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The invention is an arrangement and management method of an electronic letter of guarantee. The said method comprises the process steps of a beneficiary (10) sending an electronic letter of guarantee request for approval via a client computer or a mobile device, in which the bank, branch, type of letter, acceptor, amount and duration information may be entered through the internet; transferring the mentioned beneficiary (10) request of the system server to the client (40) of the bank (30) branch specified during the request; evaluating the beneficiary (10) request from the system server by the bank, and sending the request approval or rejection information to the mentioned server, again through the client; finally arranging the electronic letter of guarantee in accordance with a letter of guarantee approval information from the mentioned server, and assigning a reference number; the system server notifying the electronic letter of guarantee from the reference number to the beneficiary, bank and acceptor.
ARRANGEMENT AND MANAGEMENT SYSTEM FOR AN ELECTRONIC LETTER OF GUARANTEE AND A METHOD THEREOF

DESCRIPTION

Field of the Art

The invention relates to an arrangement and management system for an electronic letter of guarantee enabling letters of guarantee, which increase commercial reliability between parties, to be composed and managed in a faster and more reliable manner in order to guarantee the person responsible for carrying out the act during the provision of goods or service or execution of work fulfils their responsibility as stated in an agreement (contract).

More specifically, the present invention relates to a system and method enabling the arrangement and management of papers which are known as letters of guarantee and contribute to the development of commercial cooperation during the execution of highly expensive work, in which there are major risks, using information processing infrastructures in an electronic environment and thus, enabling letters of guarantee to be processed faster and more reliably.

State of the Art

Documents arranged by various financial institutions such as banks and known as letters of guarantee are arranged to comprise the potential risks which can be encountered when a person or company provides work or service. The financial institution arranging the said document guarantees that their customer will carry out the work mentioned in the agreement as stated, and that the risked amount will be paid by the institution if a contrary situation occurs, i.e. if the customer cannot carry out the work.

In the current market conditions, letters of guarantee are of importance for commercial collaborations between entrepreneurs and investors, between importing companies and customs offices, between contractor companies wishing to participate in the tender and an institution organising the tender to begin and progress healthily. However, this situation has begun to become an significant of time and a financial burden for
companies, businessmen or entrepreneurs having to constantly acquire letters of guarantee.

Also, the present letter of guarantee operating system comprises many security flaws. Counterfeit letters of guarantee, twin letters of guarantee being arranged, counterfeit term extension scripts being composed and unauthorised alterations being made to letters of guarantee may be shown as examples. Apart from these, the loss of letters of guarantee, the non-existence of acceptor standardisation, the difficulty of tracking due dates, issues with determining authorisation and the obligation of physical delivery increase the costs of composing and processing letters of guarantee, and also increase the loss of time.

Various solutions have been provided in the prior art in order to eliminate said issues. However, none of these have provided a reliable and simple letter of guarantee constitution and management system.

In the Patent Application No. WO2007075150, the parties move letters of guarantee into an electronic environment during the composition and use of a letter of guarantee, which a beneficiary will present to an acceptor, with a card system in the execution of work relating to an agreement. The described system comprises a letter of guarantee card centre for controlling the guarantee conditions between the beneficiary, the contracting entity's accounting office and the financial institution in the electronic environment, a guarantee card that passes as a letter of guarantee and a POS device for printing details by reading the aforementioned guarantee cards when necessary or for viewing transactions in the electronic environment.

US Patent Application No. 8065208 discloses a guarantee certificate system which triggers the acceptor being insured against the aforementioned risks occurring in risk-related commercial transactions or a guarantee payment being made to the acceptor. Electronics and data processing infrastructures known in the art were particularly used in order to develop and manage a guarantee certificate developed against risks in mortgage pools known as housing loans.

Consequently, apart from there being many risks in obtaining a paper based letter of guarantee which is already in use and in the continuation of the process, a laborious
task emerges for the party obtaining the letter of guarantee. For instance, many processes are still followed with physical documents by hand, such as a construction company going to the bank to apply for a letter of guarantee for entering a tender in construction work, in which the employer is a governmental institution; the bank reviewing and risk analysing their customer in detail; the bank arranging and delivering a physical letter of guarantee to their customer if the process has a positive outcome; the candidate for contracting physically delivering the letter to the institution arranging the tender; the process extending with many time consuming and tiresome procedures between the customer and the bank in the case of there being a request for adjustment in the letter of guarantee of the institution; the letter being enforced in the case of there being requests for extending the time after the tender, and the party having won the tender not carrying out the work as stated after the tender. In time, this situation causes a range of procedures that significantly tire the parties, while increasing the potential risks of falsification in letters of guarantee.

