

# Corporate Internet Banking User Guide

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### I. Introduction

Corporate Internet banking enables Barclay's customers to conduct all their Accounts & Trade businesses electronically.

Barclays views online security very seriously and provides secure authentication and authorizations means for accessing and transacting on its Direct Banking platform. It also provides a two factor authentication for transactions. All our Direct Banking users are provided with a 'Login ID' which is communicated to the users through the Welcome letter. Barclays provides three alternate authenticating mechanisms to be used in conjunction with the 'Login ID' to access its Direct banking platform. These are:

- 1. Digital Certificates
- 2. Security Tokens and Passwords
- 3. Password (for 'View Only' Clients)

The 'Password Only' access is provided only to clients who want to avail 'View Only' facilities on the Direct Banking platform and do not wish to transact. Transacting clients have a choice of 'Digital Certificates' or 'Security Tokens with Passwords'. The process of accessing the application with each of the authenticating mechanism is explained below.

### II. <u>Corporate Internet Banking System login</u>

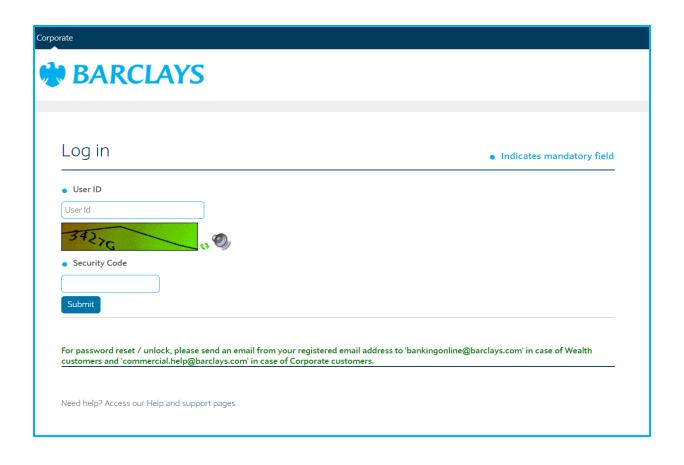
A. Log in with password only into the Corporate Internet banking System.

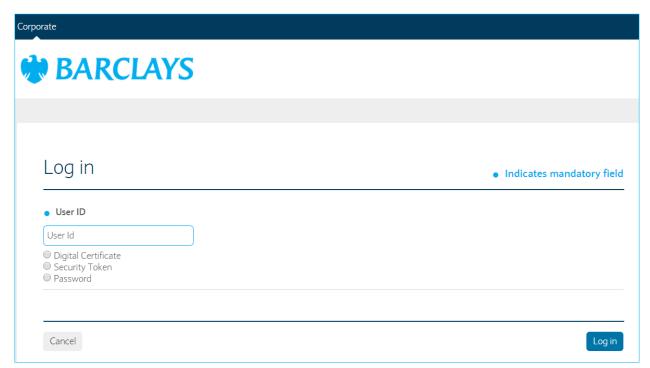
This section guides you on how to access the new Corporate Internet banking application of Barclays using Password only option.

To access internet banking channel, open the below URL <a href="https://www.netbanking.barclays.in/B002/login.jsp">https://www.netbanking.barclays.in/B002/login.jsp</a>
Or

Click the Log in option on the Bank's home page https://www.barclays.in/

1. Enter valid User ID as advised in the Welcome letter and Security Code (CAPTCHA) displayed on screen. Submit to proceed.



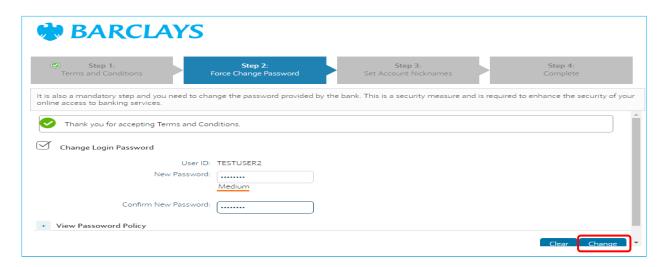


2. Select Password option.

- 3. Select the Standard Keyboard/ Virtual Keyboard for entering password and click on Login.
- 4. Upon successful Validation of USER ID and Password the user will gain access to the Internet banking application.
- 5. For the First time login user needs to complete additional First time login steps. On subsequent logins these steps will not be required to be taken.
- 6. The First time login steps include:
  - Acceptance of Terms and Conditions (compulsory step)
  - Forced change of Password (compulsory step)
  - Set account nicknames (optional step)
- 7. Accept the Terms and Conditions.



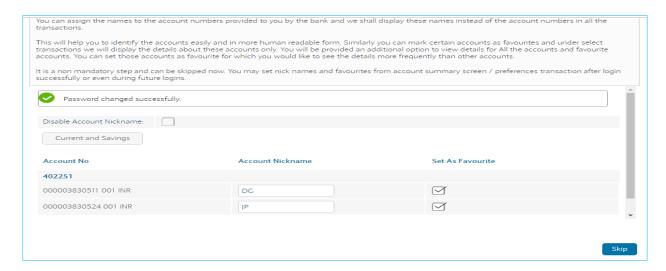
8. The system will prompt for a forced change of password. Follow the below password policy when changing the password.



### **Enter Password Policy**

- Password minimum length 8
- Password maximum length 32

- Password must contain at least one number.
- Password must contain at least one special character. Special characters should not be {=f|`~;:¬'?&%o}
- Password must contain at least one character.
- 9. Set Account Nickname you can also mark an account as favorite and click on save. This step is optional and you can choose to skip.



10. Click on Continue to Complete.



11. You will be taken to the home page of Barclays Internet Banking.

For any further help or queries please feel free to contact us at commercial.help@barclays.com

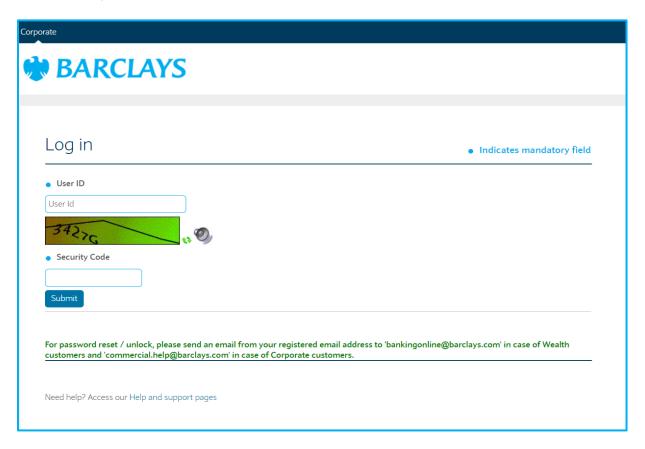
### B. Log in with Gemalto into the Corporate Internet Banking System

This section guides you on how to access the new Corporate Internet banking application of Barclays using Gemalto.

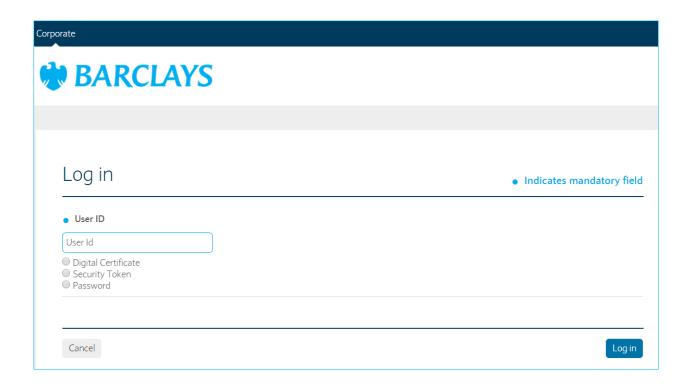
To access internet banking channel open the below URL <a href="https://www.netbanking.barclays.in/B002/login.jsp">https://www.netbanking.barclays.in/B002/login.jsp</a>
Or

Click the Log in option on the Bank's home page <a href="https://www.barclays.in/">https://www.barclays.in/</a>

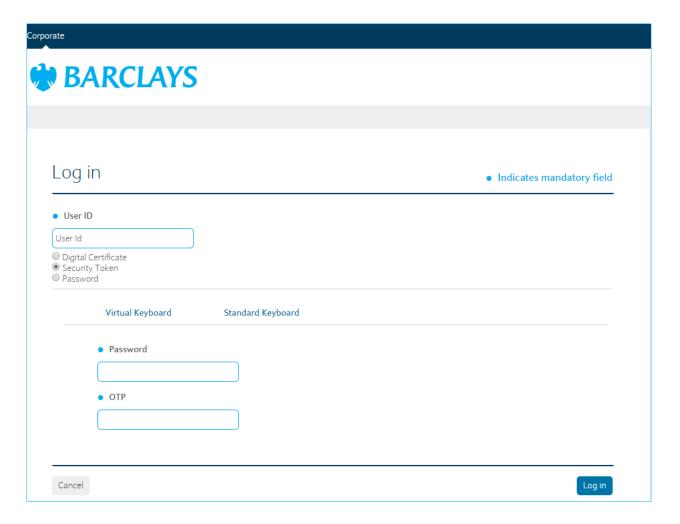
1. Enter valid User ID as advised in the Welcome letter and Security Code (CAPTCHA) displayed on screen. Submit to proceed.



2. From the radio buttons below the User ID Select Security Token and click on Log in.



3. Select the Standard Keyboard/ Virtual Keyboard for entering OTP & Password.



- 4. For the Password Textbox enter your password for the Barclays Online Banking application
- 5. Below are the steps to activate Gemalto on 1st login.

- A. Click on "OK" button to activate Gemalto.
- B. Enter any 4 digit numeric pin number. Kindly remember as this is static password. Once done, please click on OK button.
- C. Re-enter the PIN to confirm.







- D. SELECT will appear on the token screen. Then click on Login for generating new pin number.
- E. 8-digit OTP will be generated which you need to enter on the internet banking screen.





- 6. Enter the OTP generated click on Login.
- 7. Upon successful Validation of USER ID and Password the user will gain access to the Internet banking application.
- 8. For the First time login user needs to complete additional First time login steps. . On subsequent logins these steps will not be required to be taken.
- 6. The First time login steps includes:
  - 1. Acceptance of Terms and Conditions (compulsory step)
  - 2. Forced change of Password (compulsory step)
  - 3. Set account nicknames (optional step)
- 7. Accept the Terms and Conditions.



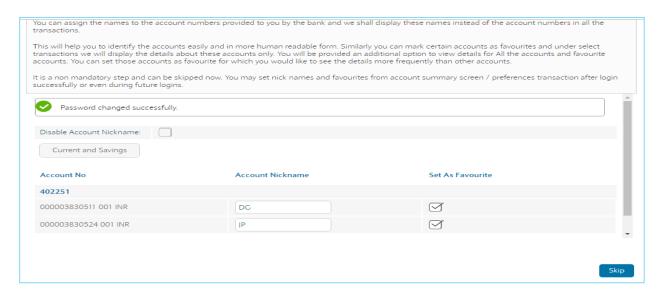
8. The system will prompt for a forced change of password. Follow the below password policy when changing the password.



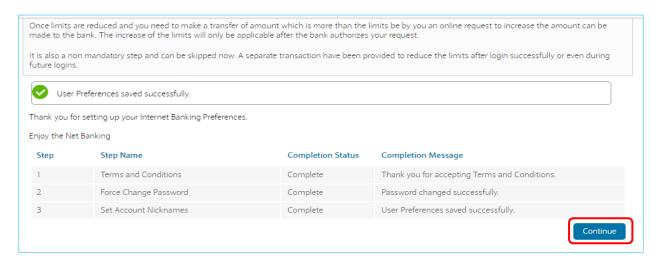
### **Enter Password Policy**

- 1. Password minimum length 8
- 2. Password maximum length 32
- 3. Password must contain at least one number.
- 4. Password must contain at least one special character. Special characters should not be {=£|`~;:¬'?&%o}

- 5. Password must contain at least one character.
- 9. Set Account Nickname you can also mark an account as favorite and click on save. This step is optional and you can choose to skip.



10. Click on Continue to Complete.



11. You will be taken to the home page of Barclays Internet Banking.

For any further help or queries please feel free to contact us at **commercial.help@barclays.com** or your respective Relationship Manager (RM).

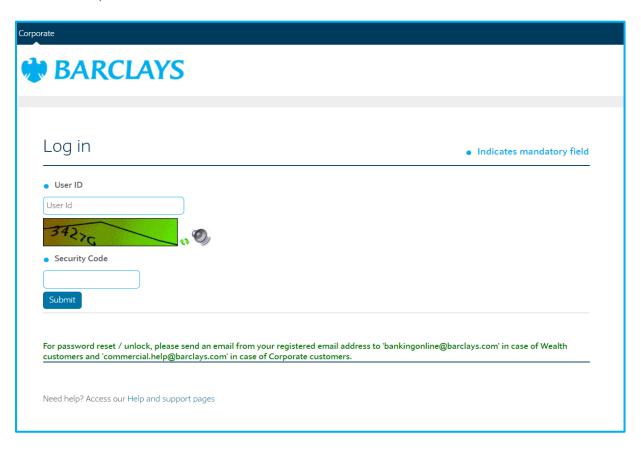
### C. Log in with Digital Certificate onto the Corporate Internet Banking System

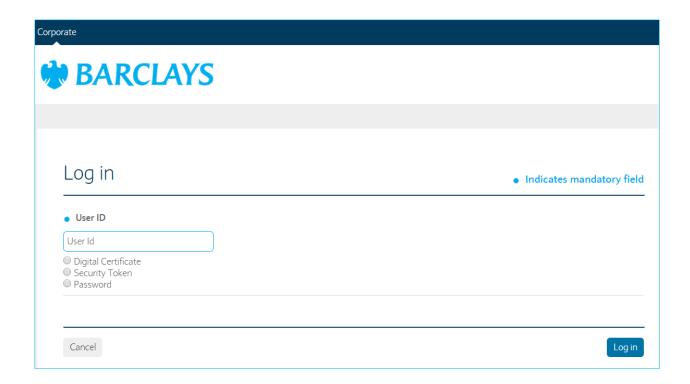
This section guides you on how to access the new Corporate Internet Banking application of Barclays using Digital Certificate.

To access internet banking channel open the below URL <a href="https://www.netbanking.barclays.in/B002/login.jsp">https://www.netbanking.barclays.in/B002/login.jsp</a> Or

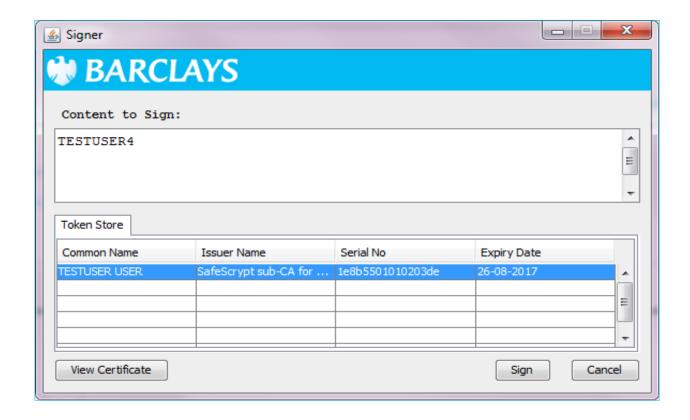
Click the Log in option on the Bank's home page <a href="https://www.barclays.in/">https://www.barclays.in/</a>

1. Enter valid User ID as advised in the Welcome letter and Security Code (CAPTCHA) displayed on screen. Submit to proceed.





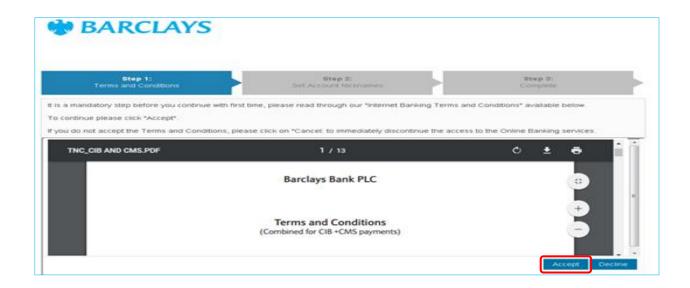
- 2. Select the Digital Certificate radio button below the User ID and click on Login.
- **3.** Select the certificate to be used for authentication and click on Sign button.



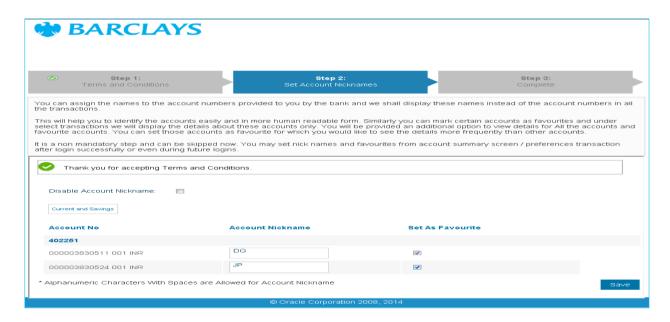
1. Enter your password to go to the Barclays Online Banking application



- 2. Upon successful Validation of USER ID and Password the user will gain access to the Internet banking application.
- 3. For the First time login user needs to complete additional First time login steps. On subsequent logins these steps will not be required to be taken.
- 4. The First time login steps includes:
  - Acceptance of Terms and Conditions (compulsory step)
  - Set account nicknames (optional step)
- 5. Accept the Terms and Conditions.



9. Set Account Nickname you can also mark an account as favorite and click on save. This step is optional and you can choose to skip.



10. Click on Continue to Complete.



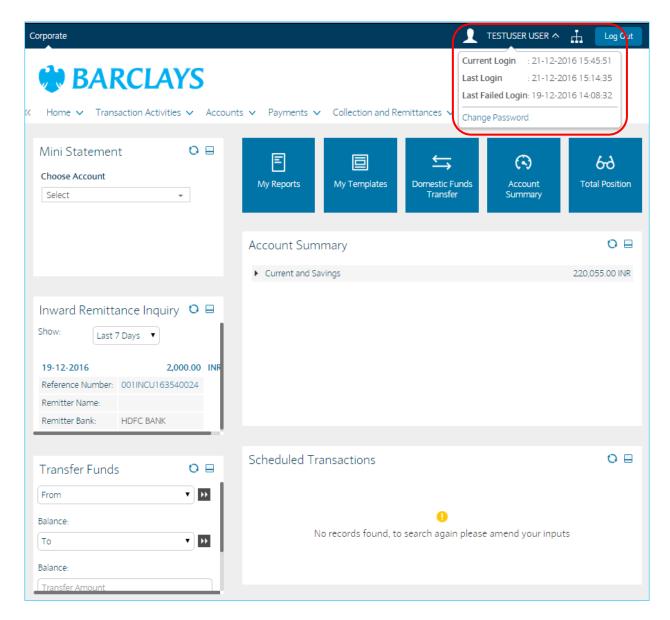
11. You will be taken to the home page of Barclays Internet Banking.

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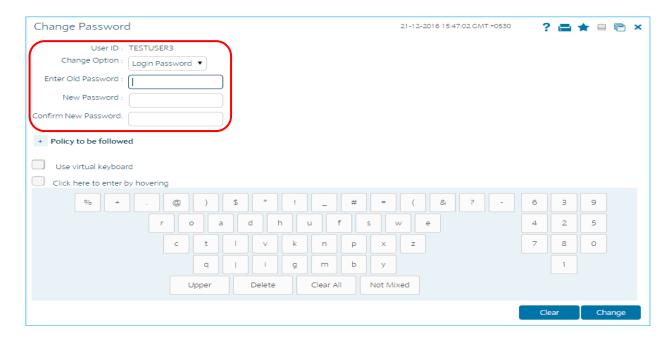
### D. Change Password

Using this option a corporate user can modify the predefined password.

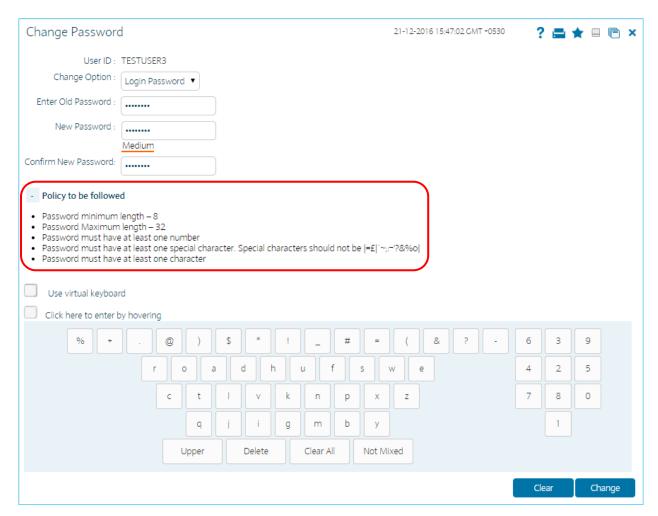
1. Click on the User Name on the top right corner of the screen, a drop down will appear. Click on Change Password.



2. Enter the old password and the new password.



3. The New Password should be as per the Password Policy.



- 4. Click on Change Button. The system displays Change Password Verify screen. OR Click the Clear button to clear the fields.
- 5. Click the Confirm button. The system displays Change Password Confirm screen with the status message. OR Click the Edit button to edit the entered details.
- 6. Click the OK button. The system displays initial Change Password screen.

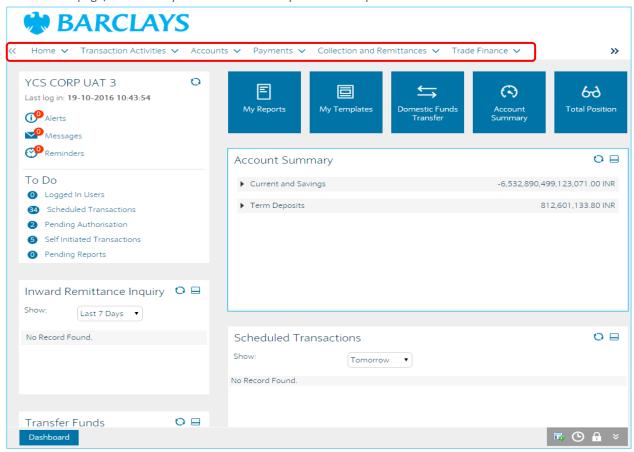
### III. Accounts

A. Account Activity

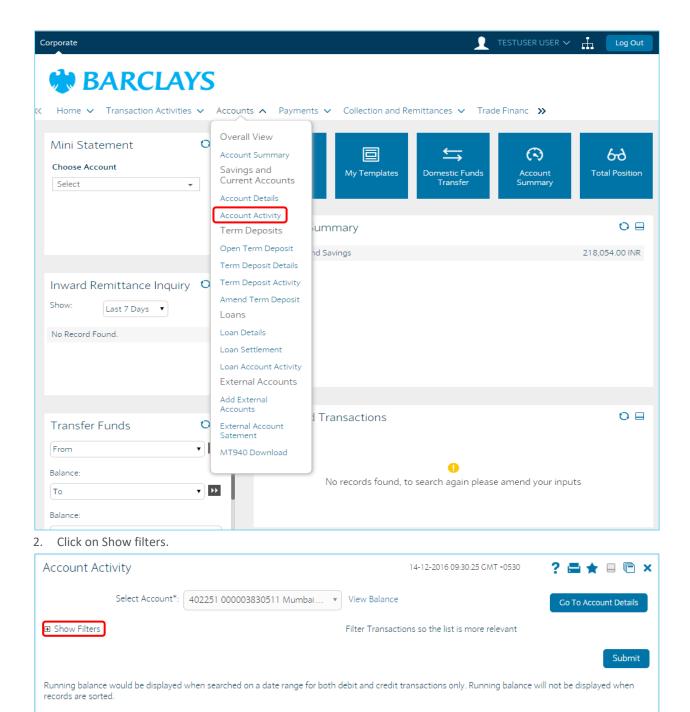
The Account Activity option allows you to view and download the account activity for any CASA account under the customer IDs mapped. You can get the transaction details based on different transaction dates, by specifying the amount range and sorting on the transaction date, value date and the amount.

### **Downloading Account Statement**

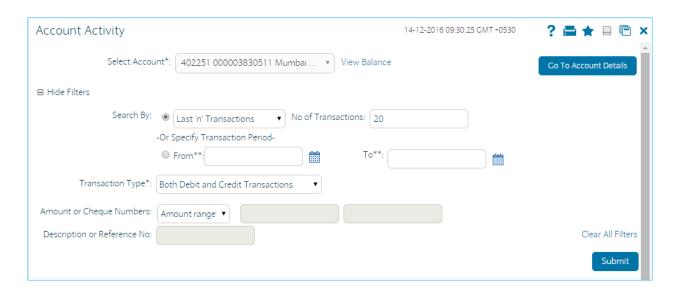
On the Homepage/Dashboard you will see all the required Menu options.



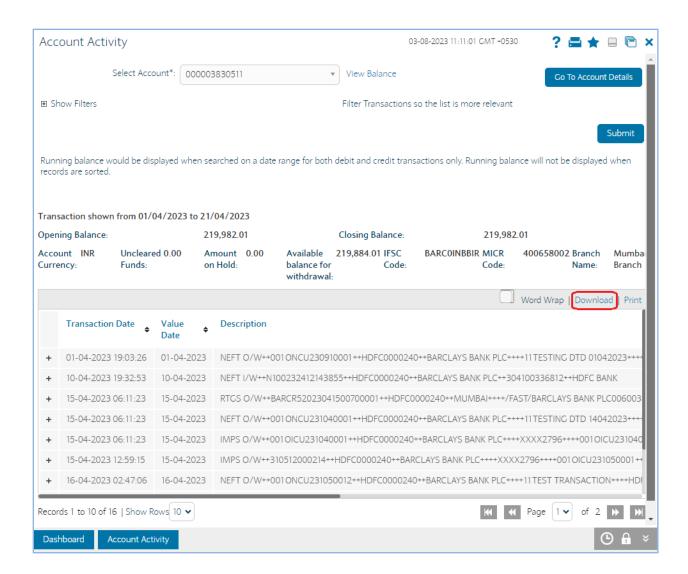
1. Go to Accounts Menu and from the drop down menu select Account Activity.



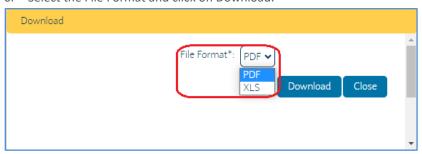
3. The System will display Filters. You can get the transaction details based on different transaction dates, by specifying the amount range and sorting on the transaction date, value date and the amount.



- 4. Click on Submit you will see the Account details below.
- 5. Click on Download option to download the statement.



