To download the complete statement, click the  <b>Download</b> button. The system downloads the records displayed in the search results in the selected format. |
| 7.                           | Click the <b>print</b>  button to print the document.   |
| 8.                           | Click the <b>optimize data</b>  button to align the columns within the available page screen.   |

### Download Customer Acceptance

**Customer Acceptance** 25-08-2010 19:50:43 GMT +0530

---

|  |  |  |
|--|--|--|
| Download Type <input style="border: 1px solid #ccc; padding: 2px 5px; margin-bottom: 5px;" type="button" value="Page Layout"/><br>File Format <input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="PDF"/> | <input style="border: 1px solid red; width: 20px; height: 20px;" type="button" value="&gt;&gt;"/><br><input style="border: 1px solid red; width: 20px; height: 20px;" type="button" value="&lt;&lt;"/> | <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;">           LC Number<br/>           Type<br/>           Applicant<br/>           Advising Ref. No.<br/>           Amendment No.<br/>           LC Currency<br/>           LC Amount         </div> |
|  |  | <input style="border: 1px solid red; padding: 2px 10px;" type="button" value="Download"/> <input style="border: 1px solid red; padding: 2px 10px;" type="button" value="Close"/>   |

#### Field Description

| Field Name           | Description   |
|----------------------|---|
| <b>Download Type</b> | [Mandatory, Drop-Down]<br><br>Select the appropriate report type from the drop-down list. The available choices are: <ul style="list-style-type: none"><li>• Page Layout</li></ul>  |
| <b>File Format</b>   | [Conditional, Drop-Down]<br><br>Select the appropriate type of file format from the drop-down list. This option is enabled if <b>Page Layout</b> option is selected from the <b>Download Type</b> drop-down list.   |
| <b>Included</b>      | This box lists all the fields that will be included in the report. Select the fields that are to be included from the <b>Excluded</b> box and click the <input style="border: 1px solid red; width: 20px; height: 20px;" type="button" value="&gt;&gt;"/> button. The <b>Included</b> box appears on the right-side of the dialog box. All the fields are, by default, selected and included. |
| <b>Excluded</b>      | This box lists all the fields that will be excluded from the report. Select the fields that are to be exclude from the <b>Included</b> box and click the <input style="border: 1px solid red; width: 20px; height: 20px;" type="button" value="&lt;&lt;"/> button. The <b>Excluded</b> box appears on the left-side of the dialog box.  |

9. Select the appropriate report type, format, and fields from the **File Download** and click the **Download** button.  
The system downloads the records displayed in the search results in the selected format.

### To initiate customer acceptance for Export Amendment

- Click the appropriate link in the **LC Number** column. The system displays the **Customer Acceptance** screen with the details.

### Customer Acceptance - Export Amendment

**Customer Acceptance** 31-03-2011 13:00:00 GMT +0530

|  |  |
|--|--|
| <b>Contract Details</b>  |  |
| Advising Reference No: <input type="text" value="QT2ELCR102830001"/><br>Amendment Status: <input type="text"/><br>Expiry Date: <input type="text" value="15-02-2011"/><br>Currency: <input type="text" value="USD"/><br>Applicant Name: <input type="text" value="Oxy Trading Inc"/><br>Positive %: <input type="text" value="0.00"/><br>Additional Amount Covered: <input type="text"/> | Version No: <input type="text" value="2"/><br>Issue Date: <input type="text" value="04-10-2010"/><br>Contract Amount: <input type="text" value="280,000.00"/><br>Increase/Decrease LC Amount: <input type="text" value="-4,567.00"/><br>Issuing Bank Name: <input type="text"/><br>Negative %: <input type="text" value="0.00"/> |
| <b>Shipment Details</b>  |  |
| Delivery Place: <input type="text"/><br>Place of Receipt: <input type="text"/><br>Latest Shipment Date: <input type="text"/>   | Port of Loading: <input type="text"/><br>Port of Discharge: <input type="text"/><br>Shipment Period: <input type="text"/>  |
| <b>Resolution</b>  |  |
| Resolved*: <input type="button" value="Accept"/><br>Notes: <input type="text"/>  | Resolution Date: <input type="text" value="31-03-2011"/>   |
| <input type="button" value="Initiate"/> <input type="button" value="Back"/>  |  |

### Field Description

| Field Name                   | Description  |
|------------------------------|--|
| <b>Advising Reference No</b> | [Display]<br>This column displays the Advising Reference Number (Contract Reference Number). |
| <b>Version Number</b>        | [Display]<br>This column displays the version number i.e. Amendment Number.                  |
| <b>Amendment Status</b>      | [Display]<br>This column displays the Amendment Status.                                      |
| <b>Issue Date</b>            | [Display]<br>This column displays the Issue Date.  |
| <b>Expiry Date</b>           | [Display]<br>This column displays the Expiry Date.   |
| <b>Contract Amount</b>       | [Display]<br>This column displays the LC Amount.   |