As a result, an arrangement and processing system for an electronic letter of guarantee and a method relating to the processing of said system, which eliminates all of the aforementioned disadvantages, enables the letter of guarantee to be obtained and processed faster and more practically, and is more reliable than a physical letter of guarantee, was rendered necessary.

Object of the Invention and Brief Description of the Invention

The object of the invention is to provide an arrangement and management system for an electronic letter of guarantee enabling letters of guarantee, which increase commercial reliability between parties, to be composed and managed in a faster and more reliable manner in order to guarantee the person responsible for carrying out the act during the provision of goods or service or execution of work fulfils their responsibility as stated in an agreement (contract).

Another object of the invention is to develop a system and method enabling the arrangement and management of papers which are known as letters of guarantee and contribute to the development of commercial cooperation during the execution of highly expensive work, in which there are major risks, using information processing infrastructures in an electronic environment.
Brief Description of the Drawings

Figure 1 generally shows a representative view of the life cycle depicting the fundamental processes relating to a letter of guarantee.

Figure 2 shows a flow chart illustrating the steps relating to the arrangement of an e-letter of guarantee with the system of the invention.

Figure 3 shows a flow chart illustrating the steps relating to the updating of an e-letter of guarantee arranged with the system of the invention.

Figure 4 shows a flow chart illustrating the steps relating to the return/release of an e-letter of guarantee arranged with the system of the invention; Figure 5 shows a flow chart illustrating the steps relating to the reimbursement of an e-letter of guarantee arranged with the system of the invention, and Figure 6 shows a flow chart illustrating the steps relating to the tracking/reporting of an e-letter of guarantee arranged with the system of the invention.

Figure 7 shows an exemplary interface view which a beneficiary may use for creating an electronic letter of guarantee (arranging an e-letter of guarantee) with the assistance of a system of the invention through a computer connected to the system.

Reference Numbers

1. Letter of Guarantee
2. Customer request
3. Arrangement
4. Delivery / Acceptance
5. Updating (term, commission)
6. Reimbursement / Release / Expiry of the Term
7. Exit
10. Beneficiary
20. Acceptor
30. Bank
40. Credit Reference Agency (KKB) (system server)
100. e-letter of guarantee arrangement
101. A request is entered by selecting the bank, branch, type of acceptor, acceptor, 
amount, term fields on the system
102. This is sent to the bank for approval
103. The bank decides whether to accept (Approve?)
104. No transaction (if the bank does not approve or give approval of the agreement, etc.)
105. A commission and collection period is determined if the bank approves
106. The bank receives approval of the agreement from the bank (Is the approval of 
the agreement to be given?)
107. The bank accepts the letter of guarantee if the approval of the agreement is given
108. The letter of guarantee is arranged and the transaction has a positive outcome
120. e-letter of guarantee update
1201. The approvals of the amount or term relating to the previous request are updated
1202. This is sent to the bank for approval
1203. The bank decides whether to accept (Approve?)
1204. No transaction (if the bank does not approve or give approval of the agreement, etc.)
1205. A commission and collection period is determined if the bank approves
1206. The letter of guarantee is sent to be approved for the update
1207. The bank receives approval of the agreement from the bank (Is the approval of 
the agreement to be given?)
1208. The bank accepts the letter of guarantee if the approval of the agreement is given
1209. The letter of guarantee is updated and the transaction has a positive outcome
130. e-letter of guarantee return / release
1301. The letter of guarantee to be returned / released is determined
1302. The amount to be returned / released is inquired (Return / release all?)
1303. The partial amount is entered
1304. A return / release request is sent
1305. The e-letter of guarantee, which has been completely released, is rendered invalid
1306. The guaranteed amount is returned / released, the process terminates
140. e-letter of guarantee reimbursement
1401. The letter of guarantee to be reimbursed is determined
1402. The amount to be reimbursed is inquired (Reimburse all?)
403. The partial amount is entered
404. The acceptor reimbursement request is prepared
405. This is transferred to the bank
406. The e-letter of guarantee, which has been completely reimbursed, is rendered invalid
407. This is reimbursed, the process terminates
500. e-letter of guarantee tracking / reporting
511. Specifying the bank, branch, type of acceptor, acceptor, amount range, date range, type of letter, term, reference number and status information criteria into the system
512. Viewing letters of guarantee suitable for the criteria and their details
513. Obtaining or printing the report in tables or portable file (excel, pdf) formats
521. Specifying the bank, branch, type of ID and ID number of the beneficiary, amount range, date range, type of letter, term, reference number and status information criteria into the system
522. Viewing letters of guarantee suitable for the criteria and their details
523. Obtaining or printing the report in tables or portable file (excel, pdf) formats
531. Specifying the type of ID and ID number of the beneficiary, type of acceptor, acceptor, amount range, date range, type of letter, term, reference number and status information criteria into the system
532. Viewing letters of guarantee suitable for the criteria and their details
533. Obtaining or printing the report in tables or portable file (excel, pdf) formats