6. Select the File Format and click on Download.





# Account Activity as of 03-08-2023 11:15:27 GMT +0530

Transaction Date	01/04/2023 to 21/04/2023		
Customer Id	402251	Customer Name	INTERNAL TESTING AC
Account Currency	INR		
Branch Name	Mumbai Branch	Available Balance for Withdrawa	1219,884.01
IFSC Code	BARC0INBBIR	Current Balance	219,982.01
MICR Code	400658002	Amount on Hold	0.00
Opening Balance	219,982.01	Closing Balance	219,982.01
Unclear Funds	0.00	-	
Account Number	000003830511		

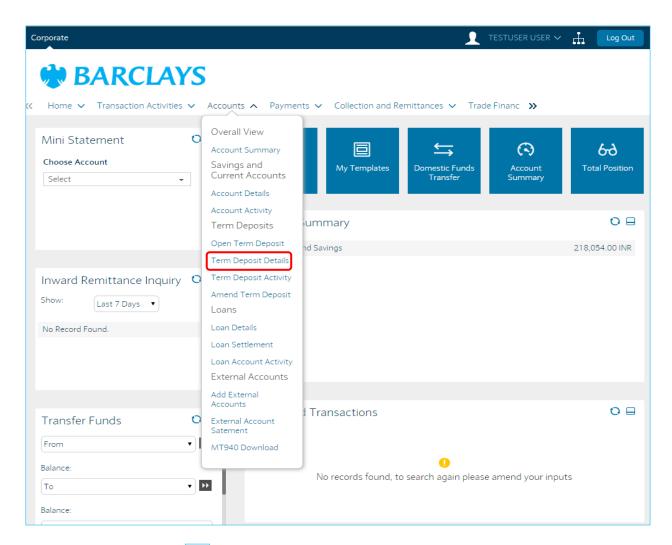
Transactio n Date	Value Date	Description	Transaction Type	Reference Number	Debit	Credit	Balance	Cheque Number
01-04-2023 19:03:26	01-04-2023	NEFT O/W++0010NCU23091 0001++HDFC0000240 ++BARCLAYS BANK PLC++++11TESTING DTD 01042023++++HDFC BANK	NEFT OUTGOING	001ONCU23 0910001	1.00		219,981.01	- Name -
10-04-2023 19:32:53	10-04-2023	NEFT IW++N1002324121438 55++HDFC0000240++ BARCLAYS BANK PLC++304100336812+ +HDFC BANK	NEFT INCOMING	001INCU231 000745		1.00	219,982.01	
15-04-2023 06:11:23	15-04-2023	RTGS 0/W++BARCR5202304 150070001++HDFC00 00240++MUMBAI++++/ FAST/BARCLAYS BANK PLC00600380002796T ESTING DTD 14042023++++HDFC BANK	RTGS OUTGOING	001ORBU231 040001	1.00		219,981.01	
15-04-2023 06:11:23	15-04-2023	NEFT OW++0010NCU23104 0001++HDFC0000240 ++BARCLAYS BANK PLC++++11TESTING DTD 14042023++++HDFC BANK	NEFT OUTGOING	001ONCU23 1040001	1.00		219,980.01	
15-04-2023 06:11:23	15-04-2023		IMPS Outgoing Payment	001OICU231 040001	1.00		219,979.01	

			Accou	nt Activity				
						Date a	nd Time:2023-08-03 05:47:05.0	
Customer Id:		402251		Customer Name:	_	INTERNAL TESTING AC		
TRANSACTION DATE:		01/04/2023 - 21/04/2023						
IFSC CODE:		BARCOINBBIR						
MICR CODE:		400658002						
BRANCH NAME:		Mumbai Branch						
ACCOUNT CURRENCY:		INR						
OPENING BALANCE:		219.982.01						
CLOSING BALANCE:		219.982.01						
UNCLEARED FUNDS:		0.0						
AMOUNT ON HOLD:		0.0						
AVAILABLE BALANCE I	FOR WITHDRAWAL:	219,884.01						
CURRENT BALANCE		219,884.01						
Account Number		000003830511						
					n	- 111	10.	
Transaction Date	Value Date	Description	Transaction Type	Reference Number	Debit	Credit	Balance	Cheque Number
01-04-2023 19:03:26	01-04-2023	NEFT O/W++0010NCU230910001+ +HDFC0000240++BARCLAY S BANK PLC++++11TESTING DTD 01042023++++HDFC BANK	NEFT OUTGOING	0010NCU230910001	1.00		219,981.01	
10-04-2023 19:32:53	10-04-2023	NEFT WW+N100232412143855++ HDFC0000240++BARCLAYS BANK PLC++304100336812++HDF C BANK	NEFT INCOMING	001INCU231000745		1.00	219,982.01	
15-04-2023 06:11:23	15-04-2023	RTGS O/W+-BARCR52023041500 700001++HDFC0000240++M UMBAI++++FAST/BARCLAY S BANK PLC00600380002796TESTIN G DTD 14042023++++HDFC BANK	RTGS OUTGOING	001ORBU231040001	1.00		219.981.01	
13-04-2023 00.11.23	13-04-2023	NEFT O/W++0010NCU231040001+ +HDFC0000240++BARCLAY S BANK PLC++++11TESTING	RIGS OUTGOING	0010RB0231040001	1.00		219,901.01	
		DTD 14042023++++HDFC	İ	i			1	
15-04-2023 06:11:23	15-04-2023	BANK	NEFT OUTGOING	001ONCU231040001	1.00		219,980.01	
		IMPS O/W++001OICU231040001+						

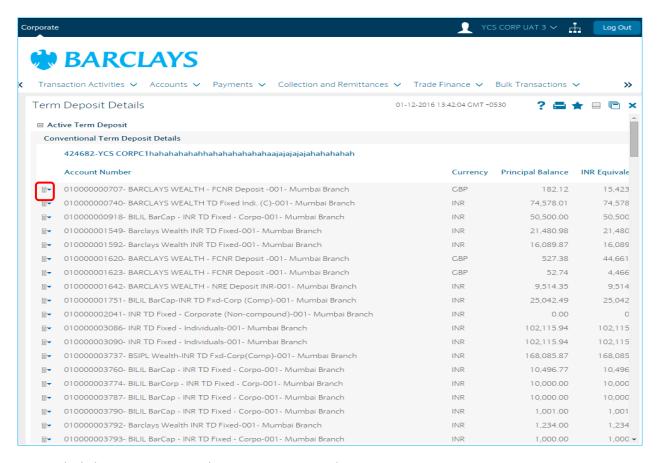
### **B.** Term Deposit Details

Using this option you can view the Term Deposit account details of the particular customer. It displays basic details of the deposit account like maturity date and maturity amount.

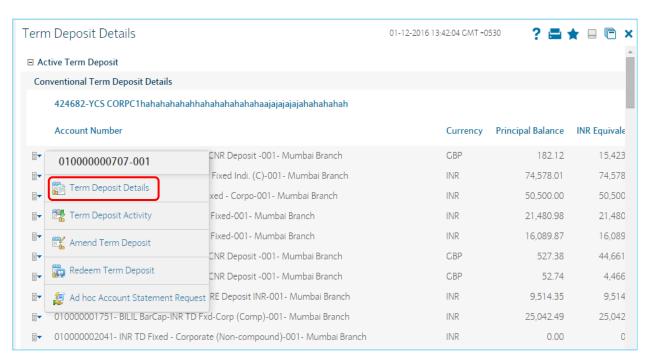
1. Go to Accounts Tab and Select Term Deposit Details.



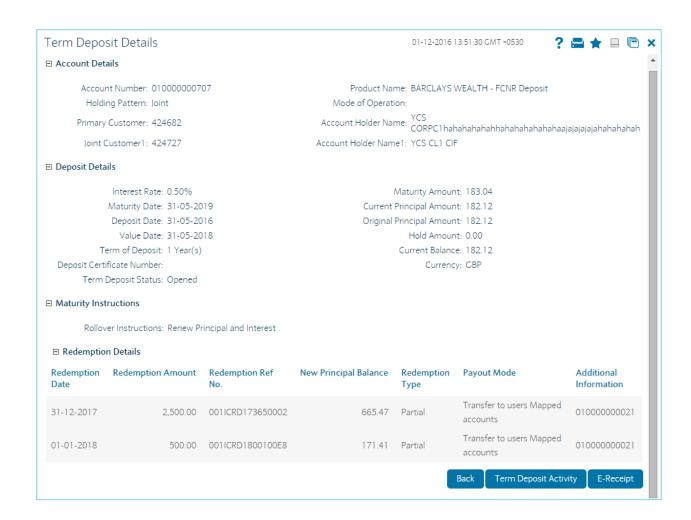
2. Click on the down arrow on the below screen a pop up screen will appear.



3. On the below pop up screen select Term Deposit Details.



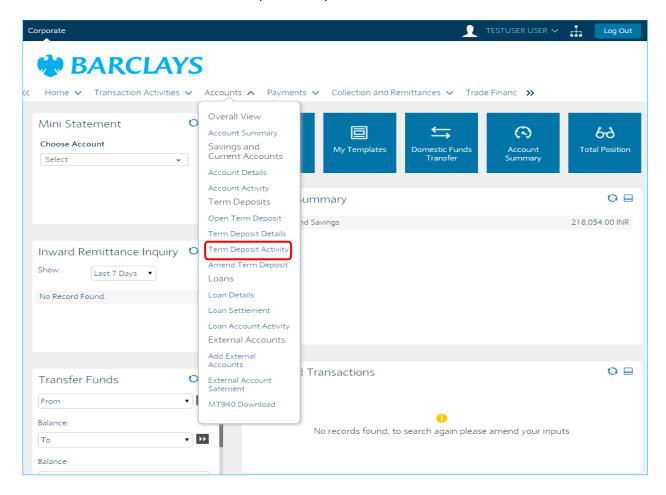
4. The system displays the Term Deposit Details screen.



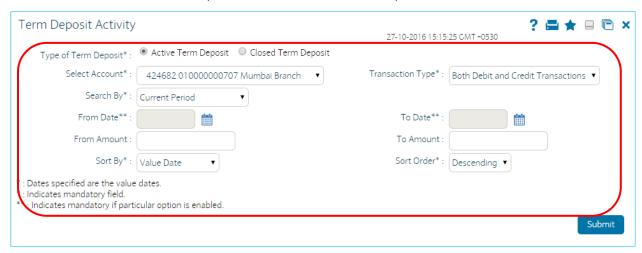
### C. Term Deposit Activity

This option allows the user to view and download the account activity for any TD account under the customer IDs mapped to the user. The user can get the TD activity details for a given period, i.e., current period, previous period, or specified period.

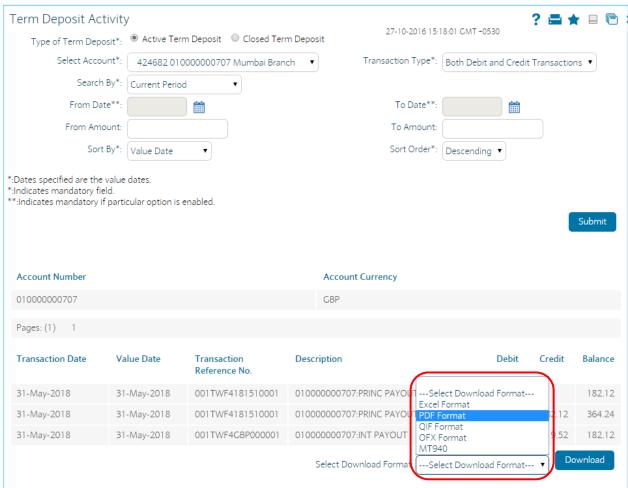
1. Go to Accounts Tab and Select Term Deposit Activity.



2. Select the Account number and period for which the details are required and click on Submit.



3. Select the appropriate format and click on download.

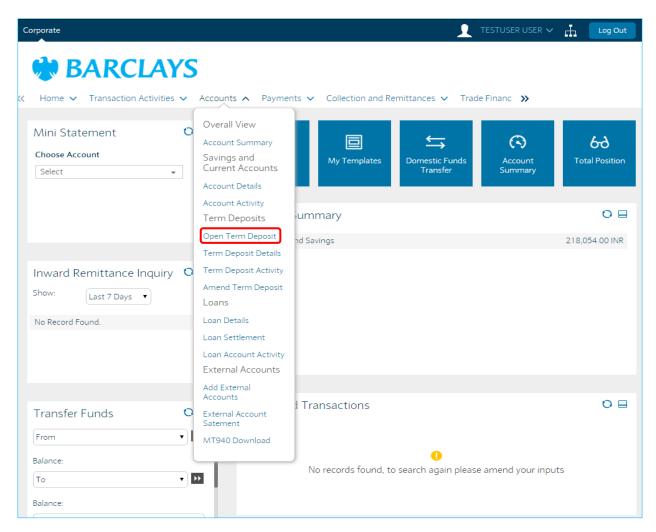


			Term Deposit Ac	tivity			
Customer No 422204		Accoun 0100000	nt Number 000707		Account Current GBP	;y	
	Value Date	Transaction Reference Number	Description	Debit	Credit	Ва	alance
Transaction Date 31-May-2018	Value Date 31-May-2018	Transaction Reference Number 001TWF4181510001	Description  010000000707:PRINC PAYOUT	Debit	Credit 182.12	В	alance 182.1
Date		Reference Number	010000000707:PRINC	Debit		182.12	

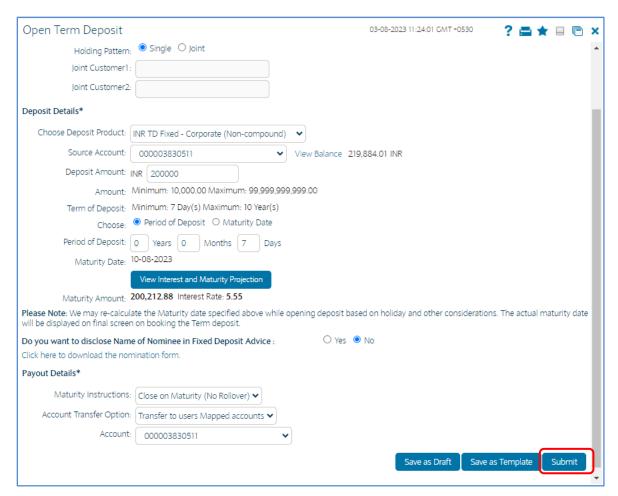
### D. Open Term Deposit

This option allows you to open a new term deposit account with the Bank.

1. Go to Accounts Tab and Select Open Term Deposit.



2. Fill all the term Deposit Details.

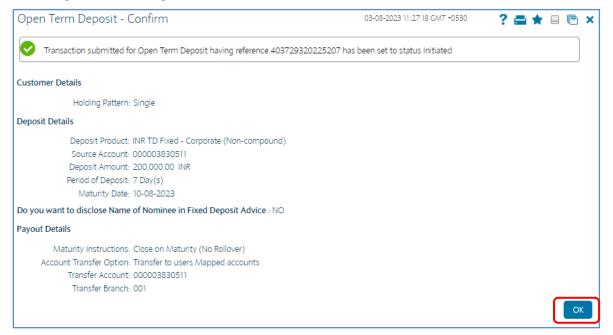


- 3. Click the Save as Draft button to create a draft version of the transaction. You can use the draft version later to initiate the payment. OR
- 4. Click the Save as Template button to create a payment template of the transaction. You can use the template later to initiate the payment. Template access 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.

  OR
- 5. Click the Submit button. The system displays the Open Term Deposit –Verify screen.



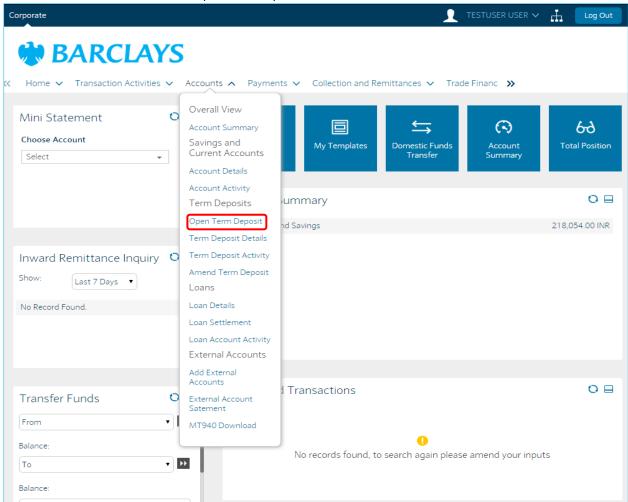
6. Click the Confirm button. The system displays the Open Term Deposit Confirmation screen. OR Click the Change button to change the details.



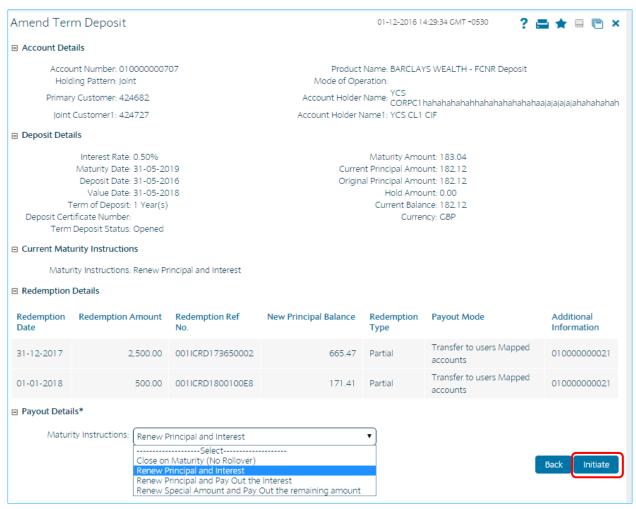
### E. Amend Term Deposit

This option allows you to modify the maturity instructions of the selected TD. The maturity instructions include the principal and interest amount transfer details.

1. Go to Accounts Tab and Select Open Term Deposit.



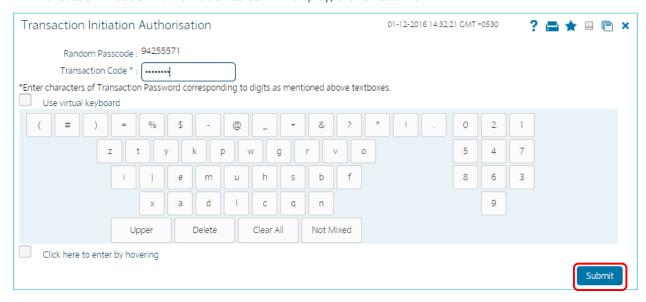
2. Click the account number hyperlink to view the details of the term deposit under that account number. The system displays Amend Term Deposit - Initiate screen.



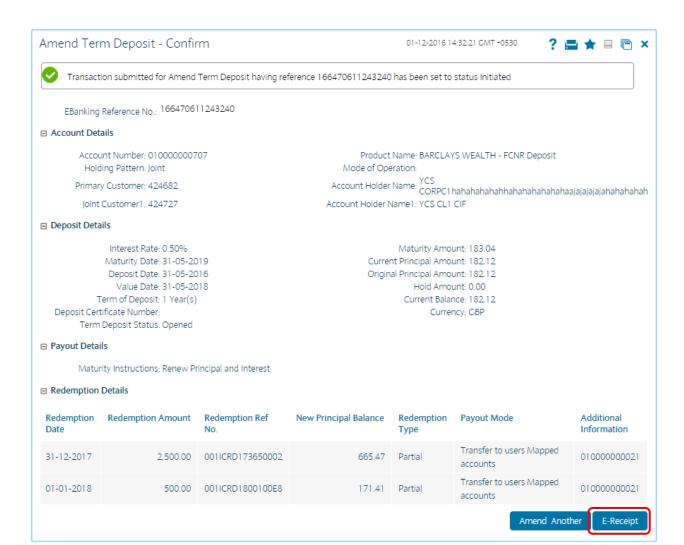
3. Click Confirm button.



4. Transaction Initiation Authorization Screen will display, click on Submit.



5. Click on E-Receipts to download the receipt.





# Amend Term Deposit

166470611243240 FCDB Reference Number BARCLAYS WEALTH - FCNR XXXXXXXXX707 Account Number **Product Name** Deposit **Holding Pattern** Joint **Primary Customer** 424682 YCS Account Holder Name 424727 0.50% YCS CL1 CIF Account Holder Name1 Interest Rate 31-05-2019 183.04 Maturity Date Maturity Amount Current Principal Amount 182.12 Deposit Date 31-05-2016 Original Principal Amount 182.12 Value Date 31-05-2018 1 Year(s) Hold Amount 0.00 Term of Deposit 182.12 GBP Current Balance Currency

Term Deposit Status Opened Maturity Instructions Renew Principal and Interest

### Redemption Details

Redemption Date	Redemption Amount	Redemption Ref No.	New Principal Balance	Redemption Type	Payout Mode	Additional Information
31-12-2017	2,500.0	00001ICRD17365000	2 665.4	47 Partial	Transfer to users Mapped accounts	010000000021
01-01-2018	500.0	00001ICRD1800100E	8 171.4	41 Partial	Transfer to users Mapped accounts	010000000021

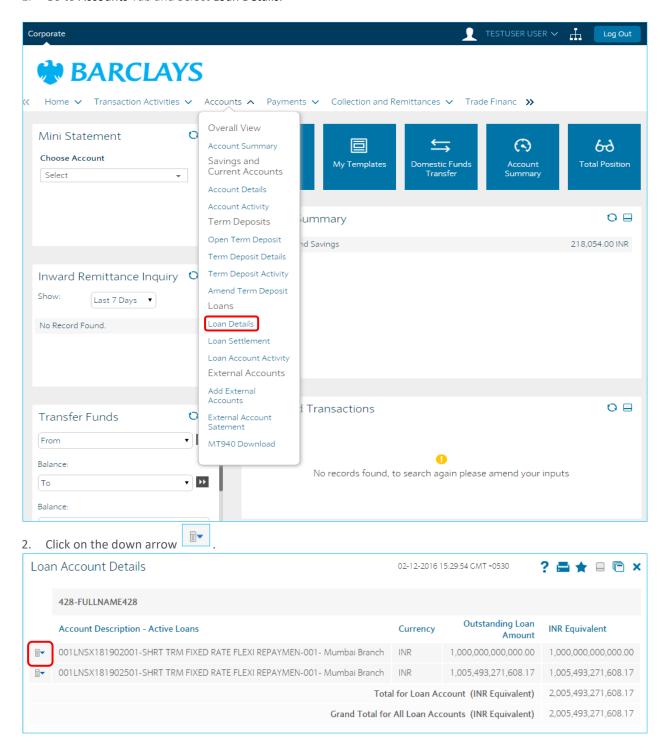


Electronic Receipt owns no official legal effect, You may go to branch to get the paper receipt. Printed on: 01-12-2016 08:45:27 Printed from: PC

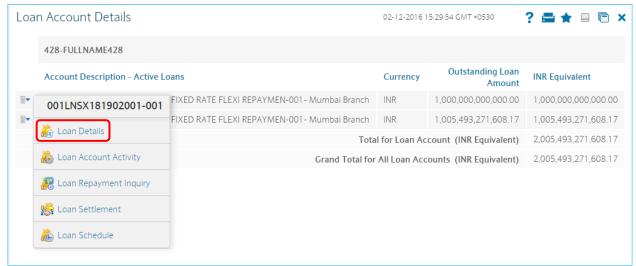
### F. Loan Details

The Loan Details option allows you to view the details of loan accounts. Loan Repayment Inquiry, Loan Details, Loan account activity, Loan settlement all these transactions can be viewed through Loan details. You can view the details of individual loan account number by clicking the account number link.

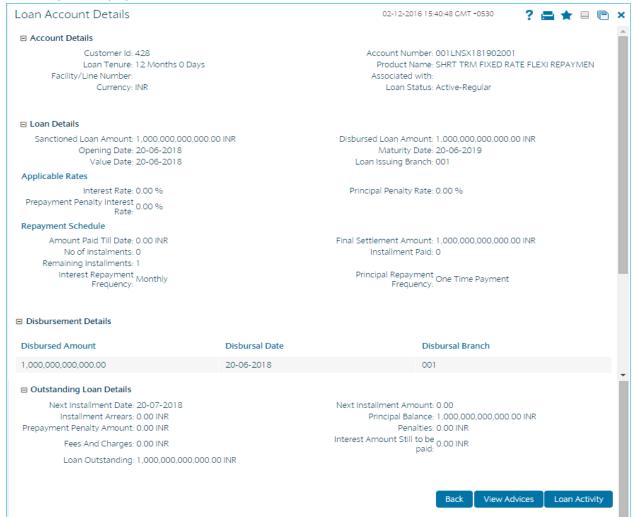
Go to Accounts Tab and Select Loan Details.



3. Click the Account details link on the pop up to view the individual loan account details. The system displays the Loan Account Details screen.



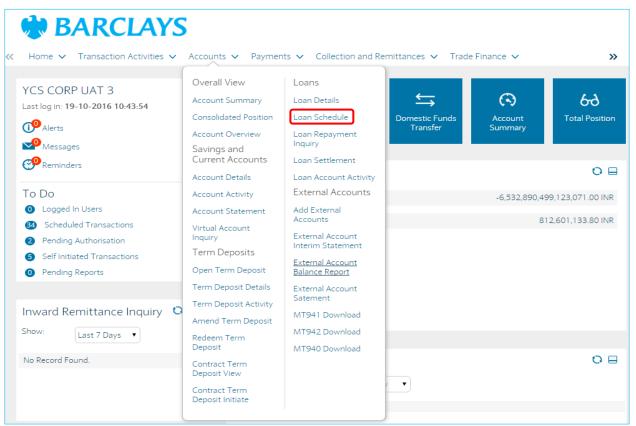
4. The system displays the Loan Account Details screen.



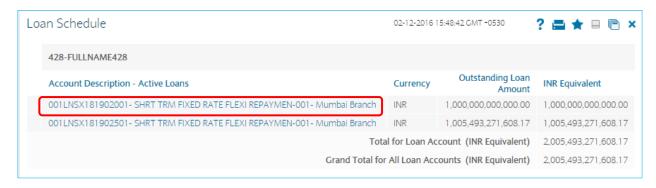
G. Loan Schedule

Customers may have loan accounts pertaining to different products, amounts and variants. This option allows you to view individual loan parameters. This is similar to the amortization schedule prepared for every loan. Every equated monthly installment consists of majorly two components: • Principal • Interest The schedule shows how every installment is part interest and part principal.

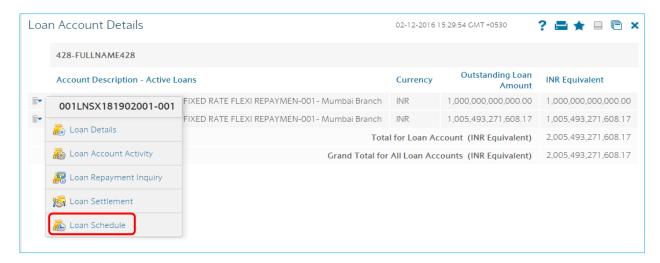
1. Go to Accounts Tab and Select Loan Schedule.



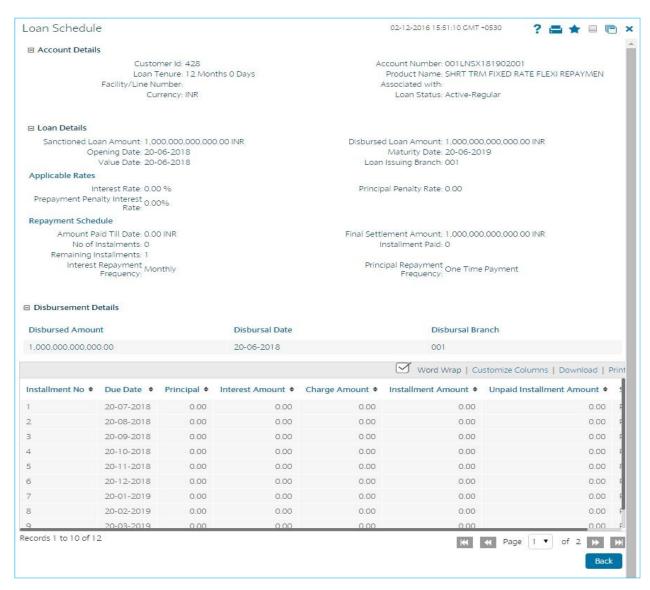
2. The system displays the Loan Schedule - List screen.



3. Click on the Hyperlink.



4. The system displays the Loan Account Details screen.

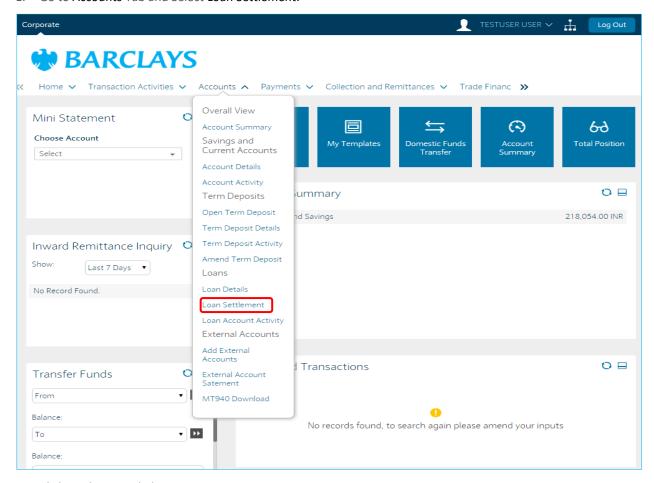


### H. Loan Settlement

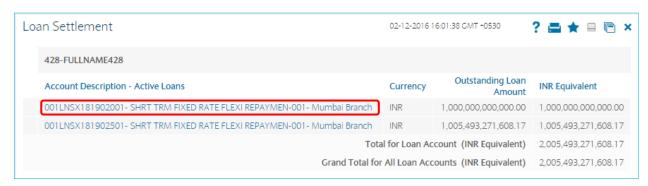
This option allows you to pay off outstanding balance in your loan account. You can transfer funds from another account to pay off the balance amount.