| Field Name                         | Description   |
|------------------------------------|---|
| <b>Currency</b>                    | [Display]<br>This column displays the currency of the LC.                                   |
| <b>Increase/Decrease LC Amount</b> | [Display]<br>This column displays the increased or decreased amount.                        |
| <b>Applicant Name</b>              | [Display]<br>This column displays the Applicant Name.                                       |
| <b>Issuing Bank Name</b>           | [Display]<br>This column displays the Issuing Bank Name.                                    |
| <b>Positive %</b>                  | [Display]<br>This column displays the Positive Tolerance.                                   |
| <b>Negative %</b>                  | [Display]<br>This column displays the Negative Tolerance.                                   |
| <b>Additional Amounts Covered</b>  | [Display]<br>This column displays if there is any additional amount covered under LC.       |
| <b>Shipment Details</b>            |   |
| <b>Delivery Place</b>              | [Display]<br>This column displays the Place of Delivery.                                    |
| <b>Port of Loading</b>             | [Display]<br>This column displays the Port of Loading.                                      |
| <b>Place of Receipt</b>            | [Display]<br>This column displays the Place of Receipt.                                     |
| <b>Port of Discharge</b>           | [Display]<br>This column displays the Port of Discharge.                                    |
| <b>Latest Shipment Date</b>        | [Display]<br>This column displays the latest shipment date.                                 |
| <b>Shipment Period</b>             | [Display]<br>This column displays the Shipment Period.                                      |
| <b>Resolution</b>                  |   |
| <b>Resolved</b>                    | [Mandatory, Drop-Down]<br>Select the appropriate option resolution from the drop-down list. |

| Field Name | Description |
|------------|-------------|
|------------|-------------|

|                        |  |
|------------------------|--|
| <b>Resolution Date</b> | [Display]<br>This column displays the resolution date.                 |
| <b>Notes</b>           | [Optional, Alphanumeric]<br>Type the rejection reason in the text box. |

2. Click the **Initiate** button to initiate the customer acceptance. The system displays the **Customer Acceptance- Verify** screen.  
 OR  
 Click the **Back** button to navigate to the previous page.

### Customer Acceptance– Verify

**Customer Acceptance - Verify** 31-03-2011 13:00:00 GMT +0530

**Contract Details**

Advising Reference No: QT2ELCR10283001      Version No: 2  
 Amendment Status:      Issue Date: 04-10-2010  
 Expiry Date:      Contract Amount: 280,000.00  
 Currency: USD      Increase/Decrease LC Amount: -4,567.00  
 Applicant Name:      Issuing Bank Name:  
 Positive %: 0.00      Negative %: 0.00  
 Additional Amount Covered:

**Shipment Details**

Delivery Place:      Port of Loading:  
 Place of Receipt:      Port of Discharge:  
 Latest Shipment Date:      Shipment Period:

**Resolution**

Resolved:  Resolution Date: 31-03-2011  
 Notes:

3. Click the **Confirm** button. The system displays the **Customer Acceptance- Confirm** screen with the status message.  
 OR  
 Click the **Change** button to change the **Customer Acceptance** application details.  
 OR  
 Click **Cancel** button to cancel the **Customer Acceptance**.

**Customer Acceptance –Confirm**

The screenshot shows the 'Customer Acceptance - Confirm' screen. At the top, a message says 'Transaction submitted for Customer Acceptance having reference 181915983370744 has been Initiated'. Below this, the title 'Customer Acceptance - Confirm' is displayed along with the date '31-03-2011 13:00:00 GMT +0530'. The screen is divided into three main sections: 'Contract Details', 'Shipment Details', and 'Resolution'. In the 'Contract Details' section, fields include Advising Reference No: QT2ELCR102830001, Amendment Status: , Expiry Date: , Currency: USD, Applicant Name: , Positive %: 0.00, Additional Amount Covered: [redacted], Version No: 2, Issue Date: 04-10-2010, Contract Amount: 280,000.00, Increase/Decrease LC Amount: -4,567.00, Issuing Bank Name: , Negative %: 0.00. In the 'Shipment Details' section, fields include Delivery Place: , Place of Receipt: , Latest Shipment Date: , Port of Loading: , Port of Discharge: , Shipment Period: [redacted]. In the 'Resolution' section, Resolved: [Accept] (selected), Notes: [redacted], Resolution Date: 31-03-2011. A red 'OK' button is located at the bottom right.

- Click the **OK** button. The system displays the **Customer Acceptance** screen.

**To initiate customer acceptance for Discrepancy Details**

- Click the appropriate link in the **Bill Reference Number** column. The system displays the **Customer Acceptance** screen with the details.

**Customer Acceptance Discrepancy Details**

The screenshot shows the 'Customer Acceptance' screen for Discrepancy Details. The title 'Customer Acceptance' is at the top right with the date '30-10-2014 10:42:18 GMT +0530'. Below it is a table with columns: Sr. No., Discrepancy, Received Date, Resolution, and Resolution Date. There is one row: Sr. No. 1, Discrepancy: AIRCRAFT CARRIER ORIGINAL DOCUMENT DETAILS NOT SUBMITTED, Received Date: [redacted], Resolution: [Accept] (selected), Resolution Date: 30-05-2017. Below the table is a 'Notes:' field with a text area and a red 'OK' button at the bottom right.

**Field Description**

| Field Name           | Description   |
|----------------------|---|
| <b>Discrepancy</b>   | [Display]<br>This column displays the list of identified discrepancies.   |
| <b>Received Date</b> | [Display]<br>This column displays the date on which the discrepancy has been identified and received by the host. |
| <b>Resolved</b>      | [Mandatory, Drop-Down]<br>Select the appropriate option resolution from the drop-down list.                       |

| Field Name | Description |
|------------|-------------|
|------------|-------------|

|                        |  |
|------------------------|--|
| <b>Resolution Date</b> | [Display]<br>This column displays the current date as the resolution date. |
| <b>Notes</b>           | [Optional, Alphanumeric]<br>Type the rejection reason in the text box.     |

2. Click the **Initiate** button to initiate the customer acceptance. The system displays the **Customer Acceptance- Verify** screen.  
 OR  
 Click the **Back** button to navigate to the previous page.

