USER MANUAL

UNDERTAKING ISSUED (GUARANTEES ISSUED)



Undertaking Issued Events/ Actions

UI Initiation Request for Settlement

Amend Correspondence

Consent Response

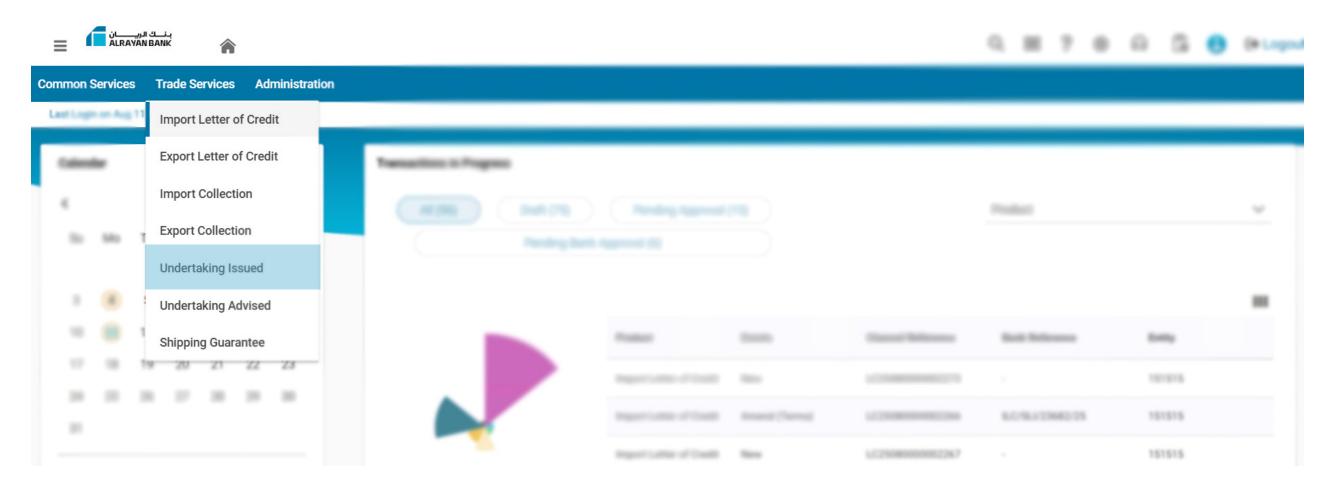
Extend/Pay

Cancel

Provisional



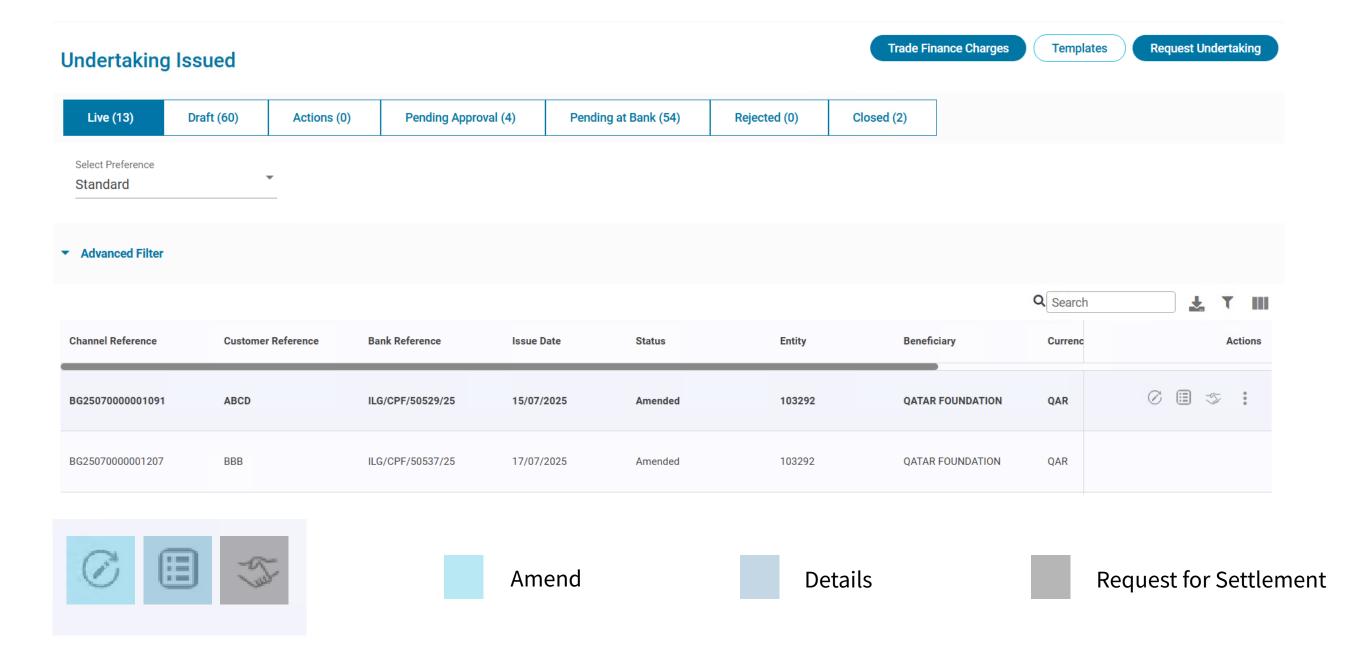
Navigate to Undertaking Issued



Access Undertaking Issued Module through Trade Services Menu.

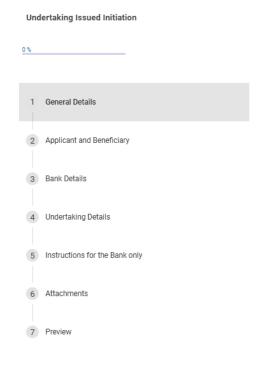


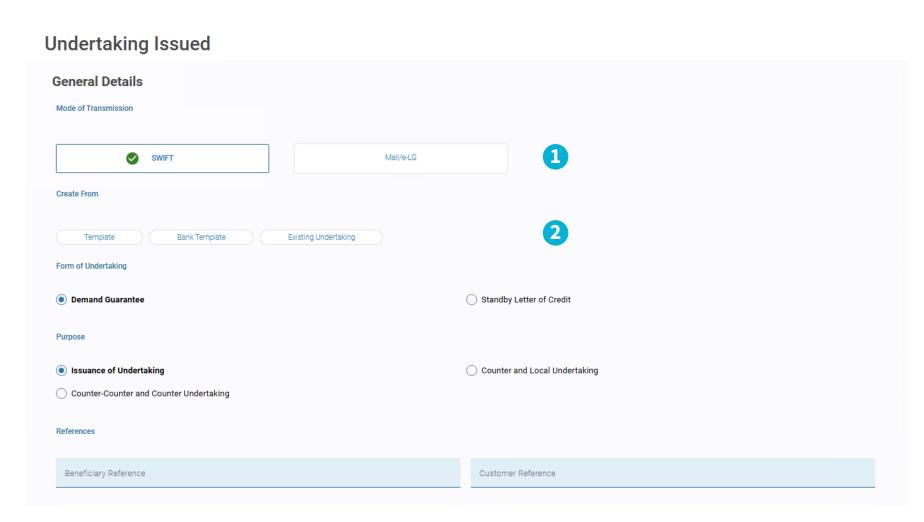
Action Bar





UI Initiation



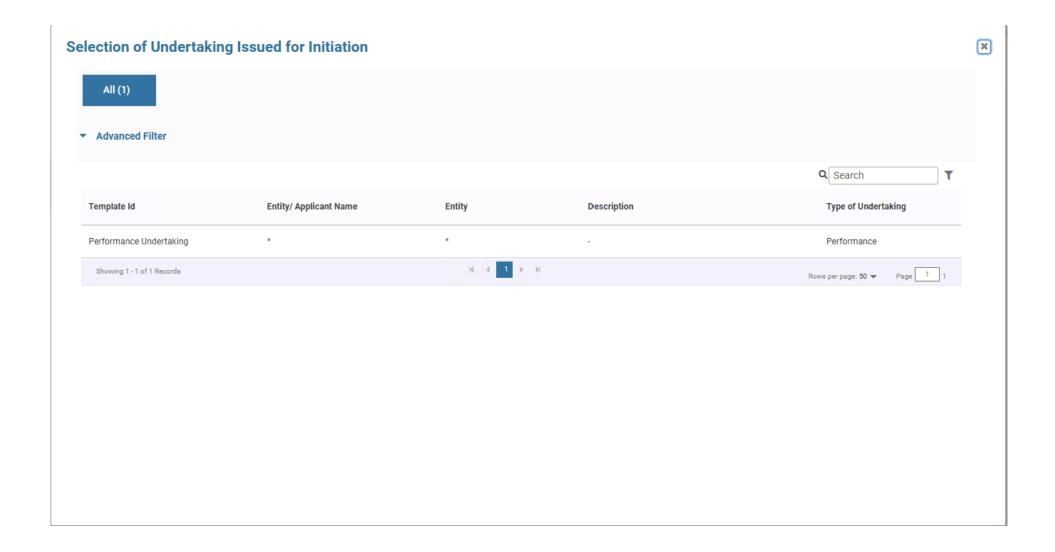


- Exit Next
- Select Mode of Transmission either SWIFT or Mail/e-LG. Mode of Transmission is set as SWIFT by default.
- Template: Click on this option to create a new UI using an existing template

 Bank Template: Click on this option to create a new UI using an existing bank template

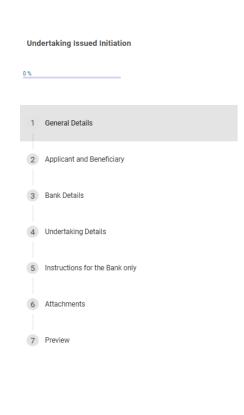
 Existing Undertaking: Upon selection of this option a list of existing UIs is displayed. Select the applicable LC on which you wish to base the new UI.



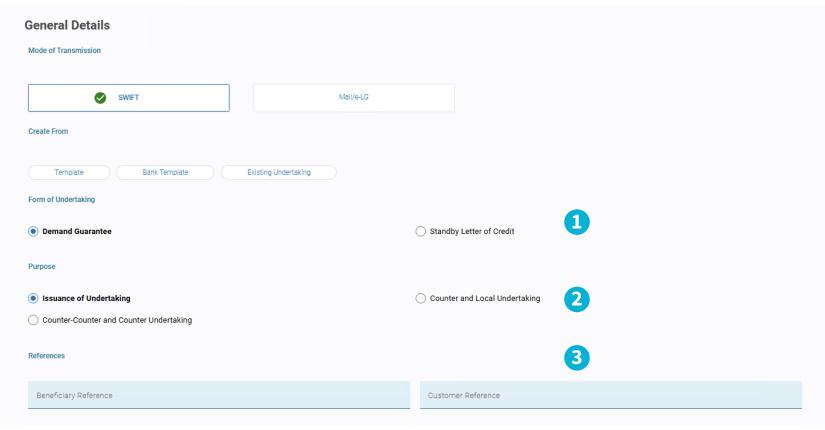


The Bank templates are Undertaking wordings set by the bank covering each Undertaking type. Once selected, you can download it as PDF to view the text.





Undertaking Issued





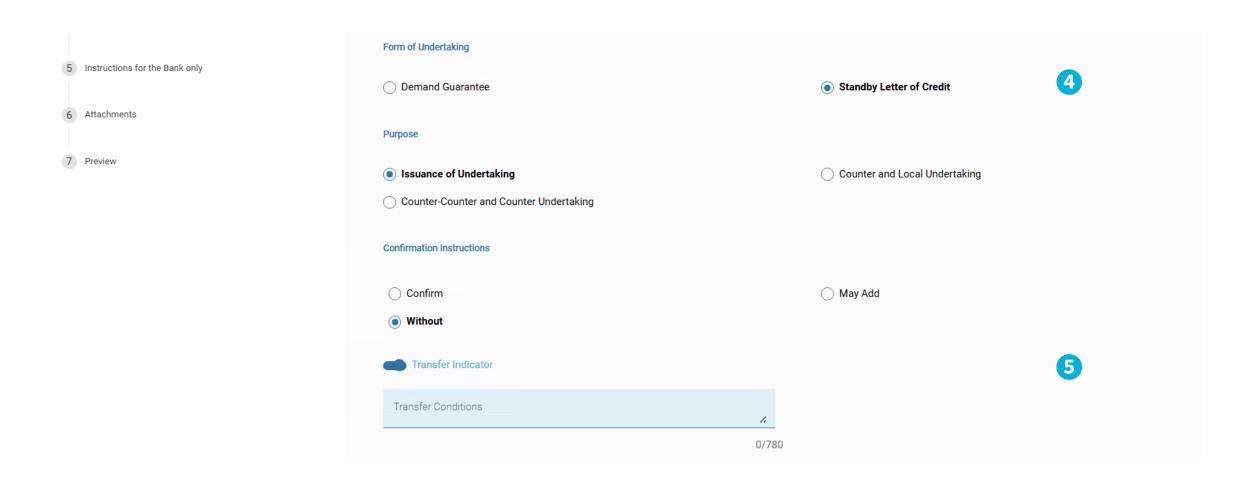


Select Form of undertaking either Demand Guarantee, or Standby LC. Form of undertaking is set as Demand Guarantee by default.

Note: Demand Guarantee option enables Extension Details section in Undertaking Details. Standby Letter of Credit option enables Confirmation Instructions in the General Details section and Shipment Details and Payment Details sections get enabled in Undertaking Details.

