

FX PORTAL USER MANUAL

REQUEST SUBMISSION PROCESS

VERSION: 1.0

February 25th 2021

Prepared by:

JS Bank CPU-FT

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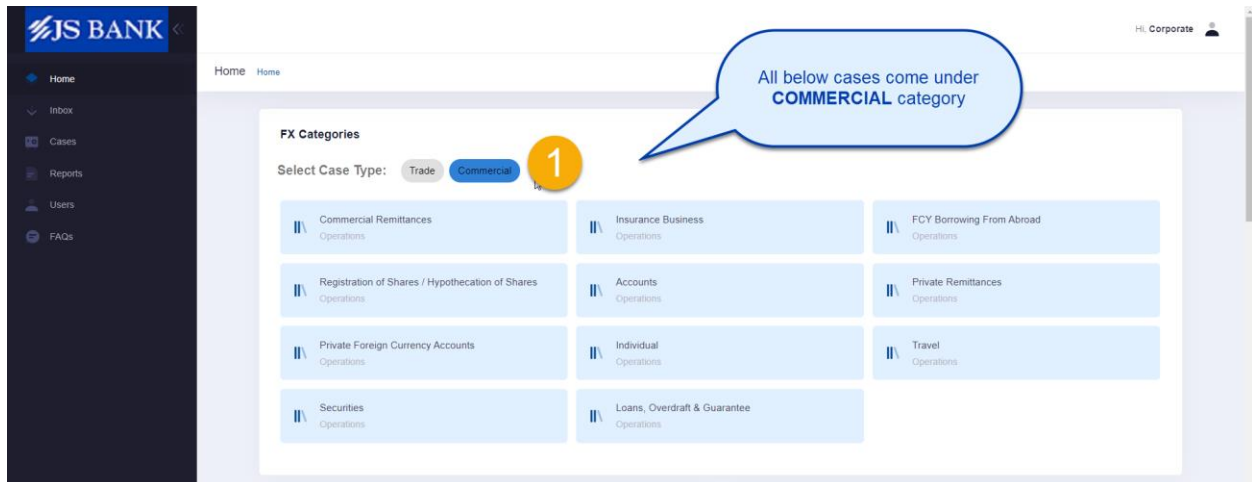
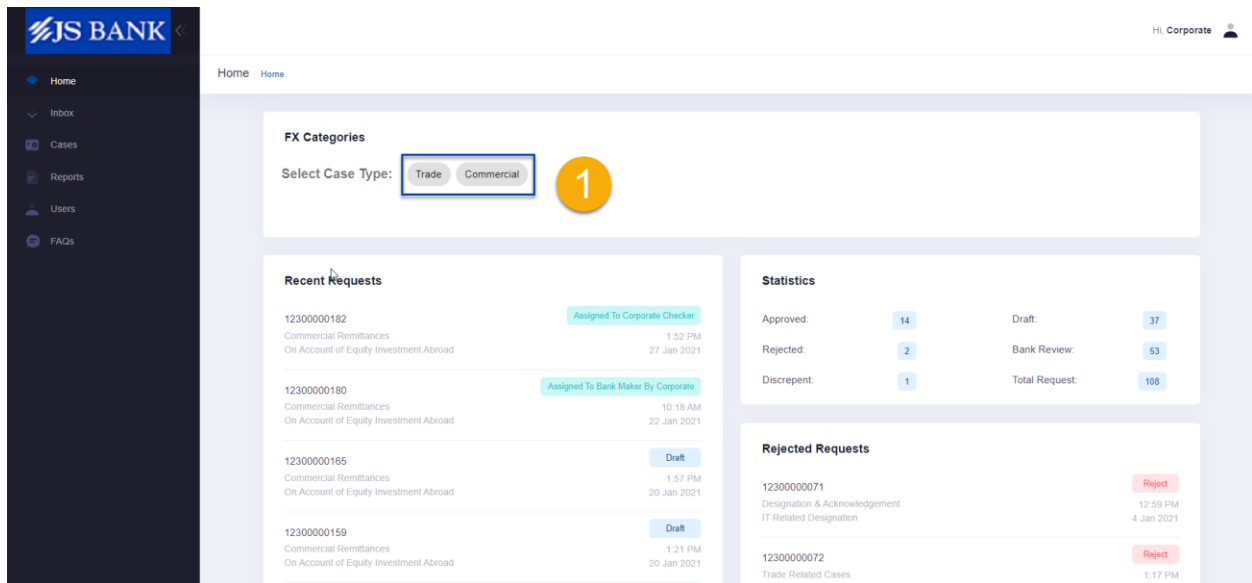
How to Initiate & Submit Case Request from FX Portal?

Once you are logged in to FX portal successfully, you will be able to create or initiate your request with provided case types.

Here are the steps user has to perform to create a request from portal:

Step 1: Select Case Category

Select 'Case Category' → Application will result in displaying all Case types that come under selected category.



1. If you select 'Commercial' category then case types will be shown to you.

Step 2: Select Case Type

Select case type → Application will result in displaying all Case titles (request type) that come under selected case type.

The screenshot shows the 'FX Categories' section with 'Commercial' selected as the case type. The 'Titles' section displays a list of request types, with 'On Account of Equity Investment Abroad' highlighted. Numbered callouts 1, 2, and 3 indicate the selection of the case type, the 'Commercial Remittances' category, and the specific title, respectively.

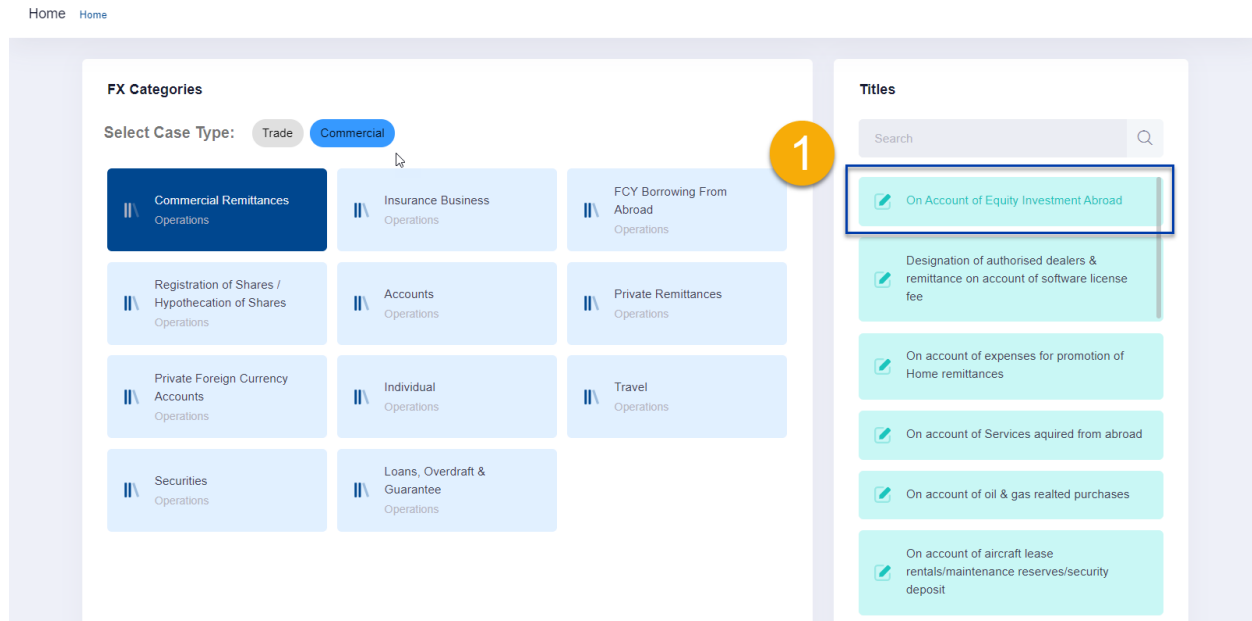
1. Select Category
2. Select 'Case Type' e.g.; '**Commercial Remittances**'
3. All case titles (request types) would be displayed that comes under Commercial Remittances type and you will be able to create a request with any one of listed provided request type.