### Customer Acceptance– Verify

| Customer Acceptance - Verify |  |               |            | 30-10-2014 11:29:59 GMT +0530 |
|------------------------------|--|---------------|------------|-------------------------------|
| Sr. No.                      | Discrepancy  | Received Date | Resolution | Resolution Date               |
| 1                            | AIRCRAFT CARRIER ORIGINAL DOCUMENT DETAILS NOT SUBMITTED |               | Accept     | 30-05-2017                    |

Notes:

Confirm Change Cancel

3. Click the **Confirm** button. The system displays the **Customer Acceptance- Confirm** screen with the status message.  
 OR  
 Click the **Change** button to change the **Customer Acceptance** application details.  
 OR  
 Click **Cancel** button to cancel the **Customer Acceptance**.

### Customer Acceptance –Confirm

Transaction submitted for Customer Acceptance - Discrepancy having reference 152849390603980 has been set to status Initiated

| Customer Acceptance - Confirm |  |               |            | 30-10-2014 11:29:59 GMT +0530 |
|-------------------------------|--|---------------|------------|-------------------------------|
| Sr. No.                       | Discrepancy  | Received Date | Resolution | Resolution Date               |
| 1                             | AIRCRAFT CARRIER ORIGINAL DOCUMENT DETAILS NOT SUBMITTED |               | Accept     | 30-05-2017                    |

Notes:

OK

4. Click the **OK** button. The system displays the **Customer Acceptance** screen.

## 18. Attach Documents

Trade Finance transactions requires lot of document movement between various parties including bank. Under a typical trade cycle, Importer and Exporter agree on the various terms and conditions and accordingly initiate a contract. A trade application is routed through the Issuing Bank and Advising Bank. The application supports attaching of necessary documents to the underlying trade contract.

Using Attach documents transaction you can attach scanned copies of Instructions to the bank. It allows you to attach more than one document. The File Types Allowed are Doc, xls, CSV, PDF, txt, zip, tif, and jpg.

### To attach documents:

- Click **Trade Finance > Attach Documents**. The system displays the Attach Documents screen.

### Attach Documents

### Field Description

| Field Name                 | Description   |
|----------------------------|---|
| <b>Customer Id</b>         | [Mandatory, Drop-Down]<br>Select the appropriate customer ID from the drop-down list. |
| <b>Transaction Type</b>    | [Mandatory, Drop-Down]<br>Select the appropriate type from the drop-down list.        |
| <b>Reference. No.</b>      | [Optional, Alphanumeric, 16]<br>Type the customer reference number.                   |
| <b>FCDB Reference. No.</b> | [Optional, Alphanumeric, 16]<br>Type the FCDB reference number.                       |
| <b>Applicant Name</b>      | [Optional, Alphanumeric, 40]<br>Type the name of the applicant.                       |
| <b>Beneficiary Name</b>    | [Optional, Alphanumeric, 40]<br>Type the name of the beneficiary.                     |

- Enter the relevant details.
- Click the **Search** button, the system displays the **View Attached Documents** screen.

## View Attached Documents

Attach Documents

Customer Id: 10411228 (AFRA CORP NEW) Type\*: Letter Of Credit

Reference No: FCDB Reference No:

Applicant Name: Beneficiary Name:

Word Wrap |  |  |

| Reference No     | Transaction Type | Product                  | Beneficiary     | Applicant     | Currency | Amount        | FCDB Reference No |
|------------------|------------------|--------------------------|-----------------|---------------|----------|---------------|-------------------|
| 104GUIS140690002 | Letter Of Credit | Export LC - advising ATB | AFRA RETAIL NEW | AFRA CORP NEW | GBP      | GBP 10,000.00 | 104GUIS140690002  |
| 104ILUN140690002 | Letter Of Credit | Export LC - advising ATB | AFRA RETAIL NEW |               | GBP      | GBP 100.00    | 104ILUN140690002  |
| 104ILUN140690003 | Letter Of Credit | Export LC - advising ATB | AFRA RETAIL NEW |               | GBP      | GBP 100.00    | 104ILUN140690003  |

Records 1 to 3 of 3

1 of 1

### Field Description

| Field Name               | Description  |
|--------------------------|--|
| <b>Reference. No.</b>    | [Display]<br>This field displays the reference number of the transaction       |
| <b>Transaction Type</b>  | [Display]<br>This field displays the type of the product.                      |
| <b>Product</b>           | [Display]<br>This field displays the detailed name of the product.             |
| <b>Beneficiary</b>       | [Display]<br>This field displays the name of the beneficiary.                  |
| <b>Applicant</b>         | [Display]<br>This field displays the name of the applicant.                    |
| <b>Currency</b>          | [Display]<br>This field displays the currency of the transaction.              |
| <b>Amount</b>            | [Display]<br>This field displays the amount used in the transaction.           |
| <b>FCDB Reference No</b> | [Display]<br>This field displays the FCDB reference number of the transaction. |

4. Click the **Reference No** hyperlink. The system displays **Attach Documents - Initiate** screen.

### Attach Documents - Initiate

**Contract Details**

|                                   |                                     |
|-----------------------------------|-------------------------------------|
| Customer Id: 10411228             | Transaction Type: Letter Of Credit  |
| Product: Export LC - advising ATB | Beneficiary Name: AFRA RETAIL NEW   |
| Applicant: AFRA CORP NEW          | FCDB Reference No: 104GUIS140690002 |
| Reference No: 104GUIS140690002    |                                     |

**Attachment Details**

Notes:

Attach Documents

Initiate Back

### Field Description

| Field Name                | Description   |
|---------------------------|---|
| <b>Contract details</b>   |   |
| <b>Customer Id</b>        | [Display]<br>This field displays the customer id.                               |
| <b>Transaction Type</b>   | [Display]<br>This field displays the type of the product                        |
| <b>Product</b>            | [Display]<br>This field displays the product.                                   |
| <b>Beneficiary Name</b>   | [Display]<br>This field displays the name of the beneficiary.                   |
| <b>Applicant</b>          | [Display]<br>This field displays the name of the applicant.                     |
| <b>FCDB Reference No.</b> | [Display]<br>This field displays the FCDB reference number for the transaction. |
| <b>Reference. No.</b>     | [Display]<br>This field displays the reference number for the transaction.      |
| <b>Attachment Details</b> |   |

| Field Name                     | Description   |
|--------------------------------|---|
| <b>Notes</b>                   | [Display]<br>This field displays details of the files attached.                           |
| <b>Existing Files Attached</b> | [Display]<br>This field displays the number of files attached.                            |
| <b>File Name</b>               | [Display]<br>This field displays the name of the file uploaded.                           |
| <b>Uploaded By</b>             | [Display]<br>This field displays the name of the user through which the file is uploaded. |
| <b>Uploaded Date</b>           | [Display]<br>This field displays the date of upload of file.                              |

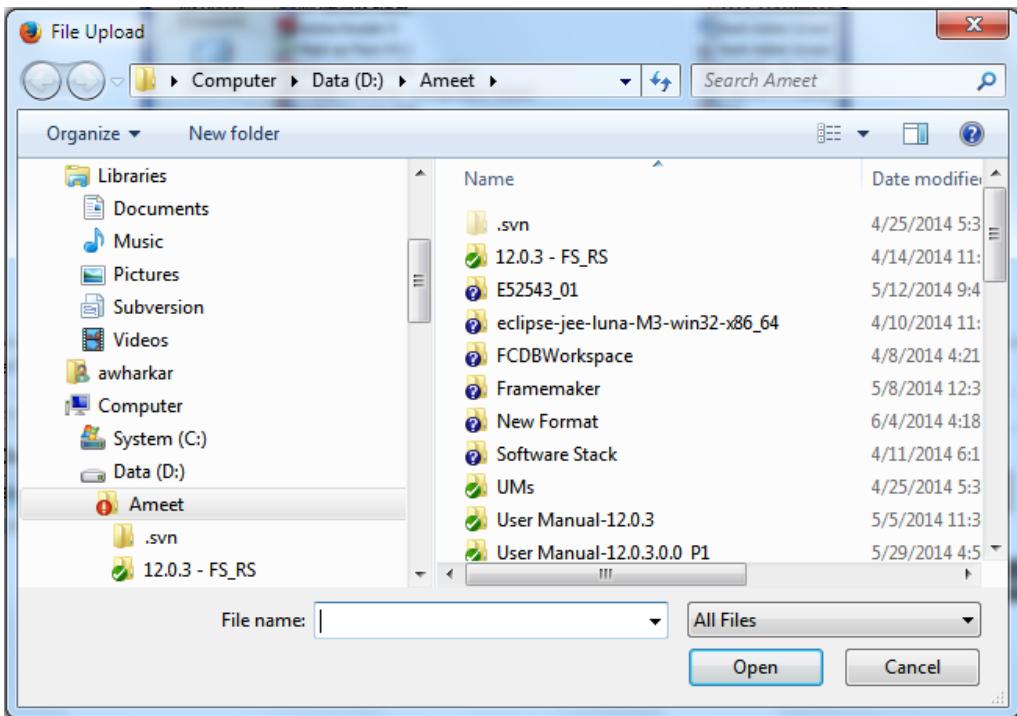
5. Click the **Attach Documents** button, the system displays the **Attachments** screen

### Attachments

The screenshot shows a user interface for attaching documents. At the top left, it says "Select Document to Attach". Below that is a "Browse..." button and a message "No file selected.". To the right is a "Add Another" button. Underneath the browse button, it says "Allowed File Types: xls,doc,pdf,csv,txt,zip,tif,jpg,rar". At the bottom right are two buttons: "Attach" and "Done".

6. Click the **Browse** button. The system displays **File Upload** dialog box.

## File Upload



7. Navigate the file and click the **Open** button to attach the selected file. The system displays Attachments screen

## Attachments

Select Document to Attach

Browse... No file selected.

Add Another

Allowed File Types:  
xls,doc,pdf,csv,bt,zip,tif,jpg,rar

File Name  
Path.txt

Attach Done

8. Click the **Attach** button, the file gets attached and then click the **Done** button the system displays **Attached Document Initiate** screen
9. Click **Add Another** button to add another document.

**Attached Document Initiate**

The screenshot shows the 'Attach Documents - Initiate' screen. At the top, it displays the date and time: 06-06-2014 14:52:57 GMT +0530. Below this, the 'Contract Details' section contains the following information:

- Customer Id: 10410933
- Product: Export LC - advising ATB
- Applicant: Ashok Chowdary
- Reference No: 001ILUR141810003
- Transaction Type: Letter Of Credit
- Beneficiary Name: Sarita
- FCDB Reference No: 310601801099611

The 'Attachment Details' section includes a notes area with a placeholder 'Notes:' and an 'Attach Documents' button.

The 'Current Files Attached' section lists a file named 'LC Details.txt' with a checkbox next to it and a 'Remove' button.

At the bottom right, there are 'Initiate' and 'Back' buttons.

10. Click the **Initiate** button. The system displays **Attach Documents Verify** screen  
OR  
Click on **Back** to go back to the previous screen  
OR  
Click the current files attached checkbox and click the **Remove** button to remove the current attached file.

**Attach Documents Verify**

The screenshot shows the 'Attach Documents - Verify' screen, which is visually identical to the 'Initiate' screen but with different button labels at the bottom.