- Select Purpose of undertaking as either Issuance of undertaking, Courier and local undertaking or Courier-Counter undertaking. Purpose of undertaking is set as Issuance of undertaking by default.
- 3 If available you can enter the customer reference and the Applicant reference.



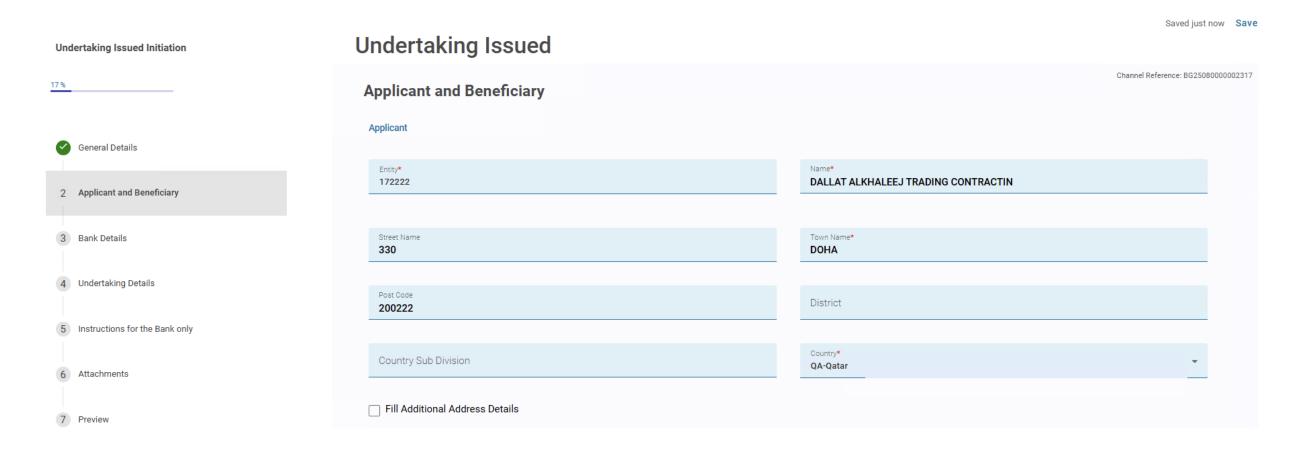


- If the Form of Undertaking is set as Standby Letter of Credit, select the instructions for confirmation. By default, value is set as 'Without' confirmation.
- 5 Toggle the 'Transfer Indicator' and enter transfer conditions if applicable.

In case of Standby Letter of Credit, Value to be "Confirmed" by Default. Indirect is selected when Counter-Counter and Counter Undertaking only.

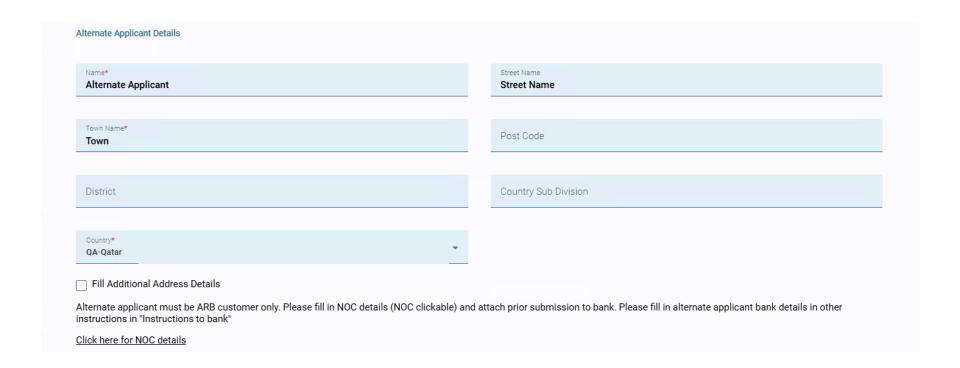


Applicant and Beneficiary Details



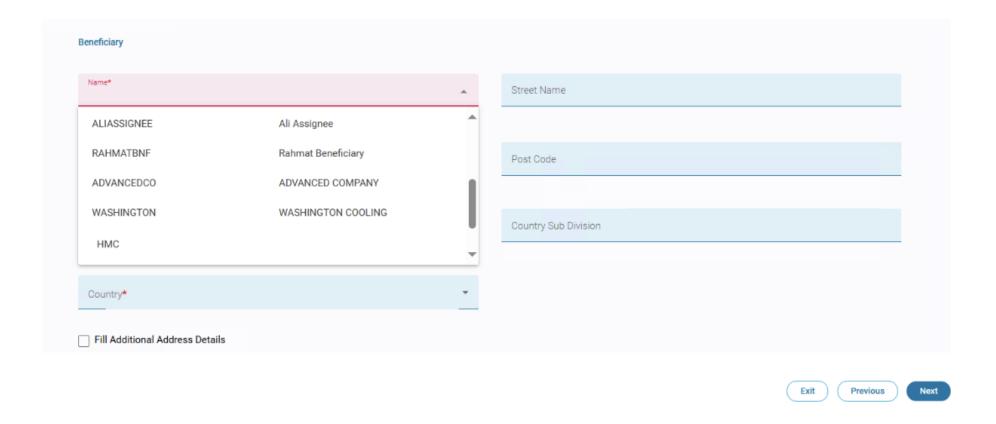
Applicant Details default to the name and address details of your company.





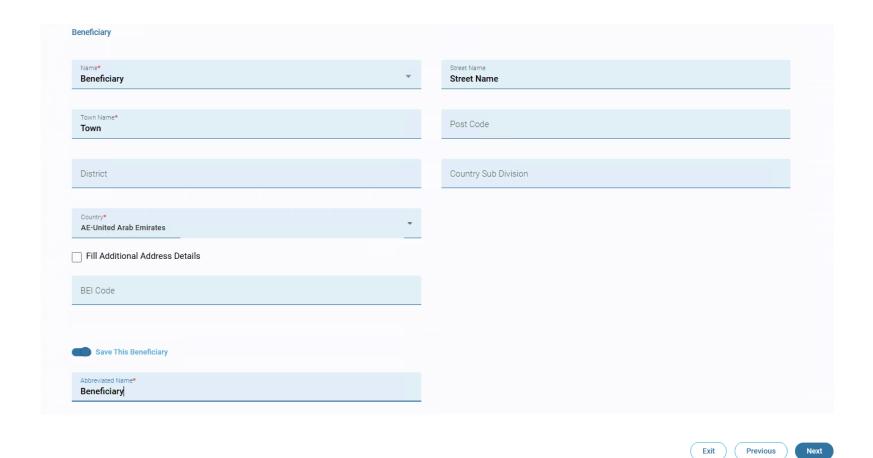
Slide the button if the principal applicant desires to apply on behalf of another person or entity. Fill the name and address fields, download the NOC details and attach in the LC Attachment section.





Enter the Name and address of the beneficiary. Click on the 'Name' field drop down to select the associated beneficiary.

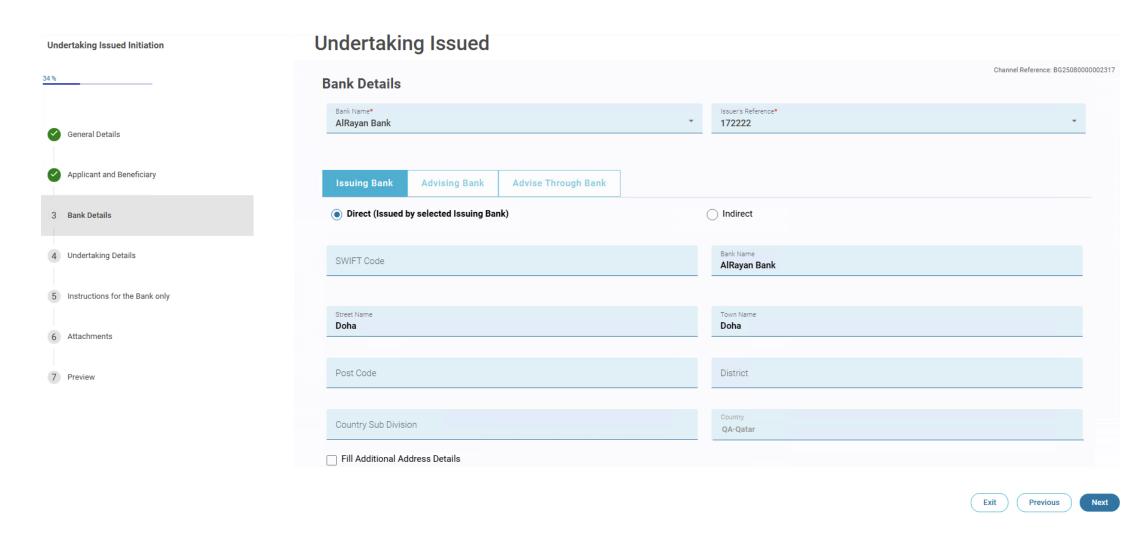




You may also add an adhoc and save it for future use. Enter the new Name and Address details of the beneficiary and slide "Save the Beneficiary" button and enter the abbreviated name for the new beneficiary to be saved for the applicant.

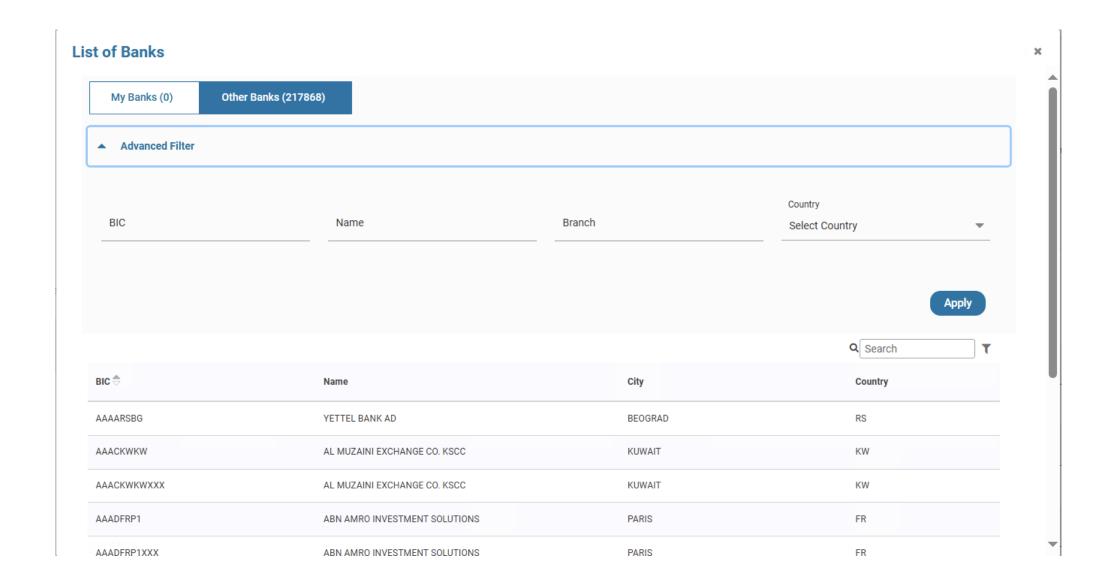


Bank Details



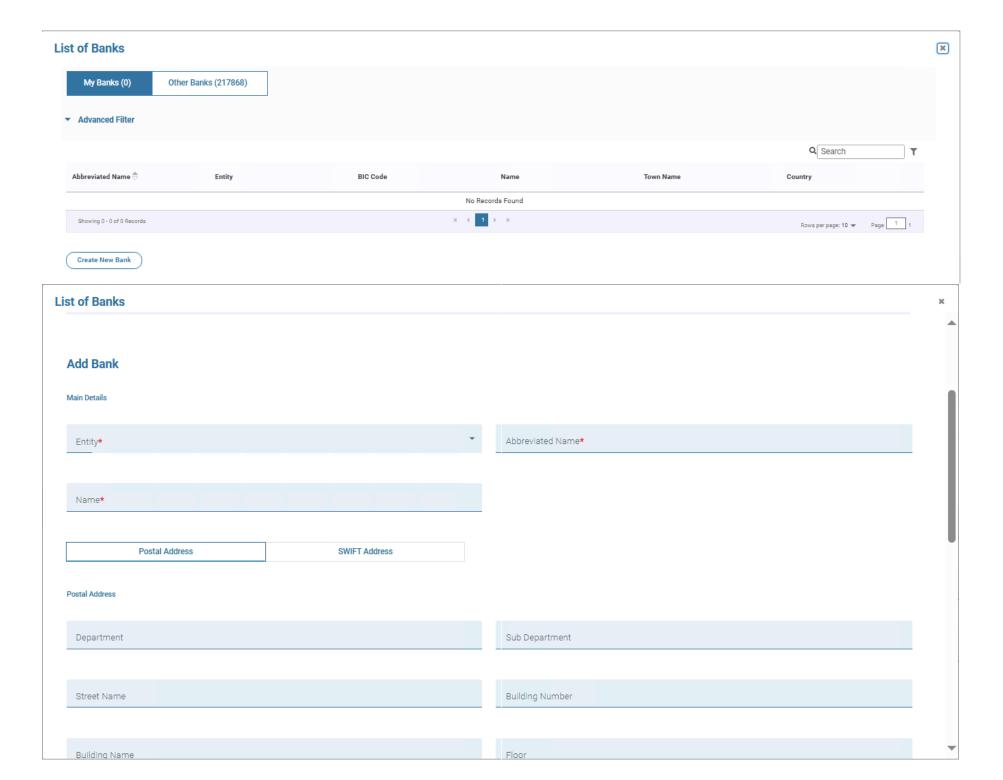
Issuing Bank can be set as Direct or Indirect. If Direct is selected, the issuing bank will be defaulted to Al Rayan Bank. If Indirect is selected, the bank entered by the user will be requested to issue the undertaking. The selected bank will pass on this request to the bank entered by the user. Select the applicable Swift Code that identifies the Advising bank and Advise Through Bank if needed.