You can settle the loan by repaying the amount from the account and thus the settlement will be done. This settlement could be the settlement of complete amount or the partial amount as per the amount of repayment done. Only Active Loans will be available for Loan Settlement.

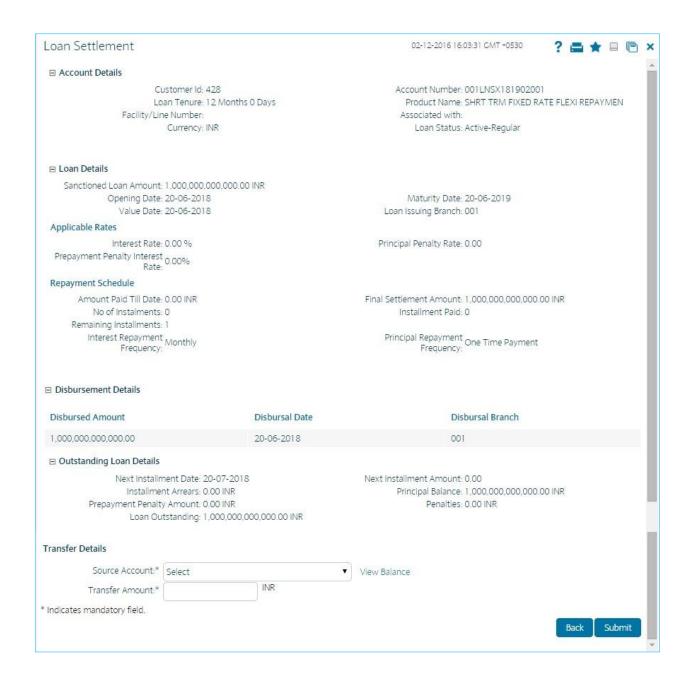
1. Go to Accounts Tab and Select Loan Settlement.



2. Click on the Hyperlink.



3. Click the Back button to navigate to the Loan schedule main screen



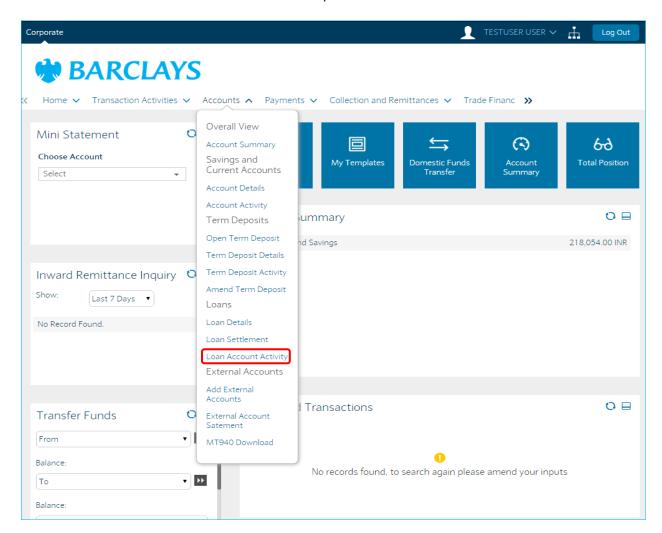
## I. Loan Account Activity

This option allows you to view all the activity that has occurred in your account for a given period for active and closed loans. The option allows you to select a transaction type (debit, credit or both), a date range, and a sorting order. It allows you to view the outstanding balance in your loan account.

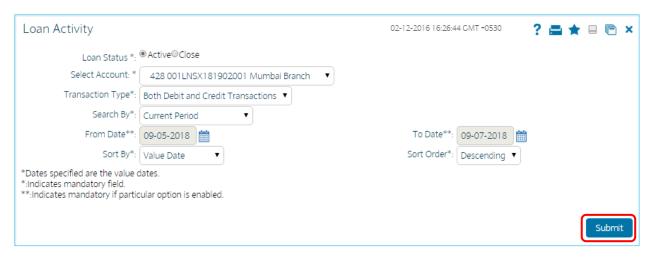
The statement displays the transaction date, the value date and the amount of debit or credit depending on what you have selected. It also gives you an option of downloading the statement in Microsoft Excel format.

This option should ideally used when you want to check the activity in your loan account over a period of time. It is a useful method of tracking any discrepancies or reconciling it with other budgetary activities

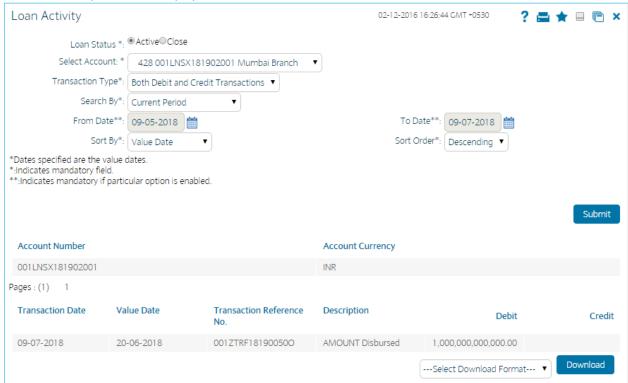
1. Go to Accounts Tab and Select Loan Account Activity.



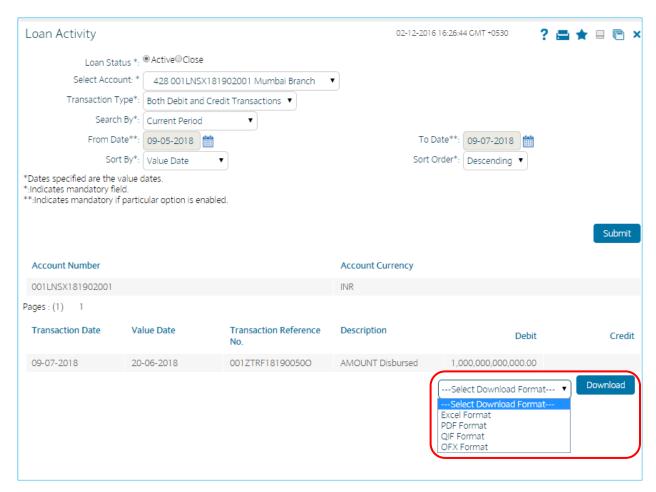
2. Fill the details and click on Submit.



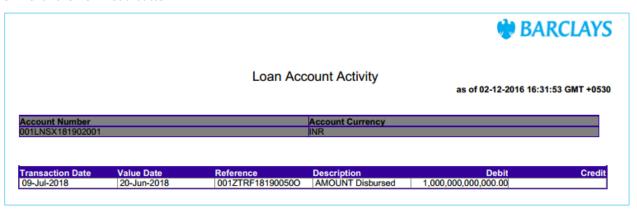
3. Loan Activity screen will display.



4. Select the format from the Select Download Format drop-down list.



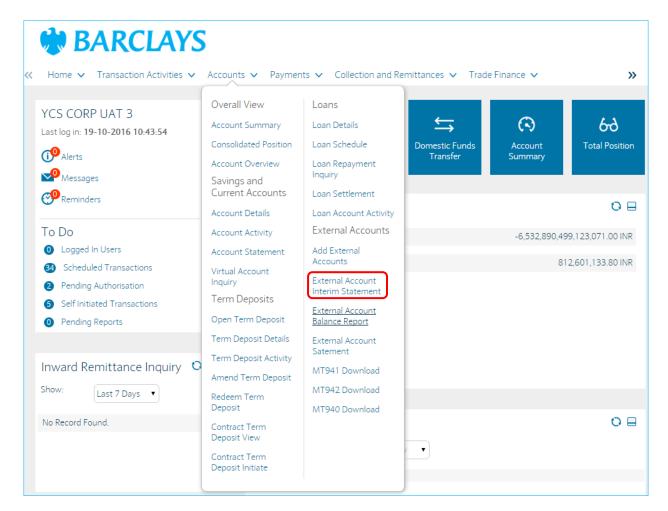
5. Click the Download button.



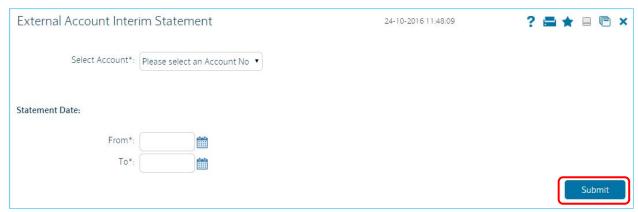
### J. External Account Interim Statement

The External Account Interim Statement screen allows the user to download incoming MT942 messages.

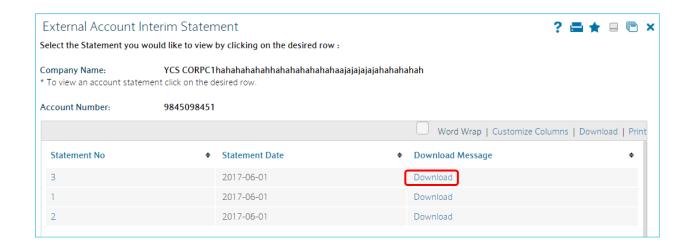
1. Go to Accounts Tab and Select External Account Interim Statement.

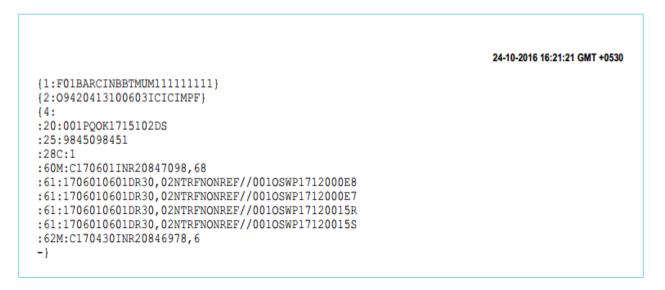


2. Select the Account No and Statement Date and click on Submit.



3. Click on Download to view the Statement.

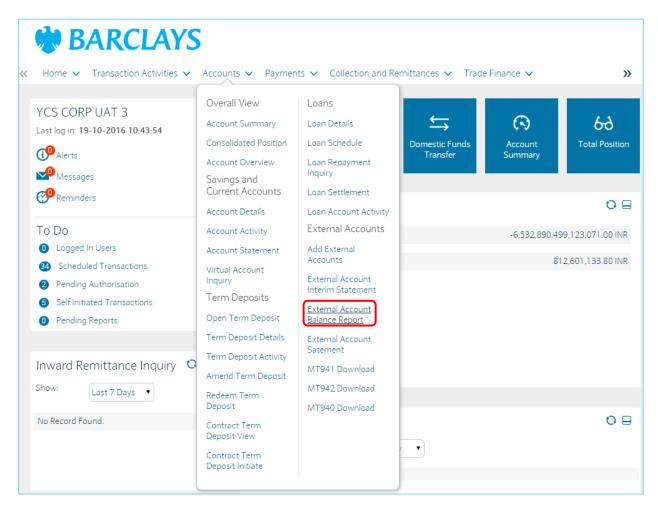




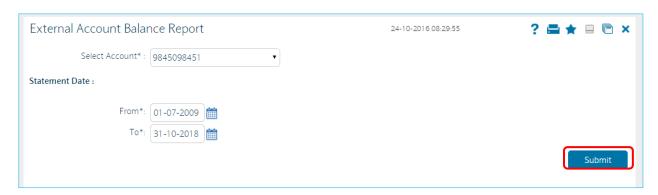
### K. External Account Balance Report

The External Account Balance Report screen allows the user to view and download MT941 incoming messages.

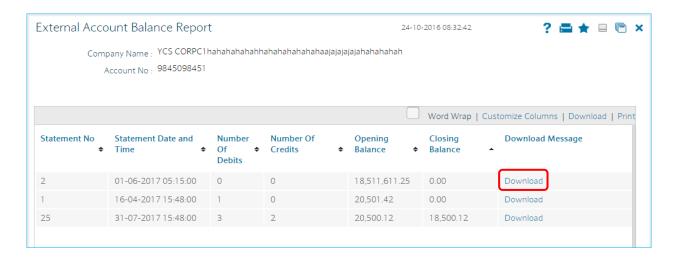
1. Go to Accounts Tab and Select External Account Balance Report.



2. Select the Account No and Statement Date and click on Submit.



3. Click on Download to view the Statement.



```
{1:F01BARCINBBTMUM111111111}

{2:O9410413100603ICICIMPF}

{4:

:20:001PQOL17121009Y

:25:9845098451

:28C:2

:13D:1706010515+0000

:60F:C170601INR18511611,25

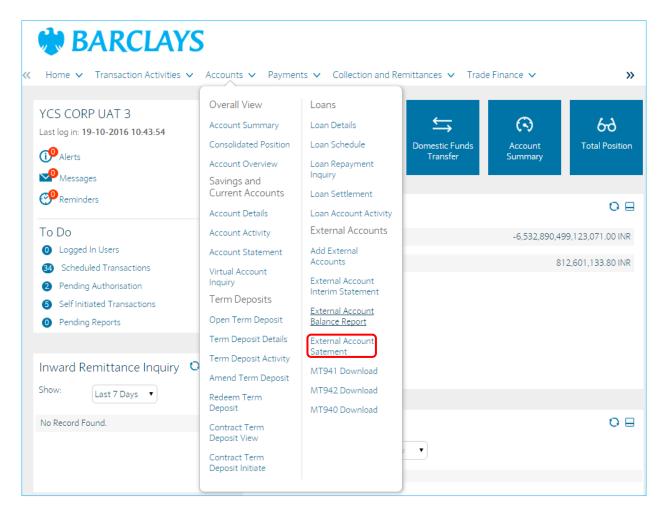
:62F:C170601INR18511611,25

:64:C170601INR18278861,25
```

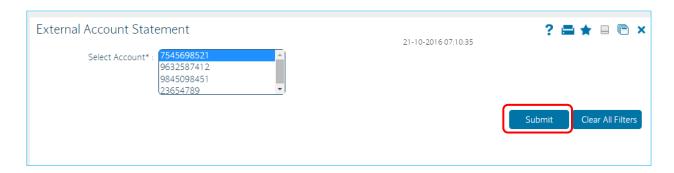
### L. External Account Statement

The External Account Statement screen allows the user to view and download incoming MT940 messages.

1. Go to Accounts Tab and Select External Account Statement.



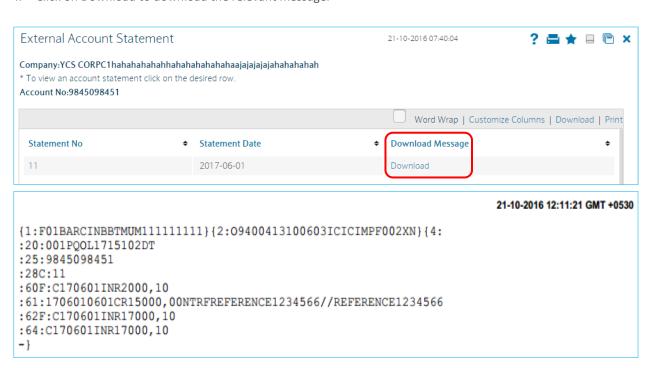
2. Select the Account number and Click Submit. The matching records are displayed in the results pane in the External Account Statement screen.



3. Select the relevant period and click on the Account No. link.



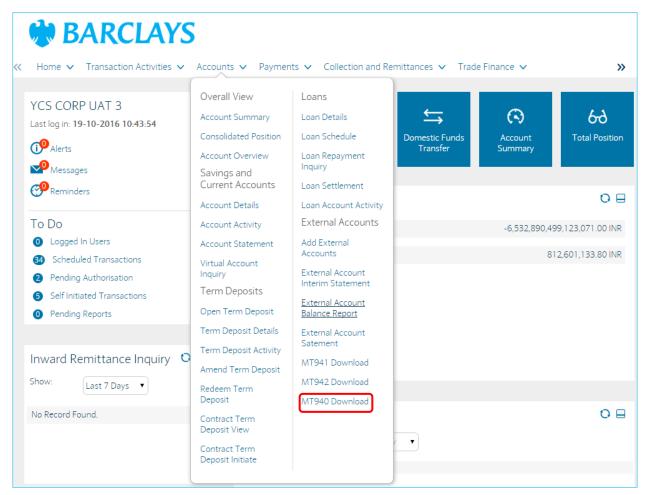
4. Click on Download to download the relevant message.



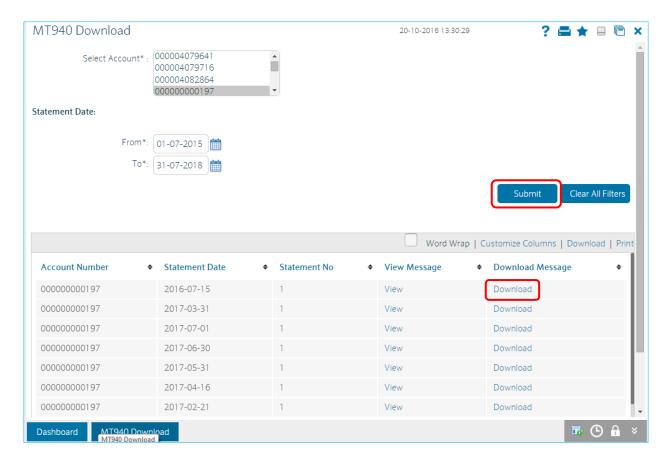
### M. MT940 Download

The MT940 Download screen allows the user to view and download MT940 outgoing messages.

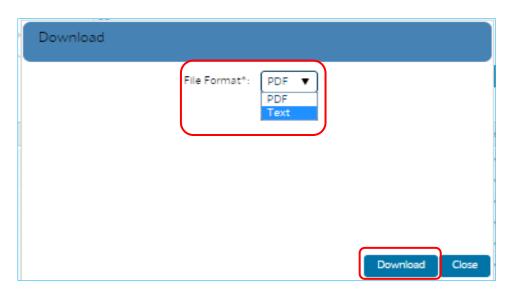
1. Go to Account Tab and select MT 940 Download.



2. Select the Account for which you need to download MT940 Statement then select a date range and click on Submit.



- 3. The matching records are displayed in the results pane in the MT940 Download screen.
- 4. Click on Download Message.
- 5. Select the File Format and click on Download.



6. Click the Open button to open and view the file

### MT940 Download

20-10-2016 18:09:53 GMT +0530

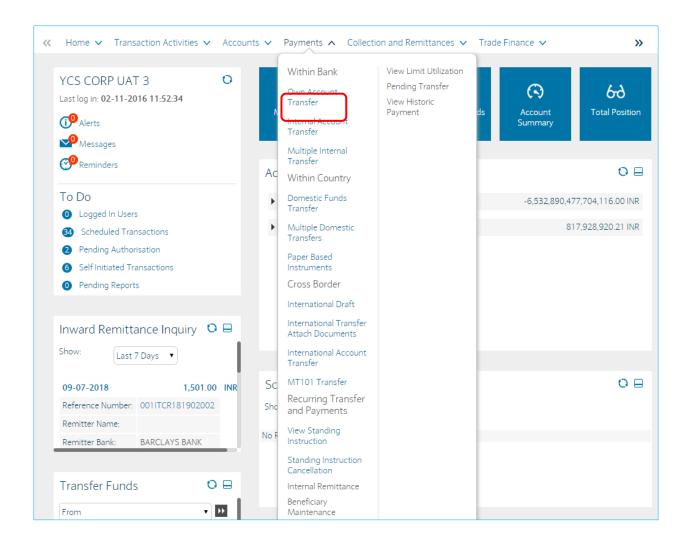
```
{1:F01BARCINBBAMUM1111111111}
{2:I940BARCGB10XXXXN}
{3:{108:001MSOG1709002L6}}
{4:
:20:001MSOG1709002L6
:25:000000000197
:28C:3/15
:60M:C170221INR82491017,23
:61:1702010221DR1006,NMSCNONREF//001ZPCP16137000Y
:61:1702210221DR1006,NMSCNONREF//001ZPCP16137000D
:61:1702210221DR1006,NMSCNONREF//001ZPCP16137000Y
:61:1702210221DR1006,NMSCNONREF//001ZPCP16137000D
:62M:C1702211NR82486993,23
-}
```

# **IV.** Payments

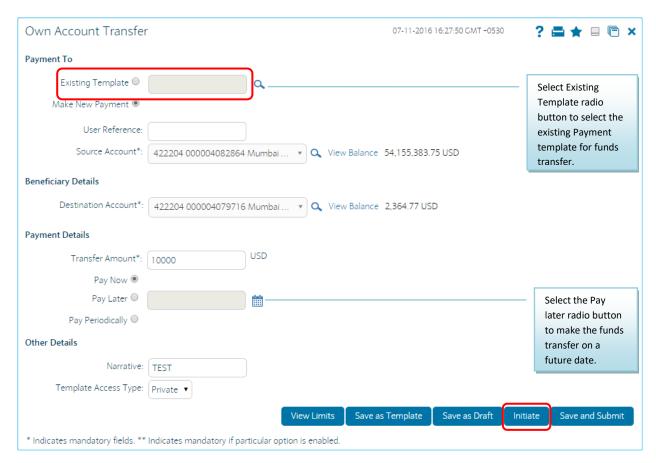
### A. Own Account Transfer

Using the Own Account Transfer option, you can initiate funds transfer between any of your accounts, for example, the accounts that are under the customer IDs mapped to you. Such transfer can be done either by making a new payment transaction or by using the existing beneficiary details (for example, templates) to make the payment. The payment can be processed immediately, or on a specific future date, or as per your standing instructions.

1. Go to Payments Tab and select Own Account Transfer.



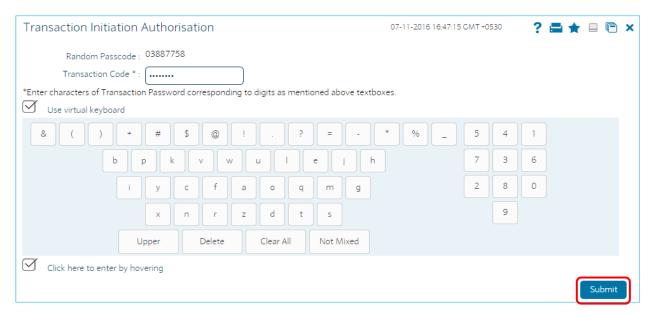
- 2. Fill in the required details like Source Account, Beneficiary Account, Payment Details and other details.
- 3. Click the View Limits button to check limits for the transfer. OR
- 4. Click the Save as Template button to save the details as a template for future reference. OR
- 5. Click the Save as Draft to save the details as a draft. OR
- 6. Click the button to Save and submit the details. OR
- 7. Click on Initiate to initiate the payment.



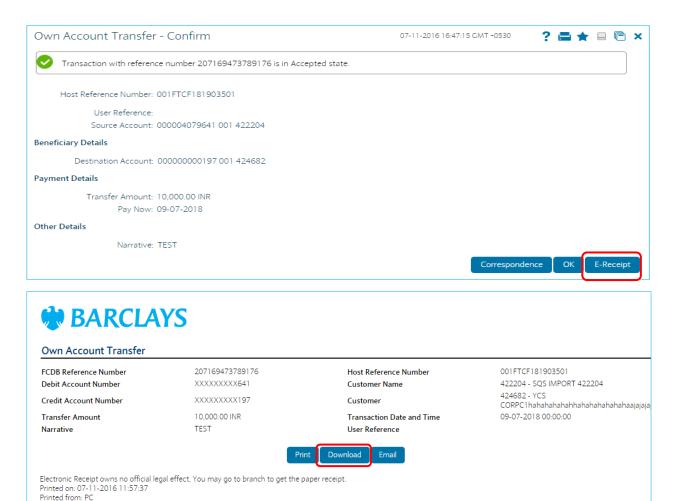
8. Verify the transaction on the Own Account Transfer – Verify screen and click on Confirm.



9. Transaction Initiation Authorization screen will display. Enter the Transaction Code.



10. Own Account Transfer – Confirm screen will display the status of the transaction. Click on E-Receipts to download or Ok to proceed to another transaction.

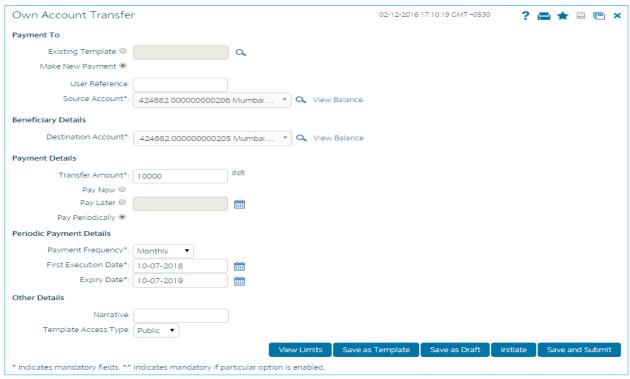


### B. Set up Standing instruction

Standing Instruction can be created for different types of payment.

Navigate to any payments transaction. For e.g. Own Account Transfer which is shown below.

1. Select Pay Periodically to set standing instructions for funds transfer for a period. The system auto transfers the fund on the specified date and frequency.

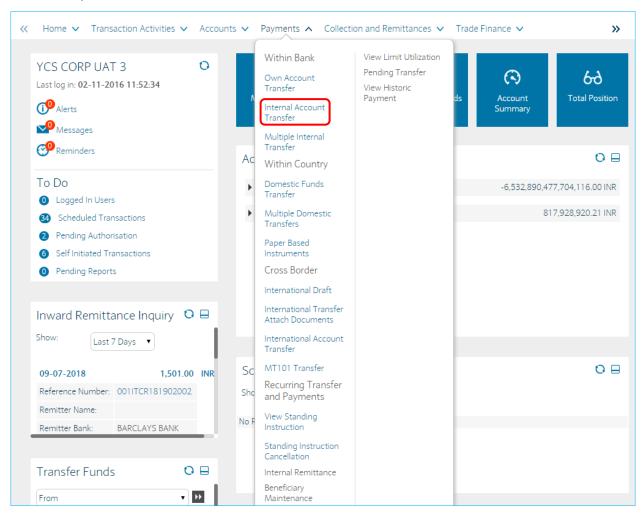


- 2. Select the standing instruction execution frequency for the funds transfer from the drop-down list. The options are:
- Daily
- Weekly
- Fortnightly
- Monthly
- Bi-Monthly
- Quarterly
- Half -Yearly
- Yearly
- 3. Select the execution date for the first standing instruction from the Calendar pick list.
- 4. Select the standing instruction Expiry date from the Calendar pick list.

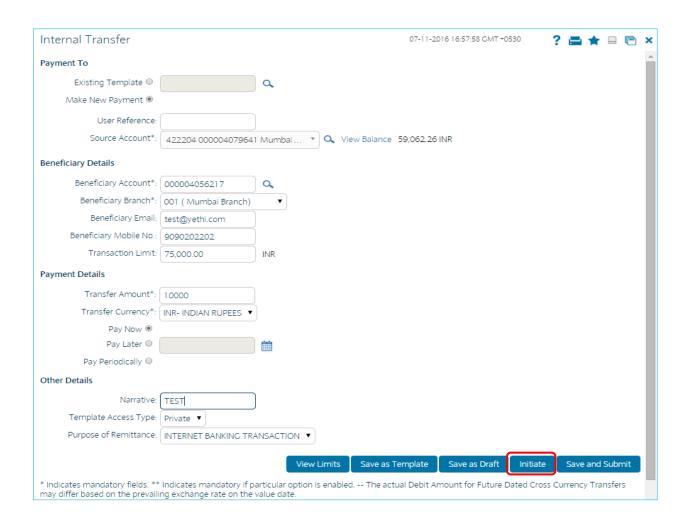
### C. Internal Account Transfer

Using the Internal Transfer option, you can transfer funds within the bank, for example, you can transfer funds to any accounts of the same bank. You can also create and save payment templates to be used later for funds transfer. Such transfer can be done either by making a new payment transaction or using the existing beneficiary details (for example, templates) to make the payment. The payment can be processed immediately, or on a specific future date, or as per your standing instructions with the bank.