The screenshot shows the 'FX Categories' section with 'Commercial' selected as the case type. The 'Titles' section displays a search box with 'home' entered and a list of request types, with 'On account of expenses for promotion of Home remittances' highlighted. A numbered callout 1 indicates the search box.

1. You can also '**SEARCH**' case titles from search text box to get the desired form title from the list.

2. Click Search icon.

Step 3: Select a Case Title (Request Type) from side navigation
Select a “Case Title” (Request Type) from Titles section



Application will show:

1. <Request Title name> tab: Form title name as 1st tab with all the fields linked with the selected request type.
 2. Document tab: Tab from where you can upload files/documents required in selected request type.
 3. Save as Draft Button: This will save the request in your inbox only keeping request editable to you.
 4. Submit Button: This will submit the request to bank for further processing and request will no longer be editable.
 5. CANCEL: This will cancel the request and request will not be created.
- Some of the fields in ‘Applicant Details’ section will be auto filled since you have already registered yourself from registration process so your details are already saved in the system. These fields are editable and you are able to edit it or proceed with existing one.

Create Transaction 1 2

ON ACCOUNT OF EQUITY INVESTMENT ABROAD DOCUMENTS

Applicant Details

Applicant Names AFASDASDASDASD	Account Number 1234567891011	NTN 1234567891011
Address addressa8rtgfdjhkjkhj454545454590	Brief Profile knhjfkjasjdkjadkjaldadaskidaskidaskidasdaskidaskidjaskjwes	Email ID aa@gmail.com
Ownership Structure Partnership		

Beneficiary Details

Request For *	Beneficiary Name *	Address *
Country United Kingdom	Brief Profile * newjhkhjkhj4545454545addressadjkhjkhj4545454545addressadj	Email ID
Ownership Structure Private Limited Company	Relationship B/W Applicant and Beneficiary	Currency Pound sterling
Requested Amount * 50,000	Form M No SBL 123456	Purchase Order No & Date (if any) NOT APPLICABLE
Amount of PO	Invoice No & Date	Amount of Invoice
Purpose of Agreement *	Validity Period of Agreement	Details of Addendum (if any)
Nature and Scope of Services *	Reference of Clause of Agreement	Total Contract Amount
Reference of Clause	Payment Terms	Total Amount Remitted till date (if any)
SBP Approval No & Date	Payment Plan for Remaining	Services available Locally
Justification for hiring Foreign Service provider	Applicable Tax Rate	Tax will be borne by
Reference of FE Instruction	Recommendation of AD	Documents attached as per checklist
If no, Provide Justification	Waiver/Special Permission	

Submit
Save As Draft
Download PDF
Cancel

4
3
5

- Asterisk fields are mandatory fields and you won't be able to Submit without adding mandatory details.

2. **Recent Request:** Unique Request Number will be assigned to the request with status 'Draft' and visible in recent request. Request is editable to you for later changes.
3. **Statistics:** 'Draft' count will be incremented since request is saved as DRAFT.
4. **Action Required:** Generated Request Number will also be shown under this section with status 'Draft'.

Home Home

FX Categories

Select Case Type: Trade Commercial

2 Recent Requests

12300000183 Commercial Remittances On Account of Equity Investment Abroad	Draft 12:03 PM 3 Feb 2021
12300000182 Commercial Remittances On Account of Equity Investment Abroad	Draft 1:52 PM 27 Jan 2021
12300000180 Commercial Remittances On Account of Equity Investment Abroad	Assigned To Bank Maker By Corporate 10:18 AM 22 Jan 2021
12300000165 Commercial Remittances On Account of Equity Investment Abroad	Draft 1:57 PM 20 Jan 2021
12300000159	

3 Statistics

Approved:	14	Draft:	38
Rejected:	2	Bank Review:	53
Discrepant:	1	Total Request:	109

Rejected Requests

12300000071 Designation & Acknowledgement IT Related Designation	Reject 12:59 PM 4 Jan 2021
12300000072 Trade Related Cases Permission for Utilization of Time Barred Advance Payment	Reject 1:17 PM 4 Jan 2021

1 Transaction Saved Successfully Okay

Hi, Corporate

Home Home

More >

4 Action Required

12300000183 Commercial Remittances On Account of Equity Investment Abroad	Draft 12:03 PM 3 Feb 2021
12300000165 Commercial Remittances On Account of Equity Investment Abroad	Draft 1:57 PM 20 Jan 2021
12300000159 Commercial Remittances On Account of Equity Investment Abroad	Draft 1:21 PM 20 Jan 2021
12300000154 Commercial Remittances On Account of Equity Investment Abroad	Draft 9:36 AM 20 Jan 2021
12300000146 EPD Amendments in established LC	Draft 11:47 AM 12 Jan 2021

More >

Transaction Saved Successfully Okay

- In case you click CANCEL; you will be redirected to home page with no changes.

The screenshot shows a form with the following fields:

- Ownership Structure: Private Limited Company
- Relationship B/W Applicant and Beneficiary
- Currency: Pound sterling
- Requested Amount *: 50,000
- Form M No: SBL 123456
- Purchase Order No & Date (if any): NOT APPLICABLE
- Amount of PO
- Invoice No & Date
- Amount of Invoice
- Purpose of Agreement *
- Validity Period of Agreement
- Details of Addendum (If any)
- Nature and Scope of Services *
- Reference of Clause of Agreement
- Total Contract Amount
- Reference of Clause
- Payment Terms
- Total Amount Remitted till date (if any)
- SBP Approval No & Date
- Payment Plan for Remaining
- Services available Locally
- Justification for hiring Foreign Service provider
- Applicable Tax Rate
- Tax will be borne by
- Reference of FE Instruction
- Recommendation of AD
- Documents attached as per checklist
- If no, Provide Justification
- Waiver/Special Permission

At the bottom right, there are four buttons: 'Submit By Corporate' (green), 'Save As Draft' (orange), 'Download PDF' (grey), and 'Cancel' (red). A blue arrow points to the 'Cancel' button, which is highlighted with a red box.

Step 5: 'Submit' Case Request

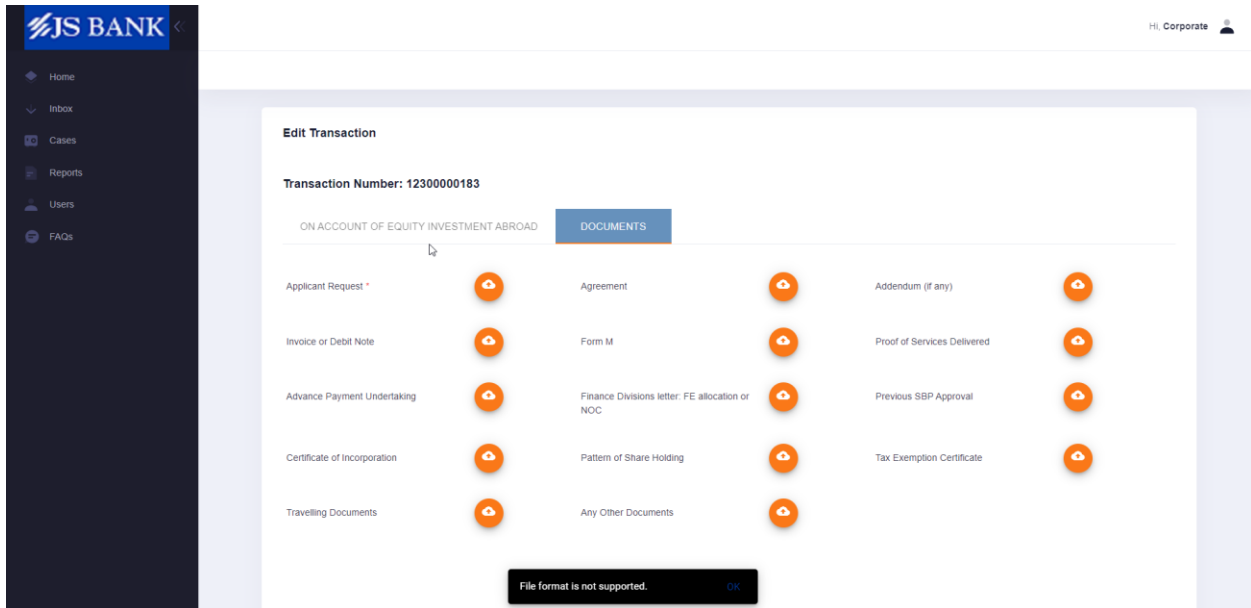
- In case you skip to provide data in any mandatory field and SUBMIT request then validation error will be shown.