You can search for the bank by SWIFT BIC Code, Name, Branch or Country.

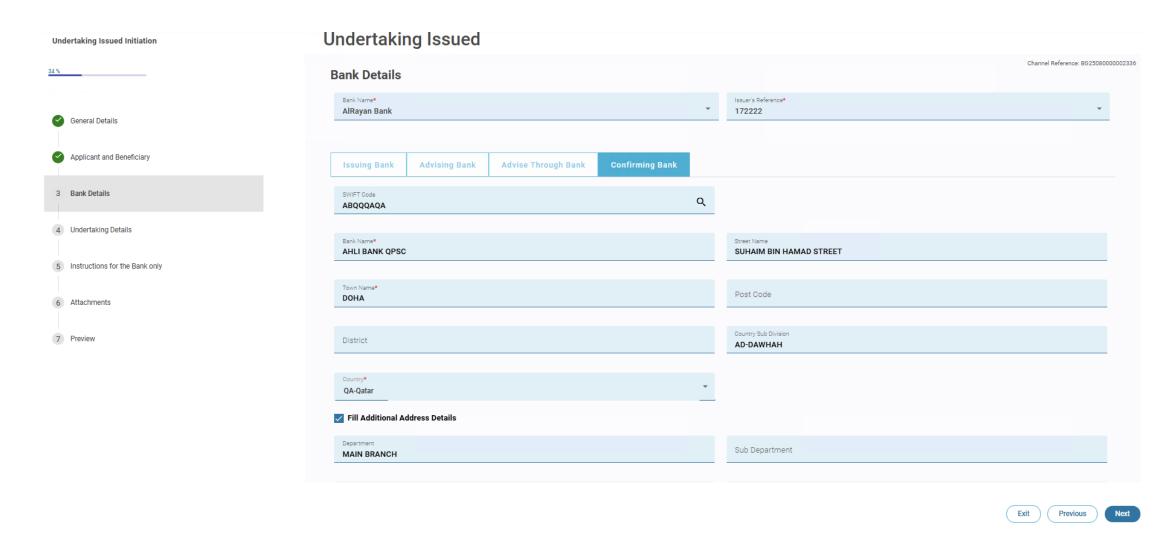




If the desired bank is not available in the list, use the 'Create New Bank' feature to define the bank.

You can use the advanced filter to find your bank faster.

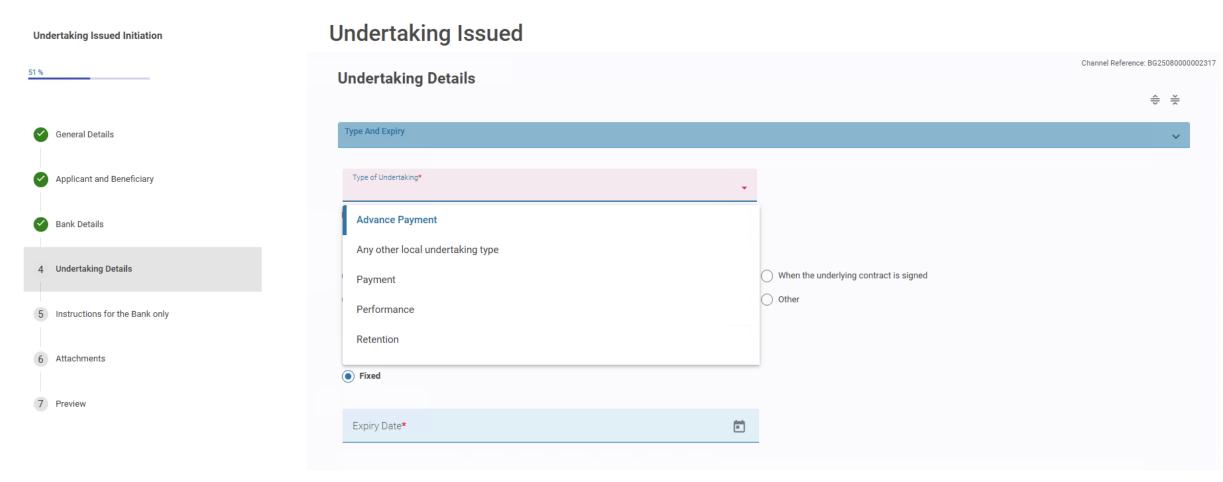




If the Standby LC is confirmed or May Add, an additional section will appear "Confirming Bank". Select the Bank for confirmation.

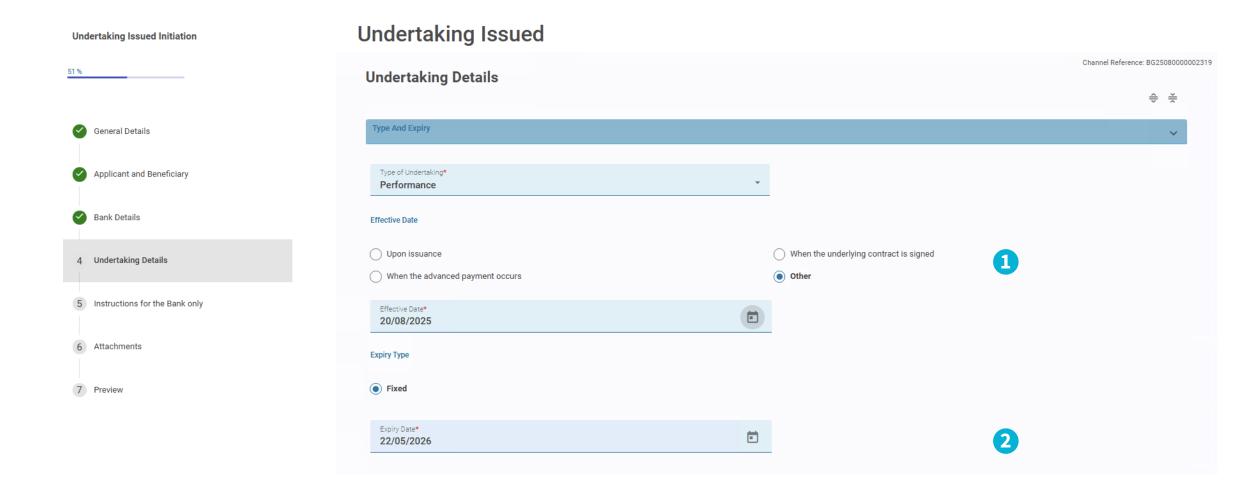


Undertaking Details



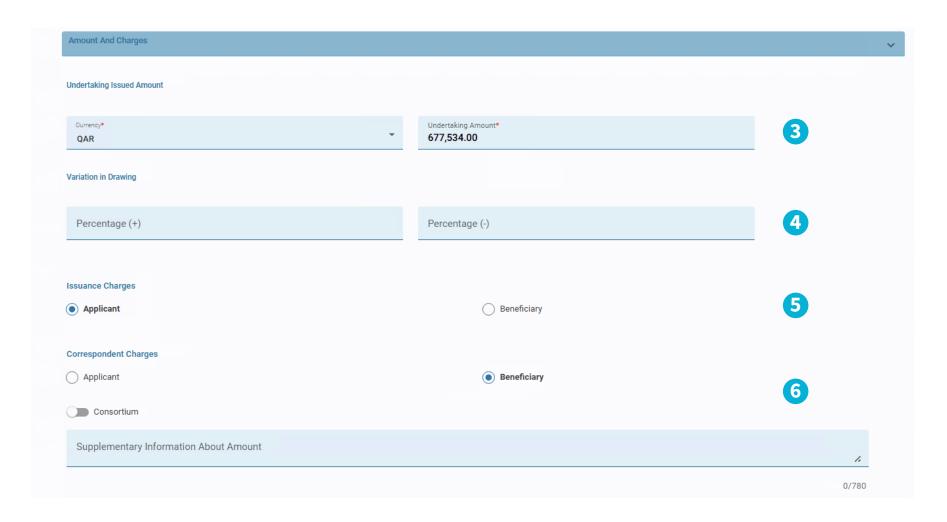
Select the type of Undertaking. Upon selection of 'Any other local undertaking type' a mandatory field is enabled to mention the details of 'Any other local undertaking type'.





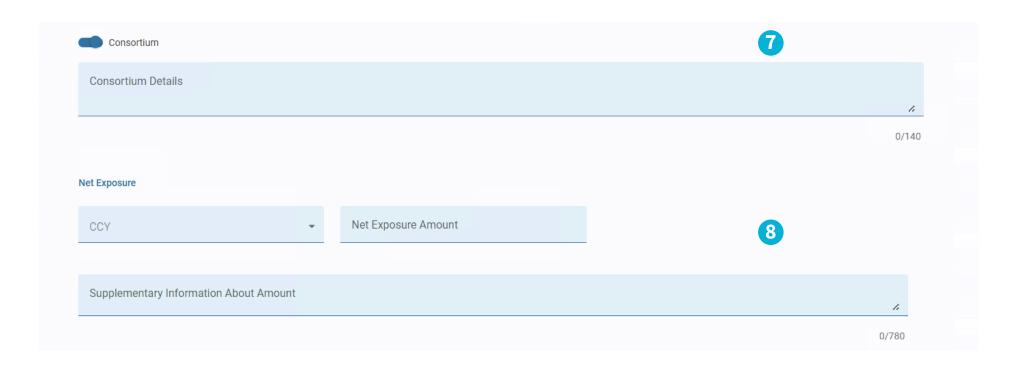
- Select the condition for the Undertaking to be effective. When you select 'Other', the date field below Effective Date is enabled and it is mandatory to select a date. The system checks that the date is valid and is greater than the application date.
- 2 Expiry Type is defaulted to fixed. Set the Expiry Date in the Expiry Date field.





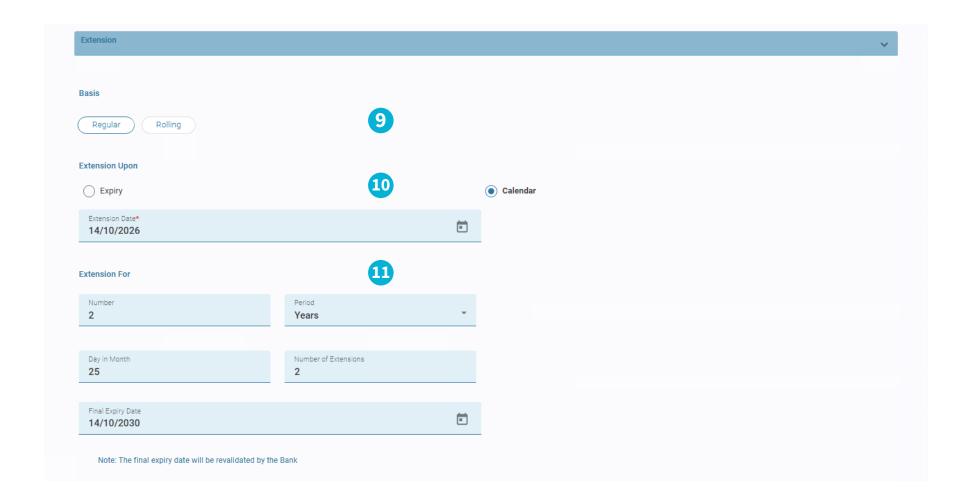
- 3 Enter the UI Amount and Currency.
- 4 In case of Variance of Value and/or Quantity, please mark the Tolerance percentage
- 5 Issuance Charges are on the applicant by default.
- 6 Correspondent Charges are on the beneficiary by default.





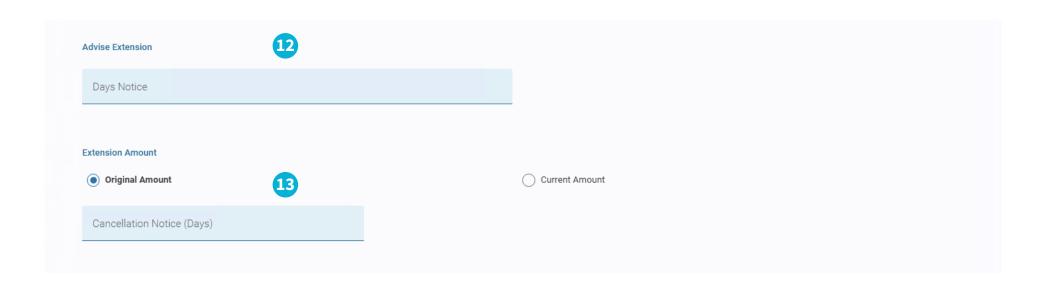
- If the UI is provided by a consortium, enter the consortium details in the narrative field.
- 8 Enter the net exposure amount and currency. Click the drop down to set the currency value. Provide any supplementary information about the amount.