**Detailed Description of the Invention**

The present invention encompasses an arrangement and management system for an electronic letter of guarantee and an electronic letter of guarantee management method for the functioning of said system. Letters of guarantee are arranged to secure an institution or company to make a payment in return of getting service against potential risks during the provision of a certain work or service by a person or company. Thus, the financial institution arranging the said document guarantees that their customer will carry out the work mentioned in the agreement as stated, and that the risked amount will be paid by the institution if a contrary situation occurs, i.e. if the customer cannot carry out the work.
Thus, a reliable commercial foundation is formed between the party possessing the money and desiring to get work done in return of money or to buy a service, and the party to carry out the work or to provide the service. Otherwise, there is no possibility of enabling high risks beyond trust to be taken in the period of carrying out work, and it also takes longer for two parties, which do not know each other, to reach a point of cooperating in a short period of time in high risk and long-term work. In cases where such a system does not exist or is not applied, a law mechanism, with which the institution providing the work demands justice, cannot be expected to act rapidly in the solution of the encountered issues and eliminate the unjust treatment in a short time with potential risks happening in time.

However, as described in the prior art, the physical letter of guarantee possess many security flaws such as being illegally falsified and counterfeit documents being arranged, etc. Additionally, the arrangement, presentation and processing of the letter can be tiring and time consuming for all parties.

The electronic letter of guarantee of the invention provides a more reliable and faster letter of guarantee processing system in order to eliminate said issues.

Figure 1 shows the life cycle of a letter of guarantee (1), which is already being processed. The process begins with a bank customer applying to their bank (customer request) (2) for a letter of guarantee to be arranged in order to, for example, participate in a tender or commercially cooperate. Upon the application of their customer, the bank processes many controls and approval procedures by conducting all financial inspections. After completing all of their own processes, the bank arranges a letter of guarantee for its customer (arrangement) (3). However, both the internal processes of the bank, and the amount and time, which the customer requests may cause internal communication of the bank and the bank-customer communication to unnecessarily increase. If the outcome of everything is positive, the letter of guarantee is physically delivered by the bank (delivery/acceptance) (4). In time, the letter of guarantee may need to be updated in respect of time, amount and conditions due to reasons such as the conditions of the tender changing, etc. In this case, it is necessary to apply to the bank with the present letter of guarantee again (updating - term, commission) (5). Herein, even a simple desired change may cause a very tiresome procedure in order to make a change on the physical letter of guarantee. A letter of guarantee reaches the
end of its life cycle (exit) (7) with either one of the termination, release or
reimbursement processes (reimbursement / release / expiry of the term) (6) of the letter
depending on the work, which is discussed in the letter of guarantee, resulting
positively, negatively or partially.

The parties of a letter of guarantee are the beneficiary (10), acceptor (20) and bank
(30). The beneficiary (10) is a real person or a legal entity, which will carry out work for
an acceptor. Whereas, the acceptor (20) is the party paying a fee for a service to be
obtained or work to be done, and carrying the risk. The reason for the acceptor (20)
requesting the letter of guarantee is to share the risk that he/she will carry while having
work done, to a financial institution. In conclusion, the electronic letter of guarantee of
the invention has three main parties: the beneficiary (10), bank (30) and acceptor (20).

The electronic letter of guarantee of the invention is a platform functioning on servers
enabling security with today’s information processing infrastructures. The
aforementioned parties are registered and rendered members of the system on the
electronic letter of guarantee platform accessed via the internet or safe private
networks. The parties, which are members, have different authorisations according to
their positions. For instance, after a beneficiary (10) becomes a member, he/she may
have the authority to request and update letters from the system of the invention.
Whereas, a bank (30) has basic authorities regarding the basis of the letter such as
arranging and updating the letter in accordance with requests from the beneficiary (10).
Also, the acceptor (20) has the authority to approve the letter of guarantee, which
he/she is expecting from the beneficiary (10), and return, submit and request
reimbursement for the letter.

The aforementioned membership mechanism functions with different information
according to the characteristics of the party and expects this information as a basis
from the parties in order to complete the system’s membership procedure. For
example, after important information such as the ID number and other basic ID
information, correspondence address, mobile phone number, e-mail address of the
beneficiary (10) as a real person is entered, the processes of identity verification and
determining a password for access to the system as in banking transactions are carried
out. Additional security infrastructures, such as mobile signature verification are used
for these processes in order to benefit from present mobile communication
technologies. If the membership is successfully completed, the result is notified to the beneficiary via text message (SMS) or e-mail, which are present communication infrastructures. If it is a legal entity, basic membership information directed at the company such as tax identification number, corporate name, etc. are required. In this case, the information regarding the company’s financial history is controlled and confirmed by the system through the data of the finance ministry.