1. Go to Payments Tab and select Internal Account Transfer.



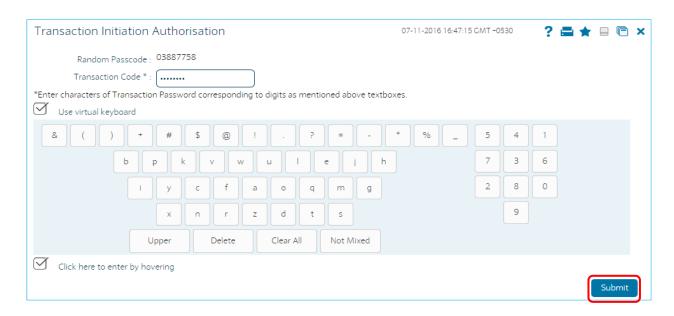
2. Fill in the required details like Source Account, Beneficiary Account, Payment Details and other details. Click on Initiate.



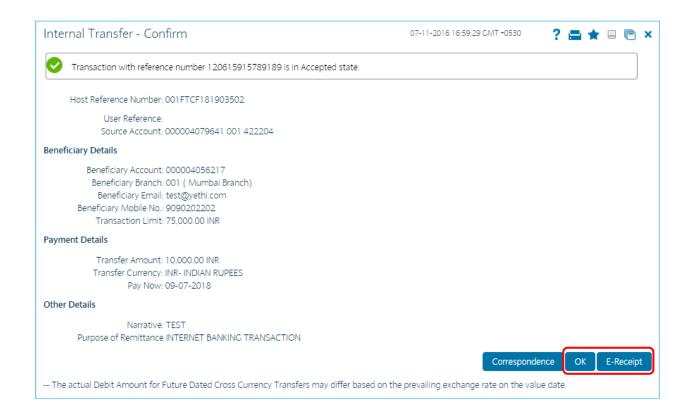
3. Verify the transaction on the Internal Account Transfer – Verify screen and click on Confirm.



4. Transaction Initiation Authorisation screen will display. Enter the Transaction Code.



5. Internal Account Transfer – Confirm screen will display the status of the transaction. Click on E-Receipts to download or Ok to proceed to another transaction.





## Internal Account Transfer

FCDB Reference Number
Debit Account Number
Beneficiary Account No.
Transfer Amount
Transaction Date and Time
Narrative

120615915789189 XXXXXXXXXXX641 XXXXXXXXXX217 10,000.00 INR 09-07-2018 00:00:00 Host Reference Number Customer Name 001FTCF181903502 422204 - SQS IMPORT 422204

Beneficiary Bank Branch

User Reference

001 (Mumbai Branch)

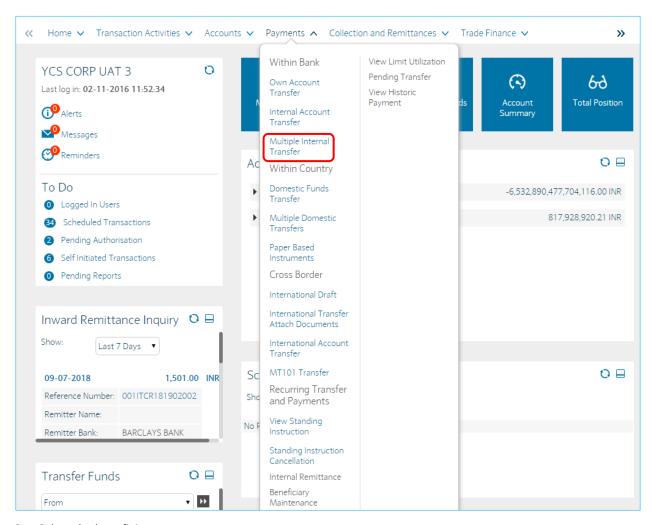
Print Download Email

Electronic Receipt owns no official legal effect, You may go to branch to get the paper receipt. Printed on: 07-11-2016 11:57:37 Printed from: PC

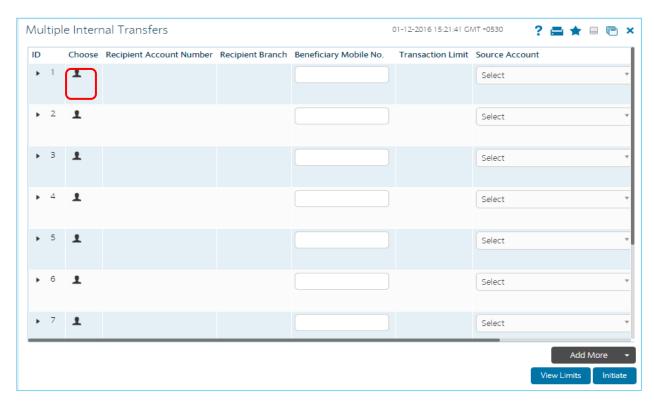
### D. Multiple Internal Transfer

This option allows you to initiate multiple internal transfers. You can transfer money from one account to as many as fifteen different accounts. In addition you can transfer money from different accounts to a single or multiple accounts as per the instructions.

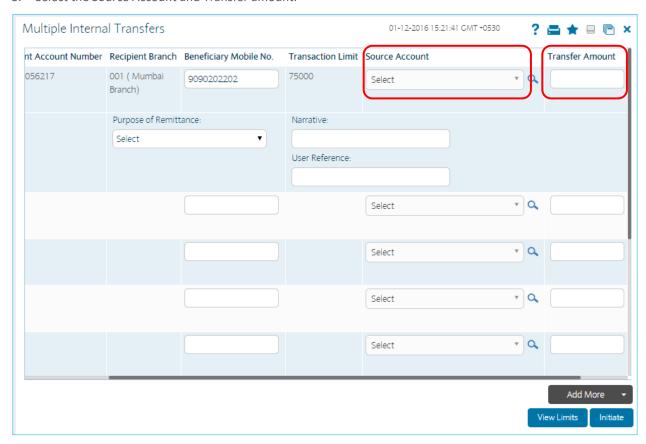
1. Go to Payments Tab and select Multiple Internal Transfer.



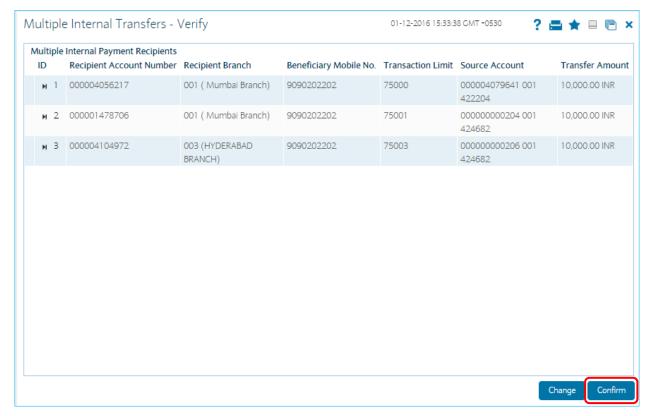
2. Select the beneficiary name.



3. Select the Source Account and Transfer amount.



4. Repeat the process from the next transactions and then click on Initiate. Multiple Internal Transfers – Verify screen will display, confirm the transactions.

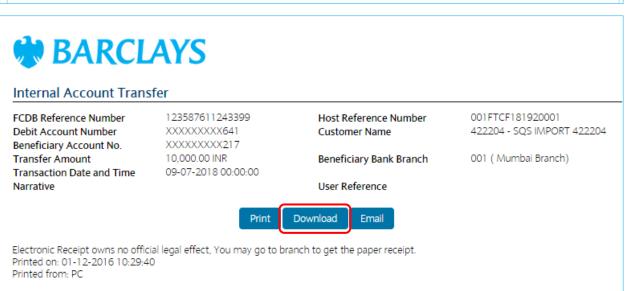


5. Enter the Transaction Code and click on Submit.



6. Multiple Internal Transfers – Confirm screen will display check the status of the Transaction and click on E-Receipt to download





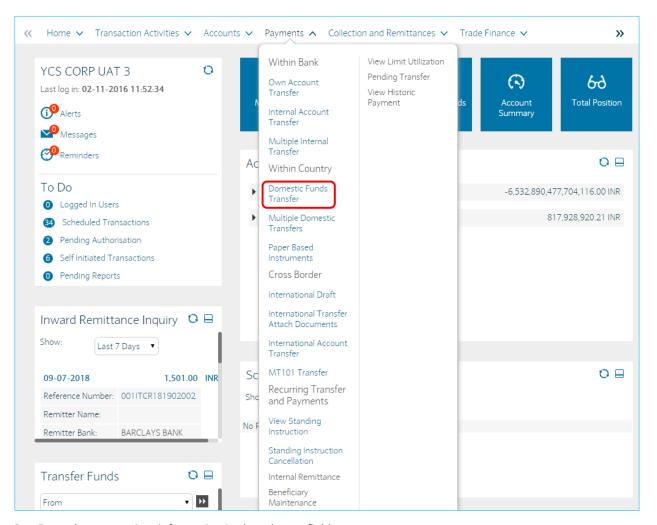
7. Click OK to proceed with the next Multiple Internal Transfers.

			<b>BARCLAYS</b>				
Internal Account Transfer							
FCDB Reference Number	123587611243399	Host Reference Number	001FTCF181920001				
Debit Account Number	XXXXXXXXX641	Customer Name	422204 - SQS IMPORT 422204				
Beneficiary Account No.	XXXXXXXXX217						
Transfer Amount	10,000.00 INR	Beneficiary Bank Branch	001 ( Mumbai Branch)				
Transaction Date and Time	9 09-07-2018 00:00:00						
Narrative		User Reference					

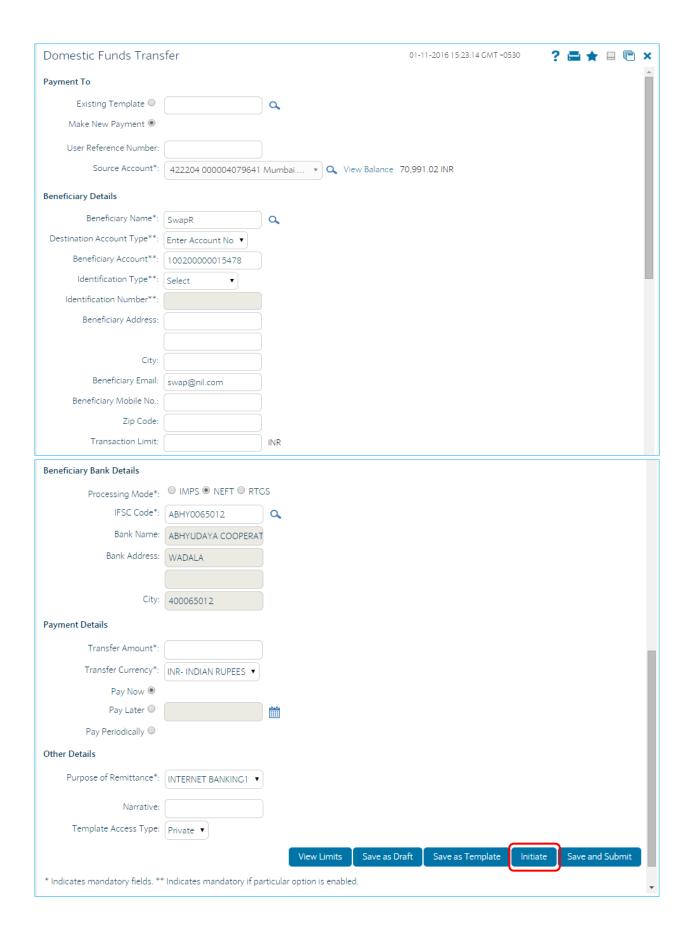
### E. Domestic Fund Transfer

Using the Domestic Account Transfer option, you can transfer funds to any account in another bank within the country. The transfer is usually made through the local payments or settlement system. The payment can be processed immediately, or on a specific future date, or as per your standing instructions with the bank.

1. Go to Payments Tab and select Domestic Funds Transfer.

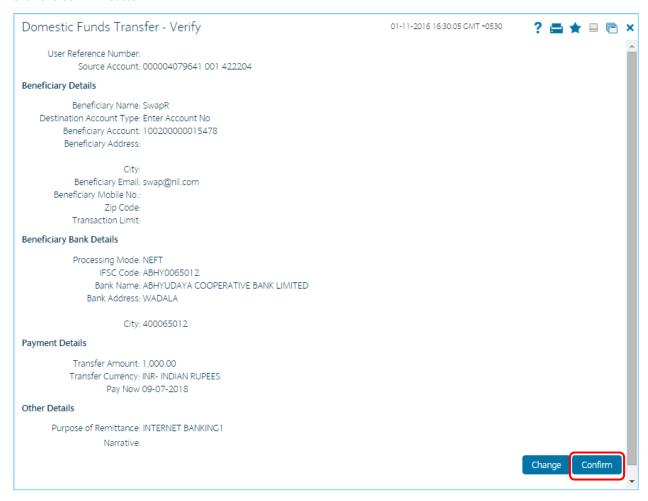


- 8. Enter the appropriate information in the relevant fields.
- 9. Click the View Limits button to check limits for the transfer. OR
- 10. Click the Save as Template button to save the details as a template for future reference. OR
- 11. Click the Save as Draft to save the details as a draft. OR
- 12. Click the button to Save and submit the details. OR
- 13. Click on Initiate to initiate the payment.

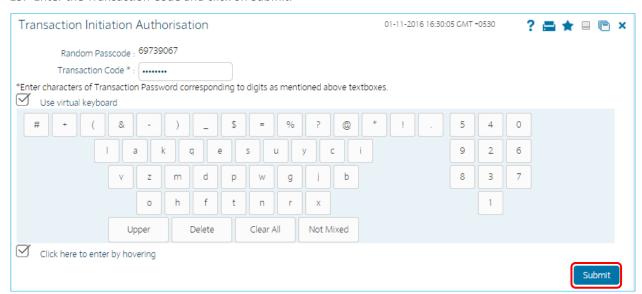


14. The system displays the Domestic Funds Transfer - Verify screen.

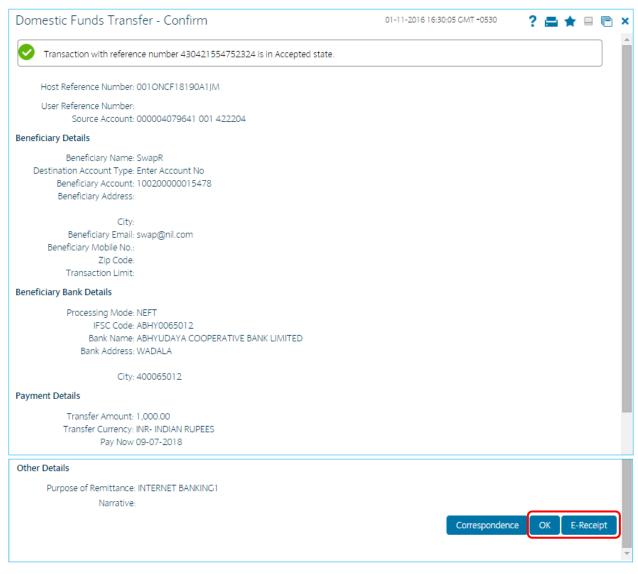
Click the Confirm button.



15. Enter the Transaction Code and click on Submit.



16. The system displays the Domestic Funds Transfer - Confirm screen with the status message.



- 17. Click the OK button. The system returns you to the Domestic Funds Transfer screen.
- 18. Click the e-receipt button to generate an e-receipt for the completed transaction and download.



### **Domestic Funds Transfer**

FCDB Reference Number Debit Account Number Beneficiary Name

Mode of Payment Beneficiary Bank Branch

Beneficiary Bank Name

Narrative UTR Number 430421554752324 XXXXXXXXXX641

SWAPR ABHYUDAYA COOPERATIVE BANK LIMITED

NEFT 400065012 Host Reference Number Customer Name Beneficiary Account No.

Beneficiary Bank Code

Transfer Amount Transaction Date and Time User Reference 001 ONCF18190A1JM 422204 - SQS IMPORT 422204 XXXXXXXXXXXXXX478

ABHY0065012

1,000.00 INR- INDIAN RUPEES 09-07-2018 00:00:00

Print Download Email

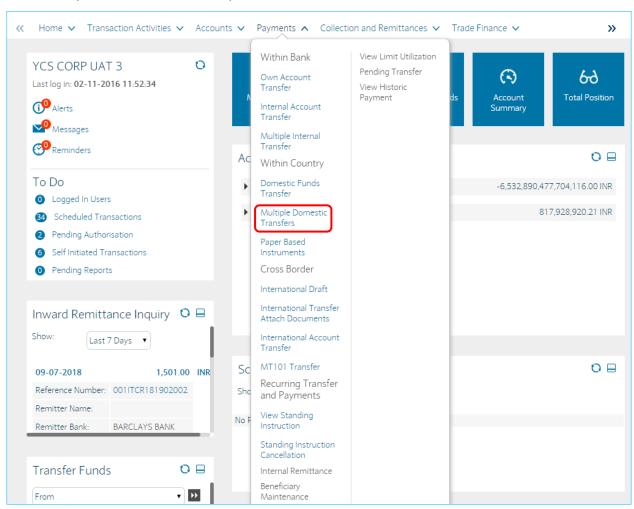
Electronic Receipt owns no official legal effect, You may go to branch to get the paper receipt. Printed on: 01-11-2016 10:31:11 Printed from: PC

#### F. Multiple Domestic Transfer

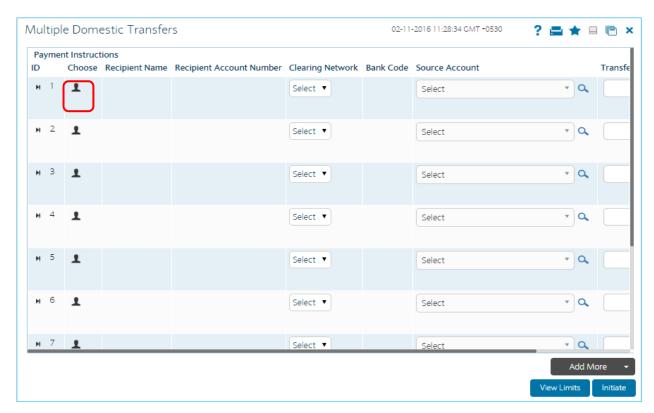
Using the Multiple Domestic Transfer option, you can transfer funds to more than one account in another bank within the country. By default, fifteen payments are configured. If 15 different payments have been initiated through a single multiple domestic transfer transaction, 15 different transactions reference numbers are generated. The 15 different transactions are made available in the dashboard as separate domestic transfers and are available for individual authorization. The transfer is usually made through the local payments network. The payment can be processed immediately, or on a specific future date, or you can set recurring instructions with the bank.

The Multiple Domestic Transfers screen allows user to initiate multiple domestic transfers

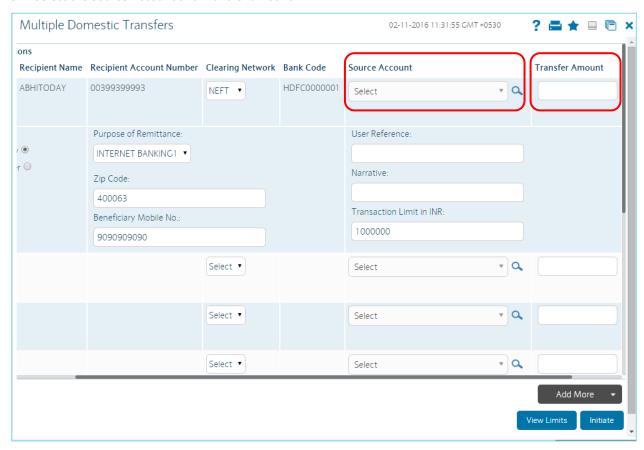
1. Go to Payments Tab and select Multiple Domestic Transfer.



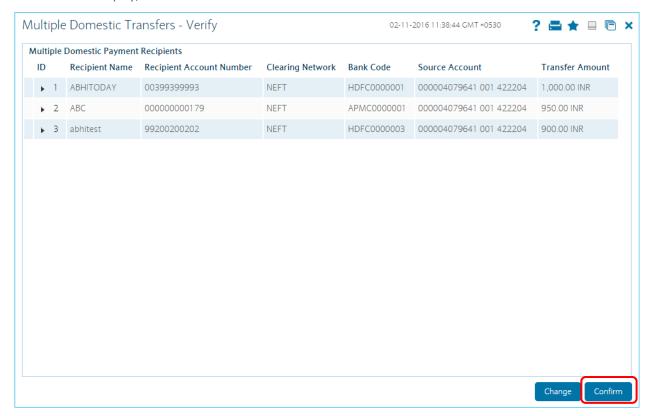
2. Select the beneficiary name.



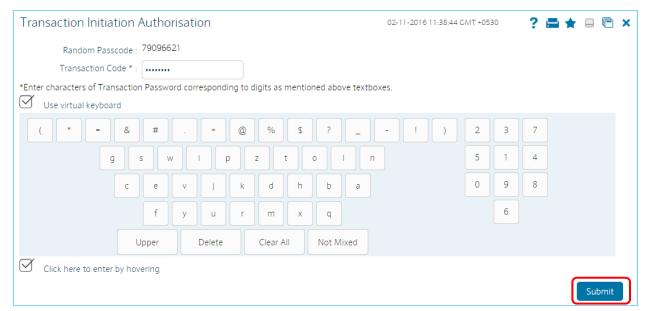
3. Select the Source Account and Transfer amount.



4. Repeat the process from the next transactions and then click on Initiate. Multiple Domestic Transfers – Verify screen will display, confirm the transactions.



5. Enter the Transaction Code and click on Submit.



6. Multiple Domestic Transfers – Confirm screen will display check the status of the Transaction and click on E-Receipt to download





## **Domestic Funds Transfer**

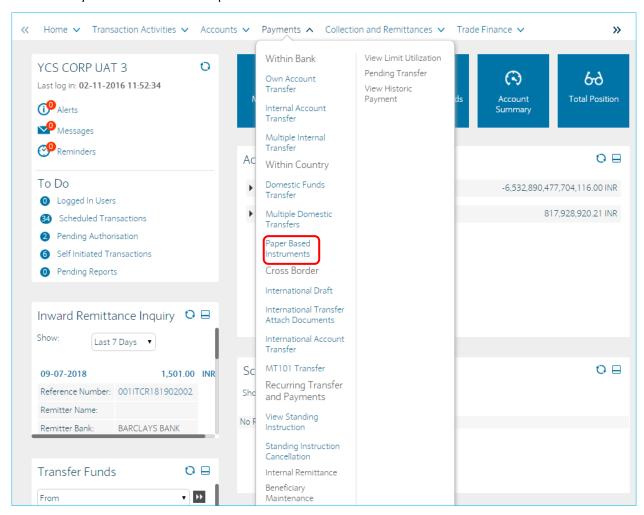
FCDB Reference Number 183371891762397 0010NCF18190A5N1 Host Reference Number 422204 - SQS IMPORT XXXXXXXXXX641 Customer Name Debit Account Number 422204 **Beneficiary Name** ABHITODAY Beneficiary Account No. XXXXXXXX993 HDFC0000001 HDFC BANK Beneficiary Bank Name Beneficiary Bank Code 1,000.00 INR- INDIAN NEFT Mode of Payment Transfer Amount RUPEES Beneficiary Bank Branch 400240003 Transaction Date and Time 09-07-2018 00:00:00 Narrative User Reference **UTR Number** Print Download Email Electronic Receipt owns no official legal effect, You may go to branch to get the paper receipt. Printed on: 02-11-2016 07:00:48 Printed from: PC

7. Click OK to proceed with the next Multiple Domestic Transfers.

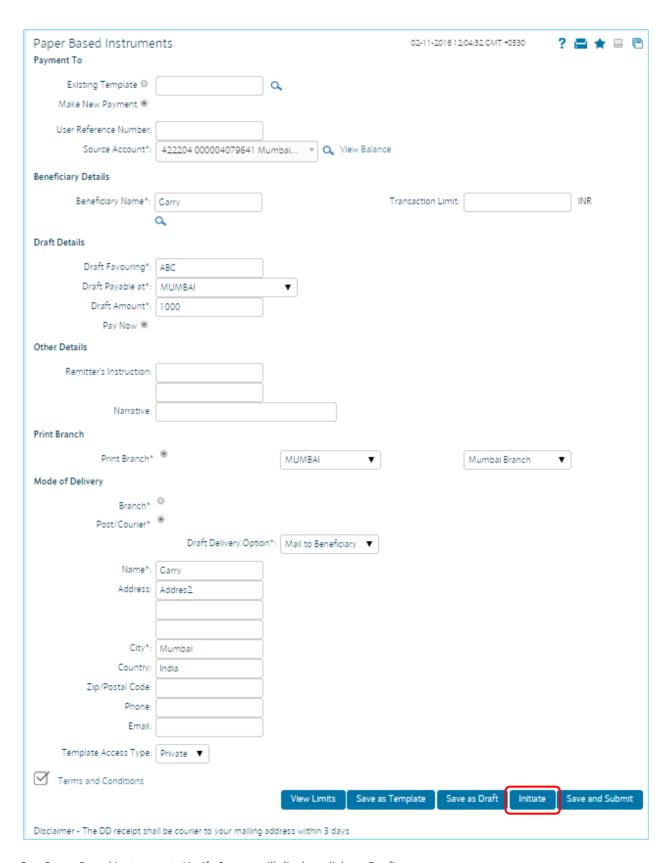
#### **G.** Paper Based Instruments

Using this option, you can initiate an online demand draft requisition. You will be able to specify the location where the demand draft should be payable. If Draft is payable at location other than the source account location then a demand draft will be issued else banker's cheque will be issued. You can save the demand draft request as a draft by clicking on Save as Draft button and submit it in the future or you can save the entered information on Demand Draft Request screen as a template by clicking on Save as Template button and can use the same template to initiate Demand Draft Requests in future.

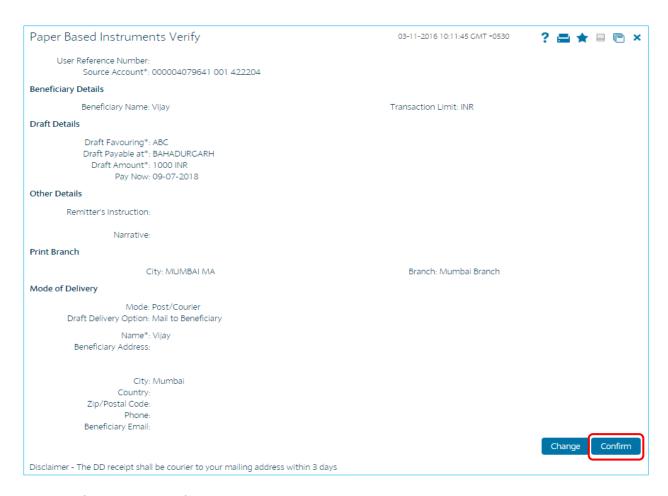
1. Go to Payments Tab and select Paper based Instrument.



2. Fill all required fields Source account, beneficiary name, Draft Favoring, Branch, Draft Amt, Mode of delivery, Draft delivery option. Click on Initiate.