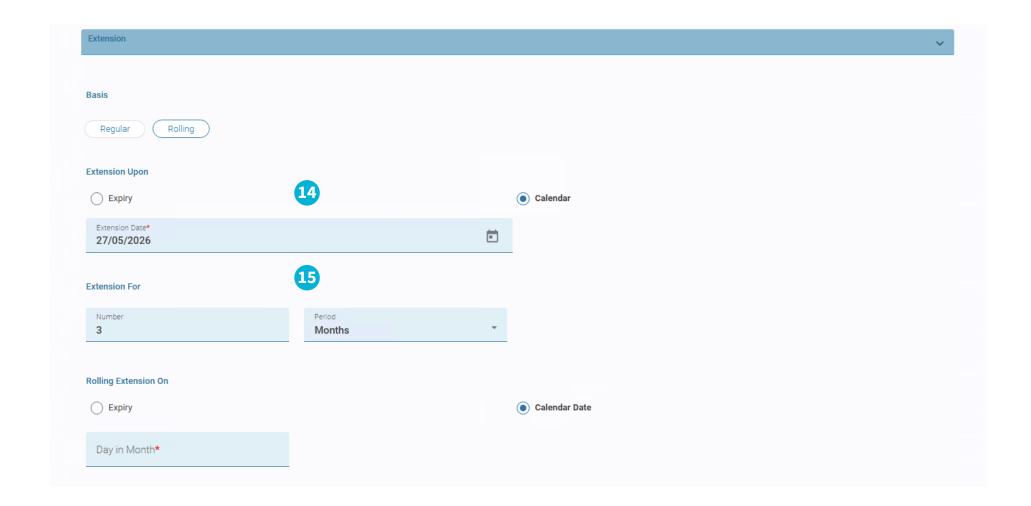
- Select the extension basis, based on whether one-time extension or periodic/recurring extension is to be applied to the Undertaking. Options are: Regular and Rolling.
- Define when extension will occur. Select the value from available radio buttons: Expiry or Calendar. If you select Calendar, you must enter an Extension Date in the field immediately below. If you select Expiry, the date from the Expiry field in the General Details section will be considered.
- Enter the duration details of the extension.





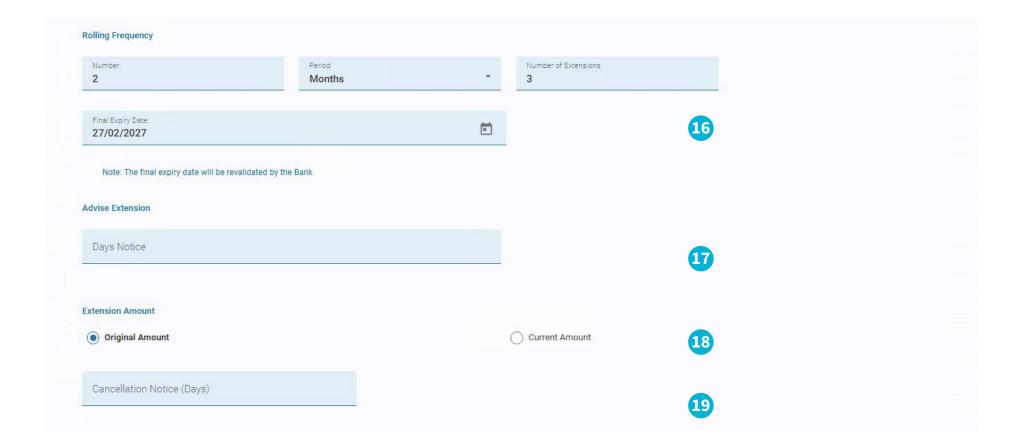
- Set the number of days in advance to advise the extension.
- Select whether the extension amount should be the original amount of the Undertaking or the current amount Define the number of days in advance to advise the cancellation.





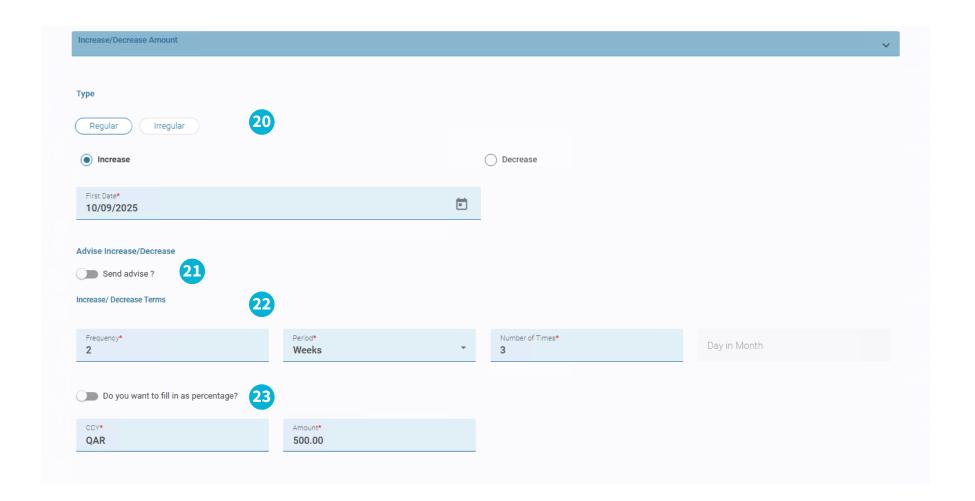
- For Rolling Extension, select the 'Rolling Extension On' value from available radio buttons: Expiry or Calendar Date.
- 15 Set the details for the extension period and frequency.





- Final Expiry Date is automatically populated based on the entries in the 'Extension For' and 'Number of Extensions' fields. You can override this value for a date equal to or greater than the automatically generated date.
- Set the number of days in advance to advise the extension.
- 18 Select whether the extension amount should be the original amount of the Undertaking or the current amount.
- Define the number of days in advance to advise the cancellation.





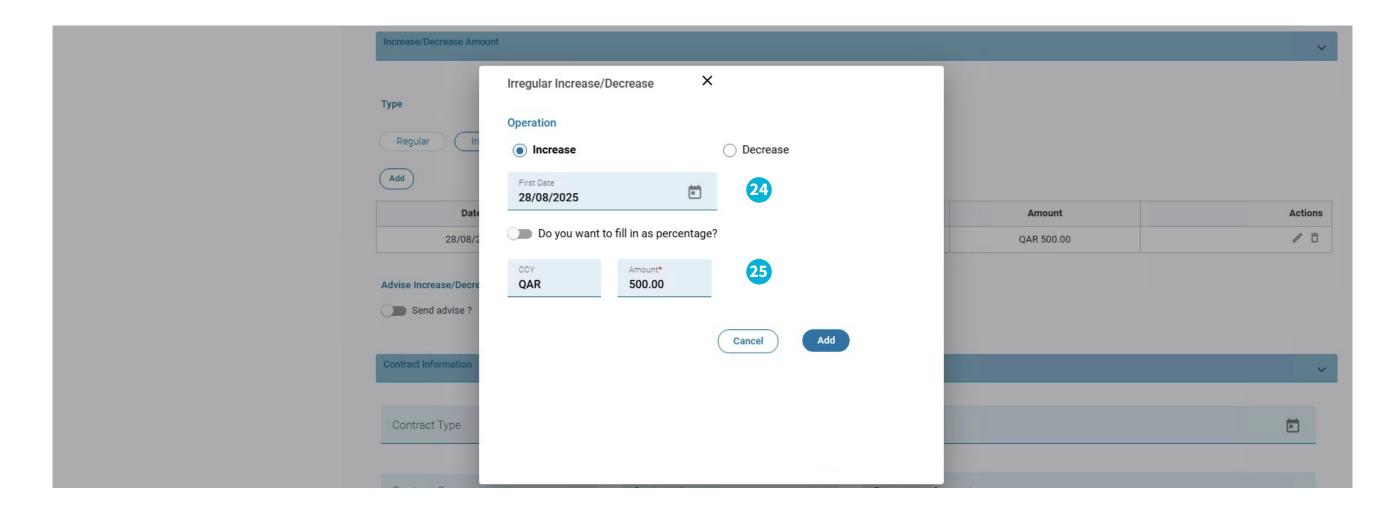
- Select the type of Increase/Decrease then set the starting date of the selected operation. Available options are: Regular Increase/Decrease an Undertaking amount for a predefined period, allows recursive Increase/Decrease. Irregular Increase/Decrease a predefined amounts on predefined dates using the Irregular option.
- Toggle 'Send advise?' and define the number of days the beneficiary will be notified prior to actual increase/decrease in undertaking amount.
- Enter the Increase/Decrease Terms: Frequency, Period, Number of Times and Day in Month.
- Toggle the 'Do you want to fill in as percentage?' if you want to enter the amount as percentage. Enter the increase or decrease amount that the undertaking amount shall undergo.





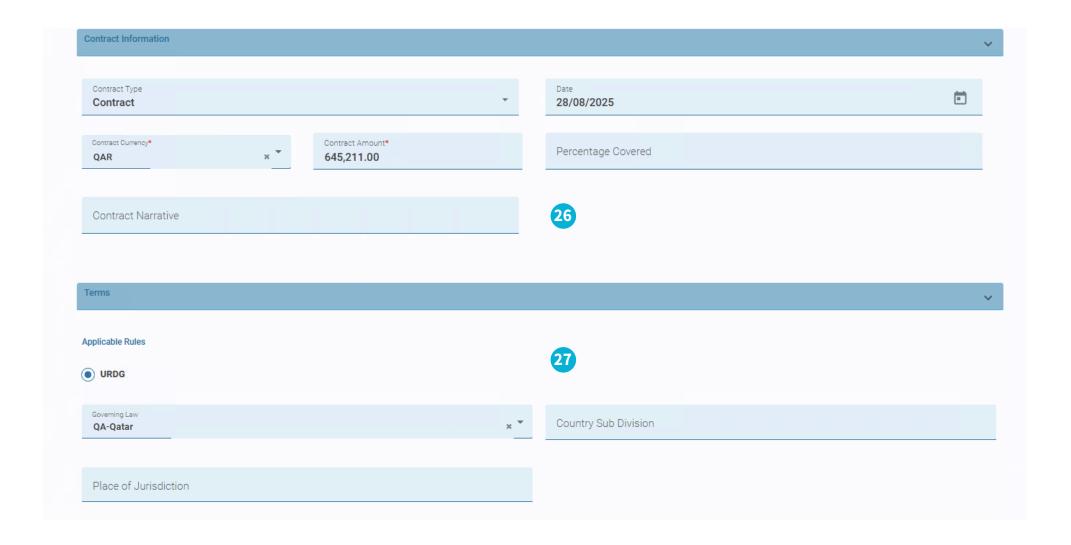
For Irregular Increase/Decrease, click on the add button to add the operation details.





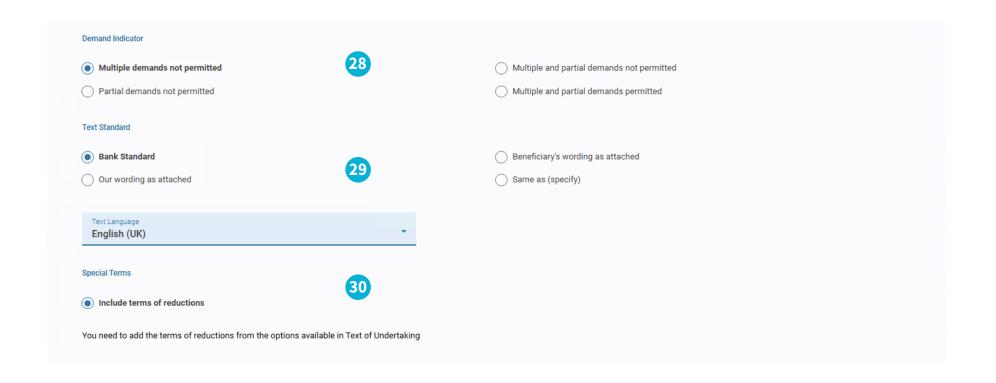
- Define whether you want to increase or decrease the amount and set the First Date on which the operation will take place.
- Toggle the 'Do you want to fill in as percentage?' if you want to enter the amount as percentage. Enter the increase or decrease amount that the undertaking amount shall undergo.





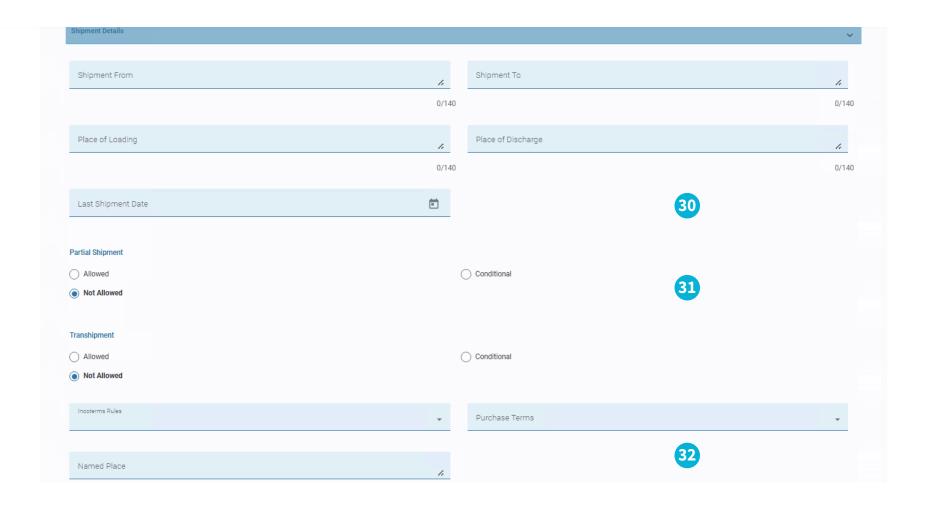
- Select the applicable contract type from the options: Contract, Delivery, Offer, Order, Proforma Invoice, Project and Tender. Select date of creation of the contract, contract amount, currency and percentage covered. Enter a description for the contract in the Contract Narrative field.
- Rules applicable to the Undertaking are set as URDG by default. Set the Governing Law (Which is defaulted to Qatar), Country Sub Division and Place of Jurisdiction.