As presented in the interface view in Figure 7, a beneficiary (10) desiring to apply for an electronic letter of guarantee using the system of the invention applies as the person using the system by entering the desired information with an interface, which may be accessed via the internet. One of the aspects which is required to be determined and information which is required to be entered as a basis on the application interface by the beneficiary (10) when creating an electronic letter of guarantee is one of the banks among the member banks by registering to the system to determine from which bank (30) the letter of guarantee is requested. The relative bank branch, which is registered on the system is determined depending on the selected bank (30). As the beneficiary (10) makes a request, he/she also determines the type of the acceptor desiring the letter of guarantee through the interface that the system provides. Nowadays tax offices, enforcement offices, customs administrations and various institutions of the government may be acceptors in respect of letters of guarantee. The varying name of the acceptor is determined according to the type of acceptor chosen in this stage to render the acceptor (20) more distinctive. For instance, when customs administrations are chosen as the type of acceptor by the beneficiary (10), a list of customs directorates will be shown as the acceptor. For the said data to be able to be viewed by the beneficiary (10), the acceptors (20) also have to be members registered to the system.

After the main bank (30) and acceptor (20) information has become clear, the amount of the letter of guarantee is entered. The term date is determined in the case of the letter having a fixed term. The type of the letter is determined for the letter to be suitably composed in a certain, standard format, i.e. for the technical, financial and legal expressions, which are required in a letter, to be understood in a manner relevant and practical to the letter. Standard customs administrations texts encountered in today’s letters of guarantee as letter types may be definite letter of guarantee, temporary letters of guarantee, advance letters of guarantee, etc. Apart from these, the
beneficiary (10) may enter data in respect of information required in a letter by selecting a non-specific letter of guarantee. A draft regarding the letter of guarantee is presented after all the data has been entered in order to allow the beneficiary (10) to review it prior to confirming his/her request. The beneficiary (10) having seen the desired information on the letter requests the letter of guarantee request to be sent to the bank with a button on the screen or a similar confirmation method. Therefore, a "send to bank approval" button in the present technological infrastructure is activated (Figure 7).

After the beneficiary (10) sends the letter of guarantee request to the bank's approval, the system server transfers the request to the bank client selected during the request. The bank (30) processes its client's letter of guarantee request according to a procedure within itself. Generally herein, financial sustainability is attempted to be analysed by viewing the past financial actions of its clients. Additionally, if the bank (30) creates a pre-approval for the letter of guarantee, it enters the result through the system of the invention by determining the commission to be obtained for the letter and the collection periods for this commission. The system notifies the results of the bank to the beneficiary (10) both via an interface, and means such as SMS, e-mail, etc. which the present mobile communication infrastructures present. The beneficiary (10) finally views the final letter draft on the system of the invention, and the script of the bank sent to the beneficiary (10) comprising information about the commission fee concerning the letter, collection period, etc. for the bank (30) to accept to approve the letter of guarantee and to reach an agreement with the beneficiary (10) on the final arranged letter. The beneficiary (10) may update the request if there is somewhere desired to be corrected in the bank (30) script or letter draft. If the beneficiary (10) accepts the conditions and confirms that the letter is suitable, he/she requests the letter of guarantee finally be arranged. With the final request been given to the system, the electronic letter of guarantee system of the invention arranges a letter of guarantee by producing a unique reference number in the agreed manner. Thus, all concerning parties are notified via e-mail and SMS. The system allows only one letter to be produced with the reference number given to the letter of guarantee. Thus, singularity is provided with the reference number. The bank code, branch code, beneficiary ID or tax number, acceptor ID or tax number, year and serial number may be arranged into the code in order to facilitate tracking with the reference number. Thus, it is possible to access a lot of basic information through the reference number. It is very simple for a
letter of guarantee arranged by the system to be queried with the reference number. The reference number entered in the query interface into the system is directed to the relative letter of guarantee and details according to the user's authority without directly requiring another process.

The letter of guarantee, sent to the acceptor (20) after being arranged, is presented to the acceptor (20) for approval. In this system, managed by using only safe data processing infrastructures without any printed documents, the acceptor (20) that is a member of the system may approve the arranged letter of guarantee by accepting it or may reject it thinking that the details on the letter such as the amount, time, etc. were not fulfilled, by viewing letters of guarantee sent to himself/herself.