The screenshot shows the same form as above, but with a validation error message at the bottom:

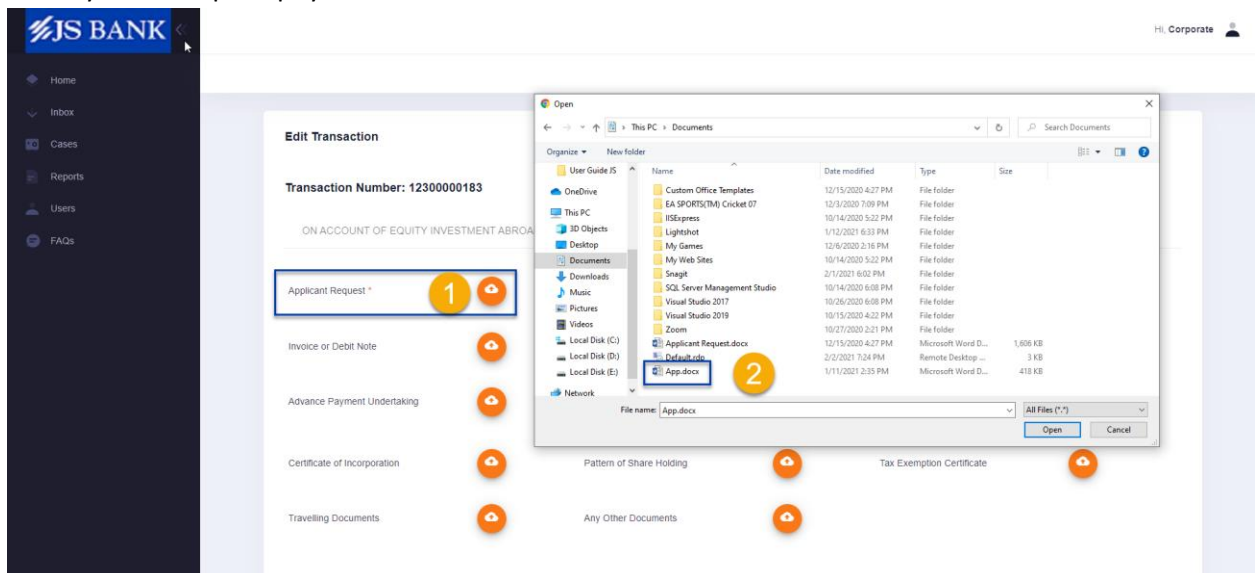
Requested Amount *
Requested Amount is required.

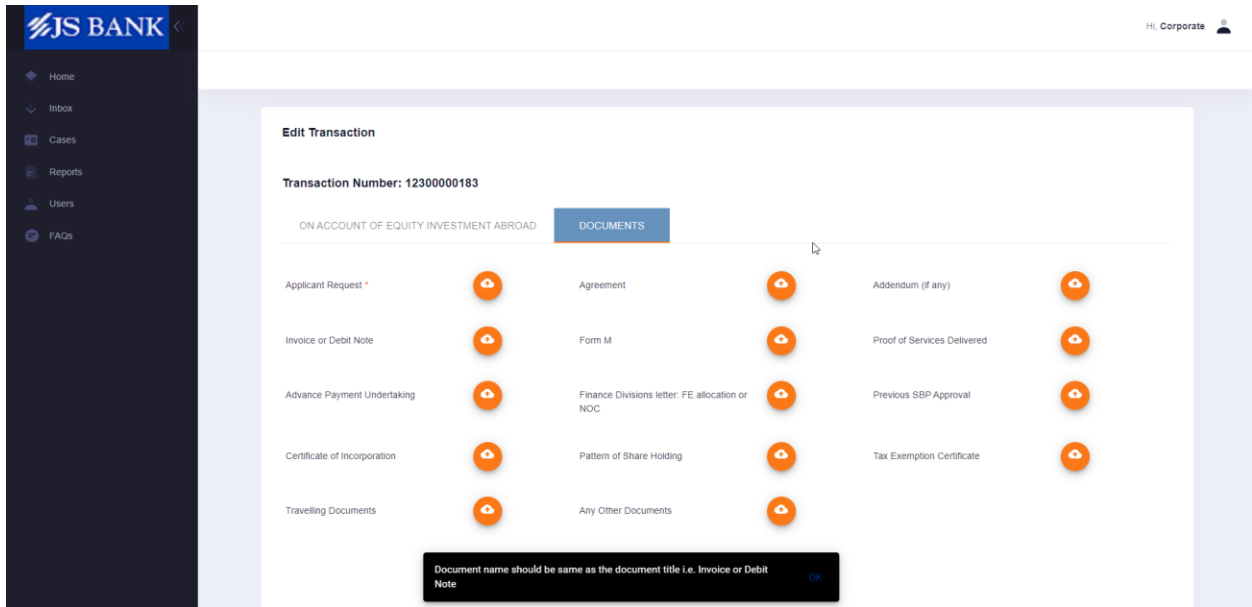
At the bottom, there is a black notification box with the text: "Please enter all the required fields before submission" and an "Okay" button.

- In case you upload any document except docx, xlsx then 'File Format' error will be shown.

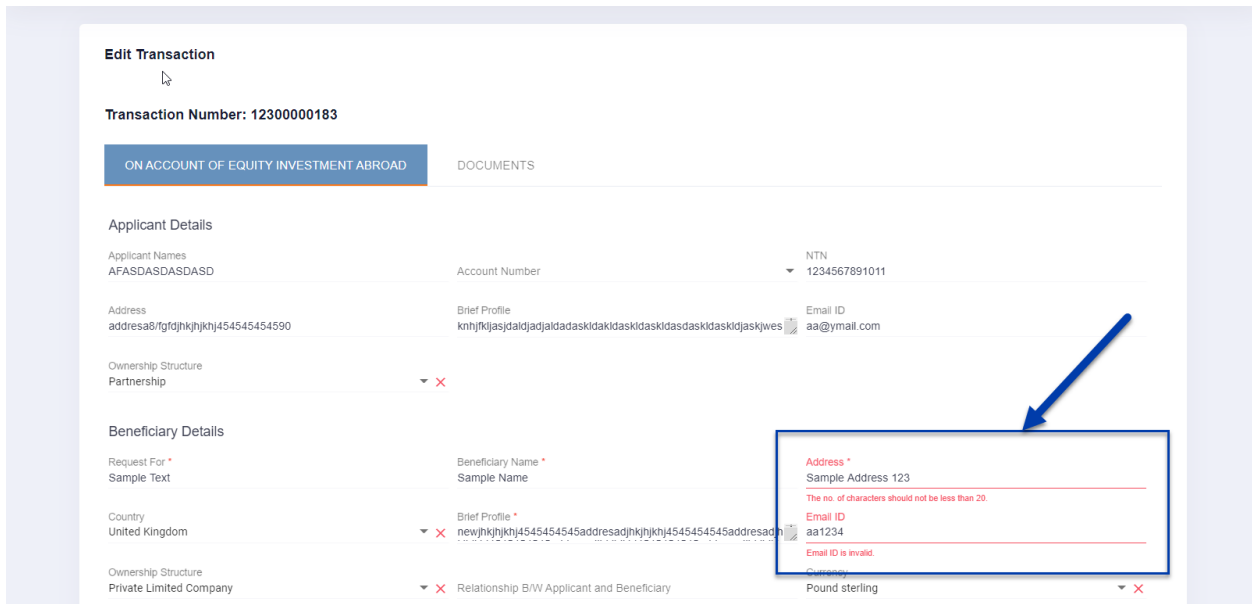


- In case of uploading document with file name different from 'Filename label' from UI (For e.g., Applicant Request will accept document having file name 'Applicant Request') Then system will prompt you.