- Select the type of demand that would not be accepted under Demand Indicator.
- Select the text standard applicable to the Undertaking and text language.
- 30 Special terms are set to include terms of reduction by default.





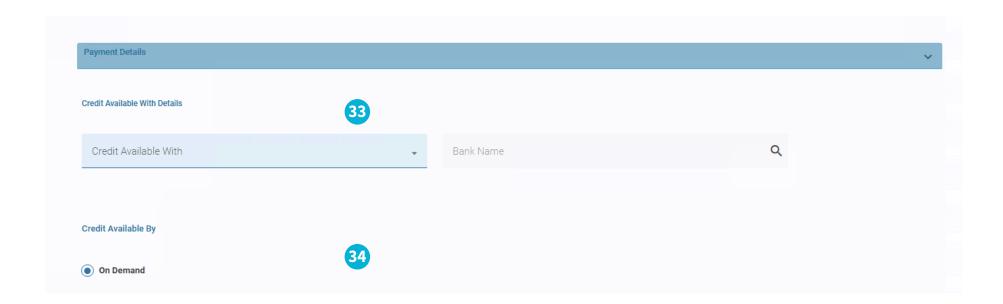
Shipment Details section is unlocked in case Form of Undertaking is Standby Letter of Credit.

- Fill in the shipment details.
- Specify whether partial shipment of goods is permitted. By default it is not Specify whether transhipment of goods is permitted. By default it is not allowed.
- Select the Incoterm rules applicable for the shipment. Available options are: 2020, 2010 and Other.

 Select the applicable purchase terms. The dropdown list shows various values based on what Incoterm Rule is selected.

 Enter the named place if incoterm has been selected.

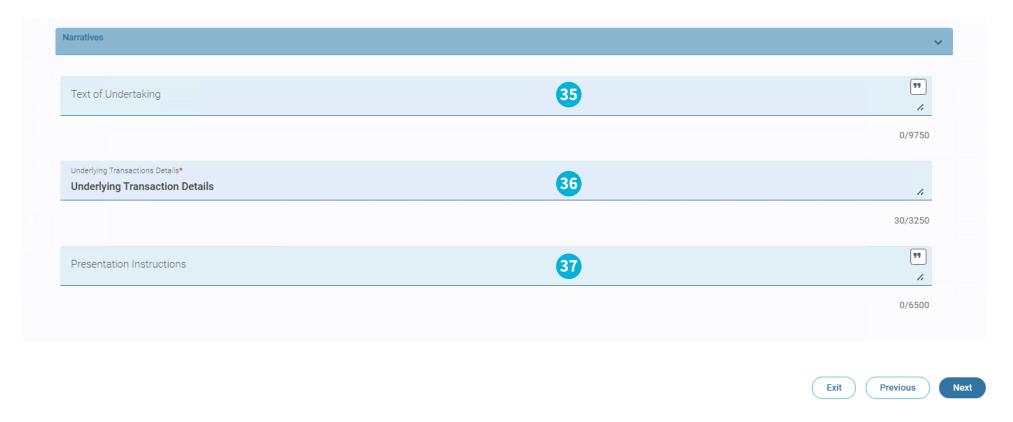




Payment Details section is unlocked in case Form of Undertaking is Standby Letter of Credit.

- 33 Select the bank that would make the credit available for the Undertaking. The available values are: Advising Bank, Issuing Bank, Any Bank and Other. Select a bank from the list of banks in case 'Other' is selected.
- Credit Available by is defaulted to 'On Demand'.

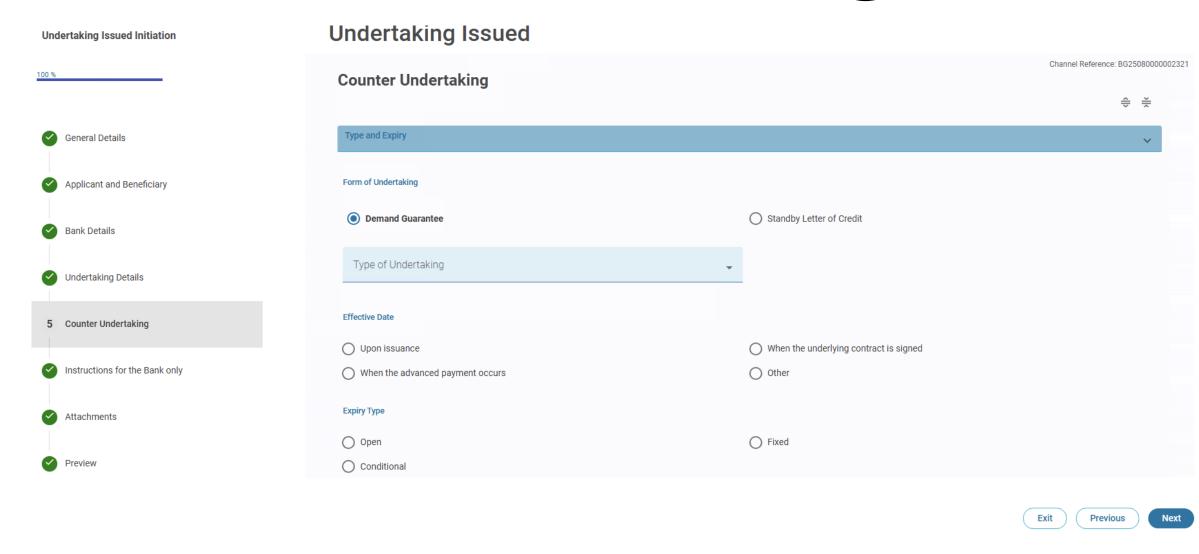




- 33 Add the terms of reductions from the options available in Text of Undertaking.
- Enter the details of the original transaction for which this instrument is to be the secondary payment means in Underlying Transaction Details field.
- Specify the presentation instructions (for example, form and/or place of presentation) including documents required to make a complying demand.



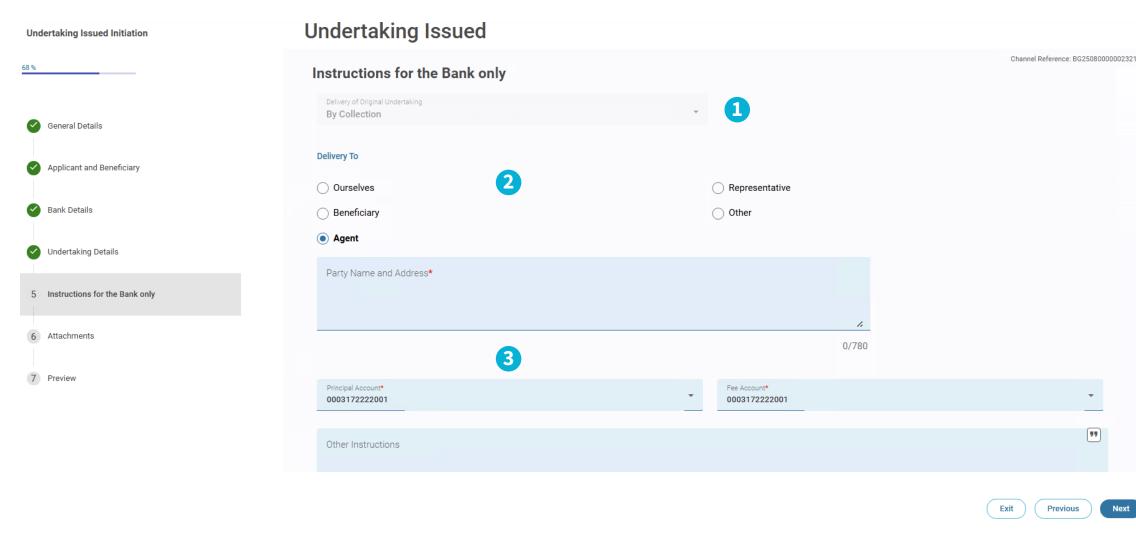
Counter Undertaking



In case 'Counter and Local Undertaking' or 'Counter-Counter and Counter Undertaking' is selected, a new section 'Counter Undertaking' gets enabled. This screen contains all the fields mentioned in the Undertaking details section.



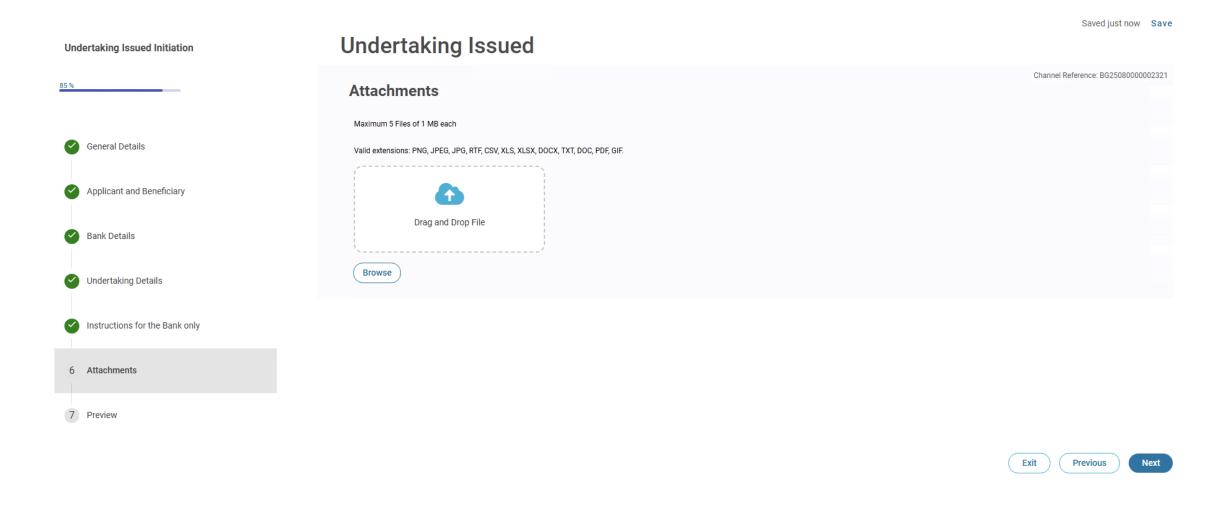
Instructions for the Bank Only



- Delivery Mode of undertaking is defaulted to 'By Collection'.
- 2 Define the Delivery to party. Upon selection of any option other than 'Ourselves' a mandatory "Narrative" text box is enabled which you must fill.
- 3 Select the principal account and fee account. Write you instructions in the 'Other Instructions' narrative field. Select the 'Alternate Applicant' phrase in case Alternate Applicant party is defined in your transaction.



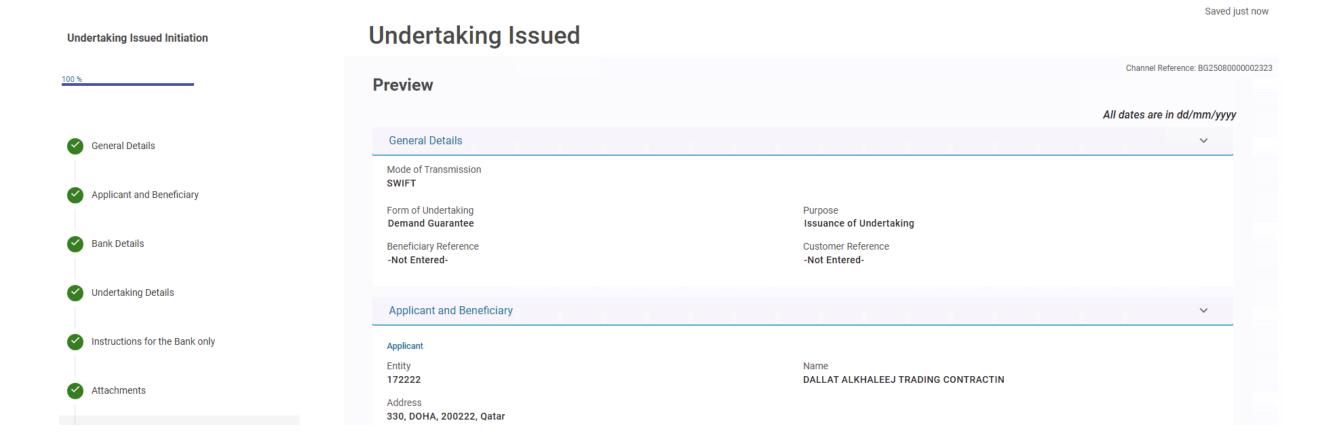
Attachments



You can either drag and drop, or select the attachment based on the valid extensions. You are allowed a maximum of 5 files of 1 MB each. If Alternate Applicant party is defined, attach the NOC details to the transaction before completion.