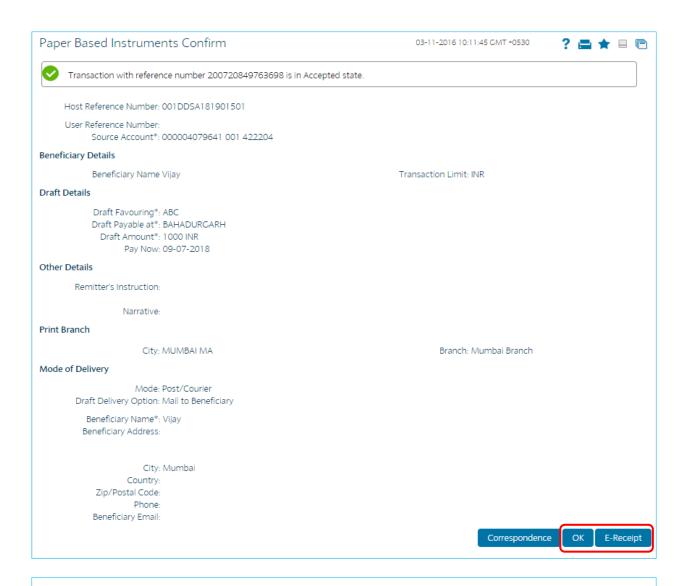
3. Paper Based Instruments Verify Screen will display, click on Confirm.



4. Enter the Transaction Code.



5. Paper Based Instruments Confirm screen will display click on E- Receipt to Download or Ok to make another transaction.





### **Paper Based Instruments**

FCDB Reference Number 200720849763698 Host Reference Number 001DDSA181901501 Source Account XXXXXXXXXXXXXXXXXXXXXX Beneficiary Name Vijay Draft Favouring ABC Transaction Limit BAHADURGARH 1000 Draft Payable at Draft Amount 09-07-2018 MUMBAI MA Pay Now City Mumbai Branch Post/Courier Branch Mode Mail to Beneficiary Vijay Draft Delivery Option Name City Mumbai Initiator Department ID SQSLB~



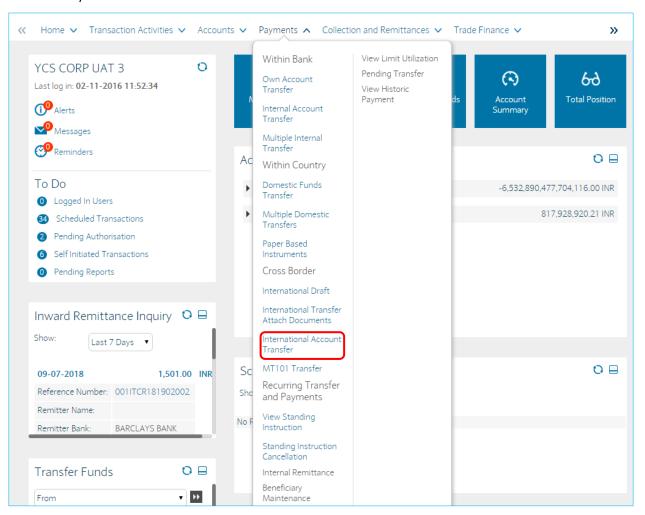
Electronic Receipt owns no official legal effect, You may go to branch to get the paper receipt. Printed on: 03-11-2016 04:57:10

Printed from: PC

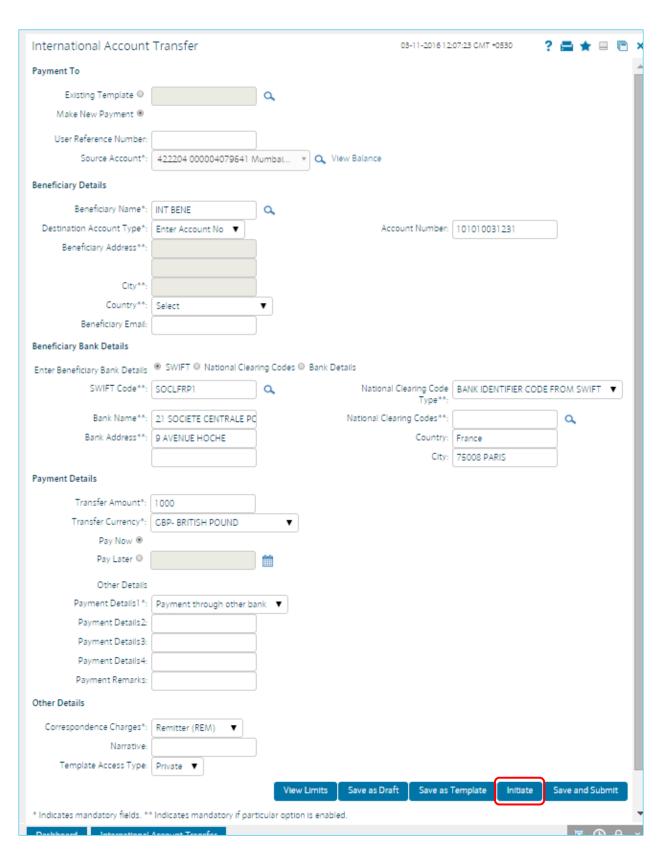
#### H. International Account Transfer

Using the Local or International Account Transfer option, you can perform Domestic and International funds transfer. That is, you can transfer funds to any account in any bank within the country or across the globe. Such transfer can be made either by using an existing template or as a new payment transaction. The payment can be processed immediately, or on a specific future date, or as per your standing instructions with the bank.

1. Go to Payments Tab and select International Account Transfer.



2. Fill all required fields Source account, beneficiary name, Amount and currency etc. Click on Initiate.



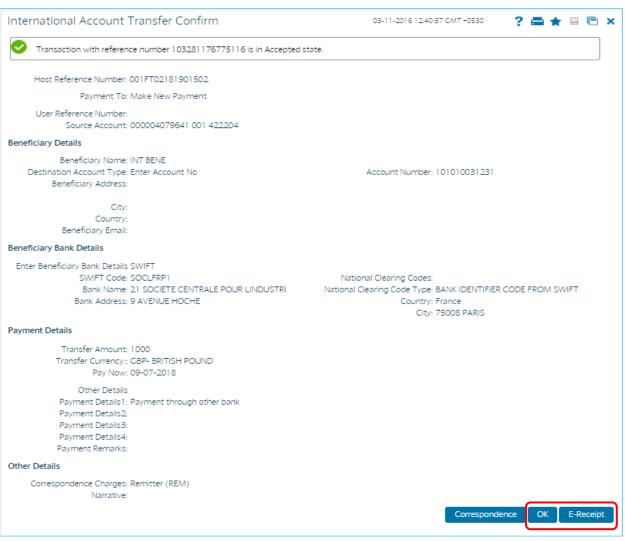
3. International Account Transfer Verify Screen will display, click on Confirm.

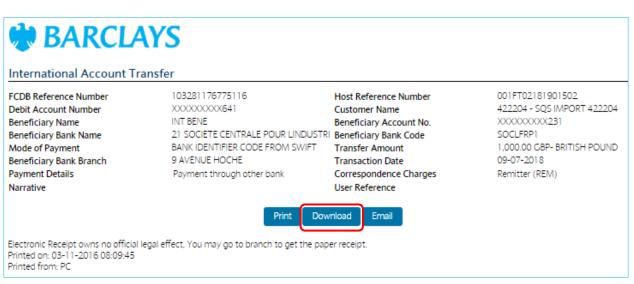


# 4. Enter the transaction Code.



5. International Account Transfer Confirm screen will display click on E- Receipt to Download or Ok to make another transaction.



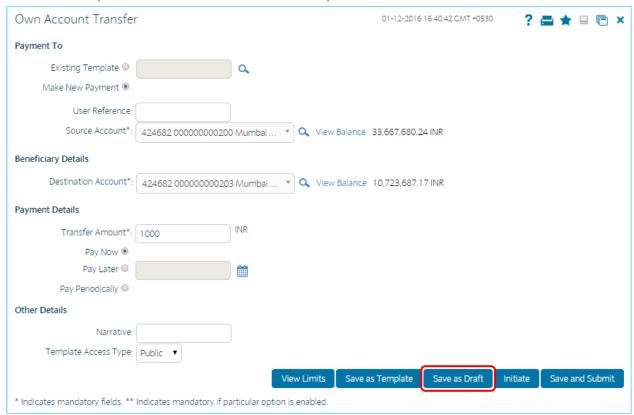


#### i. Save as Draft

Using Save as Drafts option, you can save the entered details as drafts or templates. These saved drafts or templates can be used later for any of the payments transactions. You need not to enter any field details for those fields which are already filled in these existing drafts or templates.

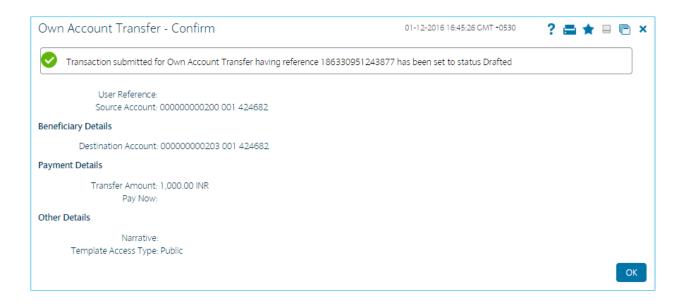
Navigate to any payments transaction. For e.g. Own Account Transfer which is shown below.

1. Enter the required data and click on the Save as draft option.



2. Own Account Transfer – Confirm screen will display with the status message. You can use the draft version later to initiate the payment.

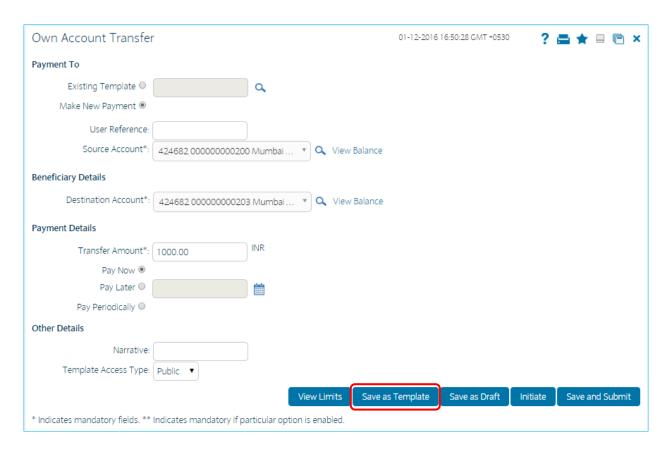
Note: You can enter details in parts and save. Submission of the entered details can be done on any preferred date using Save as Draft.



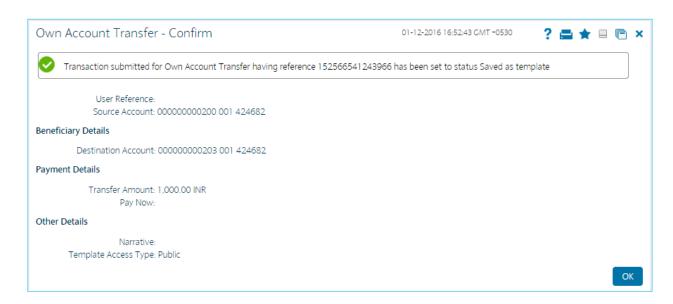
### ii. Save as Template

Using Save as Template option, you can save the entered details as drafts or templates. These saved drafts or templates can be used later for any of the payments transactions. You need not to enter any field details for those fields which are already filled in these existing drafts or templates.

1. Enter the required data and click on the Save as template



2. Own Account Transfer – Confirm page will display with the status message.

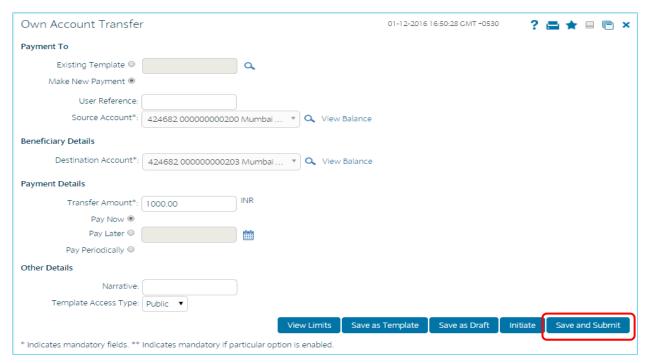


Note: While saving any transaction as template, system performs field validations i.e. you have to enter the mandatory details; otherwise it won't perform Save as Template. You can use the template later to initiate the payment. Template access type is mandatory while saving the template. Public templates are available to other users of the customer whereas Private templates are available to user who creates it.

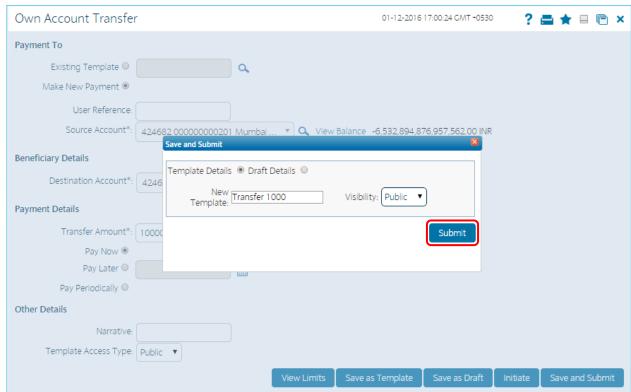
### iii. Save and Submit

Using Save and Submit you can save as well as initiate that transaction.

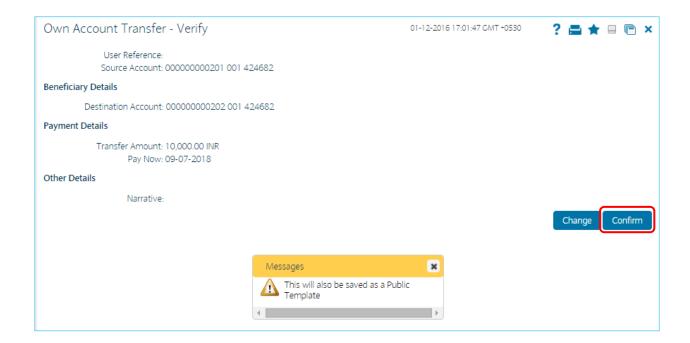
1. Enter the required data and click on the Save and Submit.



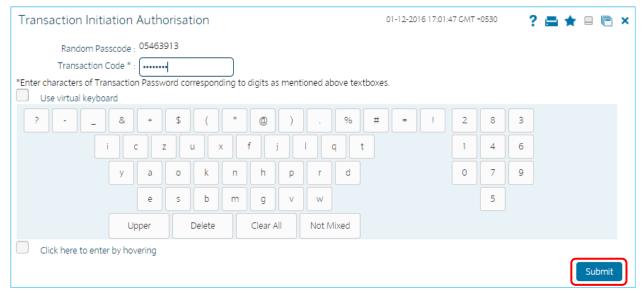
2. System will as for a new for the New template. Enter the name and click on Submit.



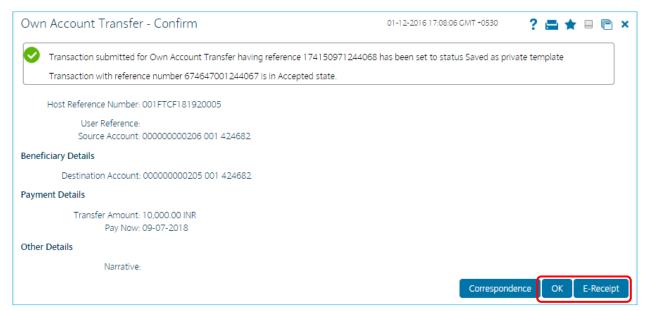
3. Own Account Transfer – Verify page will display. Click on Confirm.



4. Enter the Transaction Code in Transaction Initiation Authorisation.



5. Own Account Transfer – Confirm page will display with the status.

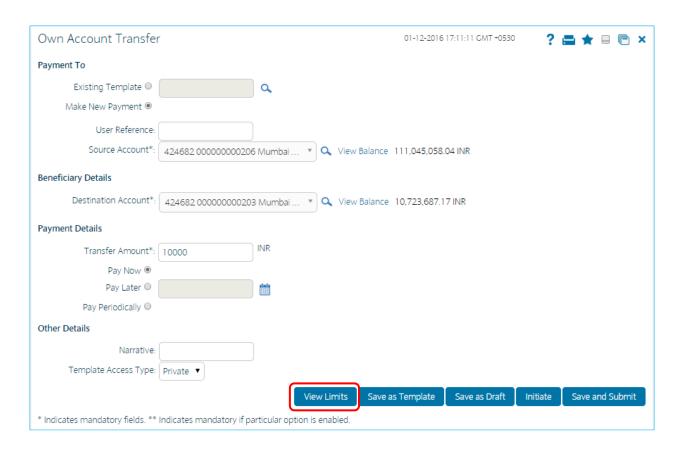


Note: While doing save and submit, system performs field validations i.e. you have to enter the mandatory details, otherwise it won't perform Save and submit. You can use the template later to initiate another payment. Template access type is mandatory while saving the template. The system displays Save and Submit screen

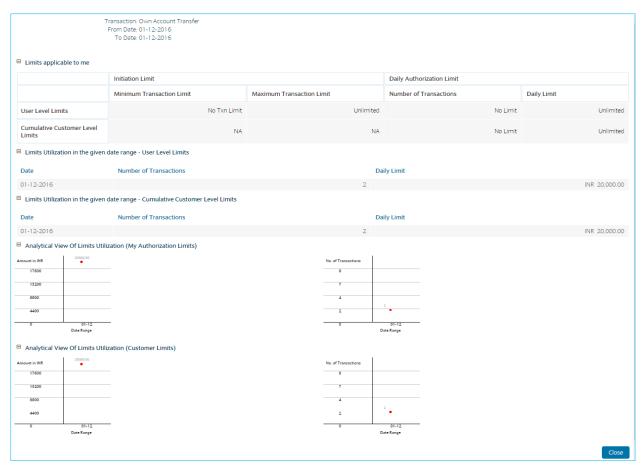
#### iv. View Limits

Using View Limits option, you can view the limits status for that particular transaction.

1. Click on View Limits option.



2. It will display View utilized limits screen in which it will graphically display allowed, utilized and remaining number of transaction and allowed, utilized and remaining daily limits(in terms of amount).



3. Click the Close button to close the View Utilized Limits screen.

# V. Transaction Activities

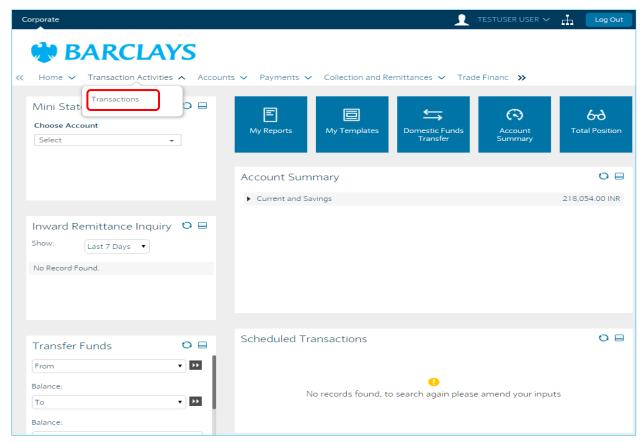
#### A. Transaction View

The dash board of a business user displays all the transactions that have been initiated or any action has been taken on the transaction by the user. The Authorization transaction is useful in case of a business user needs to get its transactions authorized by a higher authority. The authorization transaction helps reduce the level of risk and increase the security thereby reducing the chances of wrong transactions being authorized by a corporate user with wrong amount or wrong data. Business user Authorization works on the Maker Checker concept wherein a maker i.e. initiator of the transaction initiates the transaction. The rule is created stating what type of transactions will go for authorization to what level of authorizers. Thus the transactions are available for authorization to the respective authorizers. The types of Authorizations are defined on day zero like sequential or non sequential Authorization depending upon the number of Authorizers. While creating the rules for authorization one can also define the number of authorizers in a list for authorization. The Business user Authorization transaction includes transactions like Initiated transactions, View transactions, View Drafts and Templates, View Authorization Transactions.

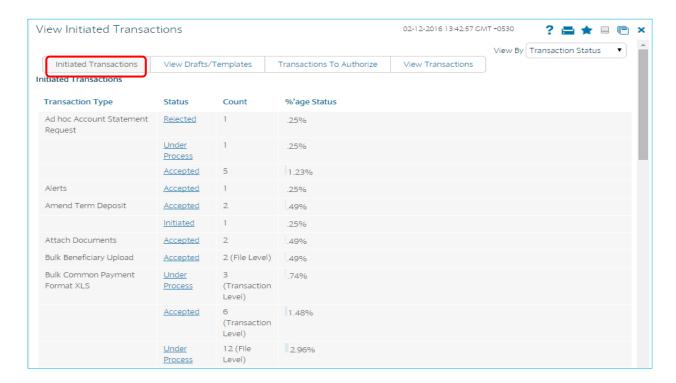
#### **Initiated Transaction**

This transaction displays all self initiated transactions along with the current status of the transactions and number of transaction count for each type with specific status.

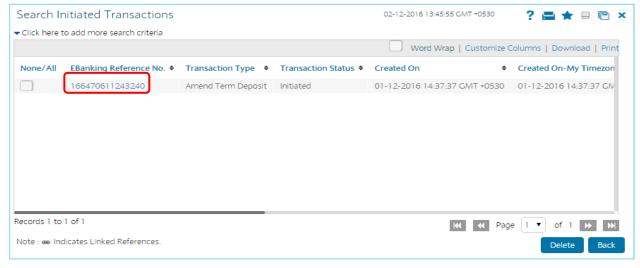
1. Go to Transaction Activities and select Transactions.



2. The below page will display with four tabs, go to the first tab View Initiated Transactions.



3. Click the hyperlink of the status alongside the desired transaction. The system displays Search Initiated Transactions screen.



4. The status of transaction can be:

Initiated

Semi Authorized

Rejected by Host

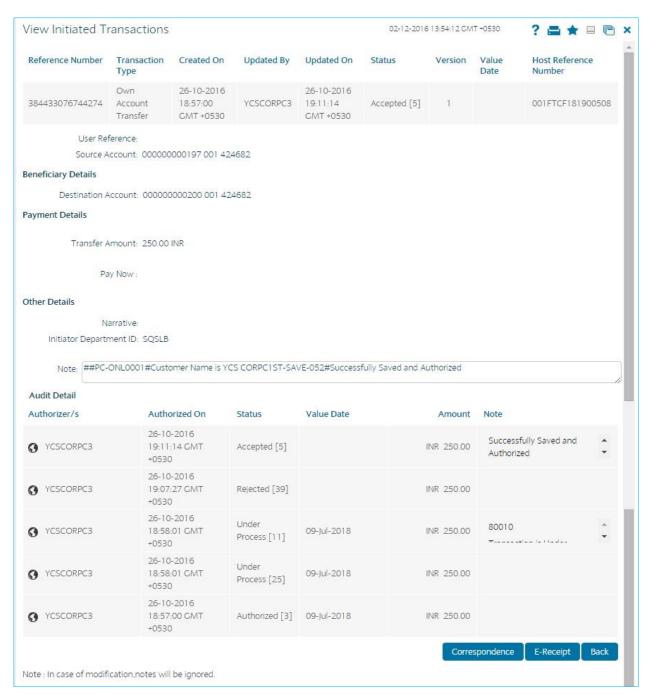
Authorized

Deleted

Accepted

Rejected by Authorizer

3. Click the E-Banking reference number hyper link. The system displays the View Initiated Transactions screen.

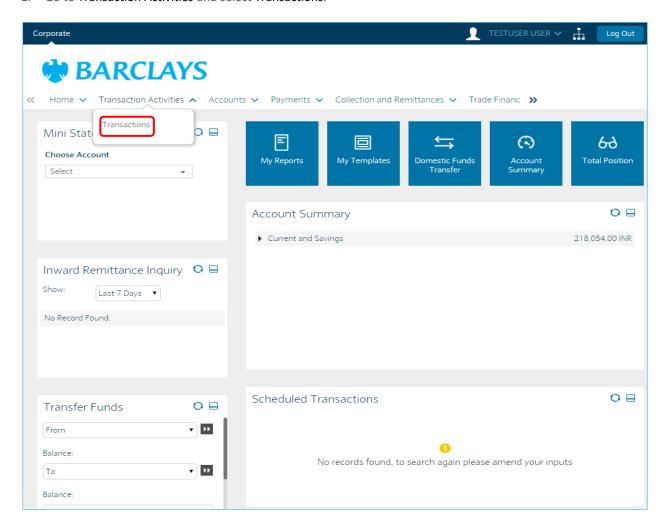


5. Click the Back button to return to the previous screen.

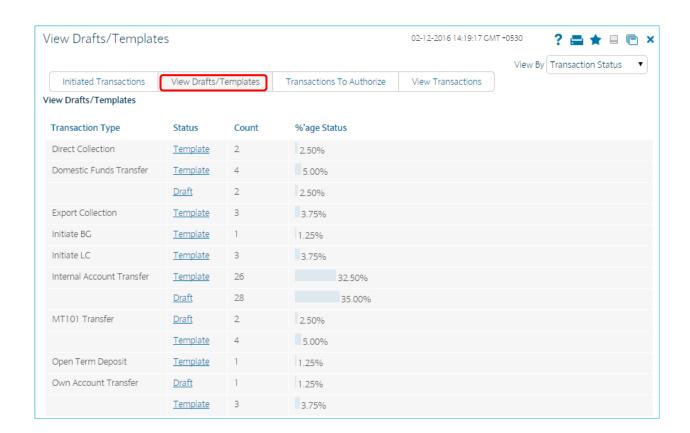
View Drafts/ Templates

View Drafts / templates Tab displays the transactions for which you have created drafts or templates. You can see the drafts and templates' and use them to initiate the transactions from this screen. The difference between saving as template and saving as a draft is that while saving as draft you can save without entering complete details but while saving as a template you can save as a template only after entering completely correct details.

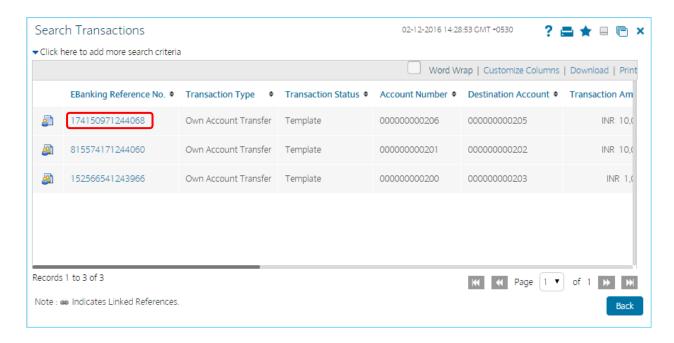
1. Go to Transaction Activities and select Transactions.



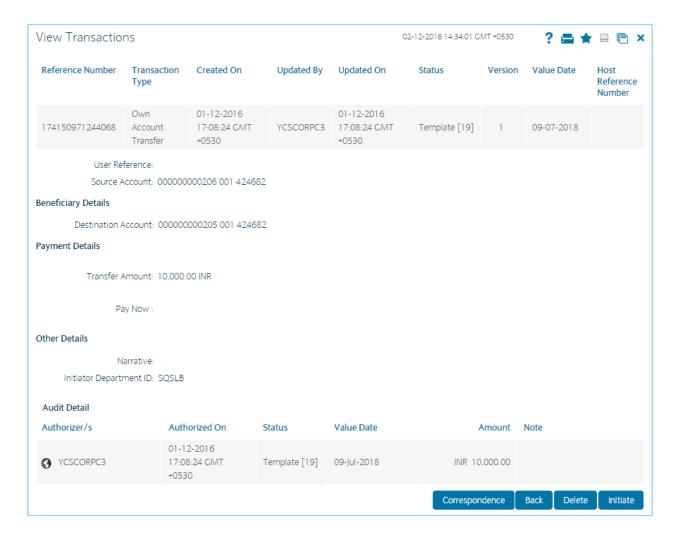
2. The below page will display with four tabs, go to the 2nd tab View Drafts/Templates.