Also, companies continuously carrying out work or providing services with letters of guarantee must regularly follow letters presented to the acceptor (20) by being arranged on behalf of the company. This causes a significant tracking issues as the number of letters increases. The beneficiary (10) may view the statuses of all the letters of guarantee arranged on his/her behalf by listing them through the electronic letter of guarantee of the invention. Additionally, he/she may rapidly track desired letters of guarantee by applying many filters such as the bank, branch, type of acceptor, acceptor, amount, date, type of letter, term status and letter status as the bank is carrying out this task. If desired, the beneficiary (10) may access both the details of the letter and the latest statuses thereof by only entering the reference number of a letter of guarantee, of which he/she wishes to see the latest status and details, into the system on the same interface.

In the same way, the bank (30) may practically track the given letters of guarantee via the system of the invention. Being different from the beneficiary (10), the bank may also perform searches with the ID number and tax number belonging to the beneficiary (10), apart from the fields stated for the letters of guarantee that are desired to be tracked and of which the latest status is desired to be seen.

Unlike the beneficiary (10) and the bank (30), the acceptor (20) may filter between data by entering the beneficiary (10) and bank (30) details into the system to see the statuses and details of the received letters of guarantee. Thus, the acceptor (20) may
also rapidly view the latest statuses and the details of the letters of guarantee associated with himself/herself.

Additionally, when the request of the acceptor or the amount, durations or other contents of the letter are required to be updated, the beneficiary (10) may specify the aspects, on which changes are desired to be made by viewing the present letter. When the relative present amount and term is being viewed to the beneficiary (10), the beneficiary (10) is expected to enter the amount and term which are requested to be updated into the system. As in the first arrangement, the requests for changes made, is sent to the bank for approval. The bank approves or rejects the requests for changes sent by the system by evaluating the beneficiary’s (10) previous statuses and the risks of the work. In both cases the beneficiary (10) is notified via means of communication such as e-mail, SMS, etc. If the bank approves the beneficiary's (10) said change request, the letter of guarantee, along with the changes made thereon are sent to the beneficiary (10) again through the system. If the beneficiary (10) still agrees with the letter of guarantee which came from the bank and on which changes have been made, the letter is forwarded to the acceptor (20) via the system by giving instructions in the form of "update the letter of guarantee". After the acceptor (20) has also reviewed the request for changes from the system, he/she may accept or reject the letter of guarantee to be updated in its requested form.

The acceptor (20) may be subjected to complete, or partial return/release processes in amount of the letters of guarantee due to various reasons such as the work not being carried out as stated, the acceptor (20) not needing the letter, etc. After he/she has accessed the letter of guarantee, which is desired to have processes performed, via the reference number of the letter of guarantee or other information regarding the letter through the system of the invention, the amount to be returned-released is determined. The transaction is completed with a complete, or partial amount return/release option.

The letter of guarantee, of which the return or release is requested by the acceptor (20), is forwarded to the bank (30). The bank (30) notifies all the parties about the situation via e-mail, SMS, etc. If all of the amount on the letter of guarantee has been returned/released, the letter becomes invalid. Thus, the beneficiary (10) is freed from responsibilities related to the letter.
Likewise, the acceptor (20) may request reimbursement from the beneficiary (10), that has not carried out the work as stated in the agreement, through the said obtained electronic letter of guarantee. In this case, the letter of guarantee desired to be processed similar to in the return/release process is requested through the system. As the acceptor (20) may request to reimburse all of the amount stated in the letter of guarantee, he/she may also request to obtain only a certain proportion thereof. Also, after determining the amount, he/she is requested to clearly enter the reason for reimbursing the letter on the system. After the acceptor (20) has approved the letter following all the entries being completed to reimburse the relative amount, the said letter of guarantee is sent to the bank (30) having arranged the letter of guarantee through the system.

Figure 2 shows a flow chart illustrating the steps relating to the arrangement of an e-letter of guarantee with the system of the invention. A request is entered (101) by the beneficiary (10) by selecting the bank, branch, type of acceptor, acceptor, amount and term fields via a provided interface (Figure 7) on the system as the said e-letter of guarantee is being arranged (100). After the beneficiary (10) has completed the entry processes, he/she sends the e-letter of guarantee request (102) to the bank (30) using a "send to bank approval" option as seen in Figure 7. The said send to approval process is managed by a system operating on a server, which is centrally recognisable as the credit reference agency (KKB) (40) and remotely accessible. In other words, with the beneficiary (10) sending the e-letter of guarantee request for approval, the KKB (40) registers the request to the relative database and transmits the data to the bank (30) by accessing the server. The request of the beneficiary (10) is viewed as a type of work order and is processed by being accessed by an executive at the bank (30) having authority to access the system. The bank (30) decides to approve by subjected to an approval procedure, which they will determine (approve?) (103). If the bank does not deem the request suitable and does not approve it due to the beneficiary's (10), i.e. their customer's financial history, current state or another reason, no transaction is carried out (104), and the result is notified to the beneficiary (10) through the system by both a user interface which can be accessed and by sending a message to a mobile phone number and/or an e-mail address identified to the system. If the bank (30) agrees, it determines the commission and collection period (105) and receives approval for the agreement from the beneficiary (10) (Is the approval of the agreement to be given?) (106). The bank (30) accepts the letter of guarantee if the
approval of the agreement is given (107). If approval is not given once again no transaction is completed and the request has a negative outcome (104). If the agreement approval is obtained, the bank (30) letter of guarantee is arranged and it has a positive outcome (108). The result of the process is notified to the interface screen that the beneficiary (10) can access from the system, his/her mobile phone and/or e-mail address.