- In case of Invalid data in any field, you will be notified with specific error on that field. (For e.g., if email address is not according to standard format or you exceeds data in any field exceeding its limit then form restricts user on Submit.



- Add mandatory data in 'Applicant Details' and 'Beneficiary Details' section.

Edit Transaction

Transaction Number: 1230000183

ON ACCOUNT OF EQUITY INVESTMENT ABROAD DOCUMENTS

Applicant Details

Applicant Names AFASDASDASDASD	Account Number	NTN 1234567891011
Address addressa8/rfg/rjkhjkhj4545454590	Brief Profile knjh/kjjasjdaldjadaldaskldaskldaskldaskldaskjaskjwes	Email ID aa@ymail.com
Ownership Structure Partnership		

Beneficiary Details

Request For * Sample Text	Beneficiary Name * Sample Name	Address * Sample Address 123 456
Country United Kingdom	Brief Profile * newjhkhjkhj45454545addressadjkhjkhj45454545addressadjh	Email ID bb@ymail.com
Ownership Structure Private Limited Company	Relationship B/W Applicant and Beneficiary	Currency Pound sterling

➤ Upload mandatory document under 'Documents' tab

Edit Transaction

Transaction Number: 1230000183

ON ACCOUNT OF EQUITY INVESTMENT ABROAD

Applicant Request *

Invoice or Debit Note

Advance Payment Undertaking

Certificate of Incorporation

Travelling Documents

Pattern of Share Holding

Tax Exemption Certificate

Any Other Documents

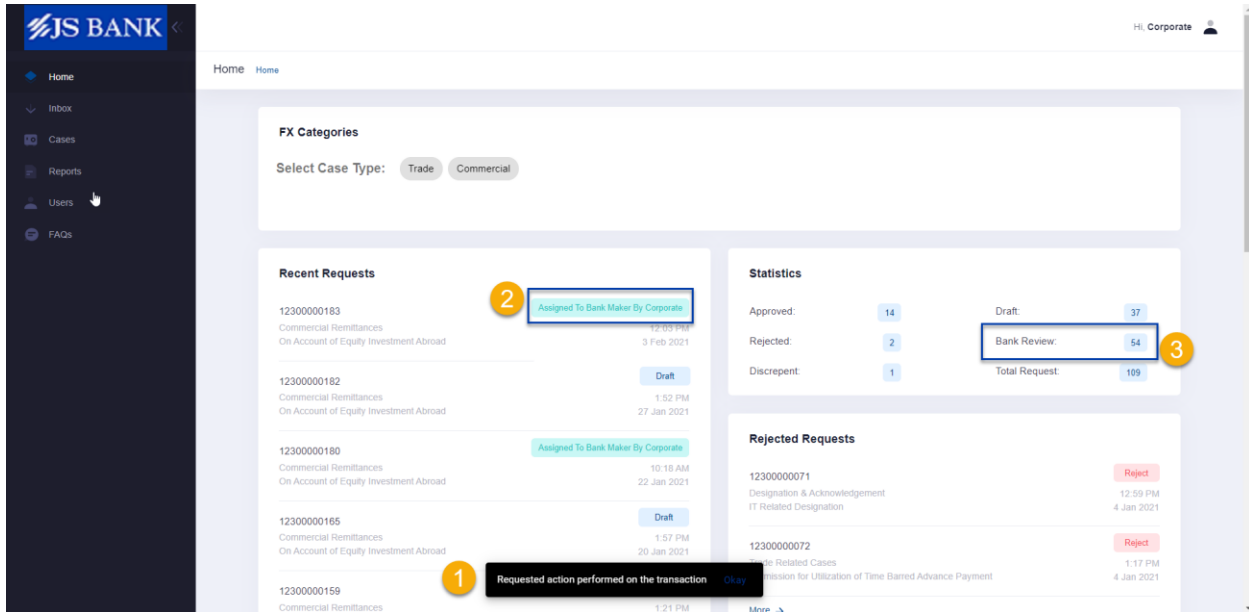
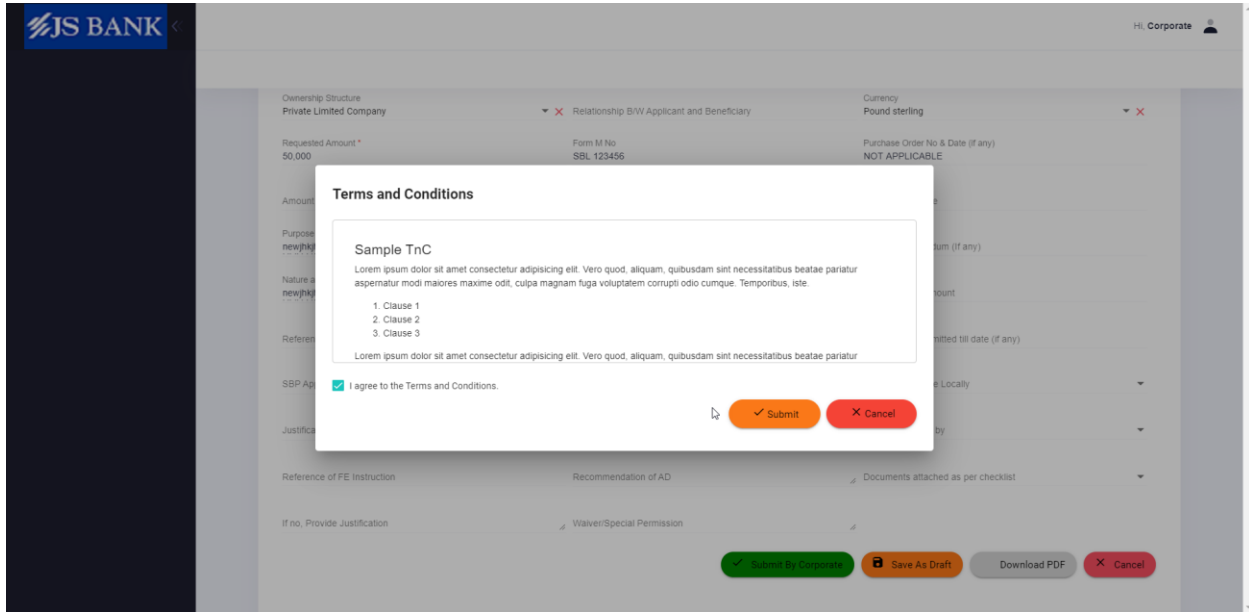
File name: Applicant Request.docx