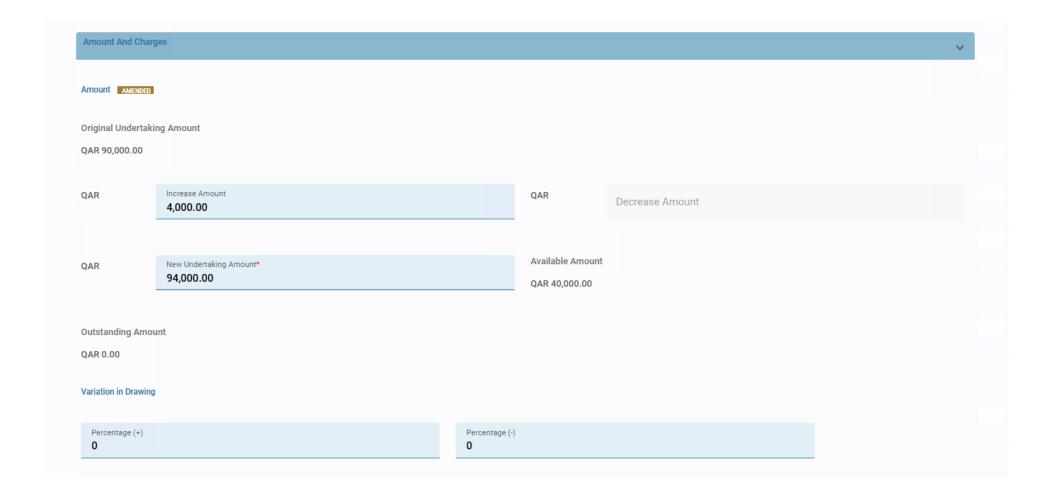
Preview



Review the details entered before submission.



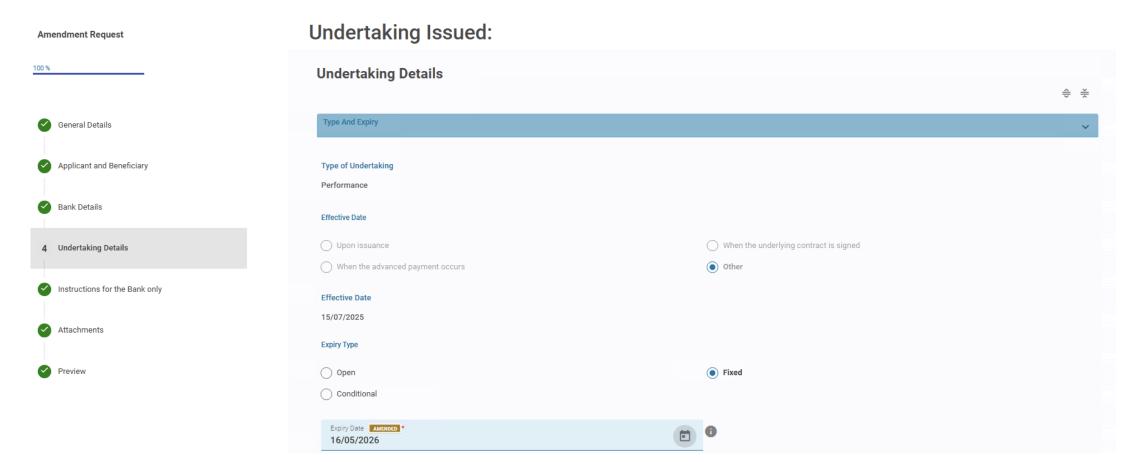
Amend



If the UI amendment is an amendment of amount, enter the value of increase/decrease amount to obtain the new UI amount.

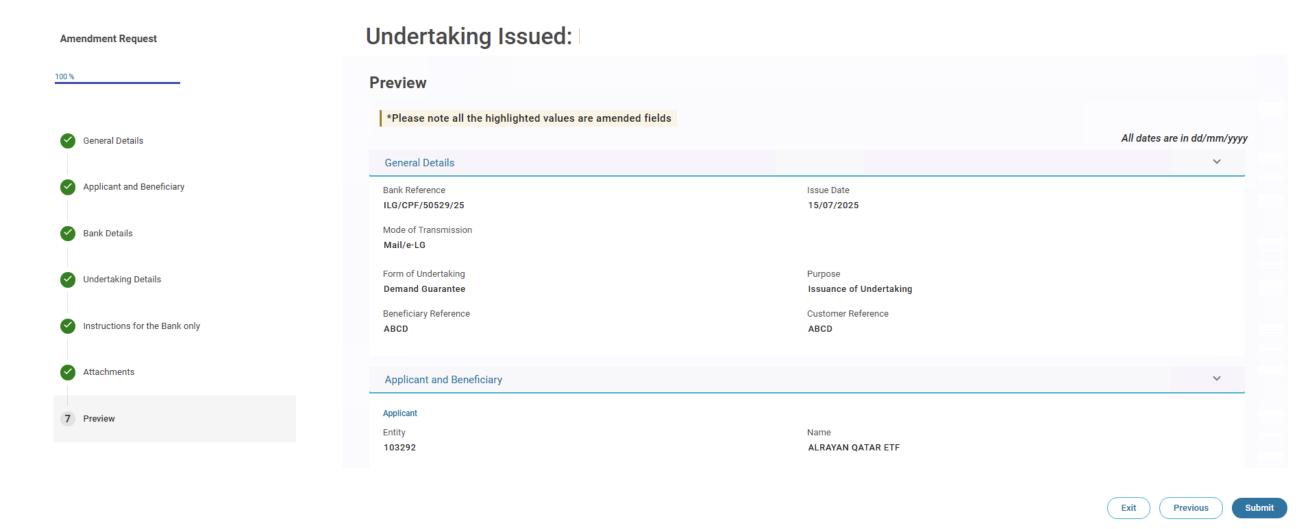


Undertaking Details



Once amended, fields will be highlighted. You can press the 'i' button to view the previous value of the field.

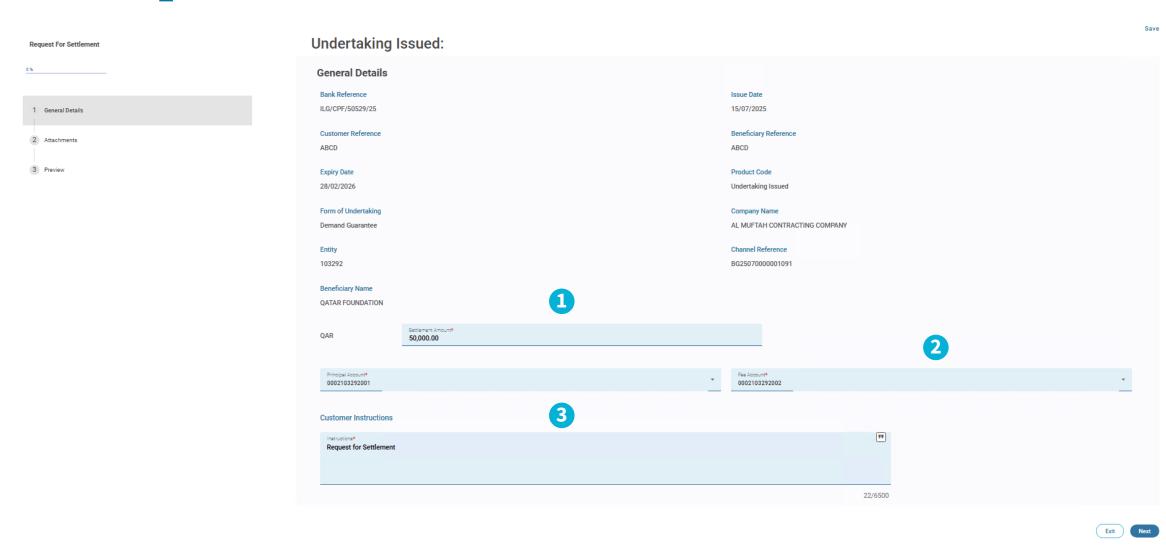




Review the details amended before submission. All highlighted values are amended fields.

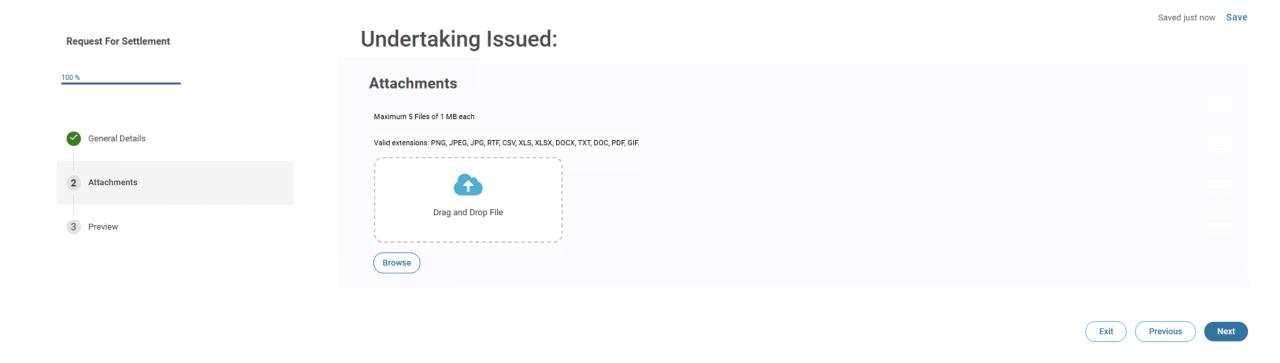


Request for Settlement



- Enter the amount for settlement.
- Select the principal account and fee account.
- 3 Enter your instructions clearly in the instructions narrative box. Write the amount that needs to be settled, and any additional instructions for the payment.







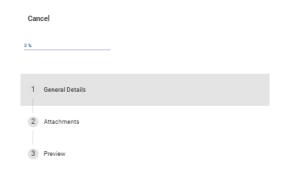


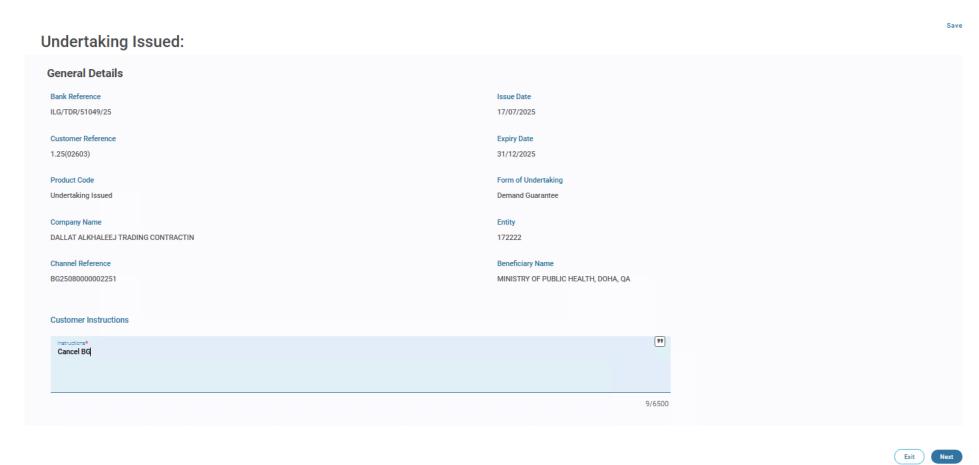


Review the details entered before submission.



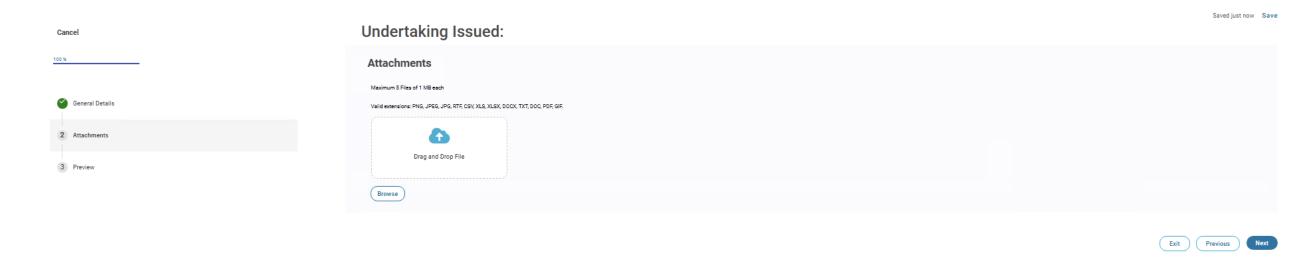
Cancel



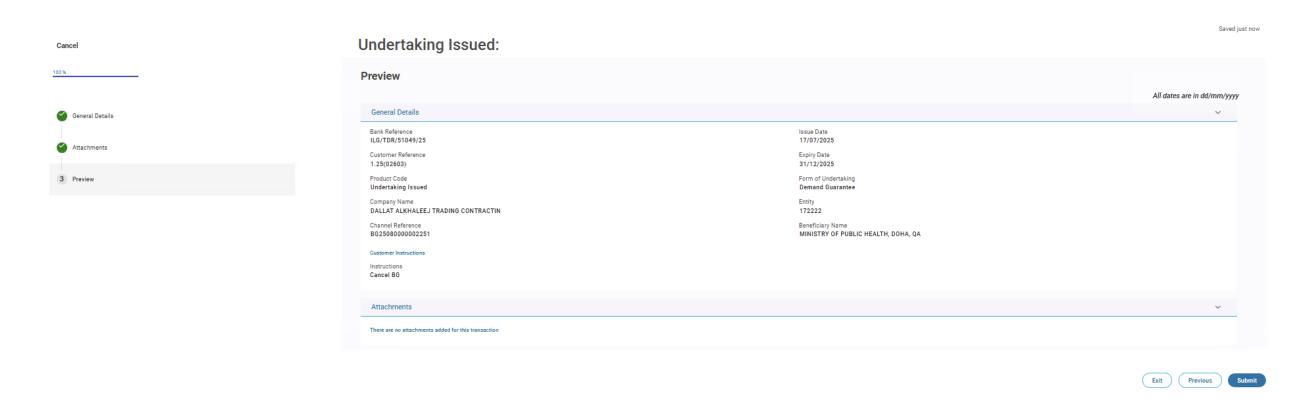


Write your cancellation message in the customer instructions field. "Please return original of the Guarantee" if the Cancellation of UI is made before the expiry date of the Guarantee.





