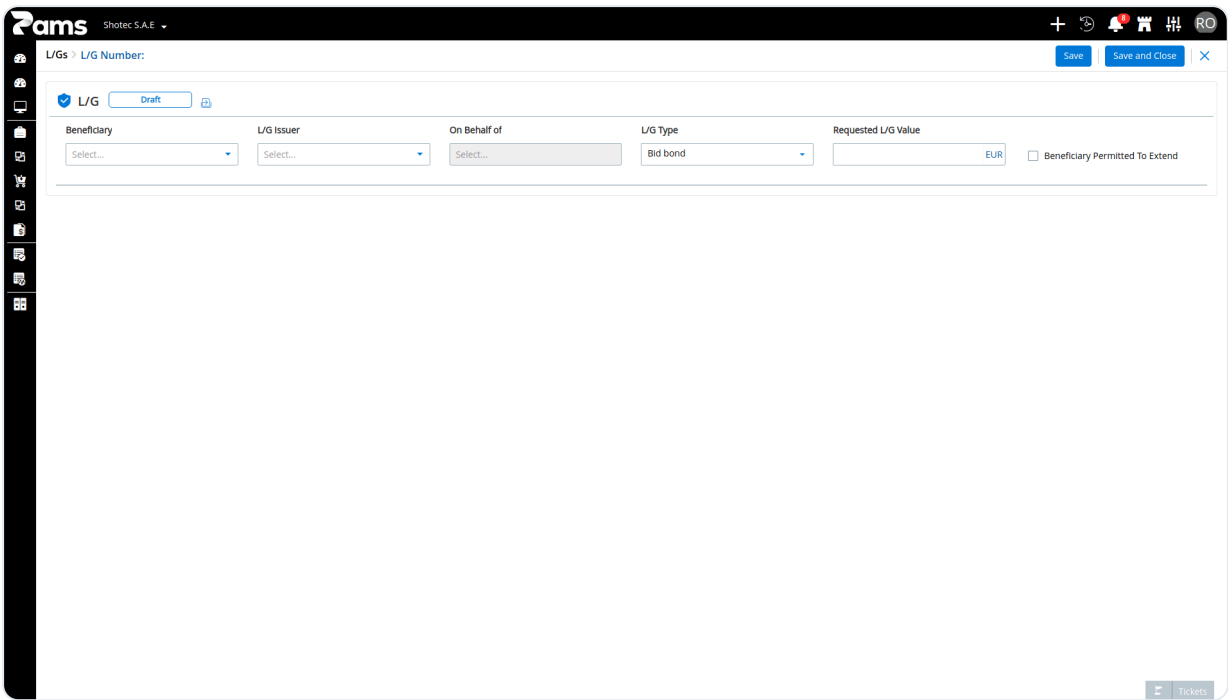


Letters Of Guaranties

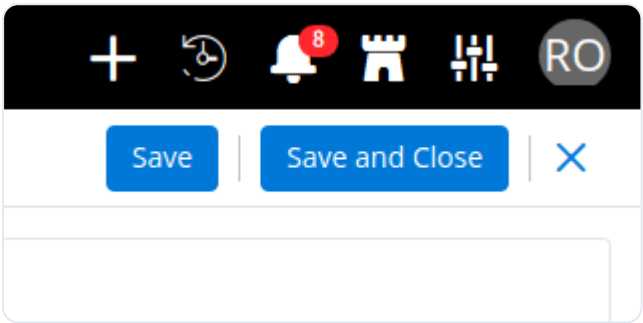
September 14, 2026

Letters Of Guaranties

User Guide › Letters Of Guaranties



Letters Of Guaranties



Overview

Use Letters Of Guaranties to record and manage a letter of guarantee (L/G) through its business lifecycle. Sales, Purchasing, Project Management, Warehouse, and Finance users may work with an L/G when it requires approval, is active, requires return, or is ready for closure.

An L/G progresses through **Awaiting Approval**, **Approved**, **Running**, **Returned**, and **Closed**. It may also leave the normal lifecycle through rejection, cancellation, liquidation, or expiry.

Before you start

- Sign in to the application before opening or saving an L/G.
- Ensure that you have the required L/G information available. The form validates required information when you save.
- If the L/G has one or more extensions or deductions, it cannot be reverted to its initial stage.

Steps

1. On the main navigation bar, select **L/Gs** to open the Letters Of Guaranties workspace.
2. On the new L/G record, enter the required L/G information available on the form.

Complete all required information before saving. The application validates the record and prevents saving if required information is missing.

3. Select **Save** to validate and save the L/G.
4. Manage the L/G through the applicable business lifecycle:
 - Submit the L/G for **Awaiting Approval** when it requires approval.
 - Continue processing after it becomes **Approved** and then **Running**.
 - Process the L/G return before it becomes **Returned**.
 - Complete the lifecycle when the L/G becomes **Closed**.
 - Handle cancellation, liquidation, expiry, or rejected approval as exceptions to the normal lifecycle.
5. Where your business process requires the L/G to be treated as not approved, use **Consider as not approved**.
6. When you have completed your work, select **Save and Close**.

Tips & cautions

Warning: The application refuses to save an L/G when required information is missing.

Note: If you enable editing for an Offer that is already awaiting approval, the Offer must be re-approved.

Warning: Do not expect to return an L/G to its initial stage after extensions or deductions have been added.

Troubleshooting

Symptom	Likely cause	Fix
The L/G does not save.	Required information is missing.	Complete the required information on the L/G form, then select Save again.
A warning appears when leaving the page.	The L/G contains unsaved changes.	Select Save to retain the changes, or review the changes before leaving the page.
The L/G cannot return to its initial stage.	The L/G has one or more extensions or deductions.	Continue processing the L/G from its current lifecycle position.
Approval cannot proceed.	The related Offer or Order has not met its approval requirements.	Ensure that the Offer is approved and that the Order is accepted and confirmed before continuing.

Result

The L/G is saved and can proceed through approval, active use, return, and closure as required by the business process.

Related pages

- [Letters Of Guaranties — Overview](#)
- [Letters Of Guaranties — Learning Path](#)