The aforementioned Credit Reference Agency (KKB) (40) is a system server and refers to an information processing server and the whole operating centre, in which the server is located, in which operations and processes from the formation of the electronic letter of guarantee (e-guarantee) of the invention until the finalisation thereof in the frame given in detail herein are transferred and managed in an electronic environment.

Also, a written approval is requested to all parties using the system by e-mail (electronic mail) and text message (SMS) in respect of getting approval and consent prior to the process in relation to the e-letter of guarantee system of the invention. Furthermore, at the end of significant transactions the KKB (40) system server provides feedback via e-mail and SMS to the information of the user making the transaction recognised on the system. Additionally, all of the information which the users have obtained or will obtain through the system of the invention is within the scope of confidential information. In this context, the system users are notified in writing prior to using the system and their approval is received.

Figure 3 shows a flow chart illustrating the steps relating to the updating of an e-letter of guarantee arranged with the system of the invention. The amount and term approvals regarding the letter of guarantee previously requested by the beneficiary (10) are updated (201) through the provided interface by connecting to the KKB (40) system and are sent to the bank (30) for approval (202) as the said e-letter of guarantee is being updated (200). Once again, the bank (30) decides whether to approve according to an inner procedure, which it determines itself (approve?) (203). If the e-letter of guarantee, of which updates have been requested, is not approved by the bank (30), no transaction is carried out (204), i.e. no letter is arranged. If the bank (30) approves the request, the commission and collection period is determined (205) and the letter of guarantee is sent for the agreement approval (206) to the beneficiary (10) for updates. If the beneficiary (10) does not consent, no transaction is carried out (204). The bank
(30) accepts the letter of guarantee (208) if the bank gets approval (207) for
the agreement from the beneficiary (10). The letter of guarantee is updated and the
transaction has a positive outcome (209).

Figure 4 shows a flow chart illustrating the steps relating to the return/release of an e-
letter of guarantee arranged with the system of the invention; Figure 5 shows a flow
chart illustrating the steps relating to the reimbursement of an e-letter of guarantee
arranged with the system of the invention, and Figure 6 shows a flow chart illustrating
the steps relating to the tracking/reporting of an e-letter of guarantee arranged with the
system of the invention. As the said e-letter of guarantee is being returned / released
(300), the letter of guarantee to be returned / released is determined (301) by the
acceptor (20). The amount to be returned / released is inquired (Return / release all?)
(302). If all thereof is not to be returned / released, a return / release request is sent
(304) with the acceptor (20) entering a partial amount (303). The e-letter of guarantee,
which has been completely released, is rendered invalid (305). The guaranteed amount
is returned / released in accordance with the acceptor (20) request by the KKB (40),
and the transaction terminates. In the said e-letter of guarantee reimbursement (400),
the letter of guarantee to be reimbursed is determined (401) by the acceptor (20) using
the system of the invention. The amount to be reimbursed is inquired (Reimburse all?)
(402). If all thereof is not to be reimbursed, the acceptor (20) reimbursement request is
prepared (404) with the acceptor (20) entering a partial amount (403), and is
transferred to the bank (30) (405) by the KKB (40) server. The e-letter of guarantee, of
which all is reimbursed, is rendered invalid by the KKB (40) and the amount is
reimbursed, and the transaction is terminated (407). The beneficiary (10), acceptor (20)
and bank (30) present changes in the tracking / reporting options and abilities of the e-
letter of guarantee in accordance with their own needs in the said e-letter of guarantee
tracking / reporting (500) process. For instance, the beneficiary (10) may obtain reports
(511) about one or more of the bank, branch, type of acceptor, acceptor, amount
range, date range, type of letter, term, reference number and status information criteria
by listing e-letters of guarantee associated with itself using these in the system. Thus,
letters of guarantee in accordance with the criteria and their details may be viewed
(513) and if desired data may be obtained and/or sent to printers in tables and portable
file formats (excel, pdf, etc.) on local computers and portable information processing
devices. The acceptor (20) may similarly view letters of guarantee in accordance with
the criteria and their details (522) by specifying the bank, branch, type of ID and ID
number of the beneficiary, amount range, date range, type of letter, term, reference number and status information criteria (521) into the system. Furthermore, authorised personnel having access to the system in the bank (30) may similarly view letters of guarantee in accordance with the criteria and their details (532) by specifying the type of ID and ID number of the beneficiary, type of acceptor, acceptor, amount range, date range, type of letter, term, reference number and status information criteria (531) into the system.