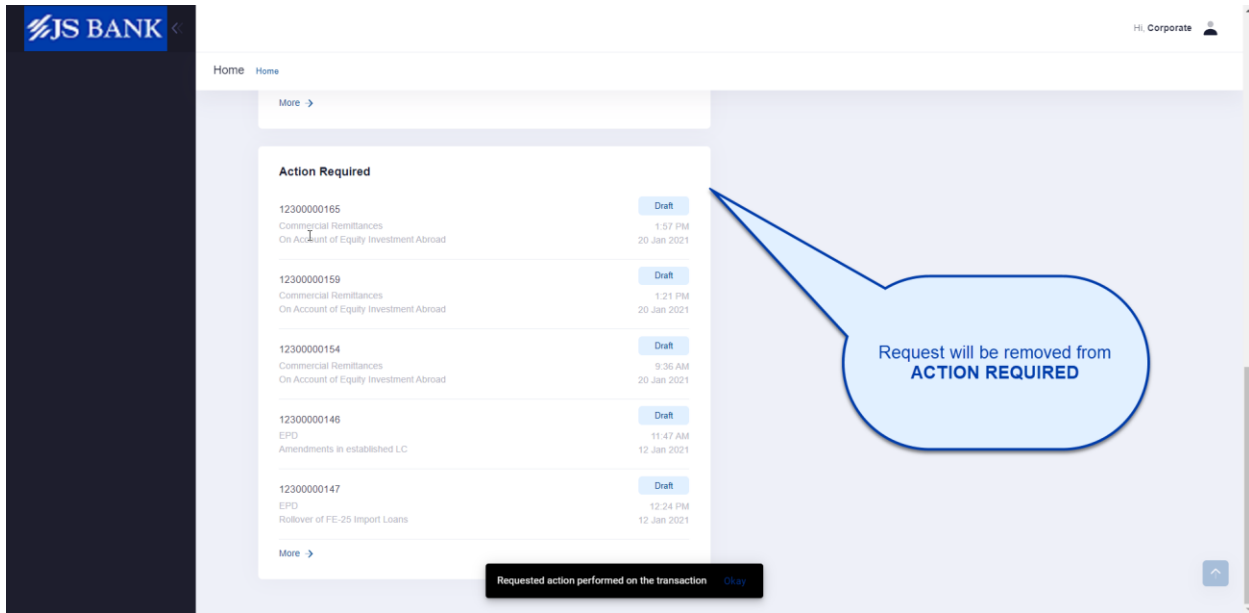
Name	Date modified	Type	Size
Custom Office Templates	12/15/2020 4:27 PM	File folder	
EA SPORTS(TM) Cricket 07	12/3/2020 7:09 PM	File folder	
ISExpress	10/14/2020 5:22 PM	File folder	
Lightshot	1/12/2021 6:33 PM	File folder	
My Games	12/6/2020 2:16 PM	File folder	
My Web Sites	10/14/2020 5:22 PM	File folder	
Snagit	2/1/2021 6:02 PM	File folder	
SQL Server Management Studio	10/14/2020 6:08 PM	File folder	
Visual Studio 2017	10/26/2020 6:08 PM	File folder	
Visual Studio 2019	10/15/2020 4:22 PM	File folder	
Zoom	10/27/2020 2:21 PM	File folder	
App.docx	1/11/2021 2:35 PM	Microsoft Word D...	418 KB
Applicant Request.docx	12/15/2020 4:27 PM	Microsoft Word D...	1,606 KB
Default.rdp	2/2/2021 7:24 PM	Remote Desktop ...	3 KB

➤ Click 'Submit' and agree 'Terms & Condition'

1. Once you submit terms and conditions Success message is shown.
2. *Recent Request:* Request status is now updated from DRAFT to 'Assigned to Bank Maker'. Request will no longer be editable.

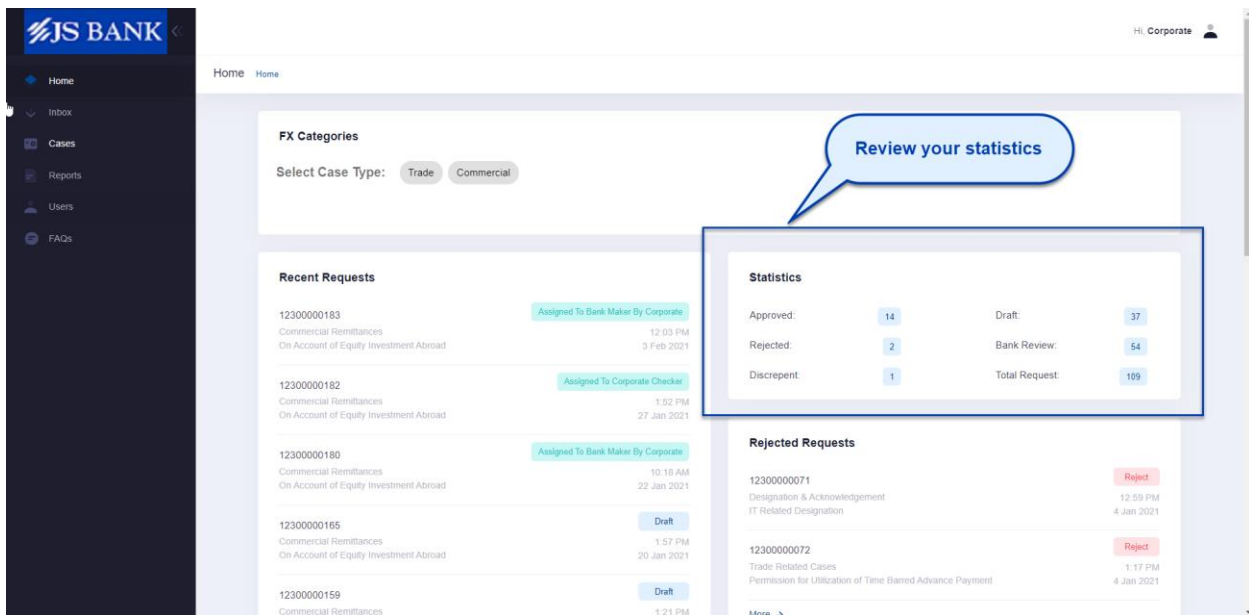
3. *Statistics*: 'Bank Review' count will be incremented since DRAFT request is submitted to bank.
4. *Action Required*: Request will be removed from this section since request is no longer in draft status.





How can I view my all requests with their current status?

Statistics: You can view all your created requests and their current status from Statistics section under 'Home'



- **Draft:** This count shows all requests that are created by you and are saved only i.e., not submitted to bank.
- **Bank Review:** This count shows all requests that are 'Submitted to bank' and bank has to review and take decision.
- **Approved:** This count shows all requests that are 'Approved' by Bank.

- **Rejected:** This count shows all requests that are 'Rejected' by bank and request is closed with no further action.
- **Discrepant:** This count shows all requests that are 'Sent back to customer' from bank for any correction.

Rejected Requests: You can view all rejected requests from a separate section as well below Statistics.

The screenshot shows the JS BANK dashboard with a sidebar on the left containing navigation items: Home, Inbox, Cases, Reports, Users, and FAQs. The main content area includes:

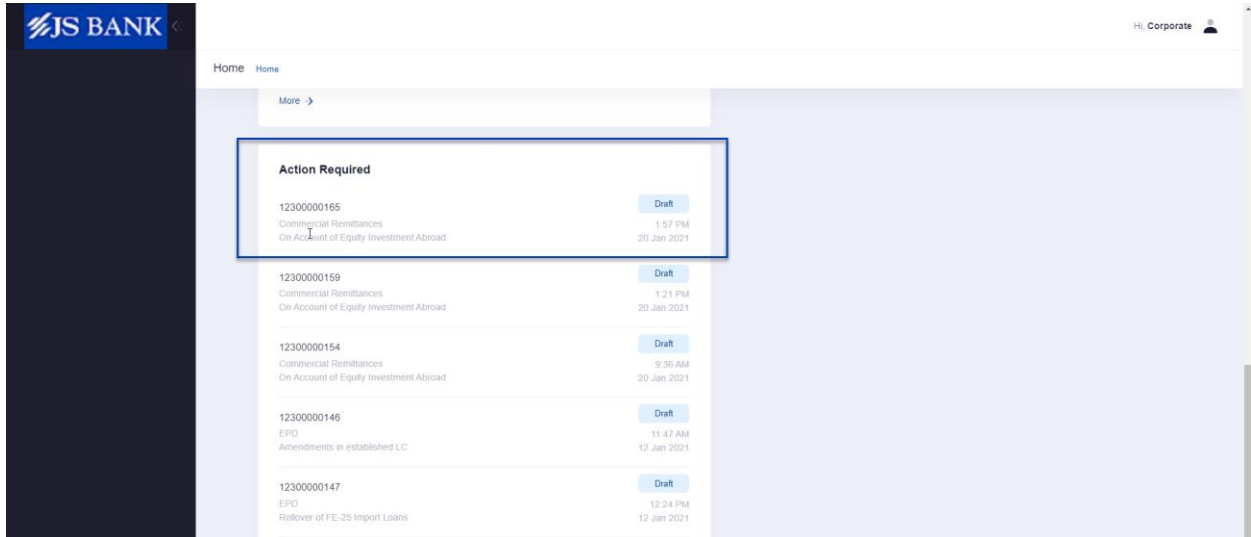
- FX Categories:** Select Case Type: Trade, Commercial
- Recent Requests:** A list of requests with details like ID, title, and status. The first request (12300000183) is highlighted as 'Assigned To Bank Maker By Corporate'.
- Statistics:** A summary table showing counts for Approved, Rejected, Discrepant, and Total Request. A callout bubble points to the Rejected count with the text 'Review your rejected requests'.
- Rejected Requests:** A section showing details of rejected requests, including ID, title, and rejection date.