3. Click the Status hyperlink of the transaction. The system displays the Search Transactions screen.



4. Click the E banking Reference Number hyperlink. The system displays the View Transaction screen.



5. Click the Back button to return to the Dashboard.

OR

Click the Delete button to delete the Template/ Draft. The system displays the verify and confirm screens for delete.

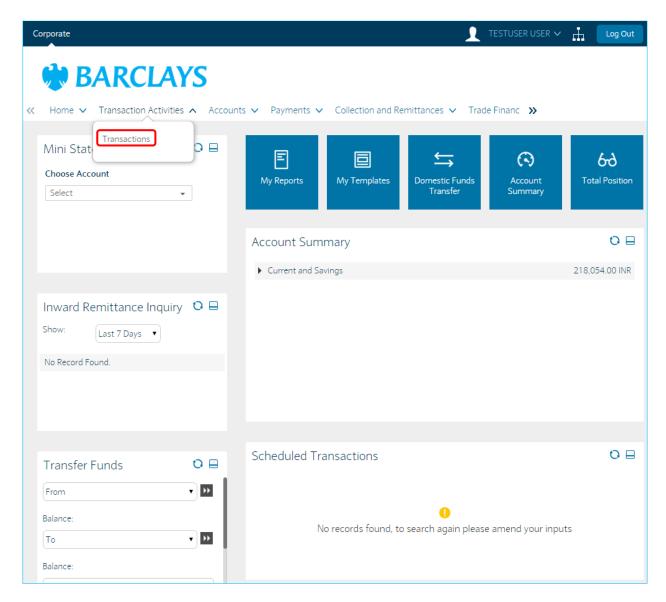
OR

Click the Initiate button to initiate the transaction with the displayed template/ Draft. The system displays the respective initiate transaction screen with the template / Draft details.

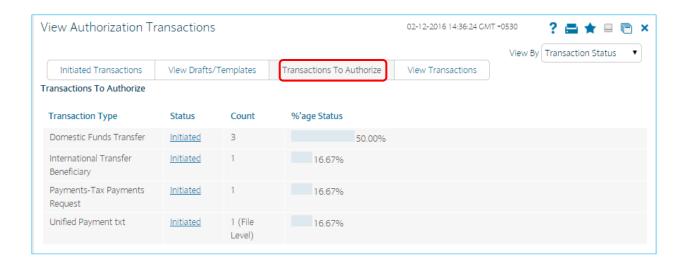
#### Transactions to Authorize

An Authorizer can view the transactions pending for their authorization using this transaction. An Authorizer can authorize, reject or Send the transaction back for modification. Click the following link for details.

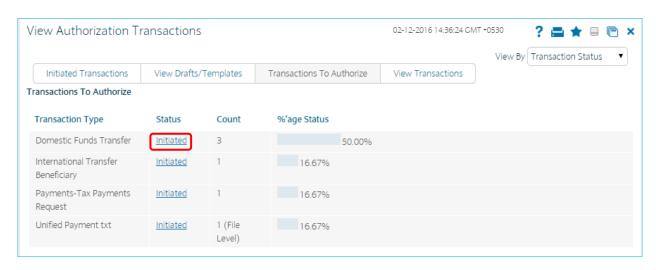
1. Go to Transaction Activities and select Transactions.

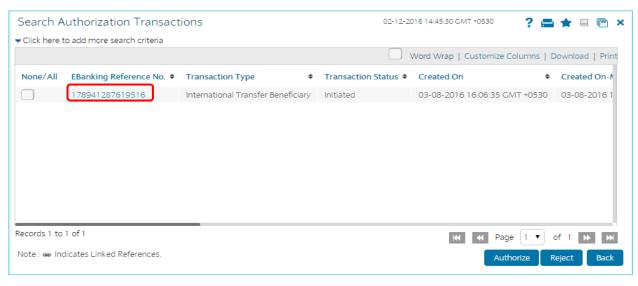


2. The below page will display with four tabs, go to the 3rd tab Transactions to Authorize.

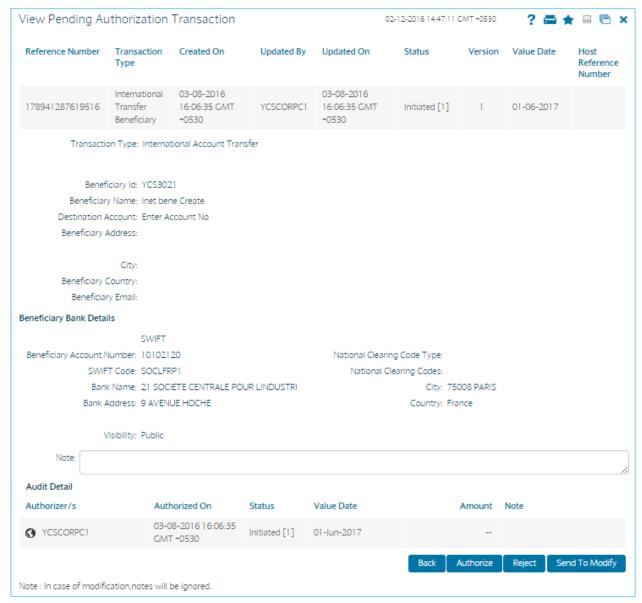


3. Click the Status hyperlink of the transaction. The system displays the Search Authorization Transactions screen.





4. Click the E banking Reference Number hyperlink. The system displays the View Pending Authorization Transaction screen.

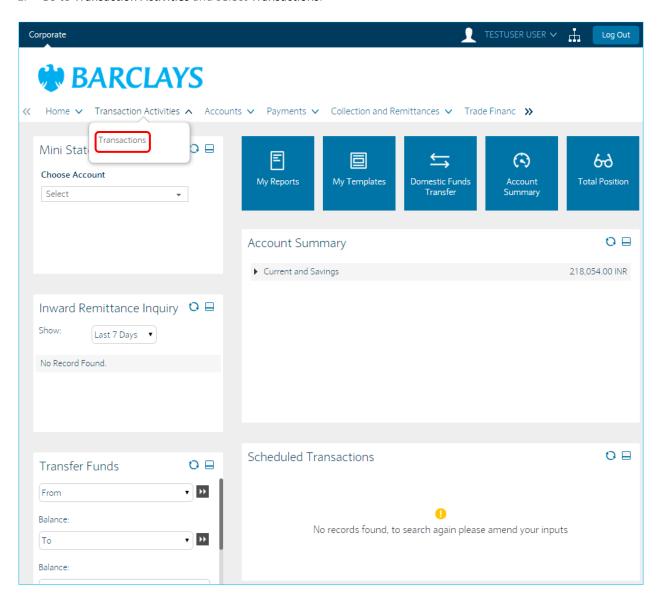


- 5. Click the Back button to return to the previous screen. OR
- 6. Click the Reject button the system displays the Reject screen. OR
- 7. Click the Send to modify button to send the transaction for modifications. OR Click the Authorize button. The system displays the Transaction for Authorization Verify screen

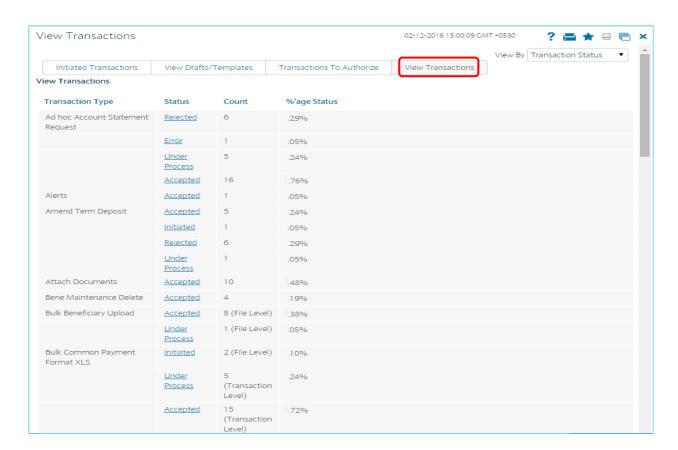
# **View Transactions**

View Transactions Tab displays the transactions for which you have view access. You can see the transactions initiated or authorized by other users. You can see the summary templates using predefined criteria through which you can drill down to view actual transaction details.

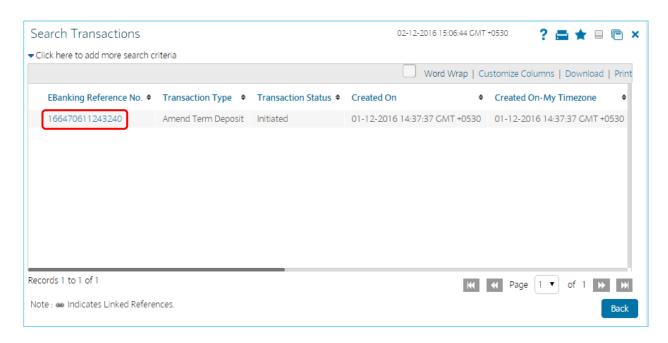
1. Go to Transaction Activities and select Transactions.



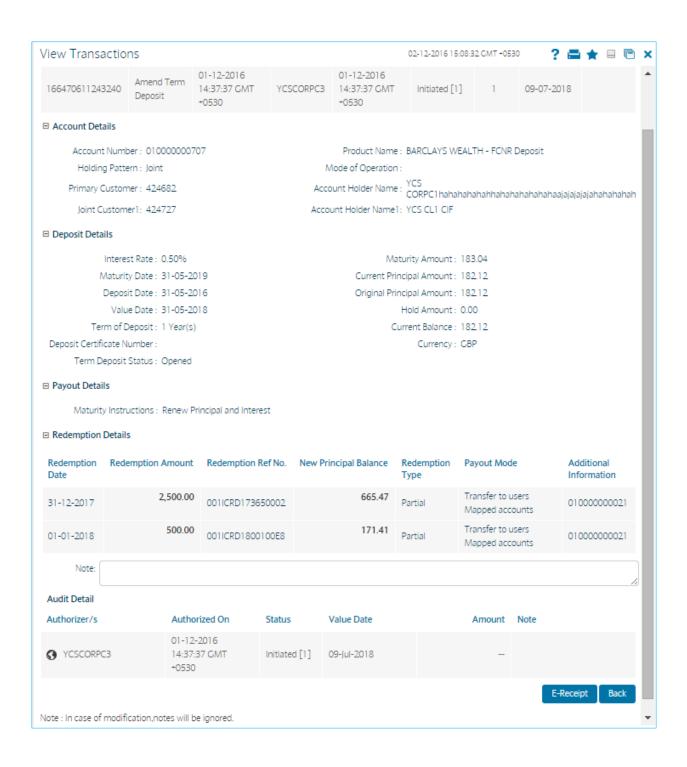
2. The below page will display with four tabs, go to the 4<sup>th</sup> tab View Transactions.



3. Click the status link. The system displays search transactions screen.



4. Click the E-Banking Reference Number link to view the further details of the transaction.

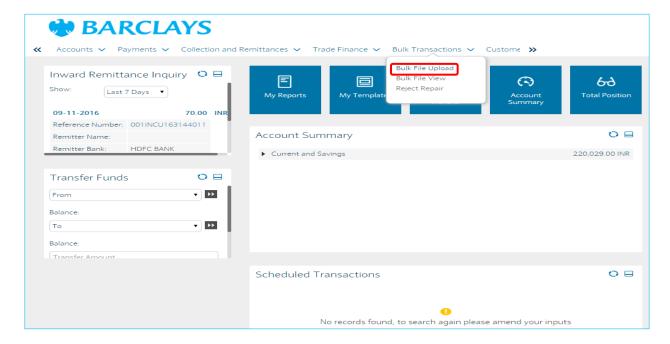


# VI. Bulk Transactions

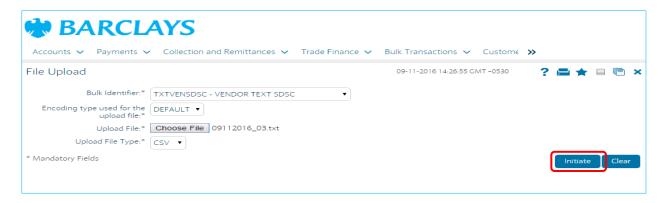
### A. Bulk File Upload (Vendor Payment)

This option allows you to upload the Bulk file. The customer has to be a net banking customer. The type of the file to be uploaded has to be defined before uploading the file, if the format of the uploaded file is not correct the file will be rejected. On uploading the file you can also view the status of the file using the upload reference number or through bulk file view transaction.

1. Go to Bulk Transactions and then select Bulk File Upload



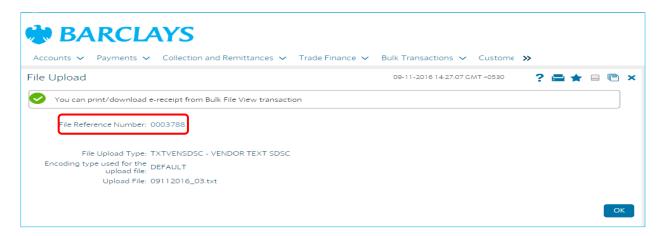
2. Select Bulk Identifier as SDSC (TXT/XLS/XLSX,PAIN.001), Encoding as DEFAULT, Upload the file & Select upload file type as CSV (Text File), XLS/XLSX (Excel File) or XML (PAIN.001) and then click on Initiate.



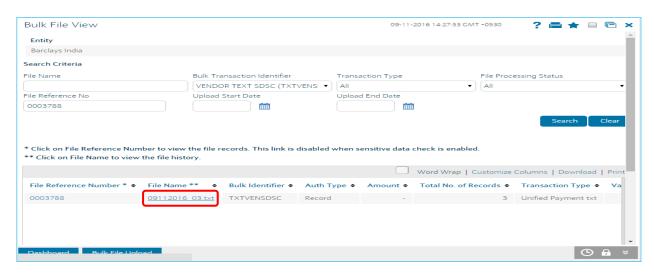
3. Transaction Initiation Authorization screen will display. Enter the Transaction Code generated on Gemalto and click on submit.



4. Once the file is uploaded successfully click on the File reference number to check the status.



5. Click on the File Name



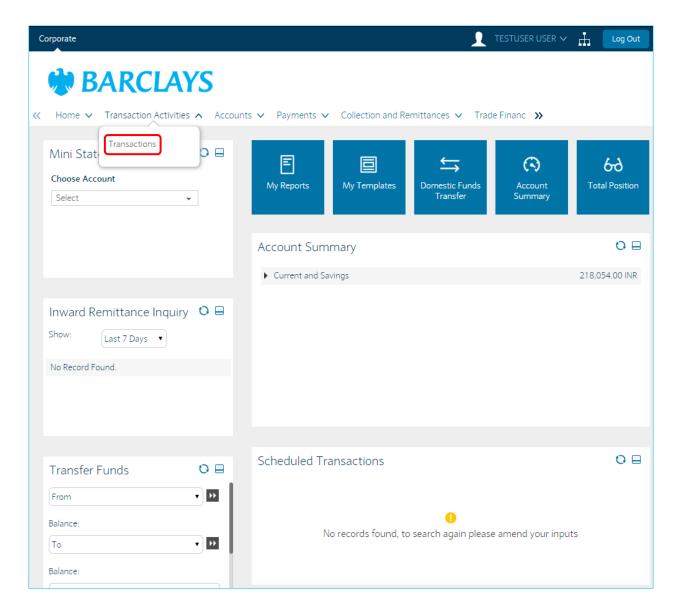
6. TLSR (Transaction level Status Report) will confirm that the file has been uploaded successfully.

7. In case if you see TLRR (Transaction Level Rejection Report) or FLRR (File Level Rejection Report), click on the TLRR/FLRR button to generate report & identity the error in payment file.



# **Bulk File Upload (Vendor Payment) - Verification**

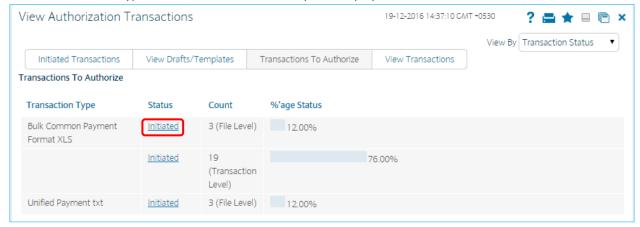
1. Go to Transaction Activities and select Transactions.



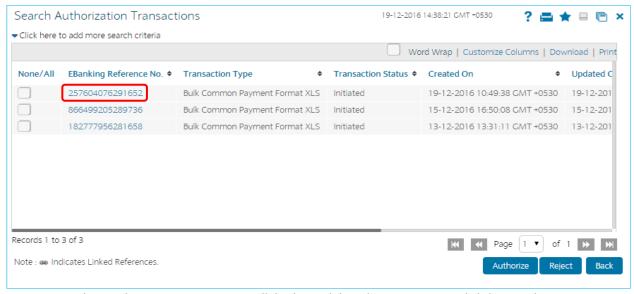
2. The below page will display with four tabs, go to the 3rd tab Transactions to Authorize.



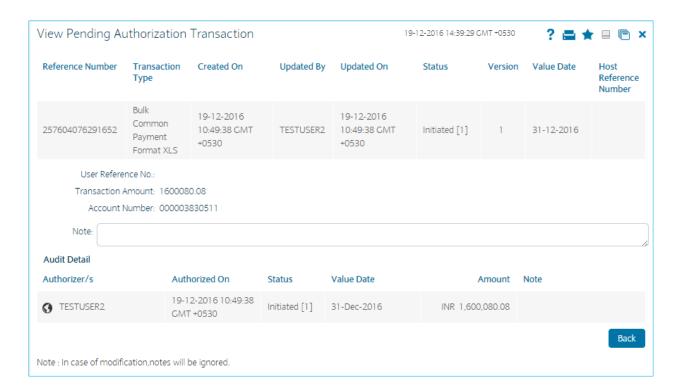
3. Click the Status hyperlink of the transaction. The system displays the Search Initiated Transactions screen.



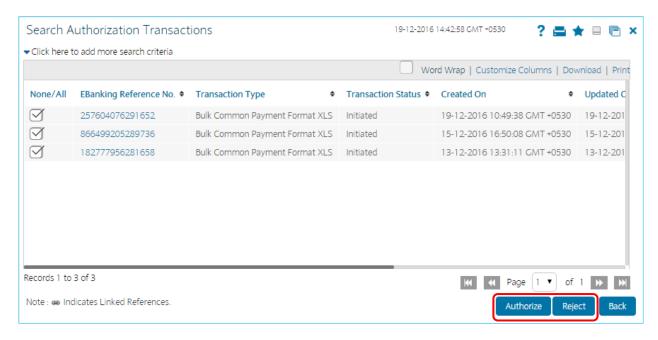
4. Click on the EBanking Reference No. Hyperlink to validate the transactions or Download to Download the Report.



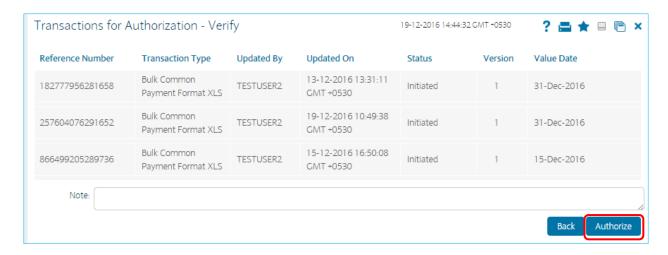
5. View Pending Authorization Transaction will display. Validate the transaction and click on Back.



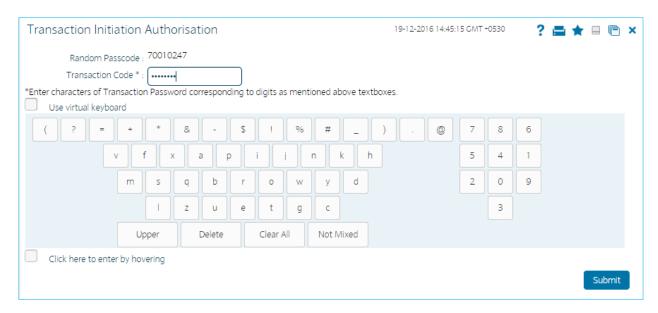
6. Once the transactions validate, Verify or Reject for further processing.



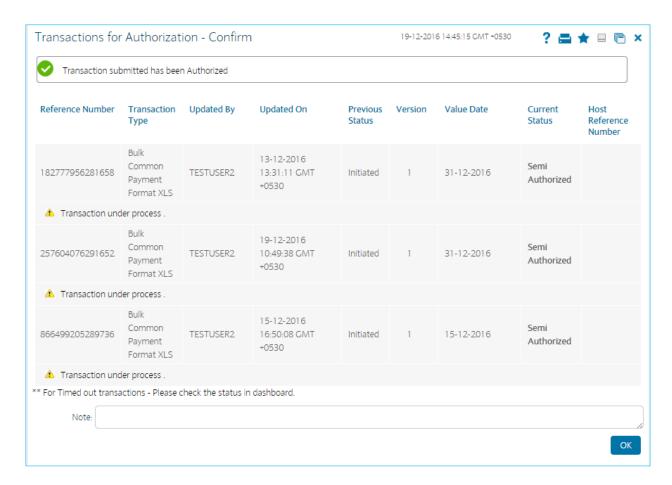
7. The below screen will display, click on Authorize.



8. Enter the Transaction code generated on Gemalto. Click on Submit.



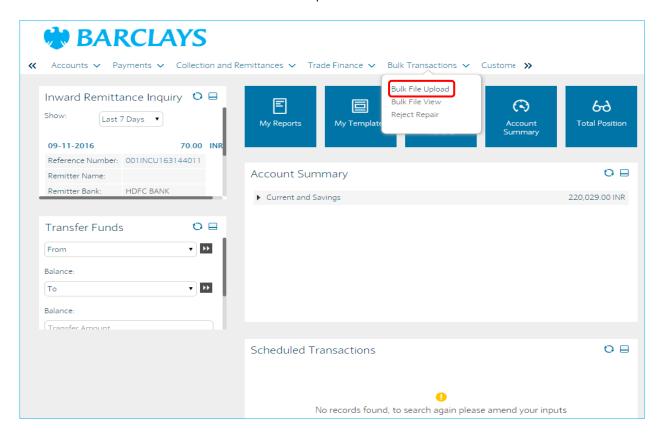
9. The transaction is Successfully Authorized.



10. Click OK to return to the View Authorization Transactions Screen.

# **B.** Bulk File Upload (Salary Payment)

1. Go to Bulk Transactions and then select Bulk File Upload



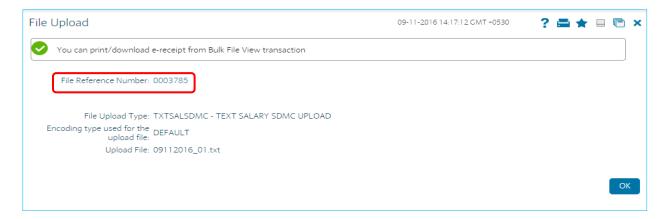
2. Select Bulk Identifier as SDSC (TXT/XLS/XLSX/PAIN.001), Encoding as DEFAULT, Upload the file & Select upload file type as CSV (Text File), XLS/XLSX (Excel File) or XML(PAIN.001) and then click on Initiate.



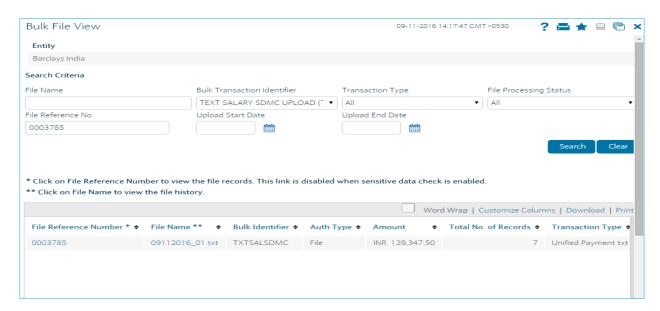
3. Transaction Initiation Authorisation screen will display. Enter the Transaction Code.

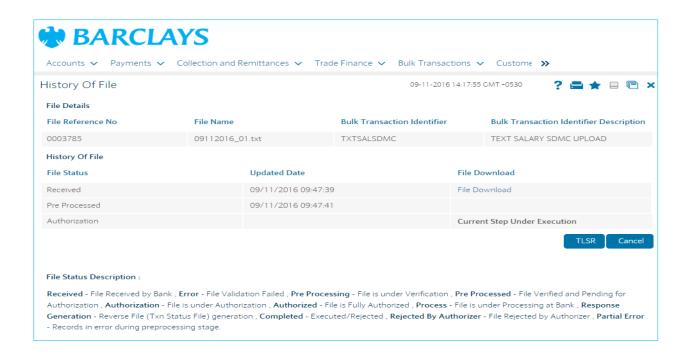


4. Once the file is uploaded successfully click on the File reference number to check the status.



5. Click on the File Name



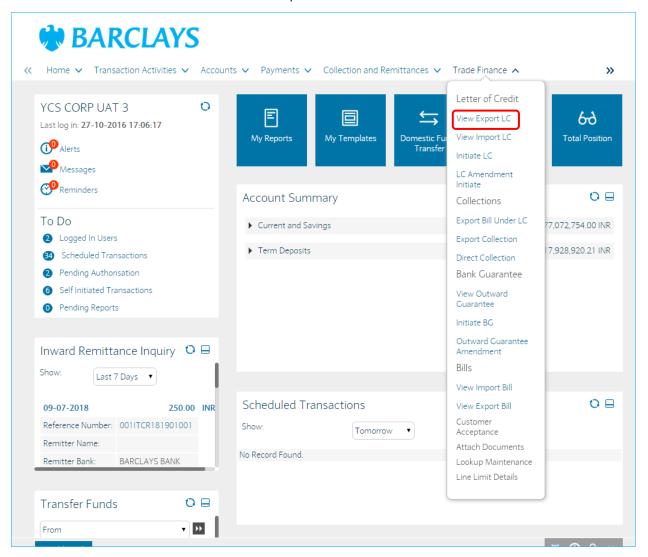


# VII. Trade Finance

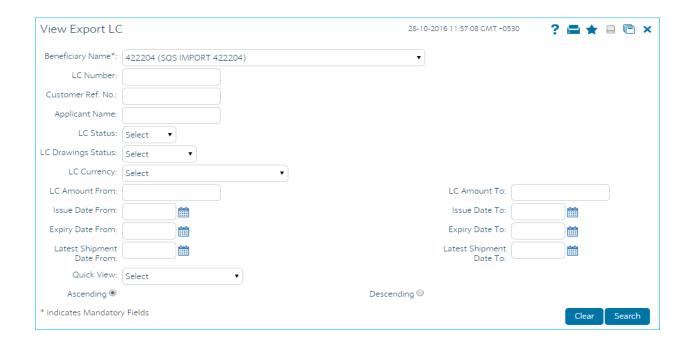
### A. View Export LC

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.