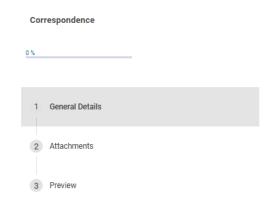




Review the details entered before submission.



Correspondence

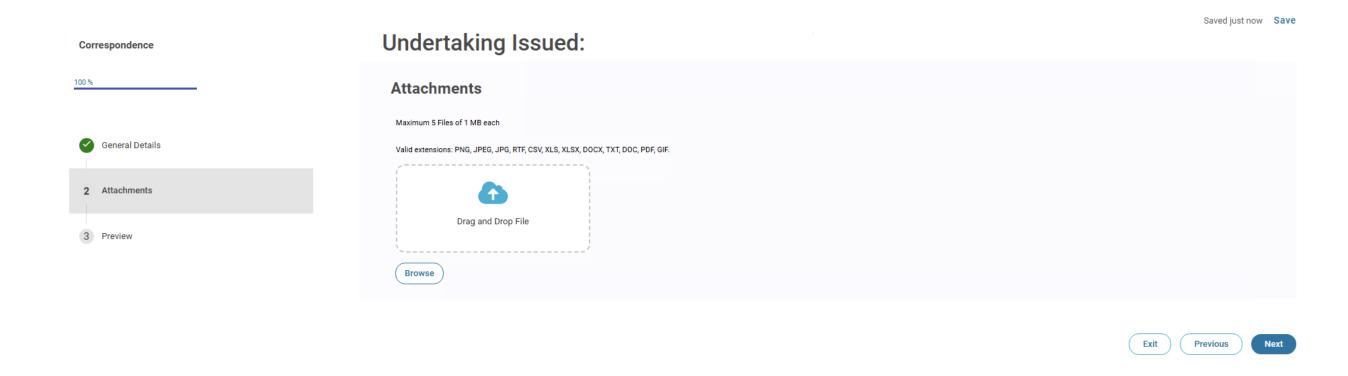


Undertaking Issued:



Write your message or general instructions in the customer instructions field.







Correspondence

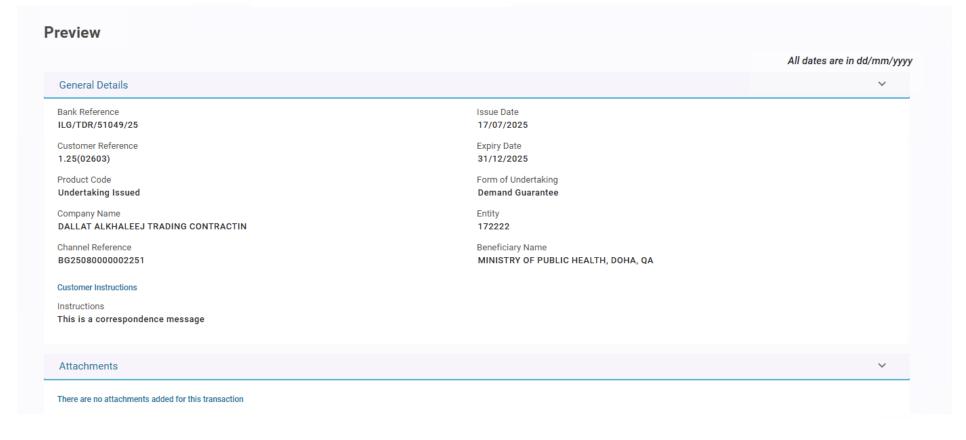
100 %

General Details

Attachments

3 Preview

Undertaking Issued:

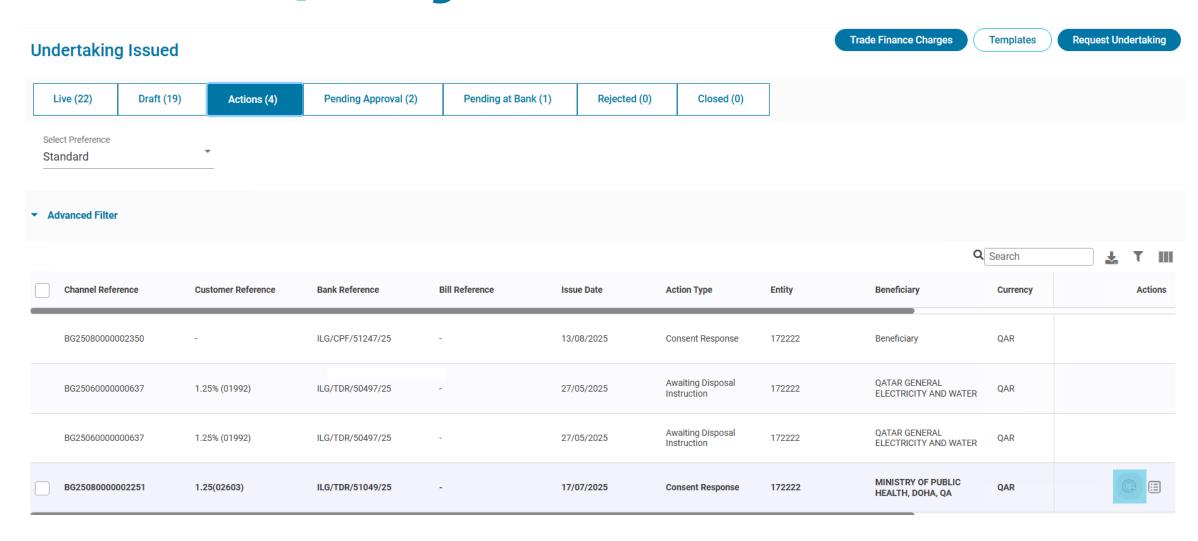


Review the details entered before submission.



Saved 1 minute ago

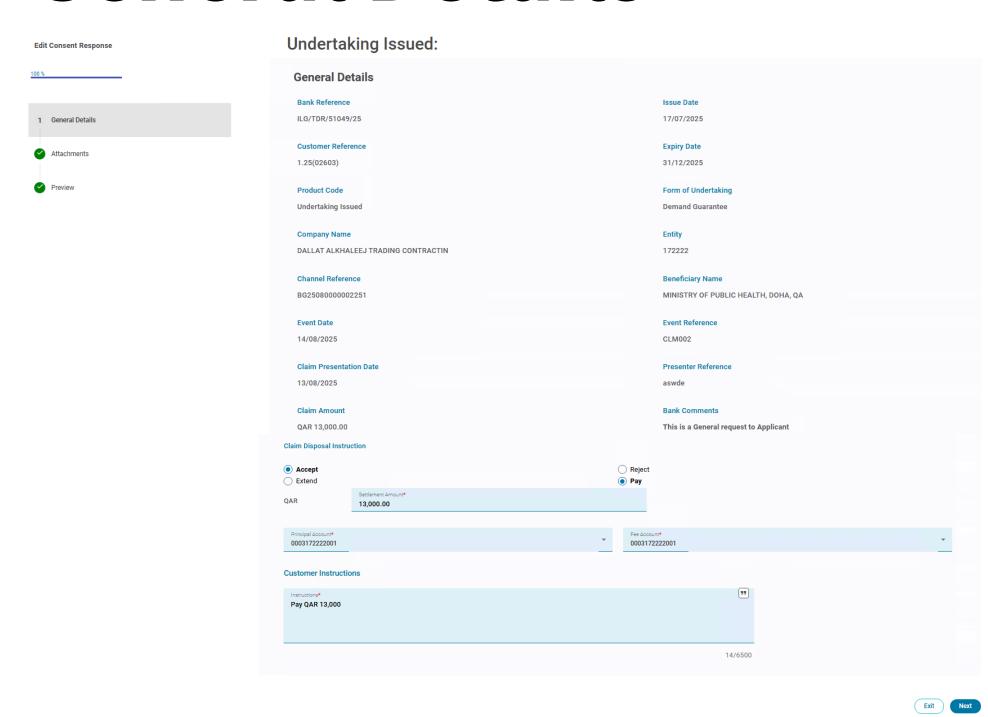
Extend/Pay



If bank requests principal's consent for extend or pay, a consent response action will be triggered under Actions tab.

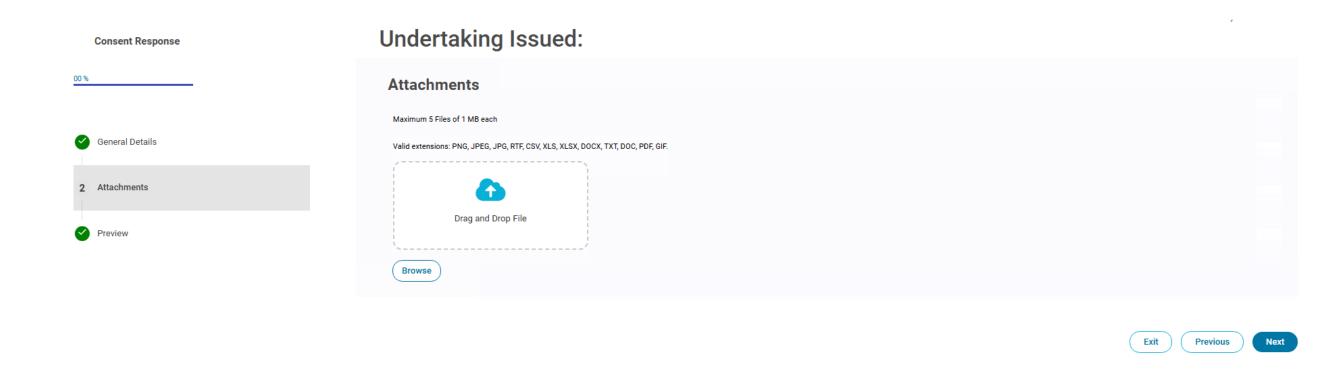


General Details

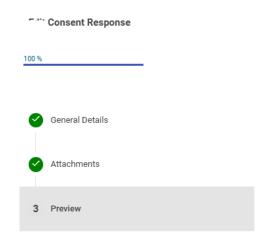


Check the details provided by the bank then set the consent response as either Accept (Extend / Pay) or Reject. If Pay is selected, settlement amount needs to be entered along with principal and fee accounts.

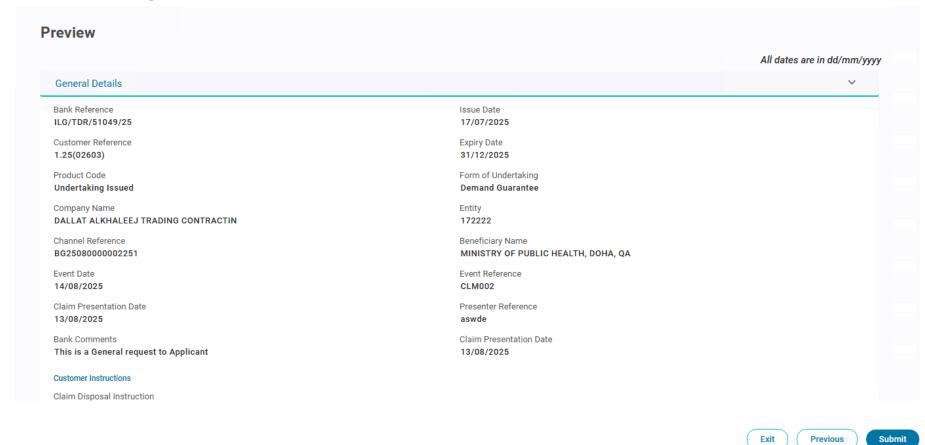








Undertaking Issued:

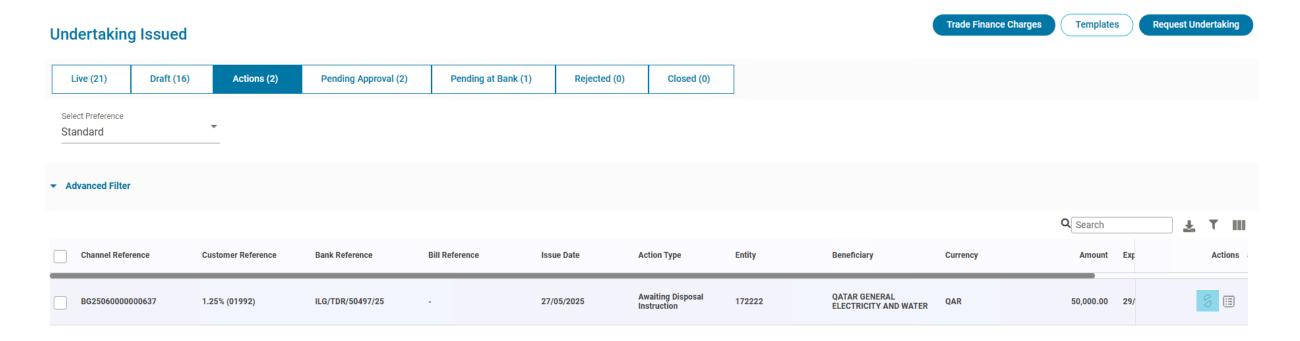


Review the details entered before submission.