Recent Requests: Request that are recently created will show up on top with case type, request title and request creation datetime.

This screenshot is similar to the previous one but highlights the 'Recent Requests' section with a blue box. The 'Statistics' section now shows a more detailed breakdown:

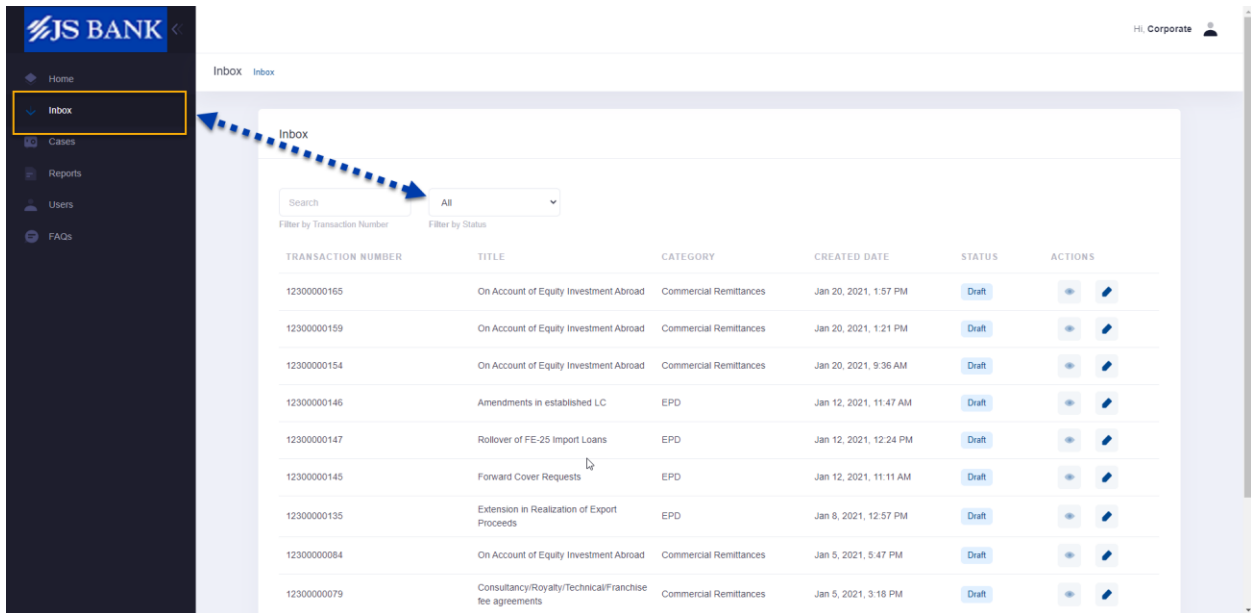
Category	Count	Category	Count
Approved:	14	Draft:	37
Rejected:	2	Bank Review:	54
Discrepant:	1	Total Request:	109

Action Required: Request created that are in 'Draft' and 'Discrepant' status will show up here_with case type, request title and request creation datetime.

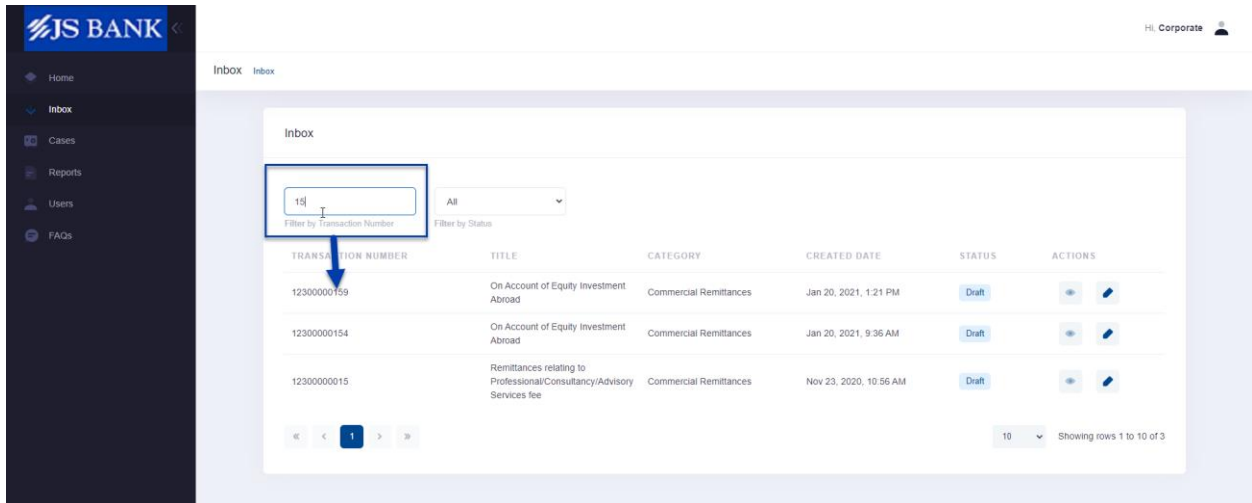


How to View My Inbox list?

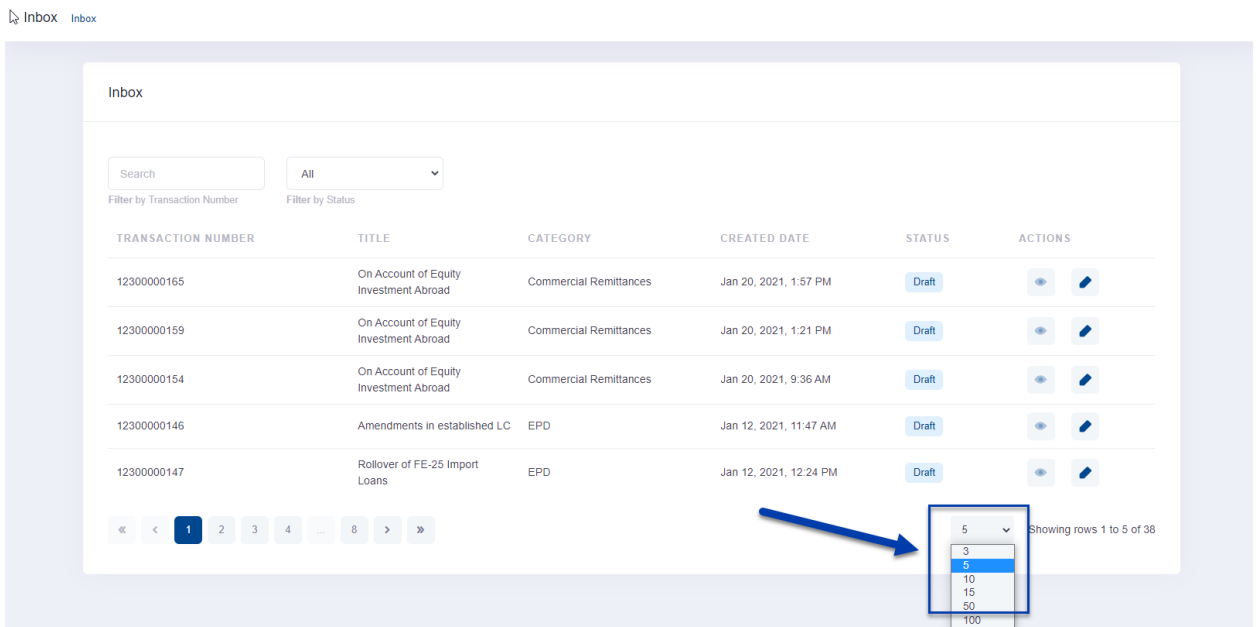
You can view and edit all the requests which are in 'Draft' status from INBOX screen.