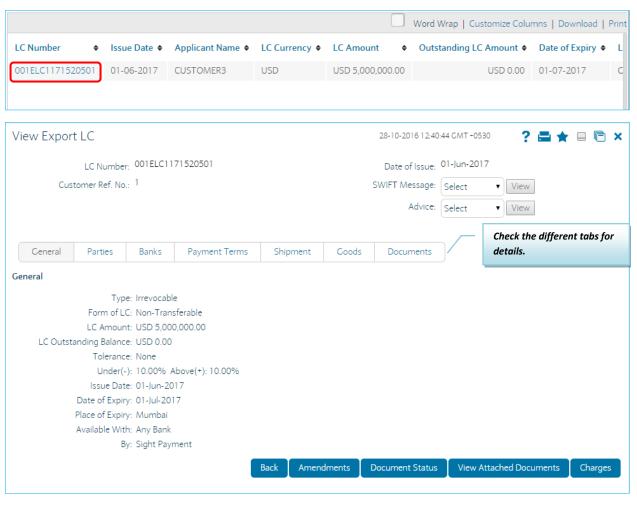
1. Go to the Trade Finance Tab and select View Export LC



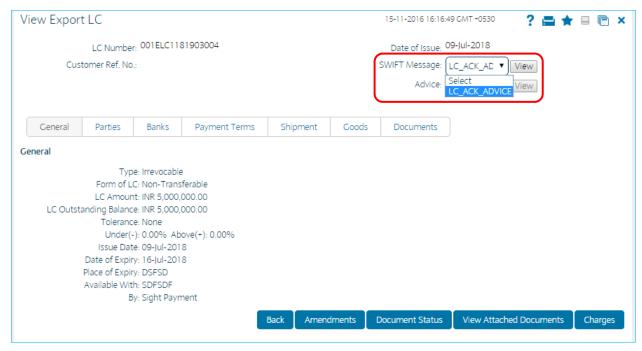
2. Select the Beneficiary name and other relevant fields, and then click on Search.

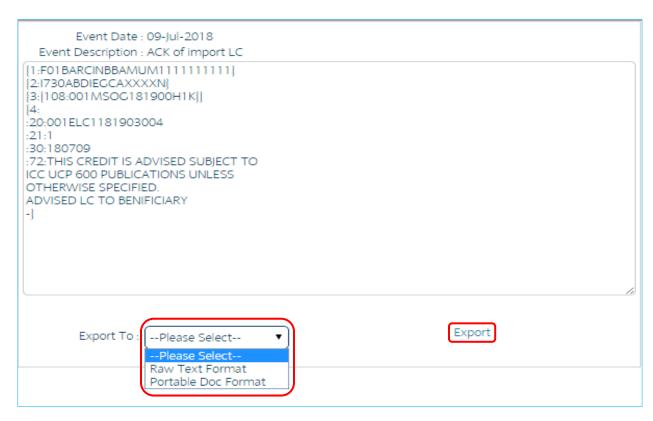


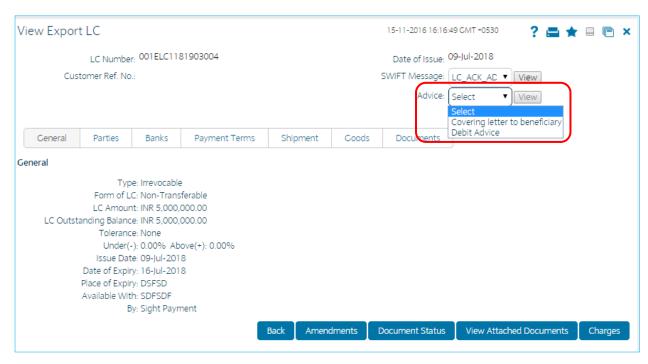
3. Below Screen will display. Click on LC Number to see the details of a particular export LC.



4. Select the SWIFT message from the drop-down list and click the View button to view/download the SWIFT message. The messages can be downloaded in various formats such as PDF and RTF.







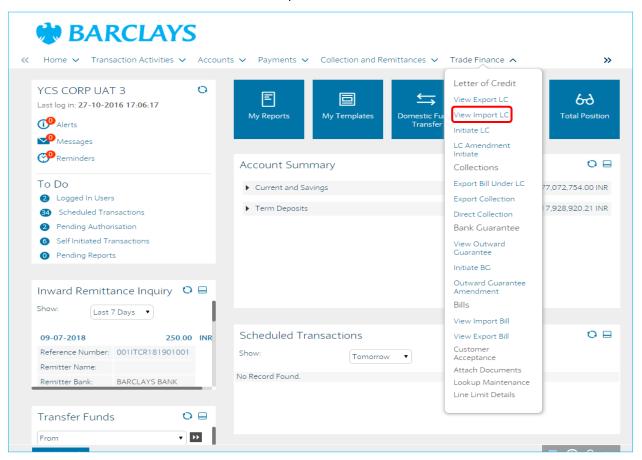
5. Select the advice message from the drop-down list and click the View button to view/download the advice message. The messages can be downloaded in various formats such as PDF and RTF.



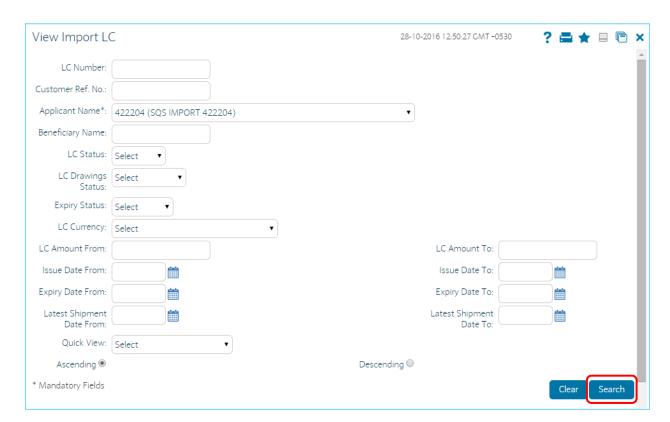
### B. View Import LC

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.

1. Go to the Trade Finance Tab and select View Import LC

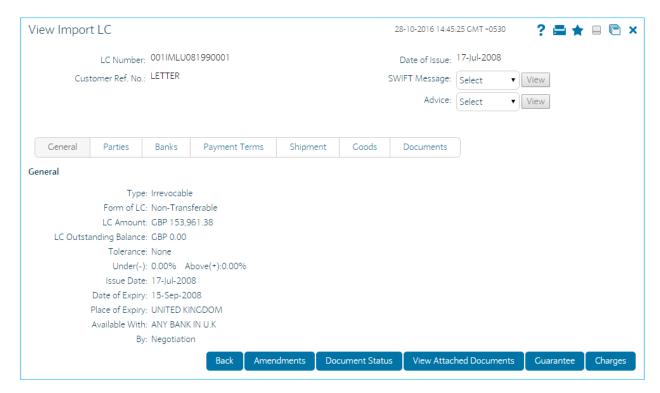


2. Select the Applicant Name and other details and click on Search.

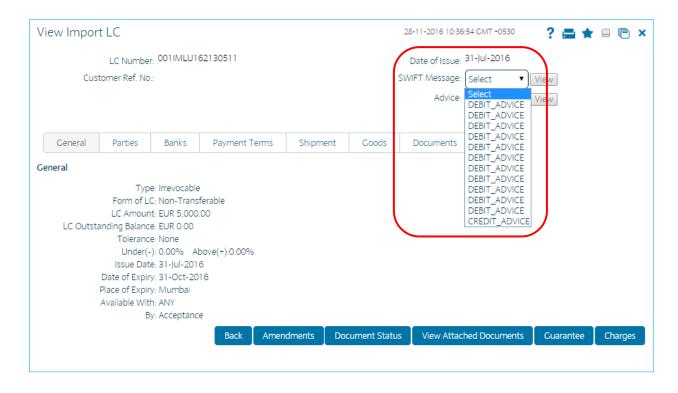


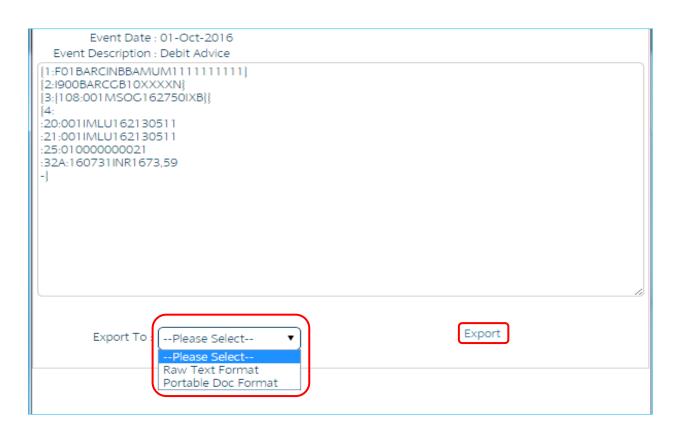
6. Below Screen will display. Click on LC Number to see the details of a particular Import LC.

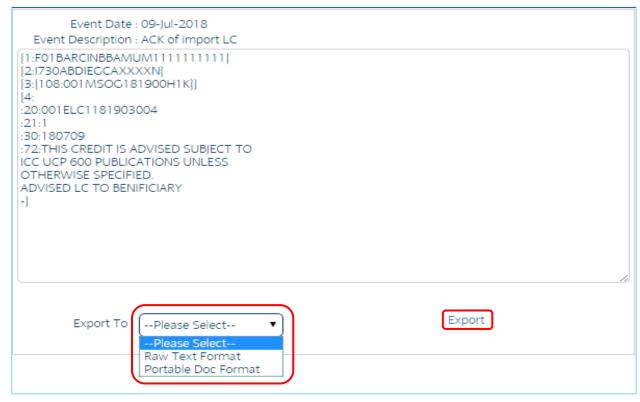




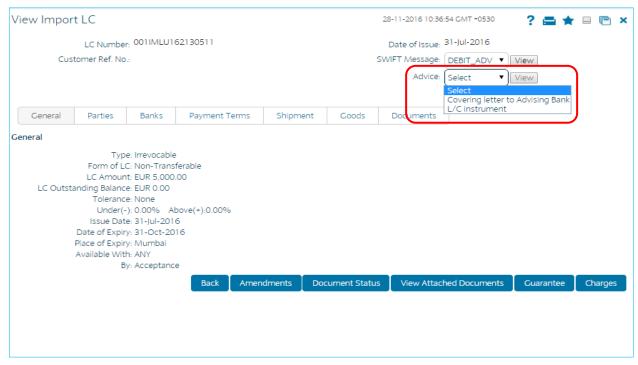
7. Select the SWIFT message from the drop-down list and click the View button to view/download the SWIFT message. The messages can be downloaded in various formats such as PDF and RTF.







8. Select the advice message from the drop-down list and click the View button to view/download the advice message. The messages can be downloaded in various formats such as PDF and RTF.

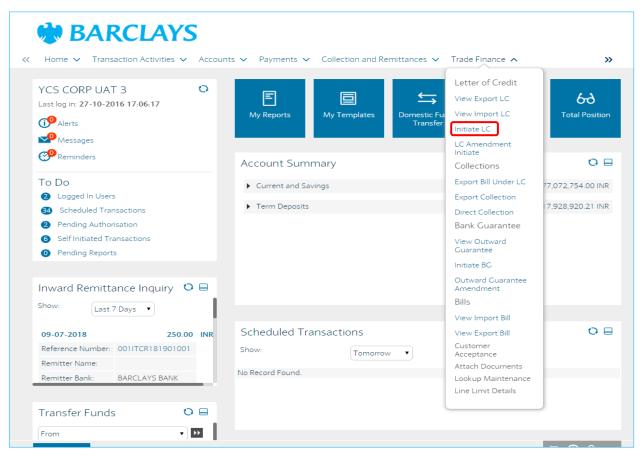




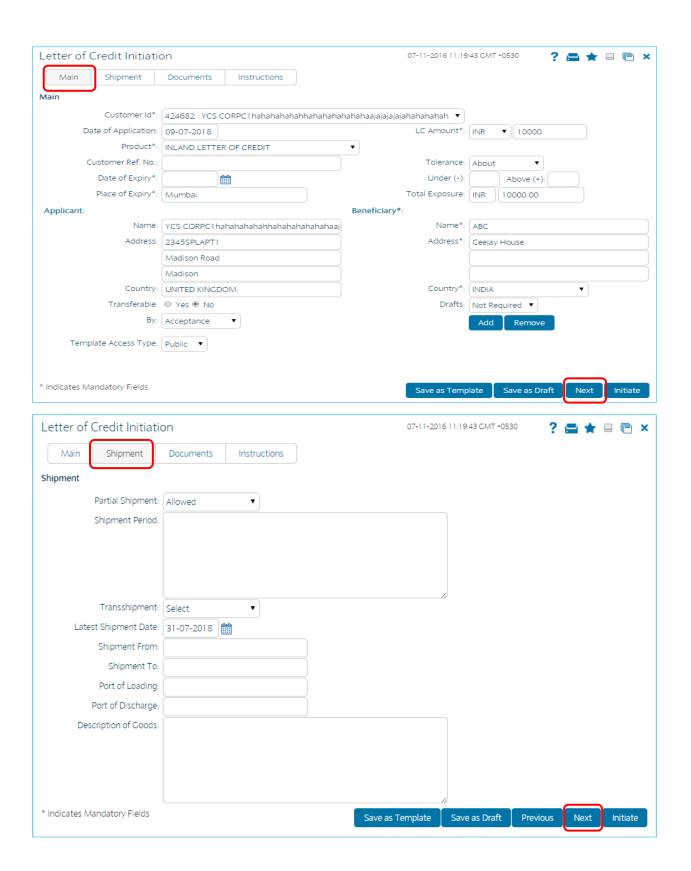
### C. Initiate LC

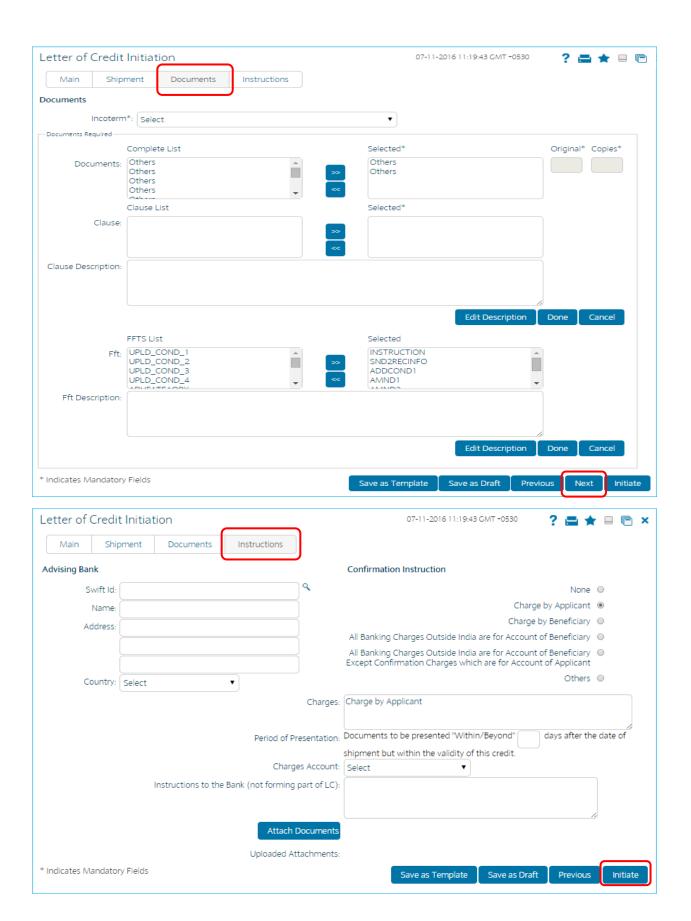
The Initiate LC option enables the user to apply for an Import LC for a primary/secondary customer. For the LC application, the user should input data in the four tabs available in this option viz. Main, Shipment, Documents and Instructions.

1. Go to the Trade Finance Tab and select Initiate LC



2. Fill in all the required/Mandatory details in all the tabs Main, Shipment, Documents and Instructions.





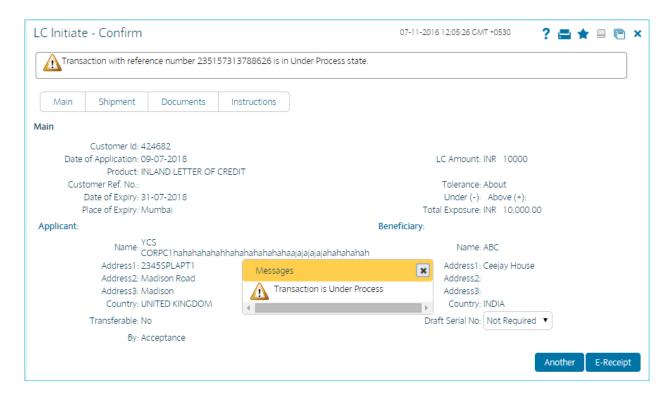
3. Check and verify all the details on the LC Initiate – Verify Screen. Click on Confirm.



4. Enter the Transaction Code and click on Submit.



5. Check the Status of the transaction and Click on E- Receipt.



#### 6. Download the E- Receipt.

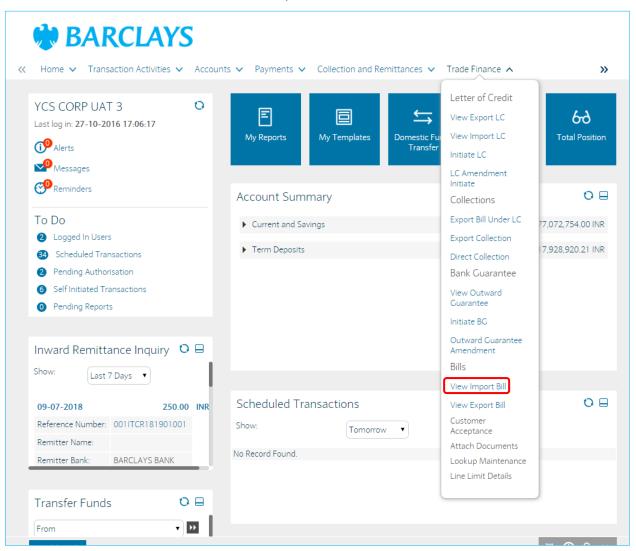


### D. View Import Bills

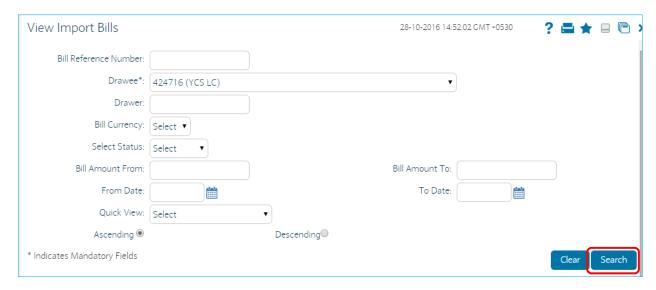
This option allows the user to search, view and download the details of the import bills presented under Collection.

The user 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.

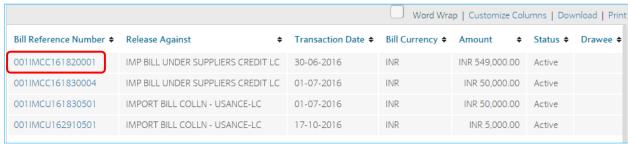
1. Go to the Trade Finance Tab and select View Import Bill.

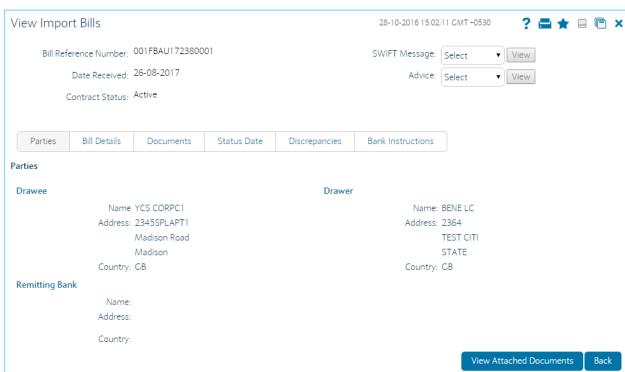


2. Select the Drawee Name and other details and click on Search.



3. Click on the Bill Reference Number to view the details.





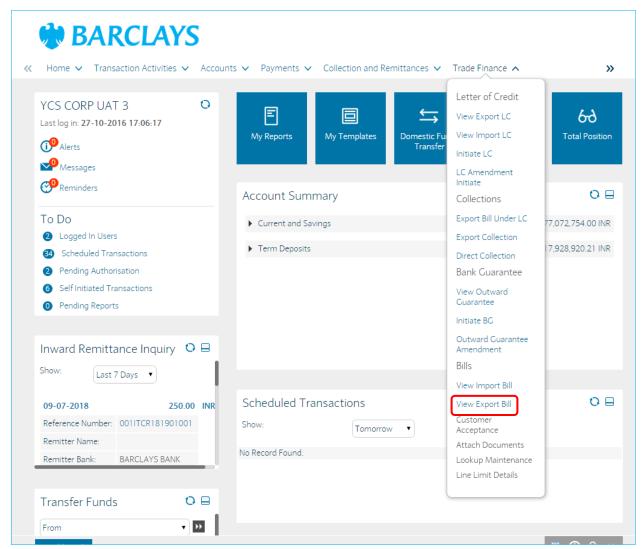
### E. View Export Bills

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

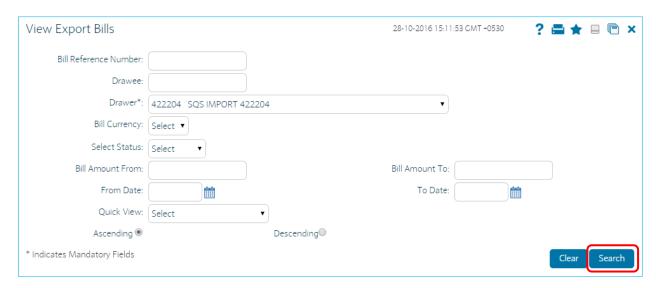
- 1. Collection
- 2. LC (Advised / Non Advised by Bank)

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.

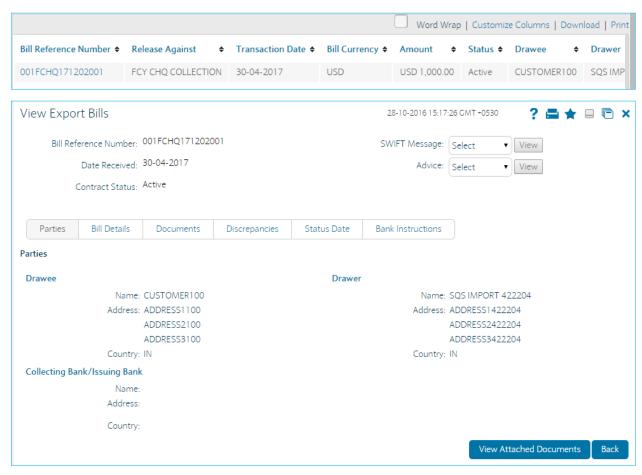
1. Go to the Trade Finance Tab and select View Export Bill.



2. Select the Drawer Name and other details and click on Search.



4. Click on the Bill Reference Number to view the details.

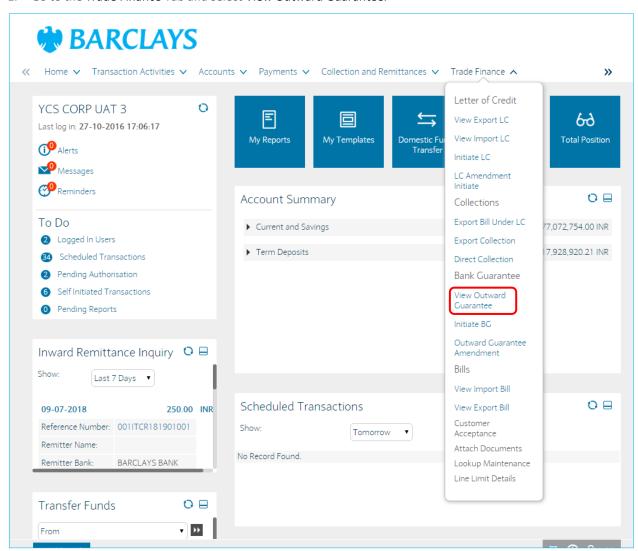


#### F. View Outward Guarantee

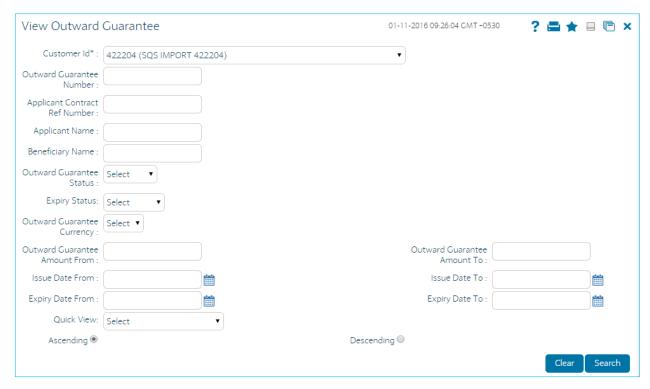
This option allows to search for bank guarantees based on a certain search criterion. Based on the search criterion, it allows the user to view a list of bank guarantees (also called Outward Guarantee) for the selected customer.

Details of an Individual bank guarantee can be viewed, and exported the list in various formats.

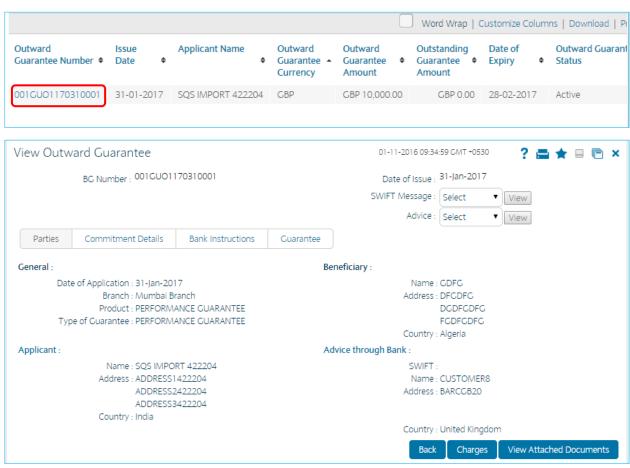
1. Go to the Trade Finance Tab and select View Outward Guarantee.



2. Select the customer Id and click on search.



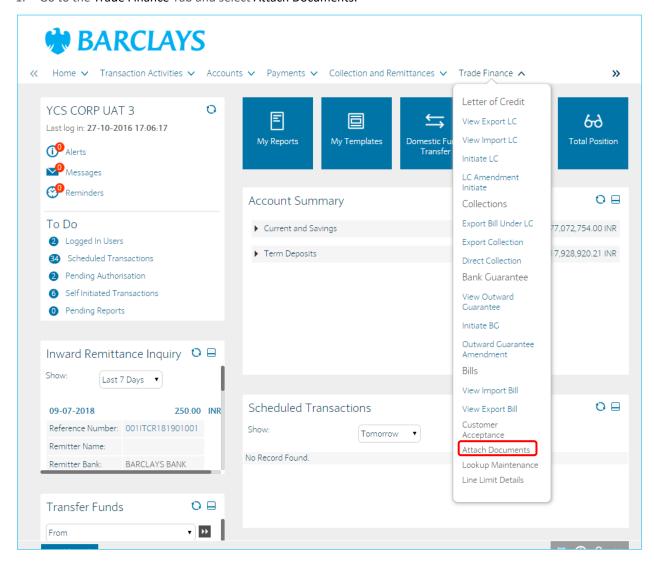
3. Click on Outward Guarantee Number to view the details.



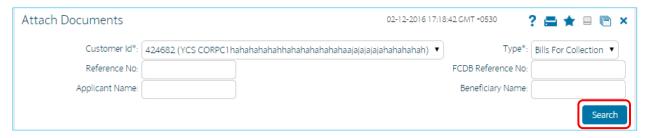
#### **G.** Attach Document

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.

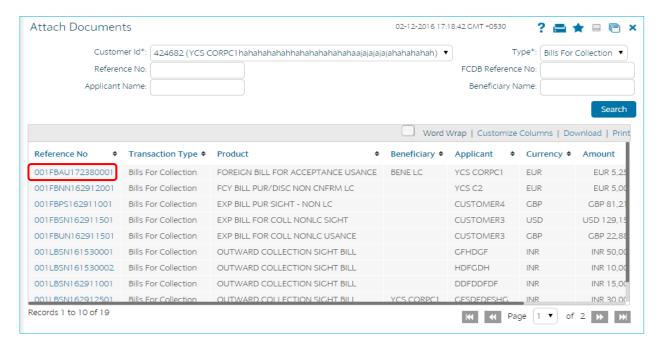
1. Go to the Trade Finance Tab and select Attach Documents.