Saved just now

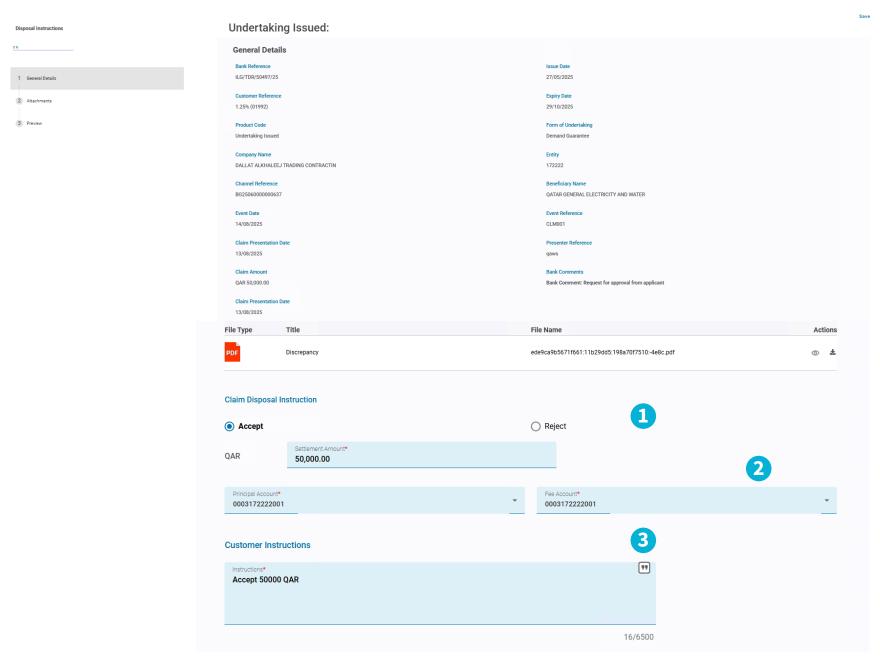
Disposal Instructions



In case of documents discrepancies, a claim event will be received under the LG reference, and an action will be required marked as "Awaiting Disposal Instructions". The action will display advices and any bank comments covering the documents discrepancies.



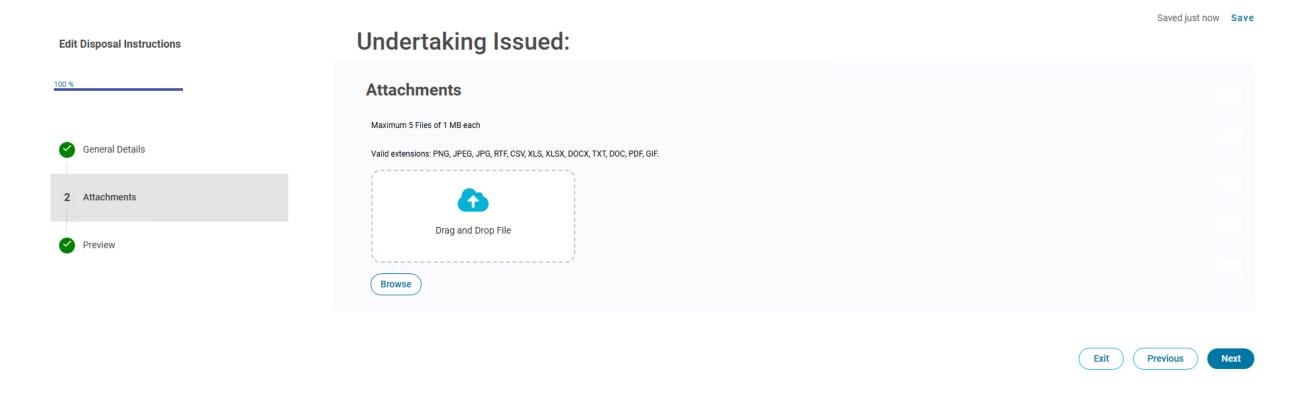
General Details



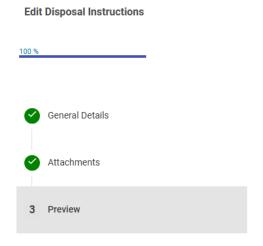
- 1 Based on the given information, select whether you accept or reject.
- 2 Select the Principal Account and Fee Account.
- 3 Provide your instructions under Customer Instructions.

You can either view or download attachments provided by the bank.

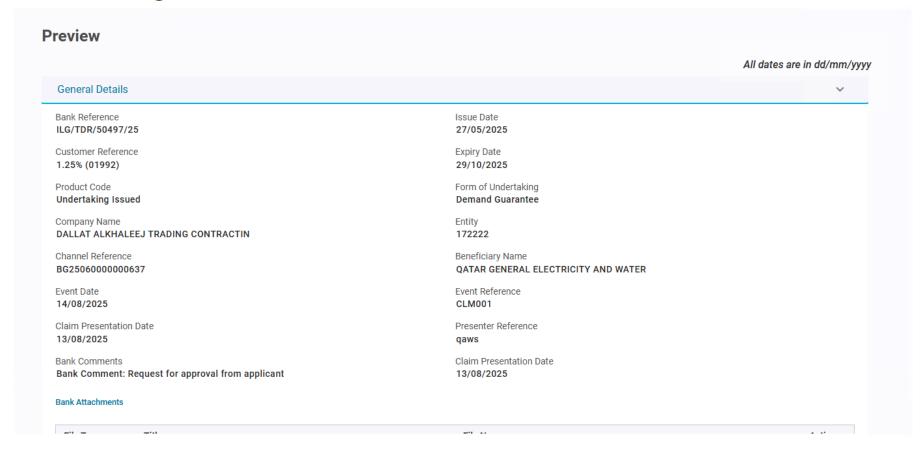








Undertaking Issued:



Exit

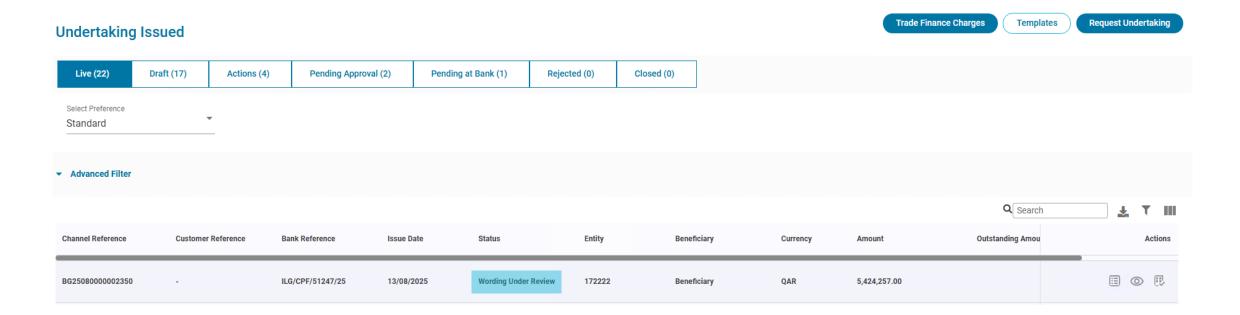
Previous

Submit

Review the details entered before submission.



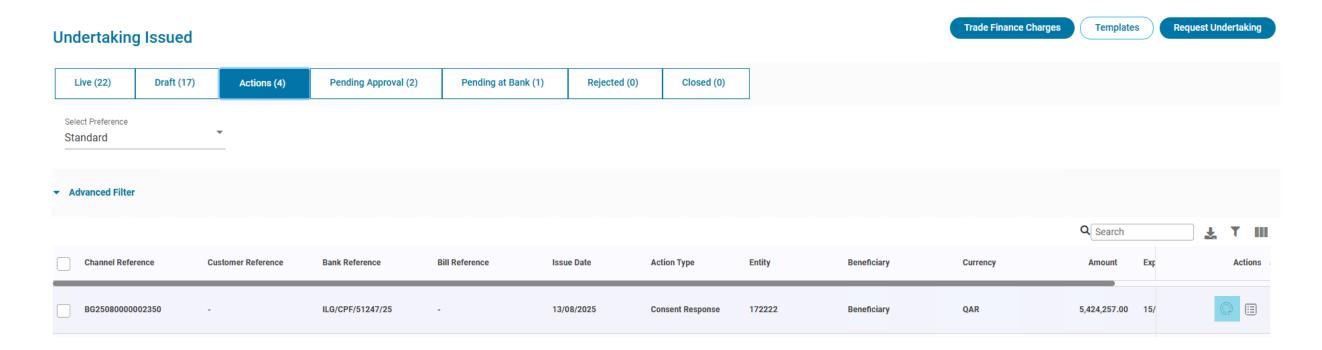
Provisional UI



Once acknowledged by the bank the transaction will reflect in the Live tab as Wording Under Review.



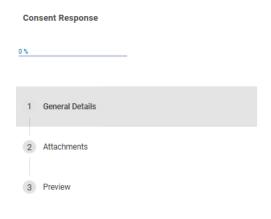
Action



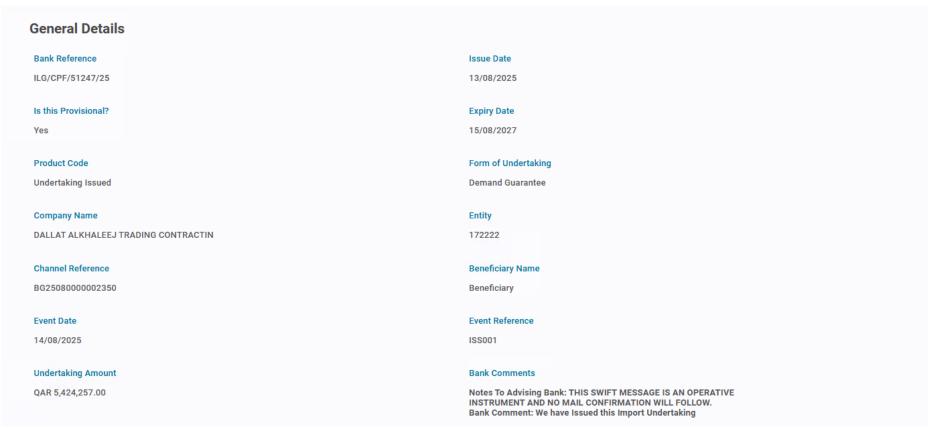
The transaction will also require an action and will be reflected in the Actions Tab.



General Details

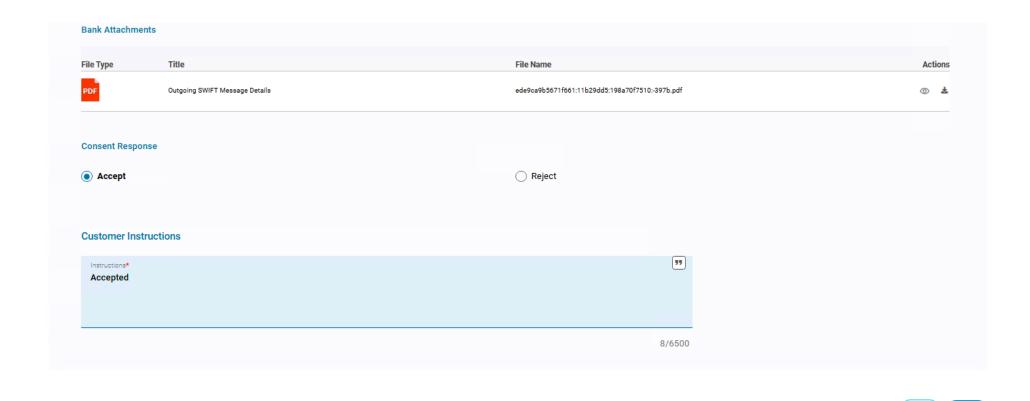


Undertaking Issued:



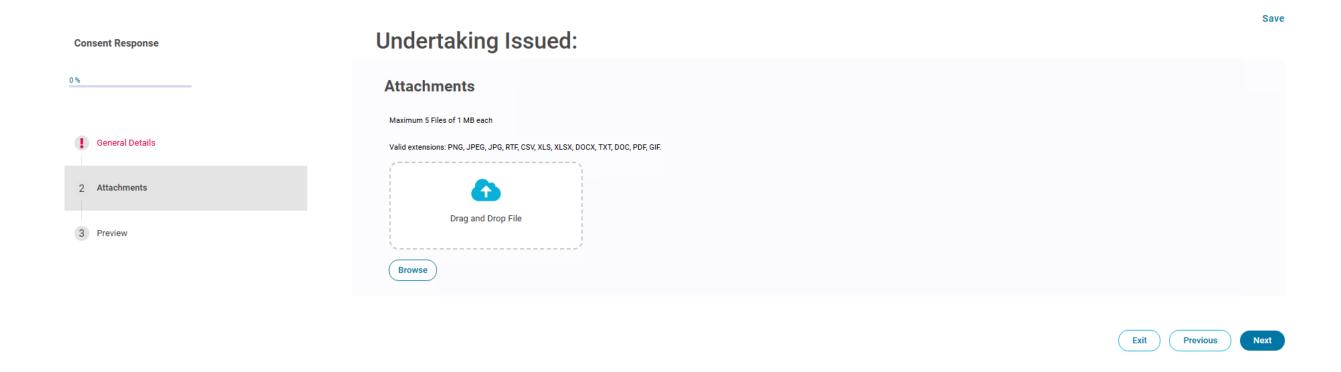
Check the details provided by the bank and check for any advices.



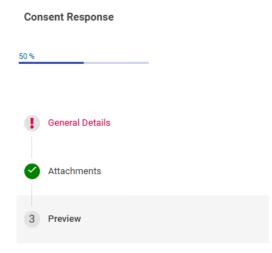


Select either Accept or Reject in the consent response and provide your instructions.









Undertaking Issued:



Review the details entered before submission.