In short, the present invention is an arrangement and management method of an electronic letter of guarantee. The aforementioned method comprises the process steps of a beneficiary (10) arranging (101) an electronic letter of guarantee request via a client computer or a mobile device, in which the bank, branch, type of letter, acceptor, amount and duration information may be entered through the internet and sending this for approval (102); transferring (103) the mentioned beneficiary (10) request of the system server to the client of the bank (30) branch specified during the request; evaluating the beneficiary (10) request from the system server by the bank (30), and sending (104, 105) the request approval or rejection information to the mentioned server, again through the client; finally arranging the electronic letter of guarantee in accordance with a letter of guarantee approval information from the mentioned server, and assigning a reference number (107); the system server notifying the electronic letter of guarantee from the reference number to the beneficiary (10), bank (30) and acceptor (20).

Additionally, the present invention is an arrangement and management system of an electronic letter of guarantee. The aforementioned method comprises at least one central server containing a memory and processor structure to safely manage all transactions between the beneficiary (10), acceptor (20) and bank (30) in an electronic environment and to contain all records regarding the electronic letter of guarantee; a client computer and/or a mobile device which may operate the request of the beneficiary (10), desiring to transfer the electronic letter of guarantee request to the bank (30) through the mentioned central server, in the electronic letter of guarantee application; at least one bank client, to which the electronic letter of guarantee request from the beneficiary (10) being processed by the mentioned central server is transferred to be presented to the evaluation of the bank (30); an acceptor client which may operate the electronic letter of guarantee application that the acceptor, being the
receiver of the letter of guarantee, may review and approve or reject by looking at the
details of the electronic letter of guarantee created by the central server and approved
by the bank client after the positive response of the bank (30) to the electronic letter of
guarantee request is notified to the mentioned central server through the mentioned
bank client.
CLAIMS

1. An arrangement and management method for an electronic letter of guarantee, characterised in that it comprises the following process steps:

- a beneficiary (10) arranging (101) an electronic letter of guarantee request via a client computer or a mobile device, in which the bank, branch, type of letter, acceptor, amount and duration information may be entered through the internet and sending this for approval (102),

- transferring (103) the mentioned beneficiary (10) request of the system server to the client of the bank (30) branch specified during the request,

- evaluating the beneficiary (10) request from the system server (KKB) (40) by the bank (30), and sending (104, 105) the request approval or rejection information to the mentioned server (40), again through the client,

- finally arranging the electronic letter of guarantee in accordance with a letter of guarantee approval information from the mentioned server, and assigning a reference number (107),

- the system server notifying the electronic letter of guarantee from the reference number to the beneficiary (10), bank (30) and acceptor (20)

2. An arrangement and management method for an electronic letter of guarantee according to claim 1, characterised in that as the said e-letter of guarantee is being updated (200);

the amount and term approvals regarding the letter of guarantee previously requested by the beneficiary (10) are updated (201) through the provided interface by connecting to the KKB (40) system and are sent to the bank (30) for approval (202),

the bank (30) decides whether to approve according to an inner procedure, which it determines itself (203),

the commission and collection period is determined (205) if the bank (30) approves the request, and

the letter of guarantee is sent for the agreement approval (206) to the beneficiary (10) for updates,

the bank (30) accepts the letter of guarantee (208) if the bank (30) gets approval (207) for the agreement from the beneficiary (10) and the letter of guarantee is updated (209).
3. An arrangement and management method for an electronic letter of guarantee according to claim 1, characterised in that
as the said e-letter of guarantee is being returned / released (300);
the letter of guarantee to be returned / released is determined (301) by the acceptor (20), the amount to be returned / released is inquired (302),
a return / release request is sent (304) with the acceptor (20) entering a partial amount (303), if all thereof is not to be returned / released,
the e-letter of guarantee, which has been completely released, is rendered invalid (305),
the guaranteed amount is returned / released in accordance with the acceptor (20) request by the KKB (central server) (40), and the transaction terminates.

4. An arrangement and management method for an electronic letter of guarantee according to claim 1, characterised in that
as the said e-letter of guarantee is being reimbursed (400);
the letter of guarantee to be reimbursed is determined (401) by the acceptor (20) using the system of the invention,
the amount to be reimbursed is inquired (402),
if all thereof is not to be reimbursed, the acceptor (20) reimbursement request is prepared (404) with the acceptor (20) entering a partial amount (403), and this is transferred (405) to the bank (30) by the KKB (central server) (40),
the e-letter of guarantee, of which all is reimbursed, is rendered invalid by the KKB (40) and the amount is reimbursed (407).