- You can filter list by Transaction number (request number)



- If **Draft** status is selected from drop down then only Draft requests will be shown.
- You can change **No. of rows** drop down to view record count accordingly. If it's selected as 5 then 5 records per page will be shown. If it's set to 10 then 10 records per page would be displayed.



Filter by Transaction Number Filter by Status





















TRANSACTION NUMBER	TITLE	CATEGORY	CREATED DATE	STATUS	ACTIONS
12300000165	On Account of Equity Investment Abroad	Commercial Remittances	Jan 20, 2021, 1:57 PM	Draft	 
12300000159	On Account of Equity Investment Abroad	Commercial Remittances	Jan 20, 2021, 1:21 PM	Draft	 
12300000154	On Account of Equity Investment Abroad	Commercial Remittances	Jan 20, 2021, 9:36 AM	Draft	 
12300000146	Amendments in established LC	EPD	Jan 12, 2021, 11:47 AM	Draft	 
12300000147	Rollover of FE-25 Import Loans	EPD	Jan 12, 2021, 12:24 PM	Draft	 
12300000145	Forward Cover Requests	EPD	Jan 12, 2021, 11:11 AM	Draft	 
12300000135	Extension in Realization of Export Proceeds	EPD	Jan 8, 2021, 12:57 PM	Draft	 
12300000084	On Account of Equity Investment Abroad	Commercial Remittances	Jan 5, 2021, 5:47 PM	Draft	 
12300000079	Consultancy/Royalty/Technical/Franchise fee agreements	Commercial Remittances	Jan 5, 2021, 3:18 PM	Draft	 
12300000078	FE Allocation Import	GOVT REMITTANCES	Jan 5, 2021, 2:26 PM	Draft	 

« < 1 2 3 4 > »

10 Showing rows 1 to 10 of 38

- You can 'View' any specific request by clicking on view icon → 'View Transaction' screen opens in read-only mode only.

Filter by Transaction Number Filter by Status

TRANSACTION NUMBER	TITLE	CATEGORY	CREATED DATE	STATUS	ACTIONS
12300000165	On Account of Equity Investment Abroad	Commercial Remittances	Jan 20, 2021, 1:57 PM	Draft	 
12300000159	On Account of Equity Investment Abroad	Commercial Remittances	Jan 20, 2021, 1:21 PM	Draft	 
12300000154	On Account of Equity Investment Abroad	Commercial Remittances	Jan 20, 2021, 9:36 AM	Draft	 
12300000146	Amendments in established LC	EPD	Jan 12, 2021, 11:47 AM	Draft	 
12300000147	Rollover of FE-25 Import Loans	EPD	Jan 12, 2021, 12:24 PM	Draft	 
12300000145	Forward Cover Requests	EPD	Jan 12, 2021, 11:11 AM	Draft	 
12300000135	Extension in Realization of Export Proceeds	EPD	Jan 8, 2021, 12:57 PM	Draft	 
12300000084	On Account of Equity Investment Abroad	Commercial Remittances	Jan 5, 2021, 5:47 PM	Draft	 
12300000079	Consultancy/Royalty/Technical/Franchise fee agreements	Commercial Remittances	Jan 5, 2021, 3:18 PM	Draft	 
12300000078	FE Allocation Import	GOVT REMITTANCES	Jan 5, 2021, 2:26 PM	Draft	 

« < 1 2 3 4 > »

10 Showing rows 1 to 10 of 38

Edit Transaction

Transaction Number: 1230000165

ON ACCOUNT OF EQUITY INVESTMENT ABROAD DOCUMENTS

Applicant Details

Applicant Names: AFASDASDASDASD Account Number: [dropdown] NTN: 1234567891011

Address: addressa8fytgfhkjh4545454590 Brief Profile: kmhfkjjasjdakjadjadadaskldaskldaskldaskldaskldaskldaskldaskjwes Email ID: aa@gmail.com

Ownership Structure: Partnership

Beneficiary Details

Request For: testing Beneficiary Name: aksdjalj jatsok j djsalk Address: aghkjskjkajk ajstfk jagsfd

Country: United Kingdom Brief Profile: newjhkhjh45454545addressadghkhjh45454545addressadgh Email ID: [dropdown]

Ownership Structure: Private Limited Company Relationship B/W Applicant and Beneficiary Currency: Pound sterling

Requested Amount: [dropdown] Form M No: [dropdown] Purchase Order No & Date (if any): [dropdown]

How to View my all 'Cases' and their statuses?

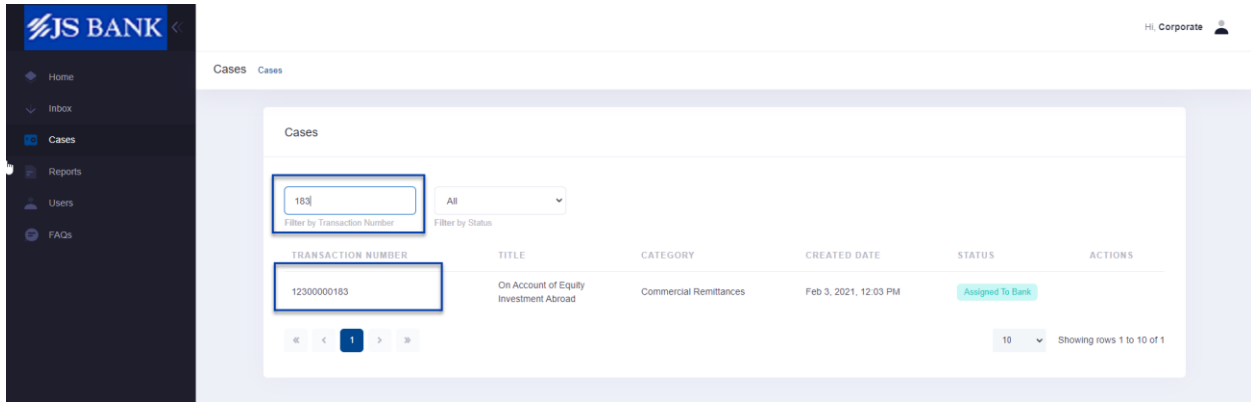
You can view all his created requests from **Cases** screen which can be on any status.