The 'Contract Details' and 'Attachment Details' sections are identical to the 'Initiate' screen.

The 'Current Files Attached' section also lists the file 'LC Details.txt' with a checkbox and a 'Remove' button.

At the bottom right, the buttons are labeled 'Cancel', 'Change', and 'Confirm'.

11. Click the **Confirm** button to confirm the attach document initiate  
 OR  
 Click the **Change** button to edit the details of the attach document transaction  
 OR  
 Click the **Cancel** button to cancel the attach document transaction.

### Attach Documents – Confirm

The screenshot shows the 'Attach Documents - Confirm' page. At the top, a message says 'Transaction submitted for Attach Documents having reference 693564501370721 has been Initiated'. Below this, the title 'Attach Documents - Confirm' is displayed with a timestamp '31-03-2011 13:00:00 GMT +0530'. The page is divided into several sections:

- Contract Details:** Customer Id: QT2001776, Product: Import LC Usage Revolving-Advance periodic-LCY - QTR2, Applicant: Eric Derzie & Assoc, Reference No: QT1ILUR103650003. Transaction Type: Letter Of Credit, Beneficiary Name: Oxy Trading Inc, FCDB Reference No: QT1ILUR103650003.
- Attachment Details:** Notes: [empty input field].
- Existing Files Attached:** A table showing three files:
 

| File Name       | Uploaded By   | Uploaded Date                 |
|-----------------|---------------|-------------------------------|
| 271.xml         | RBCORP        | 01-03-2011 13:00:00 GMT +0530 |
| FS template.doc | corpsmitainit | 31-01-2011 13:00:00 GMT +0530 |
| ROHIT.txt       | SBCORP        | 15-02-2011 13:00:00 GMT +0530 |
- Current Files Attached:** A table showing two files:
 

| File Name                                       |
|---|
| <input type="checkbox"/> 1273_1292056391997.CSV |
| <input type="checkbox"/> 1273_1292056391997.CSV |

An 'OK' button is located at the bottom right of the form.

12. Click the **OK** button, the system displays **Attach Documents** screen.

## 19. Lookup Maintenance

Look up maintenance is a function that will allow you to create and maintain various details that form part of the trade finance transactions. Details like shipment period, description of goods, beneficiary details, drawee details and various clauses which are standard and applicable for each transaction can be maintained here. These details upon selection will be automatically populated on the transaction initiation screen.

### To add Applicant/Drawee

- Click **Trade Finance > Lookup Maintenance**. The system displays the **Lookup Maintenance** screen.

### Lookup Maintenance

### Field Description

| Field Name              | Description  |
|-------------------------|--|
| <b>Maintenance Type</b> | [Mandatory, Drop-Down]<br>Select the appropriate maintenance type from the drop-down list. |
| <b>Transaction Type</b> | [Mandatory, Drop-Down]<br>Select the appropriate transaction type from the drop-down list. |
| <b>Maintenance Id</b>   | [Optional, Alphanumeric,10]<br>Type the appropriate maintenance id as an input criteria    |
| <b>Visibility</b>       | [Optional, Drop-Down]<br>Select the appropriate visibility option from the drop-down list. |

- Click the **Add** button, the system displays **Lookup Maintenance** screen  
OR  
Enter the relevant details for the search criteria and click the **Search** button to View/modify and delete the record.

### Add Lookup Maintenance- Maintenance Type - Drawee/Applicant

**Lookup Maintenance**

04-06-2014 17:07:25 GMT +0530

**Maintenance Details**

Maintenance Type\*: Applicant / Drawee

Maintenance Id\*:

Visibility\*: Select

**Applicability**

Direct Collection Initiation

Export Collection Initiation

Export Bill under LC

**Drawee Details**

|           |                                      |
|-----------|--------------------------------------|
| Name*:    | <input type="text"/>                 |
| Address*: | <input type="text"/>                 |
|           | <input type="text"/>                 |
|           | <input type="text"/>                 |
| Country:  | AB1 <input type="button" value="▼"/> |
| Email:    | <input type="text"/>                 |

**Bank Details**

|               |                      |                                  |
|---------------|----------------------|----------------------------------|
| SWIFT Code:   | <input type="text"/> | <input type="button" value="🔍"/> |
| Bank Name:    | <input type="text"/> |                                  |
| Bank Address: | <input type="text"/> |                                  |
|               | <input type="text"/> |                                  |
|               | <input type="text"/> |                                  |
| Country:      | <input type="text"/> |                                  |

**Buttons**

### Add Lookup Maintenance- Maintenance Type - Goods Description

**Lookup Maintenance**

04-06-2014 17:14:33 GMT +0530

**Maintenance Details**

Maintenance Type\*: Goods Description

Maintenance Id\*:

Visibility\*: Select

Details\*:

**Applicability**

Direct Collection Initiation

Export Collection Initiation

Export Bill under LC

**Buttons**

**Field Description**

| <b>Field Name</b>  | <b>Description</b>  |
|--|---|
| <b>Maintenance Details</b>   |   |
| <b>Maintenance Type</b>  | [Display]<br>This field displays the type of maintenance.   |
| <b>Maintenance Id</b>  | [Display]<br>This field displays the maintenance ID.  |
| <b>Visibility</b>  | [Mandatory, Drop-Down]<br>Select the appropriate option from the drop-down list.<br>The options are: <ul style="list-style-type: none"> <li>• All</li> <li>• Public</li> <li>• Private</li> </ul> |
| <b>Applicability</b>   |   |
| <b>Direct Collection Initiation</b>  | [Optional, Check Box]<br>Select the direct collection initiation checkbox to enable direct collection initiation.   |
| <b>Export collection initiation</b>  | [Optional, Check Box]<br>Select the Export collection initiation checkbox to enable Export collection initiation.   |
| <b>Export bill under LC</b>  | [Optional, Check Box]<br>Select the Export bill under LC checkbox to enable Export bill under LC.   |
| <b>Drawee Details</b>  |   |
| The following field will be displayed, when you select the Applicant/Drawee option from the Maintenance Type drop-down list. |   |
| <b>Name</b>  | [Mandatory, Alphanumeric,40]<br>Type the drawee's name.   |
| <b>Address</b>   | [Mandatory, Alphanumeric,35*3]<br>Type the drawee's address.  |
| <b>Country</b>   | [Optional, Drop-Down]<br>Select the appropriate country from the drop-down list.  |
| <b>Email</b>   | [Optional, Alphanumeric,10]<br>Type the email address.  |
| <b>Bank Details</b>  |   |

| Field Name          | Description   |
|---------------------|---|
| <b>SWIFT Code</b>   | [Optional, Alphanumeric,11]<br>Type or use Lookup to search the SWIFT code.       |
| <b>Bank Name</b>    | [Optional, Alphanumeric,11]<br>Type or use Lookup to search the name of the bank. |
| <b>Bank Address</b> | [Display]<br>This field displays the bank address.                                |
| <b>Country</b>      | [Display]<br>This field displays the country.                                     |

**Maintenance Details**

The following fields will be displayed, when you select the **Good Description** option from the **Maintenance Type** drop-down list.

|                |   |
|----------------|---|
| <b>Details</b> | [Mandatory, Alphanumeric, 6500]<br>Type the details of the goods description. |
|----------------|---|

3. Click the **Add** button. The system displays **Lookup Maintenance Verify** screen.  
OR  
Click the **Back** button to go to the previous screen.

### Lookup Maintenance Verify - Applicant Drawee - Verify

**Maintenance Details**

- Maintenance Type: Applicant / Drawee
- Maintenance Id\*: 0021
- Visibility: Public

**Applicability**

- Direct Collection Initiation
- Export Collection Initiation
- Export Bill under LC

**Drawee Details**

- Name\*: John
- Address: Nariman Point
- Country: INDIA
- Email:

**Bank Details**

- SWIFT Code\*: APACGB61003
- Bank Name\*: BANK FUTURA
- Bank Address: 41 BERKELEY SQUARE  
London
- Country: United Kingdom

**Cancel** **Change** **Confirm**

### Lookup Maintenance – Maintenance Type – Goods Description Verify

**Maintenance Details**

- Maintenance Type: Goods Description
- Maintenance Id\*: ABC Inc
- Visibility: Public
- Details\*: Spare Parts

**Applicability**

- Direct Collection Initiation

**Cancel** **Change** **Confirm**

- Click the **Confirm** button. The system displays **Lookup Maintenance Confirm** screen.  
OR  
Click the **Change** button to change the details entered in the previous screen  
OR  
Click the **Cancel** button to cancel the transaction

**Lookup Maintenance – Maintenance Type – Applicant Drawee - Confirm**

The screenshot shows the 'Lookup Maintenance-Confirm' dialog box. At the top, a message box displays: 'Transaction submitted for Lookup Maintenance having reference 192384511107139 has been set to status Auto Authorized.' Below this, the 'Maintenance Details' section shows: Maintenance Type: Applicant / Drawee, Maintenance Id\*: 0021, and Visibility: Public. The 'Applicability' section contains three checked checkboxes: Direct Collection Initiation, Export Collection Initiation, and Export Bill under LC. The 'Drawee Details' section lists Name\*: John and Address: Nariman Point, with Country: INDIA. The 'Bank Details' section lists SWIFT Code\*: APACGB61003, Bank Name\*: BANK FUTURA, and Bank Address: 41 BERKELEY SQUARE London, with Country: United Kingdom. A vertical toolbar on the right side includes icons for back, help, search, and OK.

**Lookup Maintenance – Maintenance Type – Goods Description- Confirm**

The screenshot shows the 'Lookup Maintenance-Confirm' dialog box. At the top, a message box displays: 'Transaction with reference number 939934081999548 is in Accepted state.' Below this, the 'Maintenance Details' section shows: Maintenance Type: Goods Description, Maintenance Id\*: ABC Inc, Visibility: Public, and Details\*: Spare Parts. The 'Applicability' section contains one checked checkbox: Direct Collection Initiation. A vertical toolbar on the right side includes icons for back, help, search, and OK.

5. Click the **OK** button. The system displays **Lookup Maintenance** screen. After clicking the search button on the Look maintenance screen, you can view /modify and delete the details.

**To View/Modify details**

1. Click the **Trade Finance.> Lookup Maintenance**. The system displays the **Lookup Maintenance** screen. Enter the appropriate information in the relevant fields.
2. Click the **Search** button. The system displays **Lookup Maintenance** screen.