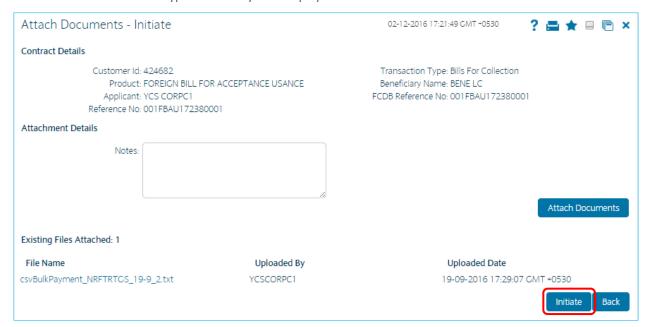
2. Enter the relevant details.



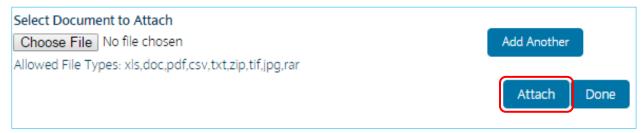
3. Click the Search button, the system displays the View Attached Documents screen.



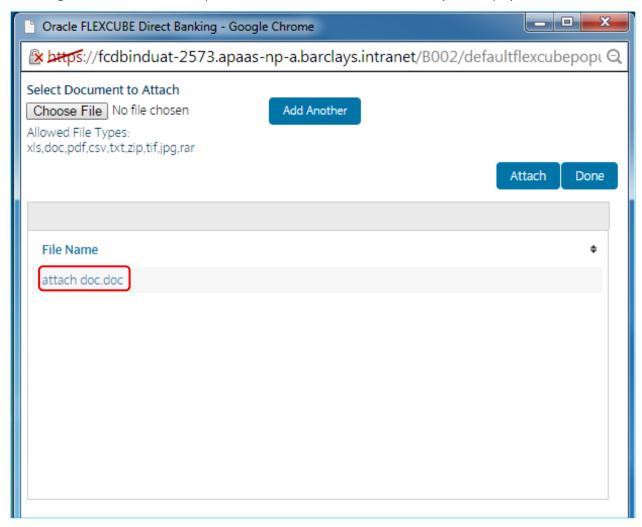
4. Click the Reference No hyperlink. The system displays Attach Documents - Initiate screen



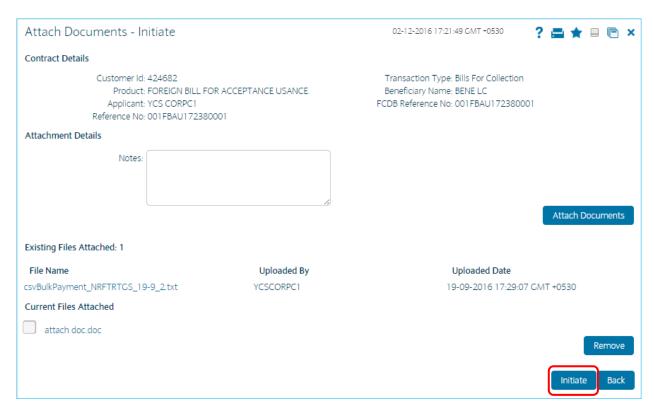
5. Click the Attach Documents button, the system displays the Attachments screen



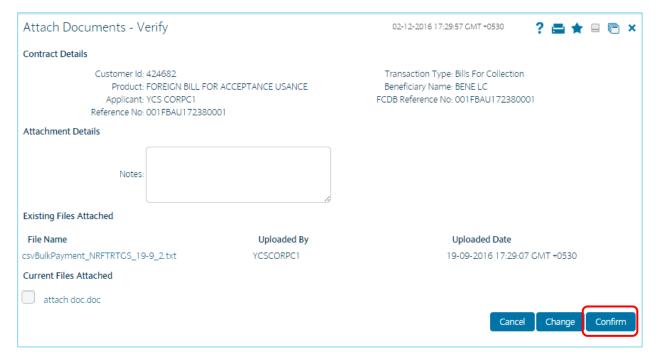
- 6. Click the Browse button. The system displays Choose File dialogue box.
- 7. Navigate the file and click the Open button to attach the selected file. The system displays Attachments screen



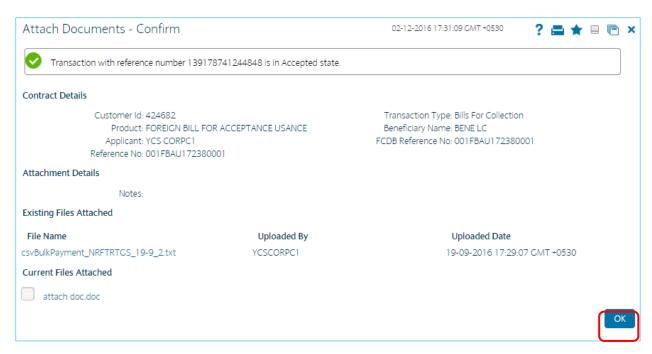
8. Click the Attach button, the file gets attached and then click the Done button the system displays Attached Document Initiate screen



- 9. Click Add Another button to add another document
- 10. Click the Initiate button, The system displays Attach Documents Verify screen OR
- 11. Click on Back to go back to the previous screen OR
- 12. Click the current files attached checkbox and click the Remove button to remove the current attached file.



- 13. Click the Confirm button to confirm the attach document initiate OR
- 14. Click the Change button to edit the details of the attach document transaction OR
- 15. Click the Cancel button to cancel the attach document transaction

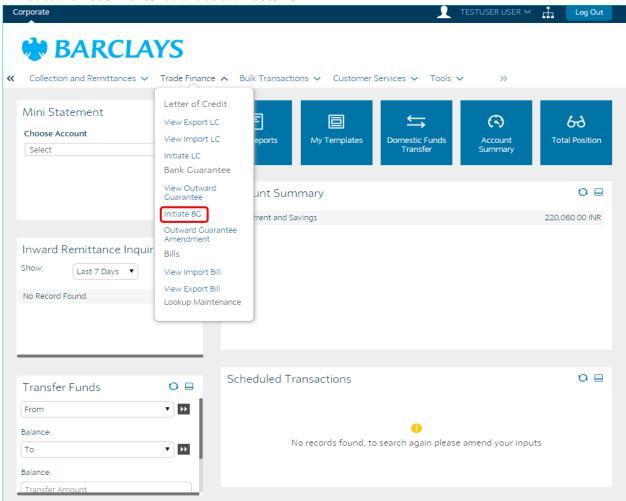


16. Click the OK button, the system displays Attach Documents screen.

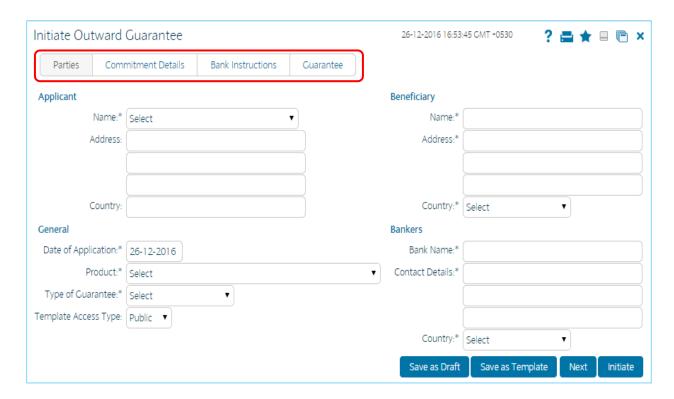
# **H.** Initiate Outward Guarantee

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.

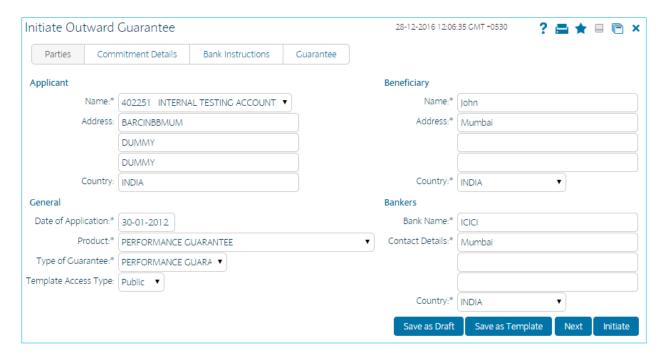
Go to the Trade Finance Tab and select Initiate BG.



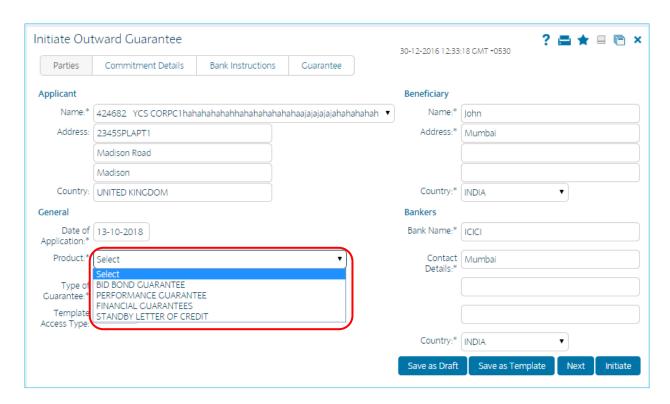
2. The system displays the Initiate Outward Guarantee screen. By default, the Parties tab is displayed.



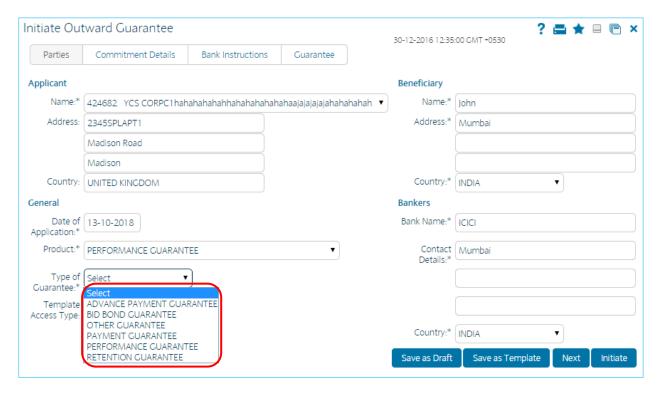
3. Update all the relevant fields. Select the Bank Guarantee product from the drop down under which the bank guarantee is created.



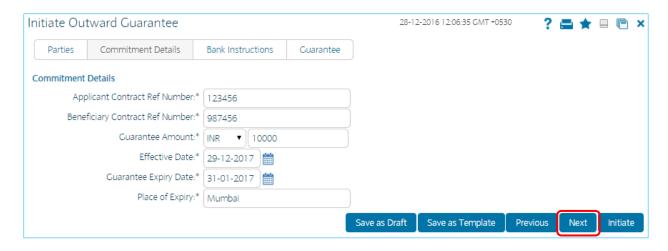
4. Select the Product from the Drop down menu.



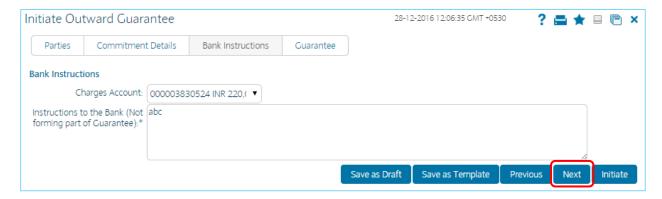
5. Select the Type of Guarantee from the Drop down menu.



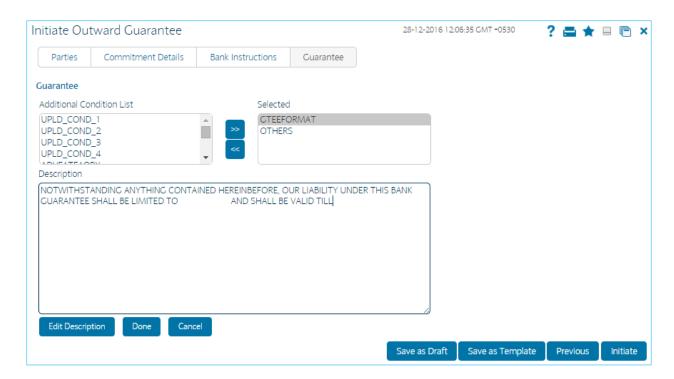
- 6. Click the Next button or the Commitment Details tab. The system displays the Commitment Details tab.
- 7. This tab captures the commitment details of the Outward Guarantee application.



- 8. Click the Next button or the Bank Instructions tab. The system displays the Bank Instructions tab.
- 9. Enter the relevant details.



- 10. Click the Next button or the Guarantee tab. The system displays the Guarantee tab.
- 11. This tab captures the additional guarantee details. The list on this tab is populated on the selection of a product from the Product drop down list on the Parties tab.
- 12. Click the Edit Description button to edit the description. OR
- 13. Click the Done button after editing the description for submission OR
- 14. Click the Cancel button to cancel the description editing.
- 15. Click the Initiate button to initiate the Outward guarantee application. The system displays the Initiate Outward Guarantee Verify screen. OR
- 16. Click the Previous or Next button to navigate to the previous or next tab on the screen, respectively.



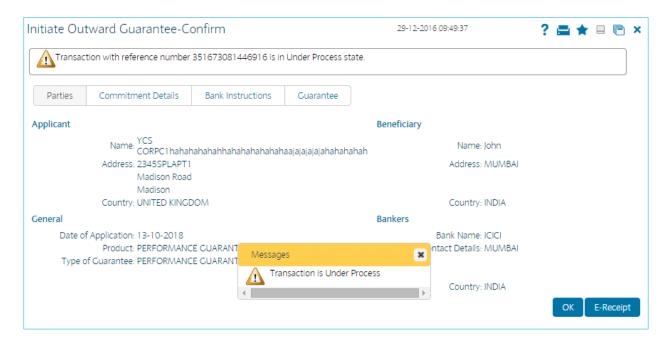
17. Click the Confirm button. The system displays the Initiate Outward guarantee Confirm screen with the status message. OR Click the Back button to change the Outward guarantee application details.



18. Uncheck the "Use Virtual Keyboard" option and input the Transaction code generated on Gemalto.



19. Click on E-Receipt to download the receipt. Or Click the OK button. The system displays the initial Initiate Outward Guarantee screen.





#### Initiate BG

FCDB Reference Number 351673081446916

13-10-2018 Iohn Date of Application Beneficiary Name

PERFORMANCE GUARANTEE MUMBAI Beneficiary Address Product

Type of Guarantee PERFORMANCE GUARANTEE Beneficiary Country INDIA

ICICI Applicant Name 

2345SPLAPT1 Madison Road MUMBAI Applicant Address **Bankers Contact Details** Madison

UNITED KINGDOM INDIA Applicant Country Bankers Country Applicant Contract Ref Number 123456 Beneficiary Contract Ref Number 987456 Guarantee Amount INR 10000.00 Effective Date 13-10-2018 Guarantee Expiry Date 30-11-2018 Place of Expiry Mumbai

Instructions to the Bank (Not 000004079716 Charges Account ABC forming part of Guarantee)

#### Guarantee

#### Fft Fft Description

NOTWITHSTANDING ANYTHING CONTAINED HEREINBEFORE, OUR LIABILITY UNDER THIS BANK GUARANTEE SHALL BE **GTEEFORMAT** 

LIMITED TO AND SHALL BE VALID TILL

OTHERS Documents Required

> Download Print Email

Electronic Receipt owns no official legal effect, You may go to branch to get the paper receipt. Printed on: 29-12-2016 09:17:53

Printed from: PC

#### 20. Click on Download.

## BARCLAYS

### **Initiate BG**

**FCDB Reference Number** 351673081446916

**Date of Application** 13-10-2018 **Beneficiary Name** John

PERFORMANCE **Beneficiary Address** MUMBAI Product GUARANTEE

PERFORMANCE INDIA Type of Guarantee **Beneficiary Country** GUARANTEE

**Applicant Name Bankers Bank Name** ICICI

CORPC1hahahahahahahah

ahahahaajajajajahahahah

**Applicant Address** 

2345SPLAPT1 Madison RoadBankers Contact Details MUMBAI Madison

UNITED KINGDOM INDIA **Applicant Country Bankers Country** 

987456 **Applicant Contract Ref** 123456 Beneficiary Contract Ref Number Number

INR 10000.00 13-10-2018 **Guarantee Amount Effective Date Guarantee Expiry Date** Place of Expiry 30-11-2018 Mumbai ABC

Instructions to the Bank 000004079716 **Charges Account** (Not forming part of

Guarantee)

#### Guarantee

Fft Fft Description

**GTEEFORMAT** NOTWITHSTANDING ANYTHING CONTAINED

HEREINBEFORE, OUR LIABILITY UNDER THIS BANK GUARANTEE SHALL BE LIMITED TO AND SHALL BE VALID TILL

OTHERS Documents Required

#### I. Direct Collection

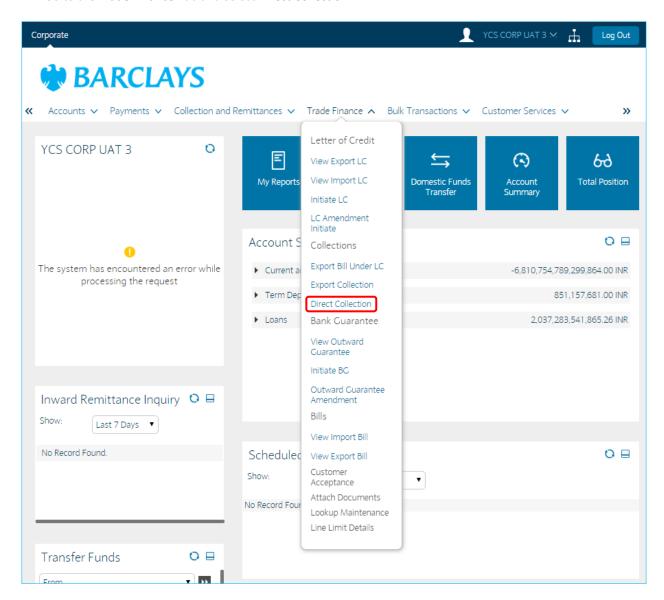
"Direct Collection" is a "Documentary (draft) Collection" arrangement in which trade documents are sent directly to the Drawee's bank (also known as Collecting bank / buyer's bank) by the Drawer (also known as exporter / seller).

Collection Documents are broadly categorized under:

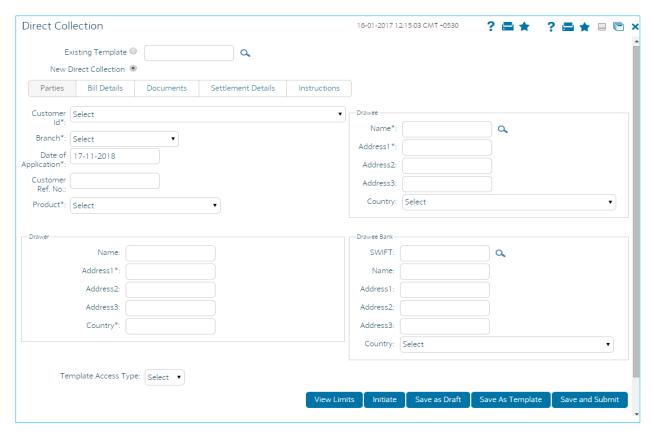
Documents against Payment (D/P): This means documents are released to the Drawee only after payment.

Documents against Acceptance (D/A): This means documents are released to the Drawee only after Drawee's acceptance

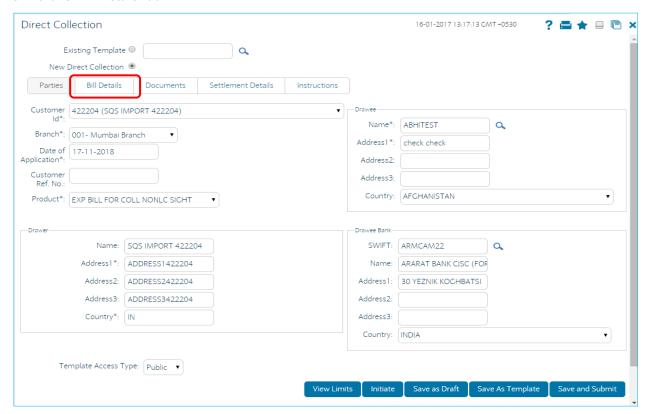
1. Go to the Trade Finance Tab and select Direct Collection.

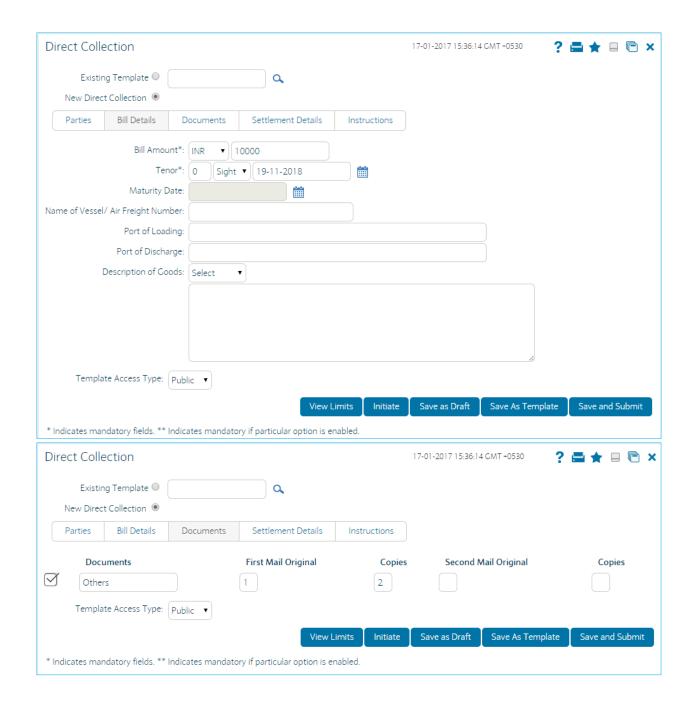


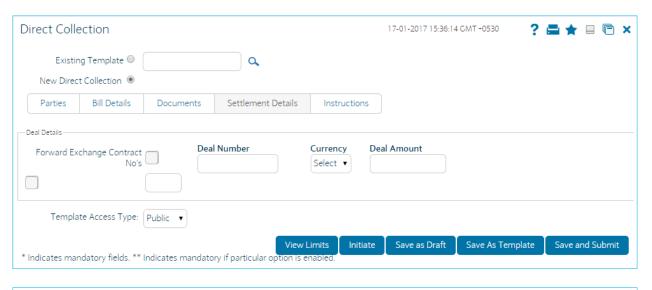
2. The below screen will appear. Update the relevant fields.

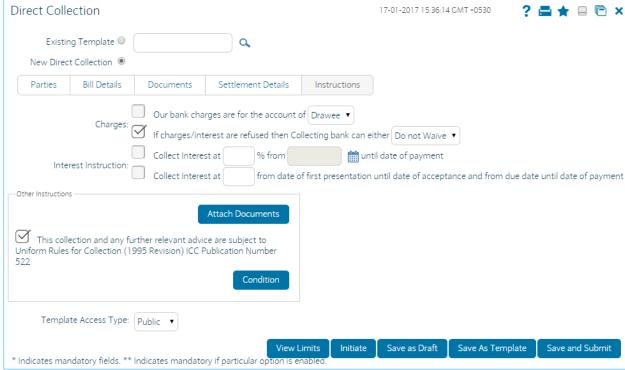


3. Click on Bill Details Tab.

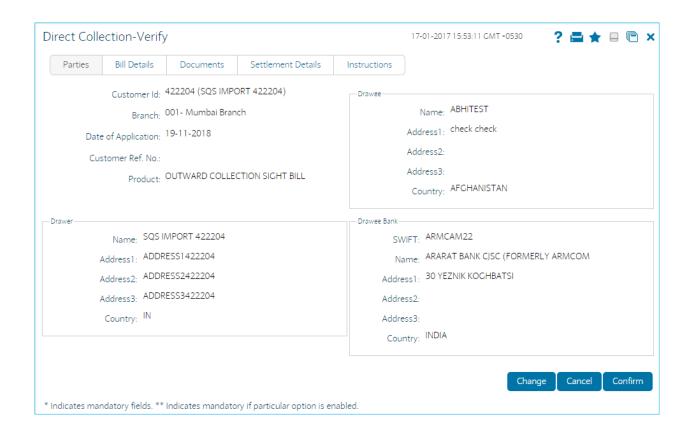








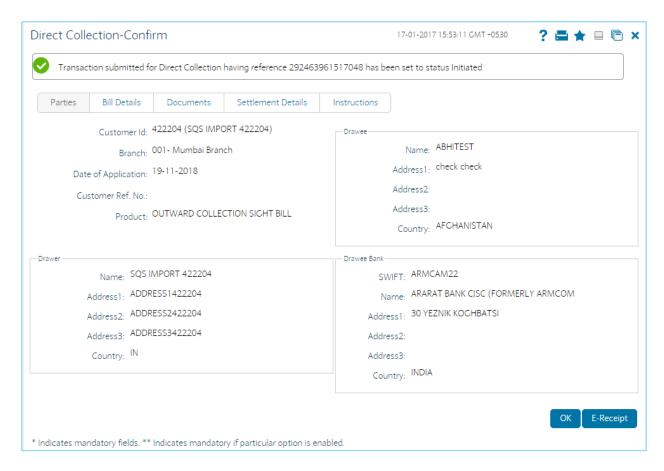
- 4. Click the view limits button to view the limits for the transaction OR
- 5. Click the Save as Draft button to save the transaction as a Draft OR
- 6. Click the Save as Template to save the transaction as a template. OR
- 7. Click the save and Submit button to initiate and save the transaction OR
- 8. Click the Initiate button. The system displays the Direct Collection-Verify screen.



- 9. Click the Confirm button. The system displays the Direct Collection-Confirm screen with the status message.

  OR
- 10. Click the Change button to change the Direct Collection details.





- 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.



#### **Direct Collection**

FCDB Reference Number 292463961517048

422204 (SQS IMPORT 422204) ABHITEST Customer Id Name AFGHANISTAN Address1 check check Country Branch 001 - Mumbai Branch Date of Application 19-11-2018 00:00:00 OUTWARD COLLECTION SIGHT Product Name SQS IMPORT 422204

ADDRESS1422204 ADDRESS2422204 Address1 Address2

ADDRESS3422204 Address3 Country

ARARAT BANK CJSC (FORMERLY SWIFT ARMCAM22 Name

Host Reference Number

ARMCOM 30 YEZNIK KOCHBATSI Address1 Country

INR10000.000000 0Sight19-11-2018 00:00:00 Bill Amount Tenor

0.000000 Trade Loan Amount

#### **Deal Details**

Documents First Mail Original Copies Second Mail Original Copies Others 2 0

> Print Download

Electronic Receipt owns no official legal effect, You may go to branch to get the paper receipt.

Printed from: PC

# BARCLAYS

#### **Direct Collection**

292463961517048 **FCDB Reference Number** Host Reference Number

**Customer Id** 422204 (SQS IMPORT Name **ABHITEST** 

422204)

**AFGHANISTAN** Address1 check check Country 001- Mumbai Branch 19-11-2018 00:00:00 Branch Date of Application **Product OUTWARD COLLECTION** SQS IMPORT 422204 Name

SIGHT BILL

ADDRESS1422204 ADDRESS2422204 Address1 Address2

Address3 ADDRESS3422204 Country

SWIFT ARMCAM22 ARARAT BANK CJSC Name (FORMERLY ARMCOM

30 YEZNIK KOGHBATSI INDIA Address1 Country

**Bill Amount** INR10000.000000 Tenor 0Sight19-11-2018 00:00:00

**Trade Loan Amount** 0.000000

Documents	First Mail Original	Copies	Second Mail Original	Copies	
Others	1	2		0	