JS BANK Cases Cases

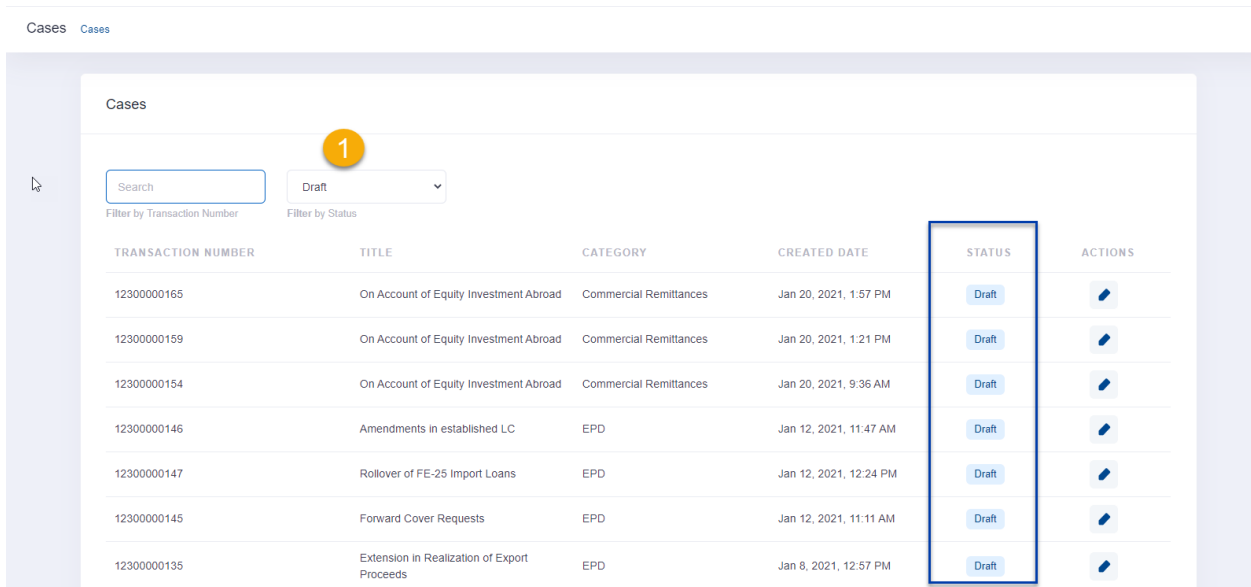
Search: [input] Filter by Status: All

TRANSACTION NUMBER	TITLE	CATEGORY	CREATED DATE	STATUS	ACTIONS
1230000183	On Account of Equity Investment Abroad	Commercial Remittances	Feb 3, 2021, 12:03 PM	Assigned To Bank	
1230000182	On Account of Equity Investment Abroad	Commercial Remittances	Jan 27, 2021, 1:52 PM	Assigned To Corporate Checker	
1230000180	On Account of Equity Investment Abroad	Commercial Remittances	Jan 22, 2021, 10:18 AM	Assigned To Bank	
1230000165	On Account of Equity Investment Abroad	Commercial Remittances	Jan 20, 2021, 1:57 PM	Draft	[edit icon]
1230000159	On Account of Equity Investment Abroad	Commercial Remittances	Jan 20, 2021, 1:21 PM	Draft	[edit icon]
1230000154	On Account of Equity Investment Abroad	Commercial Remittances	Jan 20, 2021, 9:36 AM	Draft	[edit icon]
1230000146	Amendments in established LC	EPD	Jan 12, 2021, 11:47 AM	Draft	[edit icon]
1230000147	Rollover of FE-25 Import Loans	EPD	Jan 12, 2021, 12:24 PM	Draft	[edit icon]
1230000146	Export Credit Document	EPD	Jan 12, 2021, 11:11 AM	Draft	[edit icon]

- You can filter list by Transaction number (request number)



- If **Draft** status is selected from drop down then only Draft requests will be shown and you can edit Draft request as well.



- If **Approve** status is selected from drop down then all requests that are approved from bank will be shown here but you cannot edit approved request.

Cases Cases

Cases

Search Approve

Filter by Transaction Number Filter by Status

TRANSACTION NUMBER	TITLE	CATEGORY	CREATED DATE	STATUS	ACTIONS
12300000063	On Account of Equity Investment Abroad	Commercial Remittances	Jan 4, 2021, 9:28 AM	Approve	
12300000080	Designation of authorised dealers & remittance on account of software license fee	Commercial Remittances	Jan 5, 2021, 3:36 PM	Approve	
12300000077	Permission for Refund of Advance Payment	Trade Related Cases	Jan 5, 2021, 12:01 PM	Approve	
12300000075	Open Account Imports	Trade Related Cases	Jan 4, 2021, 5:10 PM	Approve	
12300000074	Permission for Utilization of Time Barred Advance Payment	Trade Related Cases	Jan 4, 2021, 4:28 PM	Approve	
12300000073	On account of traveling including training & conferences related expenses	Commercial Remittances	Jan 4, 2021, 1:40 PM	Approve	
12300000065	Consultancy/Royalty/Technical/Franchise fee agreements	Commercial Remittances	Jan 4, 2021, 12:19 PM	Approve	
12300000062	On Account of Equity Investment Abroad	Commercial Remittances	Jan 4, 2021, 12:24 AM	Approve	

- If **Assigned to Bank** status is selected from drop down then all requests that are submitted by customer and assigned to bank will be shown here and you cannot edit such requests.

Cases Cases

Cases

Search Assigned To Bank

Filter by Transaction Number Filter by Status

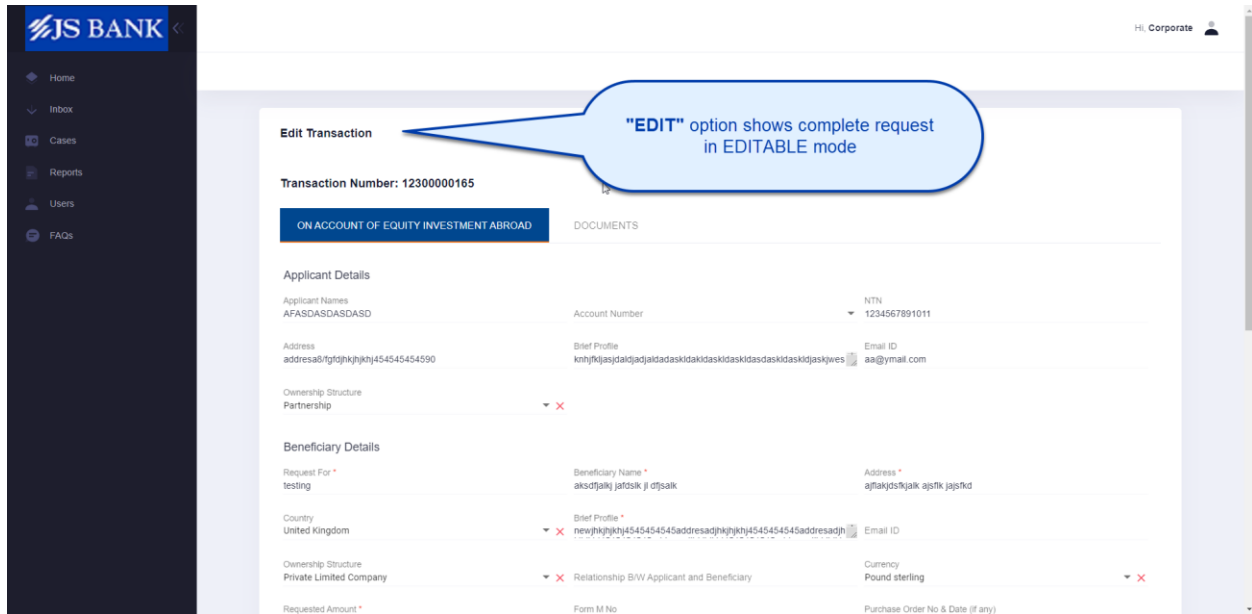
TRANSACTION NUMBER	TITLE	CATEGORY	CREATED DATE	STATUS	ACTIONS
12300000037	Remittances relating to Professional/Consultancy/Advisory Services fee	Commercial Remittances	Nov 25, 2020, 8:54 AM	Assigned To Bank	

« < 1 > »

10 Showing rows 1 to 10 of 1

- You can change **No. of rows** drop down to view record count accordingly. If it's selected as 5 then 5 records per page will be shown. If it's set to 10 then 10 records per page would be displayed.

- You can edit only 'DRAFT' request by clicking on Edit icon → 'Edit Transaction' screen opens to edit.



FAQ:

You can see FAQ section to get basic information of portal by expanding any question from list to see its answer.