**Lookup Maintenance**

06-06-2014 15:09:39 GMT +0530

| Maintenance Id       | Transaction Type     | Maintenance Type   | Details                 | Visibility |
|----------------------|----------------------|--------------------|-------------------------|------------|
| <a href="#">0021</a> | Export Bill under LC | Applicant / Drawee | <a href="#">Details</a> | Public     |

Records 1 to 1 of 1

Word Wrap | Customize Columns | Download | Print

Delete

**Field Description**

| Field Name              | Description   |
|-------------------------|---|
| <b>Maintenance Type</b> | [Display]<br>This field displays the maintenance type.                  |
| <b>Transaction Type</b> | [Display]<br>This field displays the transaction type.                  |
| <b>Maintenance Id</b>   | [Display]<br>This field displays the maintenance id.                    |
| <b>Details</b>          | [Display]<br>This field displays the details of the lookup maintenance. |
| <b>Visibility</b>       | [Display]<br>This field displays the visibility option.                 |

3. Click the **Maintenance Id** hyperlink. The system displays **Modify Maintenance** screen

## Maintenance-Applicant/Drawee

Modify Maintenance 06-06-2014 15:10:45 GMT +0530

Maintenance Details

Maintenance Type\*: Applicant / Drawee  
Maintenance Id\*: 0021  
Visibility\*: Public

Applicability

Direct Collection Initiation   
Export Collection Initiation   
Export Bill under LC

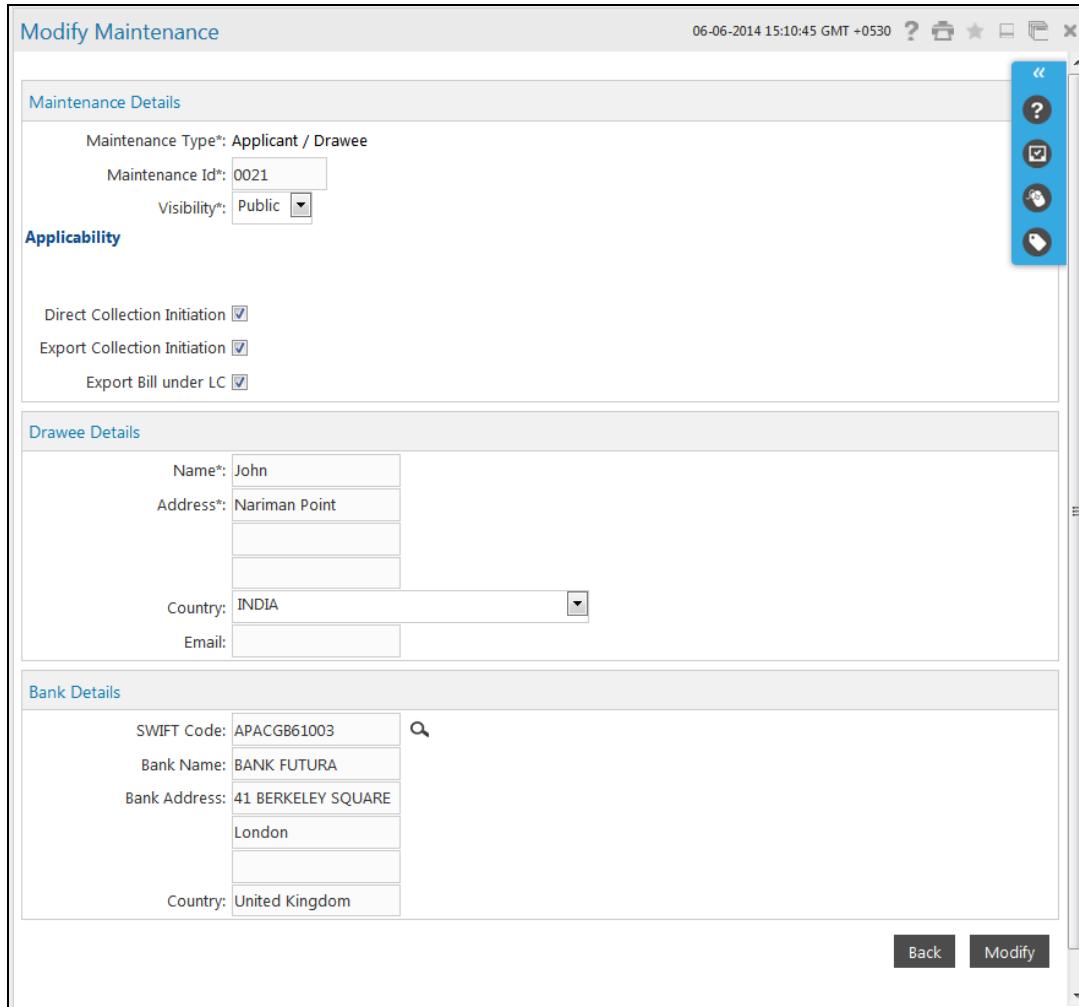
Drawee Details

Name\*: John  
Address\*: Nariman Point  
Country: INDIA  
Email:

Bank Details

SWIFT Code: APACGB61003  
Bank Name: BANK FUTURA  
Bank Address: 41 BERKELEY SQUARE  
London  
Country: United Kingdom

Back Modify



## Modify Maintenance-Goods Description

The screenshot shows the 'Modify Maintenance' screen for 'Goods Description'. The maintenance type is set to 'Goods Description'. The maintenance ID is '0022', and the visibility is 'Public'. The details field contains 'Computers'. Under the 'Applicability' section, three checkboxes are checked: 'Direct Collection Initiation', 'Export Collection Initiation', and 'Export Bill under LC'. At the bottom right are 'Back' and 'Modify' buttons.

4. Enter the required changes.
5. Click the **Modify** button the system displays **Modify Maintenance Verify** screen  
OR  
Click the **Back** button to go to previous screen.