5. An arrangement and management system for an electronic letter of guarantee, characterised in that it comprises the following:
- at least one central server containing a memory and processor structure to safely manage all transactions between the beneficiary (10), acceptor (20) and bank (30) in an electronic environment and to contain all records regarding the electronic letter of guarantee,
- a client computer and/or a mobile device which may operate the request of the beneficiary (10), desiring to transfer the electronic letter of guarantee request to the bank (30) through the mentioned central server, in the electronic letter of guarantee application,
- at least one bank client, to which the electronic letter of guarantee request from the beneficiary (10) being processed by the mentioned central server is transferred to be presented to the evaluation of the bank (30),

- an acceptor client which may operate the electronic letter of guarantee application that the acceptor, being the receiver of the letter of guarantee, may review and approve or reject by looking at the details of the electronic letter of guarantee created by the central server and approved by the bank client after the positive response of the bank (30) to the electronic letter of guarantee request is notified to the mentioned central server through the mentioned bank client.
E-letter of Guarantee – Reimbursement 400

Figure 5

Accepter

20

Bank

30

KKB

40

401

The letter of guarantee to be reimbursed is determined.

402

Reimburse all?

403

The partial amount is entered.

404

The acceptor reimbursement request is prepared.

Yes

405

This is transferred to the bank.

No

406

The E-letter of guarantee, which has been completely reimbursed, is declared invalid.

407

This is reimbursed.
Figure 6

E-letter of Guarantee – Tracking / Reporting

10 Beneficiary

11 The desired bank, branch, type of acceptor, acceptor, amount range, date range, type of letter, term, ref, no, and status information criteria is specified in the system.

30 Bank

31 The desired the type of ID and ID number of the beneficiary, type of acceptor, acceptor, amount range, date range, type of letter, term, ref, no, and status information criteria are specified in the system.

20 Acceptor

21 The desired the bank, branch, type of ID and ID number of the beneficiary, amount range, date range, type of letter, term, reference number and status information criteria are specified in the system.

511 Letters of guarantee suitable for the criteria and their details are viewed.

512 The report is downloaded / printed in Excel or PDF formats.

513 Letters of guarantee suitable for the criteria and their details are viewed.

531 The report is downloaded / printed in Excel or PDF formats.

532 Letters of guarantee suitable for the criteria and their details are viewed.

533 Letters of guarantee suitable for the criteria and their details are viewed.

521 The report is downloaded / printed in Excel or PDF formats.

522 Letters of guarantee suitable for the criteria and their details are viewed.

523 The report is downloaded / printed in Excel or PDF formats.
To: Izmit Customs Directorate
KOCAELI

On behalf of our bank providing assurance and in the capacity of officers authorised to represent and sign for our bank, we declare and undertake to irrevocably guarantee the payment of TL 2,500,000 (Two Million Five Hundred Thousand Turkish Lira) to be collected relating to the customs transaction (numbered … regarding ………………………………………..) / (all kinds of customs transactions) (carried out) / (to be carried out) at Izmit Customs Directorate, without requiring to search for another document proving this case at the first request of the customs administration as this amount requested from the customs administration will imply the requested amount has been rendered suitable for collection, and to pay a specified interest at the rate of the delay increase according to the Law on the Collection Procedure of Public Receivables no. 6183 for each day after the acceptance date of the guarantee, in the case of this not being paid within 7 days from the required date.

This letter of guarantee is definite and unlimited in time.

Bank T.A.Ş.
Izmit Branch

Authorized Signature 1
Authorized Signature 2

Sworn for Bank Approval

Figure 7
INTERNATIONAL SEARCH REPORT

A. CLASSIFICATION OF SUBJECT MATTER

According to International Patent Classification (IPC) or to both national classification and IPC

B. FIELDS SEARCHED

Minimum documentation searched (classification system followed by classification symbols)

Further search conducted (name of database and, where applicable, search terms used)

EPO-Internal

C. DOCUMENTS CONSIDERED TO BE RELEVANT

The claimed subject-matter, with due regard to the description and drawings in accordance with Rule 33.3 PCT, relates to processes comprised in the list of subject-matter and activities for which no search is required under Rule 39 PCT. The information on technology employed as an enabler for carrying out said processes is conventional. Its use for carrying out non-technical processes forms part of the general knowledge and it was widely available to everyone at the date of filing of the present application. No documentary evidence is therefore considered necessary. (See Official Journal EPO 11/2007, pages 592ff and 594ff)

Date of the actual completion of the international search

21 October 2015

Date of mailing of the international search report

29/10/2015

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