## Modify Maintenance-Applicant/Drawee- Verify

**Modify Maintenance-Verify**

06-06-2014 15:14:46 GMT +0530

|  |  |
|--|--|
| <b>Maintenance Details</b>   | <input type="button" value="?"/> <input type="button" value="Print"/> <input type="button" value="Star"/> <input type="button" value="Close"/> |
| Maintenance Type: Applicant / Drawee<br>Maintenance Id*: 0021<br>Visibility: Public  |  |
| <b>Applicability</b>   |  |
| <input type="checkbox"/><br>Direct Collection Initiation <input checked="" type="checkbox"/><br>Export Collection Initiation <input checked="" type="checkbox"/><br>Export Bill under LC <input checked="" type="checkbox"/> |  |
| <b>Drawee Details</b>  |  |
| Name*: John<br>Address*: Nariman Point<br><br>Country: INDIA<br>Email:   |  |
| <b>Bank Details</b>  |  |
| SWIFT Code: APACGB61003<br>Bank Name: BANK FUTURA<br>Bank Address: 41 BERKELEY SQUARE<br>London<br><br>Country: United Kingdom   |  |
| <input type="button" value="Cancel"/> <input type="button" value="Change"/> <input type="button" value="Confirm"/>   |  |

## Modify Maintenance-Goods Description- Verify

**Modify Maintenance-Verify**

06-06-2014 15:17:26 GMT +0530

|  |  |
|--|--|
| <b>Maintenance Details</b>   | <input type="button" value="?"/> <input type="button" value="Print"/> <input type="button" value="Star"/> <input type="button" value="Close"/> |
| Maintenance Type: Goods Description<br>Maintenance Id*: 0022<br>Visibility: Public<br>Details*: Computers  |  |
| <b>Applicability</b>   |  |
| <input type="checkbox"/><br>Direct Collection Initiation <input checked="" type="checkbox"/><br>Export Collection Initiation <input checked="" type="checkbox"/><br>Export Bill under LC <input checked="" type="checkbox"/> |  |
| <input type="button" value="Cancel"/> <input type="button" value="Change"/> <input type="button" value="Confirm"/>   |  |

6. Click the **Confirm** button to confirm the details the system displays Modify Maintenance Confirm screen.  
OR  
Click the **Change** button to change the details entered in the previous screen  
OR  
Click the **Cancel** button to cancel the transaction

### Modify Maintenance Applicant/Drawee-Confirm

**Modify Maintenance-Confirm**

06-06-2014 15:20:10 GMT +0530

Transaction submitted for Lookup Maintenance having reference 188619011107348 has been set to status Auto Authorized.  
Transaction with reference number 188619011107348 is in Accepted state.

**Maintenance Details**

Maintenance Type: Applicant / Drawee  
Maintenance Id\*: 0021  
Visibility: Public

**Applicability**

Direct Collection Initiation   
Export Collection Initiation   
Export Bill under LC

**Drawee Details**

Name\*: John  
Address\*: Nariman Point

Country: INDIA  
Email:

**Bank Details**

SWIFT Code: APACGB61003  
Bank Name: BANK FUTURA  
Bank Address: 41 BERKELEY SQUARE  
London

Country: United Kingdom

**Buttons**

OK

## Modify Maintenance Goods Description-Confirm

Modify Maintenance-Confirm

Transaction submitted for Lookup Maintenance having reference 207261631107309 has been set to status Auto Authorized.  
Transaction with reference number 207261631107309 is in Accepted state.

**Maintenance Details**

Maintenance Type: Goods Description  
Maintenance Id\*: 0022  
Visibility: Public  
Details\*: Computers

**Applicability**

Direct Collection Initiation   
Export Collection Initiation   
Export Bill under LC

OK

- Click the **OK** button. The system displays **Lookup Maintenance** screen.

### To delete details

- Click **Trade Finance > Lookup Maintenance**. The system displays the **Lookup Maintenance** screen.
- Enter the appropriate information in the relevant fields.
- Click the **Search** button. The system displays **Lookup Maintenance** screen.

## Lookup Maintenance

Lookup Maintenance

| Maintenance Id | Transaction Type             | Maintenance Type   | Details | Visibility |
|----------------|------------------------------|--------------------|---------|------------|
| 0021           | Export Collection Initiation | Applicant / Drawee |         | Public     |

Records 1 to 1 of 1

Word Wrap | Customize Columns | Download | Print

Search Add

Delete

### Field Description

| Field Name              | Description   |
|-------------------------|---|
| <b>Maintenance Type</b> | [Display]<br>This field displays the maintenance type.                  |
| <b>Transaction Type</b> | [Display]<br>This field displays the transaction type.                  |
| <b>Maintenance Id</b>   | [Display]<br>This field displays the maintenance id.                    |
| <b>Details</b>          | [Display]<br>This field displays the details of the lookup maintenance. |
| <b>Visibility</b>       | [Display]<br>This field displays the visibility option.                 |

4. Select the **Maintenance Id** checkbox for deleting the record.
5. Click the **Delete** button. The system displays **Delete Maintenance Verify** screen.

### Delete Maintenance Verify

The screenshot shows a table with the following data:

| Maintenance Id               | Transaction Type   | Maintenance Type | Details | Visibility |
|------------------------------|--------------------|------------------|---------|------------|
| Export Collection Initiation | Applicant / Drawee |                  | Public  | 21         |

Buttons at the bottom: Back, Confirm

6. Click **Confirm** button, the system displays **Delete Maintenance Confirm** screen  
OR  
Click the **Back** button to go to the previous screen

### Delete Maintenance Confirm

The screenshot shows a message box with the following text:

Transaction submitted for Trade Lookup Delete having reference 245730641107476 has been set to status Auto Authorized.  
Transaction with reference number 245730641107476 is in Accepted state.

Below the message is a table with the same data as the previous screen:

| Maintenance Id               | Transaction Type   | Maintenance Type | Details | Visibility |
|------------------------------|--------------------|------------------|---------|------------|
| Export Collection Initiation | Applicant / Drawee |                  | Public  | 21         |

Button at the bottom: OK

7. Click **OK** button. The system displays **Lookup Maintenance** screen.